

PROGRAM RULES

Administrative Support to Pharmacy Schools Scheme

June 2025



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ADMINISTRATIVE SUPPORT TO PHARMACY SCHOOLS SCHEME

1 INTRODUCTION

This document outlines the Program Rules governing the Administrative Support to Pharmacy Schools Scheme (ASPSS). This document must be read in conjunction with the *Pharmacy Programs Administrator General Terms and Conditions* (General Terms). Definitions in the General Terms apply to these Program Rules. The ASPSS is funded by the Department of Health, Disability and Ageing (the Department) to support targeted programs and services that improve access to Pharmaceutical Benefits Scheme (PBS) medicines and services for people living in rural and remote regions of Australia

2 DEFINITIONS

ASPSS means Administrative Support to Pharmacy Schools Scheme.

ATSIPSS means Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme.

RPSPA means Rural Pharmacy Student Placement Allowance.

RPSS means Rural Pharmacy Scholarship Scheme.

Universities means a provider of pharmacy undergraduate or graduate entry courses leading to a registrable qualification as a pharmacist.

3 BACKGROUND

The ASPSS provides financial support to universities to facilitate placements for students in rural and remote areas, and to promote the RPSPA, RPSS and ATSIPSS.

4 ELIGIBILITY REQUIREMENTS

Australian universities that provide pharmacy undergraduate or graduate entry courses leading to a registrable qualification as a pharmacist are eligible to participate. Additionally, the university must be registered for the RPSPA Program.

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5 PARTICIPATION REQUIREMENTS

Eligible universities must enter into a formal agreement with the Pharmacy Programs Administrator and agree to:

- Organise rural placements for students in accordance with the RPSPA Program Rules
- Publicise and promote the RPSPA, RPSS and ATSIPSS where appropriate
- Acknowledge financial assistance provided by the Department of Health, Disability and Ageing (the Department) through the ASPSS in any promotional material or public statements made in relation to the RPSPA, RPSS and ATSIPSS
- Comply with the reporting requirements detailed below.

6 REPORTING REQUIREMENTS

Universities participating in the Scheme will be contracted by the Pharmacy Programs Administrator to deliver the ASPSS. Universities are required to report on a six-monthly basis. Copies of reports may be provided to the Department. Reporting requirements will be detailed in the contract and will include:

- Progress Reports that include details of the specific activities that have been undertaken using the funding. This includes promotional activities relating to the RPSPA, RPSS and ATSIPSS
- Statements of Income and Expenditure, in a format acceptable to the Pharmacy Programs Administrator
- Audited Financial Statements to cover the most recent financial year
- A Final Report (to be provided when the university's participation in the Scheme has ceased).

7 PAYMENTS

Payments will be made to the participating universities based on the payment schedule outlined in their contract.

As per s9-17(3) of the Goods and Services Tax (GST) Act, payments made are not subject to GST provided they contribute to costs incurred and do not exceed anticipated or actual costs.

Payments will only be made on receipt of satisfactory reporting requirements and deliverables.

The Pharmacy Programs Administrator reserves the right to withhold payment or terminate the contract with a university if contractual obligations are not met.

8 IMPORTANT INFORMATION

The Pharmacy Programs Administrator will provide the Department with information about the Scheme, the use of funds under the Scheme and any issues that may arise in relation to a particular circumstance.

9 AUDIT AND COMPLIANCE REQUIREMENTS

Service Providers must retain full and true records (in relation to the provision of services for not less than seven years after the claim for payment. Such records must be kept in a manner that permits them to be conveniently and properly audited, and enables the amounts claimed as well as

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the services provided under the General Terms and these Program Rules to be determined. Service Providers may be subject to audits by the Department (or its representative) to ensure that the General Terms and these Program Rules have been complied with, and must provide all and any records requested as part of such audit(s).

Service Providers that wrongfully or incorrectly receive support and/or do not meet the requirements set out in the General Terms and these Program Rules may be subject to compliance action (as determined by the Department Pharmacy Programs Administrator) and repayment may be required. Under section 137.1 of the Criminal Code, giving false and misleading information is a serious offence. If an audit/compliance action is to be conducted, Service Providers will be required to produce documentation within a specified time frame.

10 RESOURCES

ASPSS resources are available for download at <https://www.ppaonline.com.au>.



CONTACT THE SUPPORT CENTRE: 1800 951 285 | support@ppaonline.com.au