

**Commonwealth  
Standard Grant Agreement**

between  
the Commonwealth represented by  
Department of Health

and

National Prescribing Service Limited

## Grant Agreement 4-BKXFUOY

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

### Parties to this Agreement

#### The Grantee

<b>Full legal name of Grantee</b>	National Prescribing Service Limited
<b>Legal entity type (e.g. individual, incorporated association, company, partnership etc)</b>	Company
<b>Trading or business name</b>	
<b>Any relevant licence, registration or provider number</b>	
<b>Australian Company Number (ACN) or other entity identifiers</b>	
<b>Australian Business Number (ABN)</b>	61 082 034 393
<b>Registered for Goods and Services Tax (GST)</b>	Y
<b>Date from which GST registration was effective</b>	
<b>Registered office (physical)</b>	Level 7, 418A Elizabeth Street, SURRY HILLS NSW 2010
<b>Relevant business place (if different)</b>	
<b>Telephone</b>	02 8217 8700
<b>Fax</b>	02 9211 7578
<b>Email</b>	contracts@nps.org.au

#### The Commonwealth

The Commonwealth of Australia represented by Department of Health  
23 Furzer Street PHILLIP ACT 2606  
ABN 83 605 426 759

#### Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

## Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms from the Clause Bank (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

## Grant Details

<b>Organisation ID:</b>	3-RMM59G
<b>Agreement ID:</b>	4-BKXFUOY
<b>Schedule ID:</b>	4-BKXFUP0

### A. Purpose of the Grant

The purpose of the Grant is to:

The purpose of the Value in Prescribing (VIP) program's biological disease modifying anti-rheumatic drugs (bDMARDs) grant is to develop and deliver educational resources, tools and interventions to support:

- Specialist prescribers to comply with national policies and /or guidelines in the confident and effective use of medicines other than bDMARDs where it is clinically appropriate, and in accordance with the available evidence. This includes ensuring prescribers understand Pharmaceutical Benefits Scheme (PBS restrictions) and that subsidised bDMARDs are only prescribed for PBS approved services;
- the clinically appropriate use of the lowest priced bDMARDs by providing tools to alert specialist prescribers and pharmacists to the different price points across equally effective but different bDMARDs; and
- Patients (consumers) better understand their treatment, and pharmacy dispensing of bDMARDs.

The intended outcomes of the grant opportunity are to nationally:

- support best practice bDMARDs prescribing through increasing awareness and understanding amongst specialist healthcare professionals (specialists and pharmacists) of alternate bDMARDs treatment options, PBS bDMARDs restrictions, and different price points for bDMARDs medicines;
- improve health outcomes for patients, through access to better information to manage their health issues; and
- deliver efficiencies in the prescribing and dispensing of bDMARDs medicines subsidised under the PBS over the activity period.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Value in Prescribing Program.

## bDMARDs Program - 4-BKXFUQQ

### B. Grant Activity

1. The Grantee with the Consortia will deliver the grant through multidisciplinary, multi-sector, evidence and data driven, iterative approaches to develop and implement effective strategies, addressing evidence practice gaps and optimise health and economic outcomes for bDMARD use. The Consortia will work together to develop, implement and evaluate programs to improve practices across the health sector on a national scale.

2. The Grantee will consult bDMARDs stakeholders to develop and deliver educational resources, tools and interventions to support best practice bDMARDs prescribing, dispensing and use in Australia. This will be achieved through increasing awareness and understanding amongst specialist healthcare professionals (specialists and pharmacists) and their patients (consumers) of alternate bDMARDs treatment options (including clinically effective alternate bDMARD options), PBS bDMARDs restrictions, and different price points for bDMARDs medicines. The Grantee is to deliver the grant in accordance with their grant application noting that scope of the activity excludes General Practitioners.

3. The Grantee will deliver the grant activity in phases and as approved in the activity work plan and budget. The phases are:

- Planning (including needs analysis and evaluation plan);
- Design (including development of solutions);
- Implementation/delivery; and
- Evaluation

At the completion of each phase, the Grantee is to submit a completion report, as per item E, for the Commonwealths approval prior to commencing the next phase. If required the Grantee will also provide a revised work plan and budget for approval.

4. Phases can be separated across targeted specialist clinical groups or combined with one or more focuses. The clinical environment is to include private and public hospitals, specialist practices, and supporting healthcare professionals (i.e. nurse practitioners, pharmacists, hospital and State or Territory government decision makers). The target groups must include:

- Rheumatologists (primary focus)
- Consumer disease groups
- Gastroenterologists
- Dermatologists
- Immunologists
- Oncologists

5. Tools and resources must be developed to support Item A. All tools and resources must be made available to the Commonwealth and Consortia Members in a usable format.

Tools and resources that must be developed include:

- Guidance around PBS price points for bDMARDs
- Guidance around bDMARDs PBS restrictions
- Decision-making tools and patient actions plans
- Facts sheets

- Web resources including development of a webpage.

Other tools and resources can include:

- App development;
- Webinars;
- Publication/development of articles;
- Continuing Professional Development courses.

6. The Grantee will deliver behavioural interventions and other awareness undertakings which can include:

- Educational visits for specialist prescribers (academic detailing or small group meetings);
- Programs for regional key opinion leaders or specialist ambassadors;
- Feedback reports to prescribers;
- Targeted conference attendance/presentations;
- Direct messaging to health professionals and those supporting health professionals;
- Webinars;
- Direct consumer messaging;
- Telephone support;
- Direct consumer activities.

Grant Material used to support these interventions and other awareness undertakings must be made available to the Commonwealth and Consortia Members in a usable format.

7. The Grantee will develop and apply an evaluation methodology for approval by the Commonwealth to assess grant activity impacts on outcomes detailed at Item A.

8. The Grantee will provide the Commonwealth a draft Consortia Agreement detailing the roles, tasks, financial arrangements (including in kind contributions) between the Consortia Members delivering the grant, prior to arranging the execution of the Consortia Agreement. The Agreement must include how each member of the Consortia will utilise grant funds and provide commitment to delivering the grant Activity. The Consortia membership must include:

- The Grantee
- Australian Rheumatology Association
- Arthritis Australia
- Centre Quality Use of Medicines and Pharmacy Research, University of South Australia
- Australia & New Zealand Musculoskeletal (ANZMUSC) Clinical Trials Network
- Cochrane Musculoskeletal
- Pharmaceutical Society of Australia
- Society of Hospital Pharmacists of Australia
- Council of Australian Therapeutic Advisory Groups

9. The Grantee will contribute to, and support a Commonwealth Review of associated grant activity impacts on changes to bDMARDs prescribing clinical practices in the activities final quarter in 2022.

## Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Deliver of PBS Savings	\$50 million across the Activity Period
Stakeholder engagement	Activity and productive engagement from all grant stakeholders.
Reporting	Delivery of Milestones by due dates
Grant Activity Review	Provision of activity materials requested by the Commonwealth.
Additional Performance Indicators will be included and agreed in each Activity Work Plan.	Additional Performance Measures will be included and agreed in each Activity Work Plan

## Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	National Prescribing Service Limited	Level 7 418A Elizabeth Street SURRY HILLS NSW 2010

## Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Australia	Australia

## C. Duration of the Grant

The Activity starts on 20 June 2019.

The Activity (other than the provision of any final reports) ends on 31 March 2023, which is the Activity's Completion Date.

The Agreement ends on 30 June 2023 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

## D. Payment of the Grant

The total amount of the Grant is \$8,411,999.99\* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2018-2019	\$2,482,000.00
2019-2020	\$3,257,000.00
2020-2021	\$1,897,000.00
2021-2022	\$775,999.99

\*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

<b>BSB Number</b>	s47G
<b>Financial Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

<b>Milestone</b>	<b>Anticipated date</b>	<b>Amount (excl. GST)</b>	<b>GST</b>	<b>Total (incl. GST)</b>
Payment on Execution of the agreement	28 June 2019	\$2,482,000.00	\$248,200.00	\$2,730,200.00
Instalment 2	20 September 2019	\$814,250.00	\$81,425.00	\$895,675.00
Instalment 3	20 December 2019	\$814,250.00	\$81,425.00	\$895,675.00
Instalment 4	20 March 2020	\$814,250.00	\$81,425.00	\$895,675.00
Instalment 5	22 June 2020	\$814,250.00	\$81,425.00	\$895,675.00
Instalment 6	21 September 2020	\$474,250.00	\$47,425.00	\$521,675.00
Instalment 7	21 December 2020	\$474,250.00	\$47,425.00	\$521,675.00
Instalment 8	22 March 2021	\$474,250.00	\$47,425.00	\$521,675.00
Instalment 9	21 June 2021	\$474,250.00	\$47,425.00	\$521,675.00
Instalment 10	20 September 2021	\$258,666.67	\$25,866.67	\$284,533.34
Instalment 11	20 December 2021	\$258,666.66	\$25,866.67	\$284,533.33
Instalment 12	21 March 2022	\$258,666.66	\$25,866.67	\$284,533.33
<b>Total Amount</b>		<b>\$8,411,999.99</b>	<b>\$841,200.01</b>	<b>\$9,253,200.00</b>

### Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity

### Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

### E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

<b>Milestone</b>	<b>Information to be included</b>	<b>Due Date</b>
Activity Work Plan	Delivery of, and Commonwealth acceptance of 1st annual grant activity work plan 2019-20 and 1st annual stakeholder engagement plan 2019-20	15 July 2019
Budget	Delivery of, and Commonwealth acceptance of 1st annual budget 2019-20	15 July 2019

Other Report	Delivery of, and Commonwealth acceptance of an executed Consortia Agreement.	31 July 2019
Performance Report	Delivery of, and Commonwealth acceptance of: 1st performance report, 1st phase report and Initial evaluation report	2 September 2019
Performance Report	Delivery of, and Commonwealth acceptance of 2nd performance report	1 December 2019
Performance Report	Delivery of, and Commonwealth acceptance of: 3rd performance report and 2nd phase report	1 March 2020
Budget	Delivery of, and Commonwealth acceptance of 2nd annual budget 2021-21	2 June 2020
Activity Work Plan	Delivery of, and Commonwealth acceptance of 2nd annual activity work plan 2020-21 and 2nd stakeholder engagement plan	2 June 2020
Performance Report	Delivery of, and Commonwealth acceptance of: 4th performance report	2 June 2020
Annual Report	Delivery of, and Commonwealth acceptance of: Annual Report 2019-20	30 July 2020
Reports	Delivery of, and Commonwealth acceptance of: 2nd phase report	31 August 2020
Performance Report	Delivery of, and Commonwealth acceptance of 5th performance report and interim evaluation report	1 September 2020
Financial Acquittal Report	Delivery of, and Commonwealth acceptance of 1st independently audited financial report for the 2019-20 financial year.	30 September 2020
Performance Report	Delivery of, and Commonwealth acceptance of 6th performance report	1 December 2020
Performance Report	Delivery of, and Commonwealth acceptance of 7th performance report	1 March 2021
Performance Report	Delivery of, and Commonwealth acceptance of 8th performance report	1 June 2021
Activity Work Plan	Delivery of, and Commonwealth acceptance of final annual activity work plan 2021-22 and final stakeholder engagement plan	1 June 2021
Budget	Delivery of, and Commonwealth acceptance of final annual budget 2021-22	1 June 2021
Annual Report	Delivery of, and Commonwealth acceptance of: Annual Report 2020-21	30 July 2021
Performance Report	Delivery of, and Commonwealth acceptance of 9th performance report	1 September 2021
Financial Acquittal Report	Delivery of, and Commonwealth acceptance of 2nd Independently audited financial report for 2020-21 financial year.	30 September 2021
Performance Report	Delivery of, and Commonwealth acceptance of 10th Performance Report	1 December 2021

Performance Report	Delivery of, and Commonwealth acceptance of 11th Performance Report	1 March 2022
Performance Report	Delivery of, and Commonwealth acceptance of: 12th Performance report	1 June 2022
Budget	Delivery of, and Commonwealth acceptance of final annual budget 2022-23	1 June 2022
Activity Work Plan	Delivery of, and Commonwealth acceptance of: Final annual activity work plan 2022-23 Final Stakeholder engagement plan	1 June 2022
Annual Report	Delivery of, and Commonwealth acceptance of: Annual Report 2021-22	30 July 2022
Performance Report	Delivery of, and Commonwealth acceptance of: 13th Performance report	1 September 2022
Financial Acquittal Report	Delivery of, and Commonwealth acceptance of 3rd Independently audited financial report for 2021-22 financial year.	30 September 2022
Reports	Delivery of, and Commonwealth acceptance of: 3rd Phase report	30 September 2022
Performance Report	Delivery of, and Commonwealth acceptance of: 14th Performance report	1 December 2022
Performance Report	Delivery of, and Commonwealth acceptance of: 15th Performance report	1 March 2023
Reports	Delivery of, and Commonwealth acceptance of Final Evaluation Report	29 March 2023
Financial Acquittal Report	Delivery of, and Commonwealth acceptance of Final Independently audited financial report covering the term of the agreement.	30 April 2023
Final Report	Delivery of, and Commonwealth acceptance of Final Report	30 June 2023

## E.1 Performance Reports

The Grantee is required to provide satisfactory Performance Reports by the date specified in the table of milestones above. Quarterly performance reports must detail and discuss the achievements of the previous quarter against the intervals approved grant activity work plan detailed at Item E.2 and budget detailed at Item E4. (a), including issues experienced and mitigation strategies, results of any monitoring or evaluation undertaken during the period, timeliness, stakeholder engagement, total expenditure to date and anticipated activities for the upcoming six months. Any discrepancies between the approved grant activity work plan and budget must be detailed formal requests for amendments, if required under the agreement, must be submitted separately to the report.

The Report must be tailored for each Activity listed in Item B, approved activities/tasks described in the work plans and budgets E.2, utilising the performance indicators, targets and timeframes detailed at Item B and Item E.2.

Performance reports may be followed up with a teleconference to discuss progress and issues

## E.2 Activity Work Plan

### (a) Annual Work Plan

The Grantee is required to provide a satisfactory Activity Work Plan annually for the Commonwealth's approval by the date specified in the milestone table above. The Activity work plan must annually include an overview by financial year of all activities listed under item B. It should include objectives, tasks, deliverables, risk management plans, communication plans and timeframes for each phase of grants delivery.

Activity work plans should specify a high degree of detail and provide performance indicators

descriptions and measurable targets.

The Commonwealth may require amendments to the Annual Activity Work Plan prior to its approval.

(b) Stakeholder Engagement Plan

The Grantee is required to provide satisfactory Stakeholder Engagement Plan(s) by the date specified in the milestone table above. The Grantee must report against the Stakeholder Engagement Plan(s) in the Performance, Annual Reports and final Reports detailed at Items E1, E3 and E5 (b).

### **E.3 Annual Report**

The Grantee is required to provide a satisfactory Stakeholder Plan by the date specified in the milestone table above. The Annual reports must detail and discuss the achievements for the preceding twelve months, issues experienced and mitigation strategies, results of any monitoring or evaluation undertaken during the interval, timeliness, stakeholder engagement, total annual expenditure, and annual assessment of performance against the performance indicators detailed at Section B. The Report must include a summary of assets and grant activity material produced during the reporting period. The Report must align with the current Annual Activity Work Plan and Annual Budget.

### **E.4 Accounting for the Grant**

(a) Annual Budget

The Grantee is required to provide Annual Financial Year Budgets for the Commonwealth's approval by the dates specified in the milestones table above. The Annual Budgets must include details of planned expenditure and be tailored to activities detailed in item B, and where appropriate by major deliverables and tasks. Each Annual Budget must be provide a high degree of specificity.

The Commonwealth may require amendments to the Annual Budgets before approving them.

(b) Independently Audited Financial reports

The Grantee is required to provide three independently audited financial reports by the dates specified in the milestone table above. Each report will be compliant with Clause 10 of this agreement. The reports are to be in the form of an audited statement for each financial year framed against the approved annual budget, to facilitate comparative analysis. The final financial report will cover the whole activity period from execution of this agreement to the Activities completion date and will be in compliance Clause 10 of this Agreement.

### **E.5 Other Reports**

a) Evaluation Reports

The Grantee is required to provide satisfactory Evaluation Reports. The Evaluation Report will assess the grant activity against the grant outcomes detailed at Item A.

The initial evaluation report must detail the methodology to be applied to assess grant activity impacts on:

- i. Health professional behaviour changes
- ii. patient behaviour
- iii. stewardship of the national health by quantifying savings to the PBS or other subsidy schemes
- iv. improved health outcomes and processes

The final evaluation report utilising the approved methodology must quantify, assess, detail and discuss grant activity impacts on the above listed items.

(b) Final Report

The Grantee is required to provide a satisfactory final report. A final report must provide a summary of achievements including a self-evaluation under the Grant for all activities under Item B against performance indicators and targets. The report must align with the Annual Work Plan(s), Annual Budget(s) and Phase

Completion reports. The report must detail all activities, objectives, tasks, deliverables, risks managed, and achievements including meeting timeframes. The report must cover from execution of this agreement to the Activity completion date and detail the extent to which the Grant Activity in Item B has been met and their alignment to Item A.

(c) Grant Activity Review Report

The Grantee will contribute to, and support, the Commonwealth's review/report of the grant activities impact on changes to bDMARDs including prescriber's clinical behaviour.

(d) Ad Hoc Reports

The Commonwealth may ask the Grantee for ad-hoc reports on the grant activity. This may include providing a progress update, detailing significant delays or difficulties in completing the grant. This may also include provision of training and presentation materials, and providing case studies of successful grant activity interventions.

Ad hoc reports must be submitted within 30 days of written request, unless otherwise agreed.

(e) Phase Completion reports

The Grantee will provide phase completion reports, at the end of Phases a, b and c, for the Commonwealth's approval. The report will detail the consortia's achievements, rationale for their positions and decisions, and agreed plan for the next phase of grant delivery.

The Commonwealth will review the report within 30 days and provide feedback and or acceptance of the report. The Grantee must not commit grant funding to the next phase without Commonwealth acceptance of the previous phase's completion report.

## F. Party representatives and address for notices

### Grantee's representative and address

<b>Grantee's representative name</b>	s47F
<b>Position</b>	s47F
<b>Postal/physical address(es)</b>	Level 7, 418A Elizabeth Street, SURRY HILLS, NSW, 2010
<b>Business hours telephone</b>	02 9217 8771
<b>Mobile</b>	
<b>Fax</b>	
<b>E-mail</b>	s47F

### Commonwealth representative and address

<b>Name of representative</b>	s22
<b>Position</b>	s22
<b>Postal/physical address(es)</b>	GPO Box 9820 ADELAIDE SA 5001
<b>Business hours telephone</b>	Not specified
<b>Mobile</b>	Not specified
<b>Fax</b>	Not specified
<b>E-mail</b>	s22

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

## G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee

as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

Activity Item B.4: Tools and Resources Material, must be made available to the Commonwealth in a usable format.

Activity Item B.5: Interventions and other awareness undertaking Material, must be made available to the Commonwealth in a usable format.

This document was released under the Freedom of Information Act 1982