



## SCHOLARSHIP PARTICIPATION GUIDE

# FOR RURAL PHARMACY SCHOLARSHIP HOLDERS, ABORIGINAL AND TORRES STRAIT ISLANDER PHARMACY SCHOLARSHIP HOLDERS AND RURAL PHARMACY SCHOLARSHIP MENTORS

### PURPOSE OF THIS GUIDE

This document has been designed to provide guidance to newly accepted and ongoing scholarship holders and mentors when participating in either the Rural Pharmacy Scholarship Scheme or the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme.

### INTRODUCTION

The **Rural Pharmacy Scholarship Scheme** aims to encourage and enable students from rural and remote communities to undertake undergraduate and graduate entry studies in pharmacy at university.

The **Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme** aims to encourage Aboriginal and Torres Strait Islander students to undertake undergraduate or graduate entry studies in pharmacy at university.

Both of these Scholarship Schemes are supplemented by the **Rural Pharmacy Scholarship Mentor Scheme** (Mentor Scheme) which aims to reinforce the scholarship holder's ties to rural and regional Australia and provide support to scholarship holders outside of the university and formal study environment. Mentor support involves at least quarterly contact, such as email, telephone or face-to-face sessions as instigated by the scholarship holder.

All scholarship holders are required to participate in the Mentor Scheme as part of their scholarship.

### SCHOLARSHIP HOLDER RESPONSIBILITIES

The responsibilities of the scholarship holder are to:

1. develop a realistic and meaningful Learning Plan with the nominated mentor at the beginning of each academic year of the scholarship;
2. agree each academic year to participate in the Mentor Scheme for the duration of the scholarship;

3. establish ongoing contact at least quarterly with the nominated mentor;
4. maintain quarterly communications with the nominated mentor to discuss elements identified in the Learning Plan; and
5. undertake rural activities throughout each academic year.

### MENTOR RESPONSIBILITIES

The responsibilities of the mentor are to:

1. develop a realistic and meaningful Learning Plan with the scholarship holder at the beginning of each academic year of the scholarship;
2. maintain contact with the scholarship holder at least quarterly; and
3. prepare a brief Mentor Report regarding the rural activities undertaken by the scholarship holder and complete a Mentor Details form. Both of these are required annually in December.

### SCHOLARSHIP SCHEME REQUIREMENTS

It is important to note that there are a number of requirements that must be met by all scholarship holders on an annual basis. These are split into **Beginning of Year** and **End of Year** requirements.

#### BEGINNING OF YEAR REQUIREMENTS

All scholarship holders are required to complete and/or submit the following requirements at the commencement of each academic year via the Pharmacy Programs Online System.

Further information about accessing the system is available under the **Accessing the Pharmacy Programs Online System** section in this document.

**Annual Scholarship Agreement**

Scholarship holders are required to acknowledge and agree to the ongoing scholarship agreement. This ongoing scholarship agreement confirms the scholarship holder will continue to meet the required obligations in order to receive scholarship payments.

**Annual Applicant Term Details Form**

Scholarship holders are required to complete the online Applicant Term Details form. This ensures that accurate scholarship holder details are maintained.

The following information is necessary for the completion of this form:

1. Term and home contact details
2. Course details

3. Mentor details
4. Current bank account details.

**Learning Plan**

Scholarship holders are required to complete and submit a Learning Plan covering interaction with the nominated mentor, rural activities and rural health club participation. The Learning Plan has been designed to support and guide the work undertaken during each academic year.

The Learning Plan must be developed and agreed to by both the mentor and the scholarship holder to demonstrate that in the view of both parties, the activities are realistic, achievable and relevant to the current level of study.

Please keep a copy of your Learning Plan as you will need to refer to it to complete your end of year report.

**EXAMPLE LEARNING PLAN TEMPLATE**

Student Name: .....Mentor Name: .....

University: ..... Year of Study: .....

**Your Objectives:**

	1	2	3
<b>The Goals</b> – Specify what you want to achieve in your scholarship year. Examples are: further develop your understanding of challenges and rewards of rural health practice, increase your understanding of delivery of a rural health service or programme, increase your exposure to rural health issues.			
<b>The Means</b> – Outline strategies to achieve the goals you have chosen. Examples are: through mentor contact, active participation in rural activities with your Rural Health Club, rural placements through your university etc.			
<b>The Milestones</b> – These will show progress towards achieving your goals. Examples are: completion or partial completion of an activity such as contact and visits with your mentor, completed visits with rural high school students, challenges encountered and overcome during the year both personally and in the rural health setting.			
<b>The Acquittal</b> – Indicate a time line to reach milestones for the goals you have chosen. ( <b>Note:</b> acquittal of your learning plan is a major component of your formal report due December each year.)			

### Suggested Rural Activities

1. Promote rural pharmacy to rural secondary school students.
2. Participate in activities that promote pharmacy as a career choice to rural secondary school students.
3. Actively participate in rural health club activities such as excursions, special visits, or by being on the executive board.
4. Spend time with mentors by engaging in a range of day-to-day activities that will inform your understanding of rural health practice.

Mentors and scholarship holders may identify other appropriate activities. If you would like to discuss the appropriateness of any specific activities, please contact the 6CPA Support Team.

### Proof of Full Time Enrolment

Scholarship holders are required to submit proof of full time University enrolment. This may be demonstrated via an academic transcript, a letter from your University or an official downloaded record from the internet.

### Academic Results

Scholarship holders are required to submit their academic results from the previous year. This may be demonstrated via an academic transcript, through a letter from your University or an official downloaded record from the Internet.

### Income Details

Scholarship holders are required to submit their Notice of Assessment from the Australian Taxation Office from the previous financial year (consistent with the details submitted with original application). Scholarship holders who are not required to lodge a tax return should advise the 6CPA Support Team in writing and provide a Statutory Declaration that supports their claim.

*This requirement does not apply to holders of the Aboriginal and Torres Strait Islander Pharmacy Scholarship.*

### Rural Health Club Membership

Scholarship holders are required to be a member of the Rural Health Club at their University and provide proof of membership. Rural Health Clubs provide members with opportunities to share and exchange knowledge.

## END OF YEAR REQUIREMENTS

All mentors and scholarship holders are required to complete and/or submit the following requirements at the end of each academic year via the Pharmacy Programs Online System.

Further information about accessing the system is available under the Accessing the Pharmacy Programs Online System section in this document.

### Mentor Details Form

Mentors are required to complete the online Mentor Details form providing contact and bank account details. It is the responsibility of both scholarship holders and mentors to keep the 6CPA Support Team informed of any changes to contact or bank account details as they occur.

### Mentor Report

Mentors are required to provide a brief Mentor Report detailing contact with their scholarship holder and their scholarship holder's rural health activities.

### End of Year Report

Scholarship holders are required to submit an End of Year Report addressing the goals identified in the Learning Plan and the means by which they accomplished them, involvement in rural activities, and other information that is relevant, such as experience of participation in the Mentor Scheme. This report should be between 500 and 1000 words.

This is an individual report, which should be written from a personal perspective.

Final year scholarship holders are required to submit an analysis of their participation in the Mentor Scheme over the duration of their scholarship and to include any suggestions they may have as a result of their experiences in the Scholarship Scheme.

## SELECTING A MENTOR

We recommend that mentors be currently practicing in a PhARIA 2–6 location as defined by the Pharmacy ARIA (PhARIA), which is an index which measures the degree of accessibility and remoteness of a community pharmacy location. The index ranges from 1 to 6, with 1 denoting a metropolitan area and 6 denoting a very remote area.

The PhARIA for a particular location can be found by visiting <http://www.adelaide.edu.au/apmrc/research/projects/pharia/>. We suggest that scholarship holders nominate a pharmacy mentor from their home district. Scholarship holders who already have a mentoring relationship with a local pharmacist with whom they undertake rural placements may nominate that pharmacist as their rural pharmacy mentor.

## MENTOR SUPPORT

Mentor support includes at least quarterly contact instigated by the scholarship holder. The method, including timing and duration of contact (e.g. email, telephone and face-to-face session) between the scholarship holder and the mentor, is to be negotiated between the parties.

Ideally scholarship holders should endeavour to conduct at least one face to face meeting with their mentor each academic year. It is recognised that there may be circumstances where distance may preclude face to face contact.

Mentors will be paid an honorarium of \$375 (GST exclusive) each academic year for participating in the scheme.

This amount will be paid directly to the mentor within 30 days of receipt of a completed Mentor Details form and Mentor Report.

If either party believes that the mentoring relationship is not proving to be effective and satisfying they should contact the 6CPA Support Team to discuss the issue.

## CHANGING MENTORS

Scholarship holders:

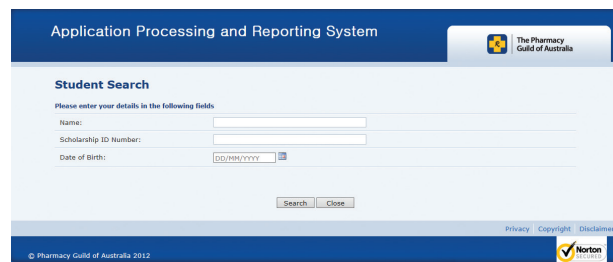
- should inform the 6CPA Support Team of any changes in their mentoring arrangement;
- are responsible for providing a new mentor's contact details;
- should nominate a new mentor within fourteen (14) days of informing the 6CPA Support Team of their decision to change mentors; and
- are responsible for informing their old mentor of any new arrangements established.

## ACCESSING THE PHARMACY PROGRAMS ONLINE SYSTEM

### SCHOLARSHIP HOLDERS

Scholarship holder Beginning of Year and End of Year requirements are to be completed and/or submitted by accessing the Pharmacy Programs Online System at <https://www.pharmacyprograms.com.au/Public/Login/ApplicantLogin.aspx>

*Scholarship holder login screen:*



The screenshot shows the 'Application Processing and Reporting System' login page for 'Student Search'. It includes a header for 'The Pharmacy Guild of Australia' and a search form with fields for Name, Scholarship ID Number, and Date of Birth (with a date picker). A 'Search' button and a 'Close' button are at the bottom of the form. The footer contains copyright information for the Pharmacy Guild of Australia 2012 and a Norton logo.

### Login Tips:

- When logging into this system be sure to enter your Name in exactly the same way as it was entered into your Annual Applicant Term Details form.
- Your Scholarship ID Number can be found in the subject line of any email correspondence sent to you from the scheme.
- Please ensure to use the following date format DD/MM/YYYY (e.g. 03/05/1995) when entering your Date of Birth.

### MENTORS

Mentor reports are to be completed and/or submitted at the end of each academic year by accessing the Pharmacy Programs Online System at <https://www.pharmacyprograms.com.au/Public/Login/MentorLogin.aspx>

*Mentor Login screen:*

Application Processing and Reporting System

The Pharmacy Guild of Australia

### Mentor Login

Please enter your details in the following fields

Mentor Name:

Student Name:

Mentor Email Address:

Search Close

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### IMPORTANT INFORMATION

The 6CPA General Terms and Conditions, relevant Programme Specific Guidelines and programme resources are available at [www.6cpa.com.au](http://www.6cpa.com.au).

## CONTACT

6CPA Support Team  
The Pharmacy Guild of Australia  
PO Box 7036  
Canberra Business Centre ACT 2610  
Phone: 1300 555 262  
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