



Community  
Pharmacy  
Agreement

# INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES – EXTENSION PROGRAMME

*Effective from 1 July 2015*

Programme Specific Guidelines are currently available in draft form and will shortly be updated to comply with the Commonwealth Grants Rules and Guidelines. Updates to these programme guidelines will not change the intent of this programme, but will provide additional clarity for participants. This programme will continue to operate under these draft guidelines until updated programme guidelines are published.

# PROGRAMME SPECIFIC GUIDELINES



Australian Government  
Department of Health



The Pharmacy  
Guild of Australia

## PROGRAMME SPECIFIC GUIDELINES

### TABLE OF CONTENTS

1	Introduction.....	3
2	Background.....	3
3	Participation Requirements.....	3
	3.1 Pharmacy Eligibility.....	3
	3.2 Eligible rural and remote locations.....	4
4	Application Process.....	4
5	Reporting Requirements.....	4
6	Funding Allocation and Payment.....	4
7	Important Information.....	5
8	Resources.....	5
	Contact Details.....	5

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## PROGRAMME SPECIFIC GUIDELINES

### 1. INTRODUCTION

This document outlines the Programme Specific Guidelines governing the Intern Incentive Allowance for Rural Pharmacies Extension Programme (IIARP-EP). This document must be read in conjunction with 6CPA General Terms and Conditions. Definitions in the 6CPA General Terms and Conditions apply in these Programme Specific Guidelines.

The IIARP-EP is an initiative of the Rural Pharmacy Workforce Programme (RPWP). The RPWP is designed to strengthen and support the rural pharmacy workforce, in turn to provide increased access to quality pharmacy services for consumers residing in rural and remote regions of Australia.

RPWP is part of the suite of Rural Support Programmes funded under the Sixth Community Pharmacy Agreement to support targeted programmes and services which improve access to PBS medicines and services for people living in rural and remote regions of Australia.

### 2. BACKGROUND

The IIARP-EP supports the rural pharmacy workforce by enabling Community Pharmacies in rural areas to retain a newly registered pharmacist for a continuous 12 month period beyond their initial intern period.

The IIARP-EP complements the existing Intern Incentive Allowance for Rural Pharmacies which aims to increase the capacity of rural pharmacies to provide sustainable pharmacy services by providing financial support to engage a pharmacy graduate in their intern year.

The allowance provides funding of \$20,000 (GST Exclusive) to Community Pharmacies for a 12 month period. There will be a maximum of 10 allowances available each year.

### 3. PARTICIPATION REQUIREMENTS

#### 3.1 Pharmacy Eligibility

To be considered eligible for the purposes of this allowance the Community Pharmacy must:

- 1 Meet the definition of a Community Pharmacy as outlined in the 6CPA General Terms and Conditions;
- 2 Be actively trading and continue to actively trade throughout the period of time the allowance applies to;
- 3 Be located in a rural or remote area as defined by these Guidelines;
- 4 Agree to the reporting requirements that are set out in these Guidelines;
- 5 Employ a newly registered pharmacist for a continuous period of 12 months, for whom they had acted as a preceptor during their intern year, and who meets the Pharmacist Employee eligibility criteria as set out in these guidelines;
- 6 Agree to advise the Guild within 21 days in event of the following:
  - (a) the pharmacist to whom the Allowance applies ceases employment with the Community Pharmacy;
  - (b) the Community Pharmacy ceases to be actively trading;
  - (c) the Community Pharmacy is sold in respect of all its interests;
  - (d) the Community Pharmacy is unable to submit reports by the due date;
- 7 Employ a newly registered pharmacist who meets the criteria as defined by these Guidelines:
  - (a) Be an Australian citizen or a permanent resident of Australia and provide certified proof of citizenship (or permanent residency where applicable);
  - (b) Be commencing their first year of work as a newly registered pharmacist; that is the pharmacist must be in the year immediately following their intern year;
  - (c) Must have completed their intern year at the Community Pharmacy applying for the allowance;
  - (d) Must be employed by the Community Pharmacy for 12 continuous months.

## PROGRAMME SPECIFIC GUIDELINES

### 3.2 Eligible rural and remote locations

For the purpose of the Intern Incentive Allowance for Rural Pharmacies – Extension Programme, the Community Pharmacy must be located in PhARIA categories 4 to 6.

PhARIAs for a particular location can be found by visiting the following website:

<http://gisca.adelaide.edu.au/projects/pharia.html>

The Guild reserves the right to determine whether a location is deemed eligible based on the categories above.

#### TIP

Community Pharmacy must be located in PhARIA 4–6

### 4. APPLICATION PROCESS

The Community Pharmacy must submit an official electronic application form and supply all required documentation in order to be considered for payment of an allowance.

Application forms can be completed and submitted via [www.6cpa.com.au](http://www.6cpa.com.au). A Community Pharmacy may only receive one allowance in each 12 month period.

Applications may be submitted up to 60 days prior to the pharmacist's completion of their intern year with the Community Pharmacy, or no later than 90 days after the commencement of employment of the pharmacist. Applications not received within these timeframes will not be accepted.

Formal notice of payment of the allowance will be provided to the Community Pharmacy via email if and where all eligibility criteria are met. Unsuccessful applications may be resubmitted if a change of programme eligibility criteria cause the application to become eligible.

The Guild and /or the Australian Government may at any time request evidence from the Community Pharmacy in receipt of the Allowance to substantiate the employment of the pharmacist to whom the Allowance applies.

### 5. REPORTING REQUIREMENTS

The Community Pharmacy must agree to provide a Mid Placement Report and an End Placement Report using a reporting template by the stipulated due date of the report.

The Pharmacist employed by the Community Pharmacy for the purposes of the Allowance will also be required by the Guild to provide an End Placement Feedback Form.

### 6. FUNDING ALLOCATION AND PAYMENT

The Allowance provides funding of \$20,000 (GST Exclusive) to Community Pharmacies for a 12 month period.

Allowances are limited on the basis of available funds. Lodging an application form does not guarantee receipt of an Allowance. Consequently, applications satisfying the eligibility criteria will not necessarily receive payment of an Allowance.

Payments will be made electronically based on the bank account details that are provided as a part of the application process. Community Pharmacies will be required to complete a Recipient Created Tax Invoice Form (RCTI) in order to receive payment.

The Allowance will be apportioned as follows:

- 1 a payment of \$7,500 (GST exclusive) will be made within 28 days of approval of an application
- 2 a subsequent payment of \$7,500 (GST exclusive) will be made within 28 days of acceptance of the mid-placement report covering the first six months of the employment of the pharmacist;
- 3 final payment of \$5,000 (GST exclusive) will be made within 28 days of acceptance of the final report covering the 12 month employment period of the pharmacist.

The allowance payable to the Community Pharmacy may be adjusted to take into account any change in the period of employment of the pharmacist. Any adjustments will be made at the discretion of the Guild.

The Guild reserves the right to seek the repayment of portions of the Allowance which have been overpaid as a result of a change in pharmacy ownership or the period of employment of the pharmacist.

## PROGRAMME SPECIFIC GUIDELINES

### 7. IMPORTANT INFORMATION

The receipt of the Allowance does not disqualify the Community Pharmacy from receiving other forms of support for rural pharmacy practice.

Allowances are limited on the basis of available funds. Lodging an application does not guarantee receipt of an allowance. Consequently, applicants satisfying the eligibility criteria will not necessarily receive payment of an allowance.

The Guild may provide the Australian Government with information about the assessment and allocation of the allowance and on any legal issues that may arise in relation to a particular application.

### 8. RESOURCES

IIARP-EP Programme resources are available for download at [www.6cpa.com.au](http://www.6cpa.com.au)

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### CONTACT

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