



PROGRAM RULES

Intern Incentive Allowance for Rural Pharmacies – Extension Program

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Australian Government
Department of Health,
Disability and Ageing

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INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES – EXTENSION PROGRAM

1 INTRODUCTION

This document outlines the Program Rules governing the Intern Incentive Allowance for Rural Pharmacies Extension Program (IIARP-EP). This document must be read in conjunction with the *Pharmacy Programs Administrator General Terms and Conditions* (General Terms). Definitions in the General Terms apply in these Program Rules.

The IIARP-EP 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 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 IIARP intern placement period.

The IIARP-EP complements the existing Intern Incentive Allowance for Rural Pharmacies that 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 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 General Terms
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 Program Rules
4. Agree to the reporting requirements that are set out in these Program Rules
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 Eligibility Criteria as set out in these Program Rules
6. Agree to advise the Pharmacy Programs Administrator within 21 days in event of the following:
 - a. The Pharmacist with 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 claims by the due date
7. Employ a newly Registered Pharmacist who meets the criteria as defined by these Program Rules.

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3.2 Newly Registered Pharmacist Eligibility

To be considered eligible for the purposes of this Allowance the Community Pharmacy must employ a Newly Registered Pharmacist who:

- a. Is an Australian citizen or a permanent resident of Australia and provide certified proof of citizenship (or permanent residency where applicable)
- b. Is commencing their first year of work as a newly Registered Pharmacist; that is, the Pharmacist must be in the year immediately following their Incentive Allowance for Rural Pharmacies Program (IIARP) intern placement
- c. Completed their intern year at the Community Pharmacy applying for the Extension Program Allowance
- d. Completed the IIARP Program at the Community Pharmacy applying for the Extension Program Allowance
- e. Will be employed by the Community Pharmacy for 12 continuous months.

3.3 Eligible Rural and Remote Locations

For the purpose of the Intern Incentive Allowance Extension Program, 'Rural and Remote' locations will be determined by the Modified Monash Model (MMM). Information regarding the Modified Monash Model can be viewed here: <https://www.health.gov.au/health-topics/health-workforce/health-workforce-classifications/modified-monash-model>.

The Community Pharmacy must be located in a Modified Monash (MM) Category 5 to Category 7 location to be deemed eligible for the program.

MM categories for a particular location can be viewed on the Department's Health Workforce Locator website: <https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator>. Please ensure that eligibility is determined by using the street address, not the suburb or postcode.

The Pharmacy Programs Administrator reserves the right to determine whether a location is deemed eligible based on the MM categories above.

4 APPLICATION PROCESS

Eligible Community Pharmacies must first register for the IIARP-EP on the Pharmacy Programs Administrator [Portal](#) (the Portal).

After successfully registering for the Program, the Community Pharmacy must then submit an application and supply all required documentation.

Please note: The Community Pharmacy must submit an application in order to be considered for payment of an Allowance; simply registering for the Program is not considered a completed application.

Applications can be completed and submitted via the [Portal](#). Applications are limited to one placement per Community Pharmacy per 12-month period. Community Pharmacies should keep this limit in mind should an application be delayed as it may impact their eligibility to apply for future applications.

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Applications may be submitted up to 60 days prior to the newly Registered Pharmacist's completion of their IIARP end placement date with the Community Pharmacy, or no later than 90 days after the IIARP End Placement date and the transition into the commencement of employment as a newly Registered Pharmacist. Applications received outside of these time frames will not be accepted.

A newly Registered Pharmacist must have completed the IIARP during their intern year to be eligible for the IIARP-EP. Newly Registered Pharmacists who have completed an intern year at the Community Pharmacy without participating in the IIARP Program will not be eligible for the IIARP-EP.

On approval, formal notice of payment of the Allowance will be provided to the Community Pharmacy via email. Unsuccessful applications may be resubmitted if a change of Program Eligibility Criteria cause the application to become eligible.

The Pharmacy Programs Administrator and/or the Department 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 submit a Mid Placement claim and an End Placement claim within deadlines provided in the initial application approval email.

The newly Registered Pharmacist employed by the Community Pharmacy for the purposes of the Allowance will also be required to complete the IIARP-EP New Pharmacist End Placement Report, using the [report template](#).

6 FUNDING ALLOCATION AND PAYMENT

Payments will include GST where the Community Pharmacy is registered for it and has selected that option within their PPA Portal account. If registered for GST, the Community Pharmacy will need to report the GST associated payments as part of their quarterly Business Activity Statements. The GST component of the payment will be listed on the Recipient Created Tax Invoice (RCTI) issued by the PPA. Payments amounts shown below are GST exclusive. Where GST registration status changes, Community Pharmacies should contact the PPA to update their GST status in the PPA Portal prior to submitting new claims for payment.

The Allowance provides funding of \$20,000 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 part of the Portal registration process.

The Allowance will be apportioned as follows:

- A payment of \$7,500 will be made within 28 days of approval of an application
- A subsequent payment of \$7,500 will be made within 28 days of acceptance of the Mid Placement claim covering the first six months of the employment of the Pharmacist
- Final payment of \$5,000 will be made within 28 days of acceptance of the End Placement claim covering the 12-month employment period of the Pharmacist.

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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 Pharmacy Programs Administrator. The Pharmacy Programs Administrator reserves the right to seek the repayment of portions of the Allowance that have been overpaid as a result of a change in Pharmacy ownership or the period of employment of the Pharmacist.

7 IMPORTANT INFORMATION

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

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 Pharmacy Programs Administrator may provide the Department 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 AUDIT AND COMPLIANCE REQUIREMENTS

Program applicants must retain full and true records in relation to the receipt and use of the allowance for not less than seven years after receipt of the allowance. Such records must be kept in a manner that permits them to be conveniently and properly audited. Program applicants may be subject to audits by the Department (or its representative) to ensure that the allowance is paid and used in accordance with the General Terms and these Program Rules and must provide all and any records requested as part of such audit(s).

Program applicants 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 or 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, Program applicants will be required to produce documentation within a specified time frame.

9 RESOURCES

IIARP-EP resources are available for download from the PPA [website](#)



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