

# ABORIGINAL AND TORRES STRAIT ISLANDER PHARMACY ASSISTANT TRAINEESHIP SCHEME

*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

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TABLE OF CONTENTS

1 Introduction..... 3

2 Background..... 3

3 Participation requirements..... 3

    3.1 Pharmacy eligibility..... 3

    3.2 Eligible pharmacy assistants..... 4

4 Application process..... 4

5 Reporting requirements..... 4

6 Funding allocation and payment..... 5

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 Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme. 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.

Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme is an initiative of the Aboriginal and Torres Strait Islander Rural Workforce Programme designed to strengthen and support the Aboriginal and Torres Strait Islander pharmacy workforce, which in turn will provide improved, culturally appropriate pharmacy services for Aboriginal and Torres Strait Islander consumers.

Aboriginal and Torres Strait Islander Pharmacy Workforce Programme is part of the suite of Aboriginal and Torres Strait Islander Specific Programmes funded under the Sixth Community Pharmacy Agreement to support quality use of medicines services that are designed to reduce adverse events and associated hospital admissions or medical presentations.

## 2. BACKGROUND

The Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme is a continuing Programme under the 6CPA, as part of the Aboriginal and Torres Strait Islander Workforce Programmes which aims to improve access to quality community pharmacy services by Aboriginal and Torres Strait Islander people taking account of cultural issues in meeting health needs.

The aim of the Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme is to increase Aboriginal and Torres Strait Islander participation in the pharmacy workforce, allowing pharmacies to better meet the needs of their local communities.

A maximum Allowance of \$10,000 (excluding GST) may be paid to an eligible Community Pharmacy that employs and supports an Aboriginal and/or Torres Strait Islander pharmacy assistant to complete a nationally accredited Pharmacy Assistant training course. A Community Pharmacy may submit an application for funding for more than one nationally accredited Pharmacy Assistant training course per pharmacy assistant.

The funding is to cover the full training costs for the pharmacy assistant and also contribute to the wages and other costs incurred by the Community Pharmacy.

## 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 Agree to the reporting requirements in these Guidelines;
- 3 Be actively trading and continue to actively trade throughout the period of time the Allowance applies to;
- 4 Employ a pharmacy assistant who meets the criteria as defined by these Guidelines;
- 5 Provide evidence that the pharmacy assistant has been employed and enrolled in a nationally accredited Pharmacy Assistant Training Course;
- 6 Consent to disclosure of personal information for the purpose of monitoring, managing and promoting the allowance;
- 7 Agree to advise the Guild within 21 days in event of the following:
  - (a) any changes in the duration of study undertaken by the pharmacy assistant;
  - (b) the pharmacy assistant ceases employment with the Community Pharmacy;
  - (c) the pharmacy assistant ceases to undertake the approved training course for which the funding was allocated;
  - (d) the Community Pharmacy ceases to be actively trading;
  - (e) the Community Pharmacy is sold in respect of all its interests.

## PROGRAMME SPECIFIC GUIDELINES

### 3.2 Eligible Pharmacy Assistants

To be considered eligible for the purposes of this Allowance the Community Pharmacy must employ or already have employed a pharmacy assistant who:

- 1 is an Australian citizen;
- 2 is of Aboriginal or Torres Strait Islander descent and provide evidence either by:
  - (a) a completed Self-Identification Form – available from [www.6cpa.com.au](http://www.6cpa.com.au),
  - (b) a letter of confirmation, or
  - (c) evidence obtained from an Incorporated Aboriginal or Torres Strait Islander Community Organisation;
- 3 undertakes a Nationally Accredited Pharmacy Assistant Training Course;
- 4 will complete the training course within two (2) years of receipt of advice that funding has been approved;
- 5 agrees to the reporting requirements in these Guidelines;
- 6 consents to disclosure of personal information for the purpose of monitoring, managing and promoting the allowance.

#### REMINDER

**Applications must be received by the Guild within 90 days of the pharmacy assistant commencing a Nationally Accredited Pharmacy Assistant Training Course.**

### 4. APPLICATION PROCESS

Community Pharmacies must submit an official electronic application form and attach 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 separate application must be submitted for each pharmacy assistant.

Community Pharmacies are responsible for securing and employing an Aboriginal and/or Torres Strait Islander pharmacy assistant. Both the Community Pharmacy details and the pharmacy assistant details must appear on the application form.

Applications must be received by the Guild within 90 days of the pharmacy assistant commencing a Nationally Accredited Pharmacy Assistant Training Course. This rule applies in all circumstances; late applications will not be accepted.

Applications must also be accompanied by supporting documentation which includes but is not limited to, evidence of Aboriginal or Torres Strait Islander descent and evidence of enrolment in a Nationally Accredited Pharmacy Assistant Training Course. Community Pharmacies that have not supplied evidence will not be approved for payment.

Formal notice of payment of the Allowance will be provided to the Community Pharmacy via email if and where all eligibility criteria are met.

A Community Pharmacy whose application is unsuccessful may reapply for the Allowance and will be assessed against the criteria that are in effect on the date the application is received.

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 application.

### 5. REPORTING REQUIREMENTS

The Community Pharmacy must agree to provide a mid-way report and a final report using a reporting template within 30 days of the stipulated due date of the report.

The pharmacy assistant employed for the purposes of the Allowance will also be contacted by the Guild to provide feedback on the Allowance.

Funding will not be paid until all required documentation is submitted to, and accepted by the Guild.

## PROGRAMME SPECIFIC GUIDELINES

### 6. FUNDING ALLOCATION AND PAYMENT

The Allowance provides funding of \$10,000 (excluding GST) to an eligible Community Pharmacy that employs and supports an Aboriginal and/or Torres Strait Islander pharmacy assistant to complete a nationally accredited Pharmacy Assistant training course within 24 months.

Allowances are limited on the basis of available funds. Lodging an application does not guarantee receipt of an Allowance. Consequently, Community Pharmacies satisfying the eligibility criteria will not necessarily receive payment of the 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 (RCTI) form in order to receive payment.

Funding will be apportioned as follows:

- 1 a payment of \$5,000 will be made within 28 days of approval of an application, evidence of Aboriginal or Torres Strait Islander descent and evidence of enrolment of the pharmacy assistant in at Nationally Accredited Pharmacy Assistant Training Course;
- 2 a subsequent payment of \$2,500 will be made at the mid-way point of the period of training undertaken by the pharmacy assistant and within 28 days of receipt and acceptance by the Guild of a mid-way report;
- 3 a final payment of \$2,500 will be made on completion of the course by the pharmacy assistant and within 28 days of the receipt and acceptance by the Guild of a final report covering the full course period.

Funding may be adjusted to take into account any changes in the employment of or enrolment status of the pharmacy assistant. 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.

### 7. IMPORTANT INFORMATION

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

The information on the application form for the Allowance will be used to assess eligibility to receive payment under the Allowance and its collection is authorised by Law. Some information obtained from the application may be released to the Australian Government to assist with the monitoring of the Allowance.

Please note that the Programme Specific Guidelines that govern all of the Aboriginal and Torres Strait Islander Workforce Programmes undergo a continuous quality improvement process, which may result in revisions to the guidelines from time to time. All revisions will be undertaken in conjunction with the Department of Health and may involve a consultation process.

### 8. RESOURCES

For further information on the Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme please visit [www.6cpa.com.au](http://www.6cpa.com.au)

## CONTACT

6CPA Support Team  
The Pharmacy Guild of Australia  
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Canberra Business Centre ACT 2610  
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Email: [support@6cpa.com.au](mailto:support@6cpa.com.au)