Community Pharmacy Agreement

Information Booklet

For Rural Pharmacy Scholarship holders, Aboriginal and Torres Strait Islander Pharmacy Scholarship holders and Rural Pharmacy Scholarship Mentors

Australian Government
Department of Health and Ageing

The Pharmacy Guild of Australia

This project is funded by the Australian Government Department of Health and Ageing as part of the Fifth Community Pharmacy Agreement.

Rural Pharmacy Scholarship Scheme (RPSS)

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, leading to a registerable qualification as a pharmacist.

The Rural Pharmacy Scholarship Mentor Scheme is a significant component of the Scholarship Scheme and the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme. All scholarship holders are required to participate in the Mentor Scheme as part of their scholarship.

The aim of the Mentor Scheme is to reinforce the scholar's ties to rural and regional Australia and provide support to scholars during each year of their pharmacy studies, outside of the University and formal study environment.

Scholarship Acquittal 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:

1. The completion of an annual Scholarship Agreement
2. The completion of an Applicant Term Details Form
3. The completion of a Mentor Details Form
4. The provision of a Mentor Report
5. The completion of a Learning Plan
6. The provision of Proof of Enrolment
7. The provision of Academic Results
8. The provision of Income Details (not applicable for holders of the Aboriginal and Torres Strait Islander Pharmacy Scholarship)
9. The Provision of an End of Year Report
10. Proof of Rural Health Club Membership
11. Participation in the Rural Pharmacy Scholarship Mentor Scheme.

Scholarship payments will be suspended if requirements are not met by the notified due dates.

Scholarship Agreement

All scholars are required to submit a Scholarship Agreement at the commencement of each year. This confirms agreement to meet certain obligations attached to receiving scholarship payments.

Applicant Term Details

It is a requirement that a completed Applicant Term Details Form is submitted to the Guild at the commencement of each year. This ensures that accurate scholar details are maintained.

The following information is necessary for the completion of the Applicant Term Details Form:

- The provision of term and home contact details
- The provision of mentor details
- The provision of bank account details.

The Completion of a Mentor Details form

Each Rural Pharmacy Mentor is required to complete a details form providing bank account and contact details at the end of each calendar year. It is the responsibility of both scholars and mentors to keep the Guild informed of any changes in contact details or payment details as they occur.

The Provision of a Mentor Report

Each Rural Pharmacy Mentor is required to provide a brief report detailing contact with their scholar and their scholar's rural health activities to the Guild at the end of each calendar year.

The Completion of a Learning Plan

The Learning Plan has been designed to support and guide the work undertaken during each academic year. The Learning Plan should cover interaction with the nominated mentor, rural activities and rural health club participation.

Australian Government
Department of Health and Ageing

The Pharmacy Guild of Australia

This project is funded by the Australian Government Department of Health and Ageing as part of the Fifth Community Pharmacy Agreement.

RPSS Information Booklet – April 2012

The Learning Plan must be discussed by the mentor and the student and agreed together. This demonstrates 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.

The Provision of Proof of Enrolment

Proof of University Enrolment is required prior to the recommencement of scholarship payments each academic year. Proof of scholar enrolment may be demonstrated via an academic transcript, a letter from your University, or an official downloaded record from the Internet.

The Provision of Academic Results

Academic results are required prior to the recommencement of scholarship payments each academic year. Proof of academic results may be demonstrated via an academic transcript, through a letter from your University or may be downloaded from the Internet.

The Provision of Income Details

A copy of the previous year's Notice of Assessment from the Australian Taxation Office is required at the conclusion of each year (consistent with the details submitted with original application). Scholarship holders who are not required to lodge a tax return should advise the Guild 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.

The Provision of an End of Year Report

Scholarship holders are required to supply an End of Year Report to the Guild at the completion of each academic year. This report should be between 500 and 1000 words. It should address the goals identified in the Learning Plan and address the means by which the scholarship holder accomplished them; address involvement in rural activities, and include other information that is relevant, such as experience of participation in the Mentor Scheme.

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

We ask final year scholars to submit an analysis of their participation in the Rural Pharmacy Scholarship Mentor Scheme over the life of their scholarship and to include any suggestions they may have as a result of their experiences in the scholarship schemes.

The Provision of Rural Health Club Membership

Scholarship recipients are required to be members of the Rural Health Club at their University and to provide proof of membership of the University's Rural Health Club at the beginning of each academic year. Rural Health Clubs provide members with opportunities to share and exchange knowledge.

Rural Pharmacy Scholarship Mentor Scheme

Selecting a Rural Pharmacy Mentor

We recommend that mentors be currently practicing in a PhARIA 2–6 location as defined by the Pharmacy ARIA, 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. PhARIA's for a particular location can be found by visiting the following web-site: **www.gisca.adelaide.edu.au/projects/pharia.html**

We suggest that scholarship recipients nominate a pharmacy mentor from their home district. Scholars 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.

Implementation of the Scheme

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

Ideally scholars should endeavour to conduct at least one face to face meeting with their mentor each year. The Guild recognises that there may be circumstances where distance may preclude face to face contact. Rural Pharmacy Mentors will be paid an honorarium of $375 (GST exclusive) each year for participating in the Scheme.

Australian Government
Department of Health and Ageing

The Pharmacy Guild of Australia

This project is funded by the Australian Government Department of Health and Ageing as part of the Fifth Community Pharmacy Agreement.

This amount will be paid directly to the mentor by the Guild 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 Rural and Indigenous Pharmacy Workforce team at the Guild to resolve the issue.

Changing Mentors

Scholarship holders should inform the Guild of any changes in their mentoring arrangement. Scholarship holders are responsible for providing the Guild with the new mentor's contact details.

Scholars should nominate a new mentor within 2 weeks after informing the Guild of their decision to change mentors. Scholars are also responsible for informing their old mentors of any new arrangements established.

Mentor Responsibilities

The responsibilities of the Rural Pharmacy Mentor are to:

- Develop a realistic and meaningful Learning Plan with the scholar at the beginning of each year of the scholarship
- Facilitate quarterly contact with the scholarship holder
- Prepare a brief Mentor Report regarding the rural activities undertaken by the scholar and complete a Mentor Details form. Both reports are required annually in December.

Scholarship Holder Responsibilities

The responsibilities of the Scholarship Holder are to:

- Develop a realistic and meaningful Learning Plan with the nominated mentor (a template of the Learning Plan will be provided)
- Agree each year to participate in the Rural Pharmacy Scholarship Mentor Scheme for the life of the scholarship
- Establish and have ongoing contact at least quarterly with the nominated mentor
- Maintain quarterly communications with the nominated mentor to discuss elements identified in the learning plan
- Undertake rural activities throughout the year.

Suggested Rural Activities

- Promote rural pharmacy to rural secondary school students.
- Participate in activities that promote pharmacy as a career choice to rural secondary school students.
- Actively participate in rural health club activities such as excursions, special visits, or by being on the executive board.
- 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 us on the details below.

Important Information

The Rural Pharmacy Scholarship Scheme Program Specific Guidelines, the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme Program Specific Guidelines and further information is available at **www.ruralpharmacy.com.au**.

Contact the Rural and Indigenous Pharmacy Workforce Program team on **02 6270 1888** or email **ruralpharmacy@guild.org.au** to seek assistance.

Australian Government
Department of Health and Ageing

The Pharmacy Guild of Australia

This project is funded by the Australian Government Department of Health and Ageing as part of the Fifth Community Pharmacy Agreement.