

Information for Rural and Remote Pharmacy Scholarship holders and rural pharmacy mentors

Rural Pharmacy Workforce Program

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The Rural Pharmacy Workforce Program is funded by the Australian Government and managed by the Pharmacy Guild of Australia.



Australian Government
Department of Health and Ageing



THE PHARMACY GUILD OF AUSTRALIA

Introduction

The Rural and Remote Pharmacy Scholarship Scheme (RRPSS) is an initiative of the Rural Pharmacy Workforce Program (RPWP), established in recognition of the key role pharmacists play in maintaining the health of all Australians, particularly in rural and remote Australia.

The aim of the Scholarship Scheme is to provide financial support to encourage and enable students from rural areas of Australia to undertake undergraduate or graduate entry studies in pharmacy at University.

The Scholarship Scheme is funded by the Australian Government, as represented by the Department of Health and Ageing, and is administered by the Pharmacy Guild of Australia (the Guild).

Scholarship holders are required to meet a number of acquittal requirements for each year of their scholarship. Meeting these requirements is imperative to enable the continuation of scholarship payments.

The Rural and Remote Pharmacy Mentor Program is a significant component of the Scholarship Scheme. All scholarship holders are required to participate in the Mentor Program as part of their scholarship. The aim of the Mentor Program 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.

If at any time you or your mentor would like any additional information, assistance, or would like to discuss the Scheme more generally please contact the Rural Pharmacy Workforce Program at the Pharmacy Guild of Australia on 02 6270 1888 or by email to ruralpharmacy@guild.org.au

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 signing of an annual Scholarship Agreement
2. The completion of a Scholarship Recipient Details Form
3. Participation in the Rural and Remote Pharmacy Mentor Program
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
9. The Provision of a Scholar Report
10. Proof of Rural Health Club Membership

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

Scholarship Agreement

All scholars are required to sign a Scholarship Agreement at the commencement of each year. This confirms

agreement to meet certain obligations attached to receiving scholarship payments. A Scholarship Agreement is sent out in November of each year, along with other materials requiring attention.

An example of a Scholarship Agreement can be found on page 4.

Scholarship Recipient Details

It is a requirement that a completed Scholarship Recipient Details Form is returned to the Guild at the commencement of each year. This ensures that accurate scholar details are maintained. This form is made available to scholars in November of each year.

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

- The provision of term and home contact details
- The provision of Mentor details
- The provision of bank account details

Rural and Remote Pharmacy Mentor Program

Selecting a Rural Pharmacy Mentor

We recommend that mentors be currently practising 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:

http://www.gisca.adelaide.edu.au/projects/pharia_o6o7/PhARIA_info.html

We suggest that scholarship recipients nominate a rural 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 Program

A letter confirming the mentoring arrangements and an information booklet is sent to the Rural Pharmacy Mentor.

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. Scholars are required to conduct at least one face-to-face meeting with their mentor each year.

Rural Pharmacy Mentors will be paid an honorarium of \$220 (GST inclusive) in December of each year for participating in the Scheme. This amount will be paid directly to the mentor by the Pharmacy Guild within 30 days of receipt of a completed mentor report and a tax invoice.

If either party believes that the mentoring relationship is not proving to be effective and satisfying they should contact the Rural Pharmacy Workforce Program at the Pharmacy Guild to resolve the issue.

Changing Mentors

Scholarship holders should inform the Pharmacy Guild of any changes in their mentoring arrangement. Scholarship holders are responsible for providing the Pharmacy Guild with the new mentor's contact details. Information about the Rural and Remote Pharmacy Scholarship Scheme and the Rural and Remote Pharmacy Mentor Program will then be sent to the new mentor.

Scholars should nominate a new mentor within 2 weeks after informing the Pharmacy 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 (a template of the Learning Plan will be provided).
- Facilitate quarterly contact with the scholarship holder.
- Prepare a brief report regarding the rural activities undertaken by the scholar (see Suggested Rural Activities). The report is required annually in December and should be sent to the Rural Pharmacy Workforce Program at the Pharmacy Guild (a pro-forma will be provided, see page 7 for a sample report).

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 and Remote Pharmacy Mentor Program 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 (see Suggested Rural Activities).

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, contact the Rural Pharmacy Workforce Program on 02 6270 1888 or email ruralpharmacy@guild.org.au.

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 Pharmacy Guild at the end of each calendar year. A copy of the proforma to assist mentors to complete their reporting responsibilities can be found at page 7.

It is the responsibility of both scholars and mentors to keep the Pharmacy Guild informed of any changes in contact details or method of payment details as they occur throughout the 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.

The Learning Plan must be signed and forward to the nominated mentor to obtain his/her signature. It is the Scholarship Holders responsibility to send the jointly signed Learning Plan to the Pharmacy Guild. This demonstrates that in the view of both parties, the activities are realistic, achievable and relevant to the current

level of study. A copy of a Learning Plan proforma can be found on page 8.

The Scholarship Report should report against the goals identified in the Learning Plan and address the means by which the Scholarship Holder accomplished/ attempted to accomplish them. It is important to analyse the effectiveness of the activities in terms of ongoing development of your understanding of working in a rural health setting.

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 Pharmacy Guild in writing and provide a statutory declaration that supports their claim.

The Provision of a Scholar Report

Scholarship Holders are required to supply a Scholarship Report to the Pharmacy Guild at the completion of each academic year.

This report should be between 500 and 1000 words. It should address the goals addressed in the Learning Plan, address involvement in rural activities, and include other information that is relevant, such as experience of participation in the Rural and Remote Pharmacy Mentor Program.

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 and Remote Pharmacy Mentor Program over the life of their scholarship and to include any suggestions they may have as a result of their experiences in the Rural and Remote Pharmacy Scholarship Scheme.

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 about country lifestyle.

Accessing Scholarship Information via the Internet

The Rural and Remote Pharmacy Scholarship Scheme Guidelines and acquittal forms are available on the Internet at www.ruralpharmacy.com.au

Scholarship Holders and Mentors are able to update address and contact details by visiting www.ruralpharmacy.com.au

Contact the Pharmacy Guild on 02 6270 1888 or email ruralpharmacy@guild.org.au to provide any required assistance.

Rural and Remote Pharmacy Scholarship Scheme Scholarship Agreement

Rural Pharmacy Workforce Program

The Rural and Remote Pharmacy Scholarship Scheme is made available by the Australian Government to assist students with a rural background during their pharmacy studies. Financial assistance of \$10,000 per annum is provided for the period of the pharmacy course after award of a scholarship.

To ensure that the scholarships are paid to those students who meet the eligibility criteria, you are asked to sign the following statement, which confirms your agreement to meet certain obligations attached to receiving these scholarship funds.

I, (printed name of scholarship recipient)

hereby accept a Rural and Remote Pharmacy Scholarship. In accepting this scholarship, I confirm the following:

1. I am the person who applied for consideration for payment under the Scholarship Scheme.
2. I agree to contact the Pharmacy Guild and notify them in writing within 7 days, should any of the following events occur:
 - I withdraw, defer, am excluded from my pharmacy course, or cease to study pharmacy full-time; or
 - my financial circumstances change substantially.
3. I consent to my name, the rural region or town I come from and the university I attend being used in public documents or media reports, or being disclosed to third parties, in order to promote and publicise the Scholarship Scheme.
4. I consent to my contact details and the name of the university that I attend being provided to the National Rural Health Network to ensure that I receive information from my university's Rural Health Club.
5. I agree to provide evidence of my membership to my university's Rural Health Club.
6. I agree to participate in the Rural and Remote Pharmacy Mentor Program and undertake the required activities, as outlined in the Rural and Remote Pharmacy Mentor Program Information Booklet.
7. I understand that complying with the requirements set out in this document, the Rural and Remote Pharmacy Scholarship Scheme Guidelines, and the Rural and Remote Pharmacy Scholarship Scheme Information for Scholarship Holders and Mentors is a requirement for receiving scholarship funds and failure to do so may lead to the withdrawal of my scholarship.
8. I understand that obtaining scholarship funds for which I am not eligible may render me liable to prosecution under the laws of the Commonwealth.

Signature Date

Please note that any information you have supplied to the Pharmacy Guild of Australia or Department of Health and Ageing in connection with your application for the Rural and Remote Pharmacy Scholarship Scheme will be dealt with in accordance with the provisions of the National Privacy Principles, which came into effect on 21 December 2001.

Please sign and complete this form and return it to
The Pharmacy Guild of Australia, PO Box 7036, Canberra BC, ACT 2610
Fax 02 6270 1800



Rural and Remote Pharmacy Scholarship Scheme Scholarship Recipient Details

Rural Pharmacy Workforce Program

Personal details (compulsory to complete)

Title: First Name: Surname:
 Date of Birth: Gender:
 University: Name of Course:
 Year of Study: Anticipated Year of Completion: Length of Course:

Term contact details (compulsory to complete)

Street Address:
 Suburb/Town: State: Postcode:
 Phone: (.....) Fax: (.....) Mobile:
 Email Address:

Home contact details (complete if details have changed)

Street Address:
 Suburb/Town: State: Postcode:
 Phone: (.....) Fax: (.....) Mobile:
 Email Address:

Bank account details (complete if details have changed)

Account Name:
 Bank Name: Bank Branch Name:
 BSB (6 digits): Account Number:

Rural Mentor Details (complete if details have changed)

Title: First Name: Surname:
 Street Address:
 Suburb/Town: State: Postcode:
 Phone: (.....) Fax: (.....) Mobile:
 Email Address:

Signature Date

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Rural and Remote Pharmacy Scholarship Scheme Rural Mentor Details

Rural Pharmacy Workforce Program

Personal details

Title: First Name: Surname:

Contact details

Street Address:

Suburb/Town: State: Postcode:

Phone: (.....) Fax: (.....) Mobile:

Email Address:

Bank account details (for payment of honorarium)

Account Name:

Bank Name: Bank Branch Name:

BSB (6 digits): Account Number:

Name of the mentored scholar

Name:

Signature Date

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Rural and Remote Pharmacy Mentor Program Mentor Report

Rural Pharmacy Workforce Program

To be submitted with your Tax Invoice at the completion of each academic year.

Mentor's name:

Mentor's address:

The Rural and Remote Pharmacy Scholarship Scheme is part of a range of long-term strategies to increase the number of pharmacists in rural and remote Australia. The Rural and Remote Pharmacy Mentor Program is an integral part of the Scholarship Scheme.

The mentoring relationship between mentor and scholar is designed to strengthen the scholarship holder's ties to rural and regional Australia. A report from you in your role of Mentor is one of a number of acquittal requirements for scholars. The report testifies to the participation of scholars in the Rural and Remote Pharmacy Mentor Program.

This report is one of a number of acquittal requirements that guarantee your scholar's continuing scholarship payments. It is essential that you complete this report and return it to the address below.

Scholar's name:

Learning Plan received:

Yes

No

Number of contacts with your mentored Scholar:

Face to face

Email

Telephone

Scholar Input:

Highly Satisfactory

Satisfactory

Unsatisfactory

Please list mentored activities that were undertaken (eg. observing mentor at work, supervised counselling, taking medication history etc):

.....
.....
.....
.....
.....

Other comments:

.....
.....
.....

Signature Date

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The aim of the Rural and Remote Pharmacy Scholarship Scheme is to increase the number of students with a rural background who undertake studies in pharmacy. The Scholarship Scheme reinforces scholars' ties to regional and rural Australia through the Rural and Remote Pharmacy Mentor Program. This Learning Plan is designed to support and guide the work you undertake during the academic year with your mentor and through your rural activities with your rural health club. The Learning Plan must be signed by you and by your mentor and be submitted to the Pharmacy Guild. Note: Your scholar report should address the goals identified within this learning plan.

Student's Name: University:

Year of Study: Mentor's Name:

1	2	3
<p>The Goals – Specify what you want to achieve in your scholarship year. Examples are: further develop your understanding of challenges and rewards of rural health practice, increase your understanding of delivery of a rural health service or program, increase your exposure to rural health issues</p>		
<p>The Means – Outline strategies to achieve the goals you have chosen. Examples are: through mentor contact, active participation in rural activities with your Rural Health Club, rural placements through your university etc.</p>		
<p>The Milestones – These will show progress towards achieving your goals. Examples are: completion or partial completion of an activity such as contact and visits with your mentor, completed visits with rural high school students, challenges encountered and overcome during the year both personally and in the rural health setting.</p>		
<p>The Acquitall – Indicate a time line to reach milestones for the goals you have chosen. (note: acquittal of your learning plan is a major component of your formal report due December each year).</p>		

SAMPLE ONLY

Please note that any information you have supplied to the Pharmacy Guild of Australia or Department of Health and Ageing in connection with your application for the Rural and Remote Pharmacy Scholarship Scheme will be dealt with in accordance with the provisions of the National Privacy Principles, which came into effect on 21 December 2001.

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Rural and Remote Pharmacy Mentor Program Learning Plan

Rural Pharmacy Workforce Program