



PROGRAM RULES

Intern Incentive Allowance for Rural Pharmacies

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Australian Government
Department of Health,
Disability and Ageing

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INTERN INCENTIVE ALLOWANCE FOR RURAL PHARMACIES

1 INTRODUCTION

This document outlines the Program Rules governing the Intern Incentive Allowance for Rural Pharmacies Program (IIARP). 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 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 provides financial support to rural Pharmacies offering a placement for a new pharmacy graduates during their intern year, thereby increasing the capacity of rural Pharmacies to provide sustainable Pharmacy services to rural and remote communities.

An allowance may be paid to Community Pharmacies and eligible Hospital Authorities that employ a Pharmacy Intern in a defined rural or remote area for a continuous period between a minimum of six and a maximum of twelve months. Allowances for Intern placements lasting between six and twelve months may be calculated on a pro rata basis, and no funding is available for periods of less than six months. See further information in Section 6: Funding Allocation and Payment.

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. Meet the Pharmacy Board of Australia preceptor requirements
4. Be located in a rural or remote area as defined by these Program Rules
5. Agree to advise the Pharmacy Programs Administrator within 21 days in event of the following:
 - a. Any changes in the period of the placement of the Pharmacy Intern
 - b. The Pharmacy Intern ceases employment with the Community Pharmacy
 - c. The Community Pharmacy ceases to be actively trading
 - d. The Community Pharmacy is sold in respect of all its interests
 - e. The Community Pharmacy is unable to submit claims within the 30-day timeframe
 - f. The conditions of placement no longer meet the requirements under the Pharmacy Board of Australia
6. Employ a Pharmacy Intern who meets the criteria as defined by these Program Rules.

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3.2 Hospital Authority Eligibility

To be considered eligible for the purposes of this Allowance the Hospital Authority must:

1. Be a Hospital Authority or a multi-purpose centre that:
 - a. Operates a Pharmacy
 - b. Has a full-time Pharmacist engaged who has the capacity to provide adequate supervision to a Pharmacy Intern, located in a defined rural area where there is no Community Pharmacy within a 30 km radius
2. Be a Hospital Authority or a multi-purpose centre that:
 - a. Operates a Pharmacy
 - b. Has a full-time Pharmacist engaged who has the capacity to provide adequate supervision to a Pharmacy Intern, located in a town where there is a Community Pharmacy under the following circumstances:
 - The Hospital Authority or multi-purpose centre provides confirmation in writing from the local Community Pharmacy that they are not willing or able to take an Intern
 - OR
 - The Hospital Authority or multi-purpose centre submits a joint application with a Community Pharmacy agreeing to 'share' a 12-month placement between the two sites. The share arrangements must be a 50/50 split across two sites
3. Be located in a rural or remote area as defined by these Program Rules
4. Agree to advise the Pharmacy Programs Administrator within 21 days in event of the following:
 - a. The Hospital Authority or a multi-purpose service centre ceases to have a fulltime Pharmacist engaged who has the capacity to provide adequate supervision to a Pharmacy Intern
 - b. Any changes in the period of the placement of the Pharmacy Intern
 - c. The Pharmacy Intern ceases employment with the Hospital Authority
 - d. The Hospital Authority is unable to submit claims within the 30-day time frame
 - e. The conditions of the placement no longer meet the requirements under the Pharmacy Board of Australia
5. Employ a Pharmacy Intern who meets the criteria as defined by these Program Rules.

3.3 Pharmacy Intern Eligibility

To be considered eligible for the purposes of this Allowance the Community Pharmacy or Hospital Authority must employ a Pharmacy Intern who:

1. Is an Australian citizen, or a permanent resident of Australia and provides certified proof of citizenship (or permanent residency where applicable). Documentation must be received prior to the completion of the placement
2. Has completed a pharmacy course approved by the Pharmacy Board of Australia and be eligible to undertake Intern training requirements
3. Is employed by the Community Pharmacy or Hospital Authority for a minimum of six continuous months.

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3.4 Eligible Rural and Remote Locations

For the purpose of the Intern Incentive Allowance, '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 and/or Hospital Authority must be located in a Modified Monash (MM) Category 3 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

Once all Eligibility Criteria are met, applicants must first register for the IIARP Program on the Pharmacy Programs Administrator [Portal](#) (the Portal).

After successfully registering for the Program, the Community Pharmacy and/or Hospital Authority must submit an application and supply all required documentation in order to be considered for payment of an Allowance.

Please note: The Community Pharmacy and/or Hospital Authority must submit an application; simply registering for the program is not considered a completed application.

Applications can be completed and submitted via the [Portal](#). A separate application must be submitted for each Pharmacy Intern.

Applications may be submitted up to 60 days prior to the commencement of the Intern. Applications must be received by the Pharmacy Programs Administrator no later than 90 days after the commencement of the internship. This rule applies in all circumstances, including any Interns waiting to receive permanent residency or Australian citizenship. Applications received outside these timeframes will not be accepted.

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

The Pharmacy Programs Administrator and/or the Department may at any time request evidence from the Community Pharmacy and/or Hospital Authority in receipt of the Allowance to substantiate the attendance of the Pharmacy Intern.

5 REPORTING REQUIREMENTS

The Community Pharmacy and/or Hospital Authority must agree to submit a Mid Placement claim (where relevant) and an End Placement claim within the deadlines provided in the initial application approval email.

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The Pharmacy Intern employed for the purposes of the Allowance will also be required to complete the IIARP Intern End Placement Report, using the [report template](#).

6 FUNDING ALLOCATION AND PAYMENT

Payments will include GST where the Community Pharmacy and/or Hospital Authority is registered for it and has selected that option within their PPA Portal account. If registered for GST, the Community Pharmacy and/or Hospital Authority 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 and/or Hospital Authorities 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 \$10,000 for a 12-month placement and \$5,000 for a six-month placement. Funding for placements between six and 12 months will be calculated on a pro-rata basis.

Once a 12-month Intern Application has been approved and paid in full for any individual Intern, future Intern Applications submitted by the same, or other Community Pharmacy and/or Hospital Authority for the same individual Intern cannot be approved.

Allowances are limited on the basis of available funds. Lodging an application does not guarantee receipt of an Allowance. Consequently, Community Pharmacies and/or Hospital Authorities 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 part of the [Portal](#) registration process.

The Allowance will be apportioned as follows:

Six-month placement (\$5,000)

- A payment of \$2,500 will be made within 28 days of approval of an application
- Final payment of \$2,500 will be made within 28 days of acceptance by the Pharmacy Programs Administrator of the End Placement claim covering the full six-month placement period.

Six to twelve month placements (pro-rata)

- A payment of \$2,500 will be made within 28 days of approval of an application
- A subsequent payment of \$2,500 will be made within 28 days of acceptance of the Mid Placement claim covering the first six months of the placement
- A final payment of the remaining period of the placement will be calculated on a pro-rata basis and will be made within 28 days of acceptance of the End Placement claim covering the full placement period.

Pro-rata placement calculation

Placement months are based on the intern's start date. For example, if an intern starts on 13 June, then each placement month runs from the 13th to the 12th of the following month.

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When calculating pro-rata amounts for the final month of placement:

- If the intern finishes less than 15 days into that placement month, the month is not counted (rounded down).
- If the intern finishes 15 days or more into that placement month, the month is counted in full (rounded up).

Example:

An intern starts on **13 May** and finishes their placement on **13 December** for a 7 month placement. Their placement months run from the 13th of one month to the 12th of the next. Their final placement month begins on **13 November**:

- If they finish **before 28 November** (less than 15 days in), the month is **not counted**, and the placement would be paid at a maximum of 6 months.
- If they finish on **28 November or later** (15 plus days in), the month is **counted in full** and the placement would be paid the complete 7 month allowance originally allocated.

Twelve-month placement (\$10,000)

- A payment of \$5,000 will be made within 28 days of approval of an application
- A subsequent payment of \$2,500 will be made within 28 days of acceptance of the Mid Placement claim covering the first six months of the placement
- A final payment of \$2,500 will be made within 28 days of acceptance of the End Placement claim covering the full 12-month placement period.

The Allowance payable to the Community Pharmacy and/or Hospital Authority may be adjusted to take into account any change in the period of the placement. 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 fulltime Pharmacist supervision, the period of the internship, or the termination of the placement.

7 IMPORTANT INFORMATION

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 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).

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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 Program resources are available for download from the PPA [website](#).



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