

Intern Incentive Allowance for Rural Pharmacies Claim Information Sheet

This information sheet provides guidance on the requirements to successfully submitting an initial application for the Intern Incentive Allowance for Rural Pharmacies (IIARP) Program

To ensure that you meet all eligibility requirements, you must first read the [IIARP Program Rules](#). Once you have read the Rules, we encourage you to read over this document before submitting your application to the Pharmacy Programs Administrator (PPA) Portal. The information below covers some of the most common errors we see as the Administrators and aims to reduce the need to return or reject your submission.

What are the claiming deadlines?

Applications **must** be submitted **within 90 days** of the commencement of the internship at your pharmacy.

Upon approval of an application, claiming deadlines for the Mid-Placement and End-Placement claims will be provided via email to the Main Authorised Person.

Reminder emails will be sent closer to the due dates and those claims must be submitted **within 30 days** of the due date.

Application	Mid Placement Claim	End Placement Claim
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Please note: Submissions outside of the deadlines will not be considered.

What Australian Citizenship or Permanent Residency Documents are accepted?

To prove Australian citizenship, you can upload a *certified copy* of an Australian birth certificate, Australian citizenship certificate or an Australian passport. For permanent residency, you can upload a VEVO check or a *certified copy* of your current eligible visa.

Please upload a certified copy of proof of Australian Citizenship or permanent residency

Please select a file...

Browse

Upload File

Please note: Non-permanent, or temporary visas, are not eligible.

A certified copy means a copy of an original document that has been signed as a certified true copy by a person authorised to do so (i.e. legal professionals, medical & health professionals, etc). The PPA is unable to accept photocopies or pictures of original documents unless they are certified.

Please note: Driver's licenses and Medicare cards are not accepted as valid proof.

Certified to be a true copy of the original seen by me.

Date: xx/xx/xxxx Sign: _____

Full Name: _____

Occupation/Qualification: (The certifier's job title or qualification, e.g., Justice of the Peace, Solicitor).

If the intern's current name does not match their identity documents, please:

- Combine both the old and new (e.g. marriage certificate) identity documents into one file & upload it, or
- Email the name change document to the PPA via the support@ppaonline.com.au email address.

How does the intern's Ahpra details impact my application?

The intern should have the pharmacy listed as the preceptor store under their Ahpra record, so the PPA can verify the details. While applications can be submitted up to 60 days prior to all details being shown correctly on Ahpra, it may result in delays to the assessment of your submission.

What dates should I enter in my application?

INTERN PLACEMENT DETAILS

Start Date	End Date
For the purposes of IIARP program placements, the commencement date is the date the employee intern commenced their employment as an intern within the pharmacy.	The completion date is the date the employee finalises their internship with the pharmacy, and/or 12 months from the commencement date (whichever comes first). IIARP Placement periods can't be fewer than 6 months or greater than 12 months.

Please note: pharmacies eligible for the IIARP- Extension Program (i.e. those in Modified Monash Category 5 to Category 7 Locations) who plan on submitting an IIARP- Extension Program application must ensure the IIARP end date aligns with the IIARP-EP start date of the newly registered pharmacist and are within 90 days of each other to be considered. For more information, please review the [IIARP-EP Program Rules](#) and [IIARP-EP Information Sheet](#).

What should I do if the dates in my initial application change?

Service Providers **must** advise the PPA within **21 days** should there be any changes to the ongoing eligibility requirements that would impact the application, like placement length or employment status changes. Failure to do so could result in ineligible payments.

The Allowance payable 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 PPA.

Other important information to keep in mind:

- Funding is limited to \$10,000 (excl. GST) per intern. If a different Service Provider has already received IIARP funding for the same intern, you will not be eligible for the full application funding allocation.
- 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.

For more information regarding the IIARP Programs, please visit the [PPA website](#).

If you require any assistance or clarification, please contact the PPA Support Centre on 1800 951 285 (8am to 8pm AET, Monday to Friday) or via support@ppaonline.com.au

The Pharmacy Programs Administrator is responsible for administering, processing, and paying claims for the Intern Incentive Allowance for Rural Pharmacies (IIARP) Program, funded by the Australian Government Department of Health, Disability and Ageing.