



Pharmacy Programs
Administrator

AGED CARE ON-SITE PHARMACIST (ACOP) MEASURE TIER 2 - INTERIM APPLICATION FORM - USER GUIDE

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ACOP MEASURE TIER 2 INTERIM APPLICATION FORM USER GUIDE

INTRODUCTION.....	1
WHAT IS THE ACOP MEASURE	2
WHAT DO RESIDENTIAL AGED CARE HOMES NEED TO COMPLETE THE INTERIM FORM.....	2
HOW TO APPLY DURING THE INTERIM PERIOD.....	3

INTRODUCTION

This User Guide provides a step-by-step process for the Aged Care On-site Pharmacist (ACOP) Measure Tier 2 interim application form. It outlines the following:

- What is the ACOP Measure
- What do Residential Aged Care Homes (RACHs) need to complete the interim form
- How to apply during the interim period (1 July 2024 – 1 October 2024).

For best performance, we recommend the most recent version of the **Google Chrome** browser is used. Whilst you can successfully submit your interim form using other browsers, they may not have all the features required to provide you with the best user experience.

If you require further assistance with the interim application form, please do not hesitate to contact the Pharmacy Programs Administrator Support Centre on 1800 951 285 or email support@ppaonline.com.au.

WHAT IS THE ACOP MEASURE

This section provides a brief overview of the ACOP Measure, with more detail available on the [PPA website](#).

The ACOP Measure (the Measure) is intended to improve medication management and safety for residents through aged care credentialed pharmacists working on-site in residential aged care homes (RACHs) in a clinical role. The Measure involves two tiers as follows:

- [Tier 1](#) of the Measure relates to arrangements where a community pharmacy claims and receives payments to engage an ACOP to work at a particular RACH
- [Tier 2](#) of the Measure relates to arrangements where a RACH claims and receives payments to engage an ACOP to work at the RACH. Note that RACHs can only participate in Tier 2 of the Measure where they have been unsuccessful in sourcing an ACOP from at least one community pharmacy, under Tier 1 of the Measure.

The PPA is currently developing arrangements for RACHs participating in Tier 2 of the Measure to apply, claim and receive payments via the [PPA Registration and Claiming Portal](#). This functionality will be available from 1 October 2024. For the period 1 July – 30 September therefore:

- Applications will be made via an interim arrangement (refer to details below)
- The PPA will not be accepting claims or making payments. Claims and payments in respect of ACOPs working during this period will be made on a deferred basis, with claims able to be submitted from 1 October 2024 (subject to the RACHs being set up in the PPA Portal).

WHAT DO RESIDENTIAL AGED CARE HOMES NEED TO COMPLETE THE INTERIM FORM

The **interim application form** must be completed by a RACH employee with the authority to apply on behalf of the RACH for the Measure e.g. the RACH manager. It must not be completed by any credentialed pharmacists who may be engaged by the RACH to deliver activities under the Measure or any individuals from a third-party organisation assisting the RACH to source an ACOP.

The person who completes the form will be known as the Main Authorised Person (MAP) for the RACH. The MAP will be the individual that ultimately has overall control of the RACH's Pharmacy Programs Administrator (PPA) Portal account, with the ability to modify details such as the bank details for payments when the claiming and payment functionality is available in the PPA Portal from 1 October 2024.

The **interim application form** cannot be saved and resumed at a later date. It is therefore recommended that applicants ensure they have gathered the following information prior to commencing an application:

- 1) A thorough understanding of the [Aged Care On-site Pharmacist Measure Tier 2 Rules](#)
- 2) A signed authority letter dated and written on RACH letterhead, with details about the RACH manager (or similar role) and the person they are authorising to manage the RACH account) on the PPA Portal. An example of this document can be found [here](#)
- 3) Business and contact details for the RACH including NAPS ID
- 4) Contact details for the community pharmacy the RACH was unable to reach agreement under [Tier 1](#) of the Measure
- 5) Confirmation that any other contracts to provide services under the Residential Medication Management Review, Quality Use of Medicines or the ACOP Measure have ceased.

ACOP Measure Tier 2 Interim Application Form User Guide

HOW TO APPLY DURING THE INTERIM PERIOD

The **interim application form** will be available on the [Aged Care On-site Pharmacist \(ACOP\) Measure Tier 2 webpage](#) from 1 July 2024 through to 30 September 2024. Any locations wishing to apply from 1 October 2024 onwards will be required to apply directly through the PPA Portal.

To apply for the ACOP Measure Tier 2 during the allocated interim period a RACH must complete the following steps:

- 1) Select the link on the [Aged Care On-site Pharmacist \(ACOP\) Measure Tier 2 webpage](#)
- 2) Review the information provided on page 1 of the **interim application form** and select **Continue** if applicable

An online application form must be submitted for each RACH. To submit multiple applications you will need to complete an application form for each site.

For any questions or queries the PPA can be contacted on 1800 951 285 or email: support@ppaonline.com.au



- 3) Review the 'Who should complete this form?' information provided on page 2 prior to completing the contact information. Page 2 requires a copy of the RACH authority to register letter before continuing. An example of this letter was provided in the previous section of this user guide

Is the RACH part of a broader corporate or not-for-profit group?

Yes No

Please enter your personal details:

Full name

Contact email

Job title

Please upload a letter on the RACH's letterhead stating that you have authority to register this RACH for the ACOP Measure (see example letter [here](#)).



Drop files or click here to upload



ACOP Measure Tier 2 Interim Application Form User Guide

- 4) Provide additional details for the RACH on page 3 of the **interim application form**. This includes contact information, address details, ABN and NAPS ID. Applications should ensure all information is available to them at the time of application
- 5) If completing the application as a Head Office representative, provide the details of the RACH Manager or RACH employee approved by the RACH Manager. If completing the application as a RACH Manager or RACH employee approved by the RACH Manager, provide the details of the Head Office representative
- 6) Provide details for the community pharmacy that the RACH failed to successfully partner with in providing an aged care on-site pharmacist to the RACH under [Tier 1](#) of the Measure on page 4 of the **interim application form**. The RACH must first have attempted to access an Aged Care On-site Pharmacist through community pharmacy under Tier 1 of the Measure prior to applying for/meeting eligibility requirements for Tier 2
- 7) Provide the intended start date on page 5 of the **interim application form**, noting that the start date must be:
 - on or before the first date that a pharmacist funded under the ACOP Measure is intended to work at the RACH; and
 - after any existing RMMR/QUM/ACOP providers delivering services to the RACH have been given notice of the RACH’s intention to cease the relevant RMMR/QUM/ACOP service relationship.

Please indicate below the intended start date of participation in the Measure, noting that the start date must be:

- on or before the first date that a pharmacist funded under the ACOP Measure is intended to work at the RACH; and
- after any existing RMMR/QUM/ACOP providers delivering services to the RACH have been given notice of the RACH’s intention to cease the relevant RMMR/QUM/ACOP service relationship.

[Click Here to Select a Date](#)

Note: On-site Pharmacists may only start working under the Measure from the later of, the intended start date entered above, or the date that the RACH’s application is approved by the PPA.



[Continue](#)

ACOP Measure Tier 2 Interim Application Form User Guide

- 8) Complete the 'Confirmation of Notice to other Service Providers' on page 6 of the **interim application form** and provide dates of cessation if applicable

Confirmation of Notice to other Service Providers

Please confirm the participation status of the RACH for each of the following programs:

	The RACH was not participating at the time of submitting this application	The RACH was previously participating, but notice was sent to the current provider/s to cease the relevant service agreement/s
RMMR program	<input type="radio"/>	<input type="radio"/>
QUM program	<input type="radio"/>	<input type="radio"/>
ACOP program	<input type="radio"/>	<input type="radio"/>

Please note that if notice has not been given to existing providers, you are not able to submit an application.



Date notice of cessation sent to QUM provider/s

- 9) Review and complete the 'Declaration and Submission' on page 7 of the **interim application form** once the application is complete.

Your application is now complete. The PPA will assess your application and advise you of the outcome via the nominated email provided in the first section of the application form. You will also receive a copy of your submitted form via email to the same address.