



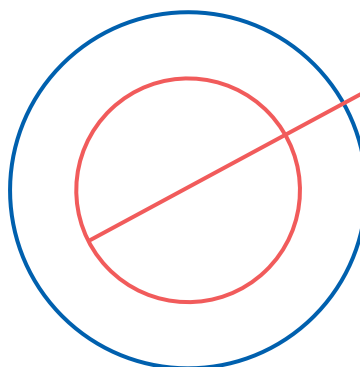
## HIV s100 Accredited Prescriber Program

# A guide to becoming an accredited HIV s100 prescriber and maintaining your prescriber status

TRAINING | ACCREDITATION | PRESCRIBING | MAINTENANCE



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# Overview



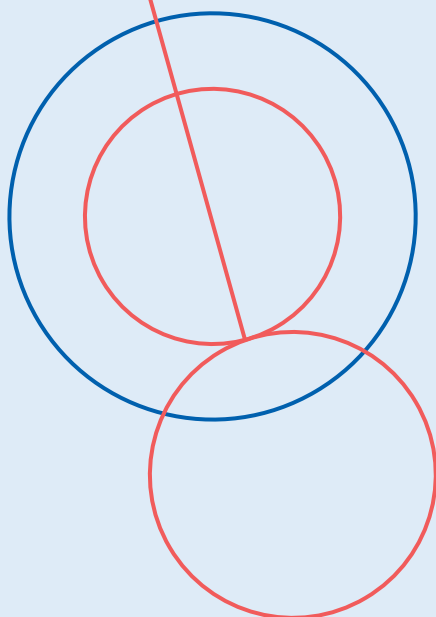
## A guide to becoming an accredited HIV s100 prescriber and maintaining your prescriber status

### This guide is intended for:

- General practitioners, other medical practitioners, and nurse practitioners who wish to be accredited to prescribe s100 drugs for the treatment of human immunodeficiency virus (HIV);
- General practitioners, other medical practitioners, and nurse practitioners who are authorised to provide HIV s100 drugs and wish to maintain and renew their accreditation.

**Note:** This guide contains hyperlinks and is best viewed online as a PDF.

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## Background

# Section 1.

Antiretroviral therapies (ART) for the treatment of HIV may be prescribed, dispensed, and accessed under the Australian Government Department of Health's **Highly Specialised Drugs (HSD) Program**, which has its legislative basis in section 100 (s100) of the National Health Act 1953. The HSD Program provides access to specialised Pharmaceutical Benefits Scheme (PBS) medicines for the treatment of chronic conditions, which, because of their clinical use and other special features, have restrictions on where they can be prescribed and supplied. In most cases, general practitioners, medical practitioners, and nurse practitioners must undertake specific training or be affiliated with a specialised hospital unit to prescribe these medicines.

**ASHM's HIV s100 Accredited Prescriber Course meets the national standard for the training of general practitioners, medical practitioners, and nurse practitioners who wish to prescribe medicines for HIV.**

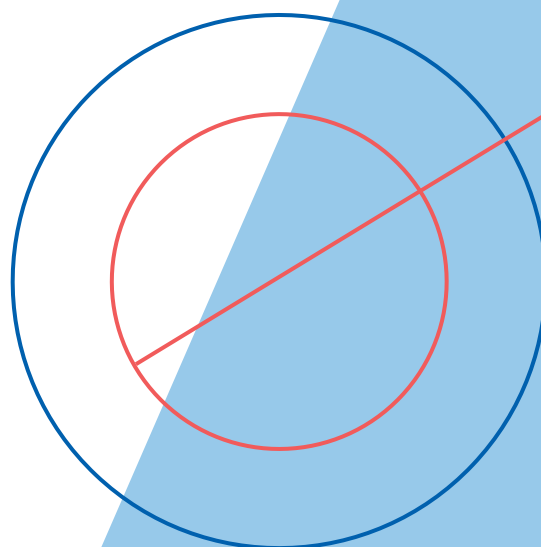
General practitioners, other medical practitioners, and nurse practitioners who have completed the relevant training (see **Section 2.1**) or received recognition for prior experience (see **Section 2.2**) may apply to the accreditation agency in their jurisdiction for authority to prescribe medicines for HIV.

- **ASHM** is the accrediting agency in all Australian jurisdictions other than Victoria.
- **Victorian HIV and Hepatitis Integrated Training And Learning (VHHITAL)** is the accrediting agency in Victoria.

The accreditation agency may then recommend that the applicant be granted authority to prescribe s100 Highly Specialised Drugs to the relevant state or territory health authority. State and territory health authorities grant authority to prescribe on an individual basis.

Accredited prescribers must undertake continuing professional development (CPD) to maintain accreditation (see **Section 4**). The accreditation agency is responsible for monitoring CPD, renewing accreditation, and providing ongoing support to prescribers.

**Note for Victorian practitioners:** ASHM is referred to as the default accreditation agency throughout this document. In Victoria, VHHITAL fulfils the role played by ASHM in all other states and territories. You can contact VHHITAL at [vhhital@nwmphn.org.au](mailto:vhhital@nwmphn.org.au) or by phoning 03 9347 1188 between 9am to 5pm, Monday to Friday.



## Section 2. Becoming accredited

To apply for authority to prescribe HIV s100 drugs, you must either:

- Complete the **HIV s100 Accredited Prescriber Course (including post-course assessment)** (refer to **Section 2.1** for more detail), **OR**
- Apply to **receive recognition for prior experience** in the management of HIV (refer to **Section 2.2** for more detail)

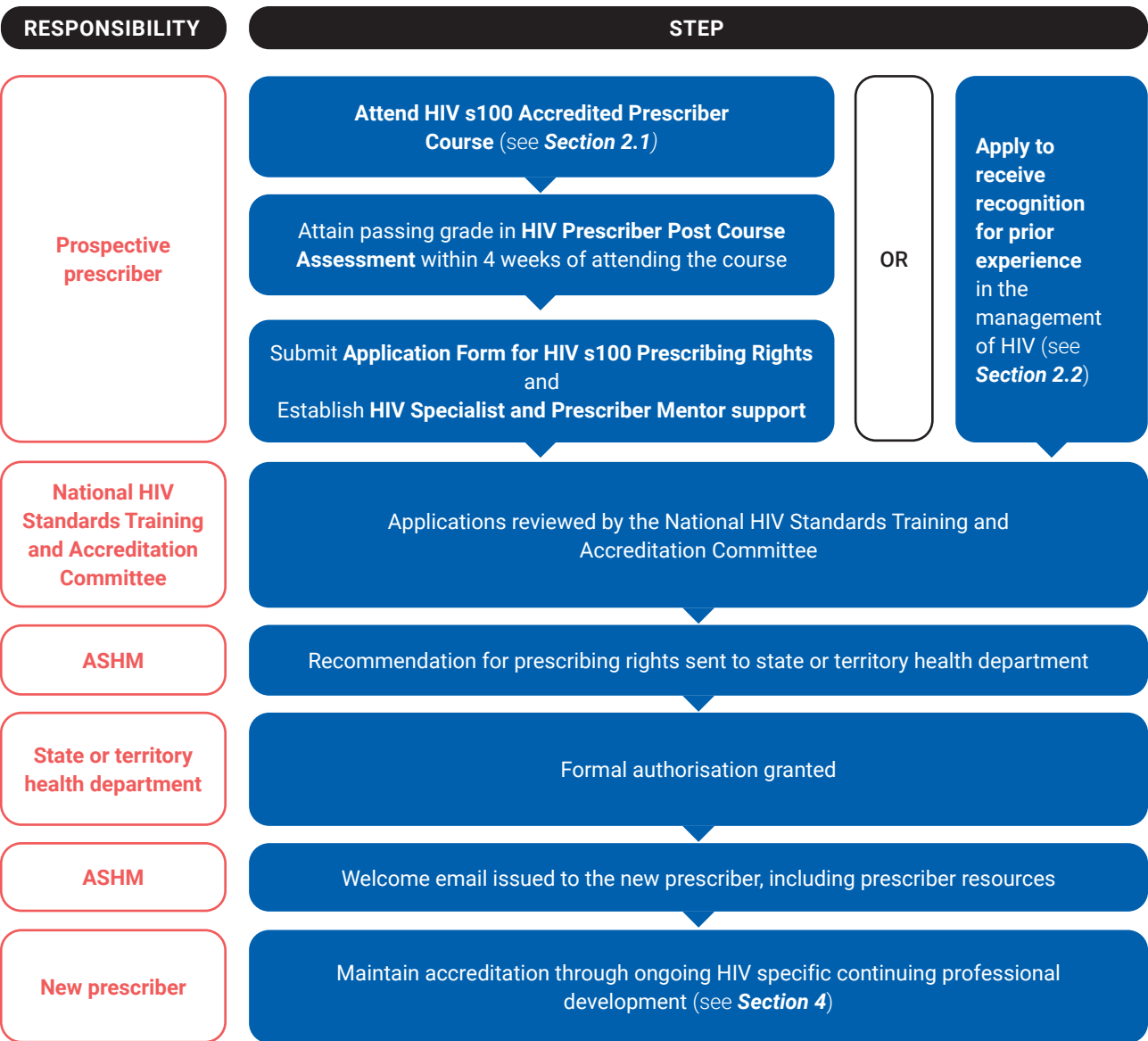
If you are a community-based practitioner, you must also commit to ongoing HIV specific **continuing professional development (CPD)** (see **Section 4**).

### 2.1 HIV s100 Accredited Prescriber Course and Post-Course Assessment

ASHM's **HIV s100 Accredited Prescriber Course** provides the foundation for the prescriber accreditation process. It consists of two online learning modules and two days of face-to-face training or four facilitated online training sessions over four weeks. Attendance is free to practitioners based in the state or territory of which the course is funded. Out-of-state practitioners may be able to attend through a course registration fee or by applying for a course scholarship. Course places are prioritised for practitioners who primarily work in community or private settings.

Confirmed upcoming dates for HIV s100 Prescriber Courses will be listed on the [ASHM Training Page](#). Alternatively, practitioners can register their [Expression of Interest here](#) to ensure they are notified of any upcoming courses.

Figure 1: Overview of the accreditation process





## Post Course Assessment

To become an accredited prescriber, you must pass the **HIV s100 Prescriber Post-Course Assessment**. This is an online assessment consisting of 6 multiple-choice quizzes. The link to the assessment is distributed following full attendance at the HIV s100 Accredited Prescriber Course and must be completed within 4 weeks.

You must attain a mark of at least 75% on the assessment to pass. If you do not attain a passing mark, you will be directed to further reading and invited to re-sit the assessment following a lock-out period of 24 hours. You may request to discuss your answers with a clinical advisor if needed.

### 2.1.1 Application Form

After passing the HIV s100 Prescriber Post-Course Assessment, ASHM will provide you with an **Application Form for HIV s100 Prescribing Rights**.

In this form, you will be asked to list the public hospital with an inpatient HIV/AIDS specialist unit closest to your practice. You will also need to name a senior clinician who works there to whom you could refer a patient if they required specialist care. If you are applying to prescribe in multiple states/territories, you will need to nominate a local senior clinician for each relevant state/territory.

You will also need to nominate an experienced clinician who will be your Prescriber Mentor in your first full year as an accredited HIV s100 Prescriber. Your mentor should ideally be a clinician you already have a relationship with, with whom you can contact to discuss prescriber questions and cases. The local HIV senior clinician you are linked with can also act as your Prescriber Mentor.

## 2.2 Applying to receive recognition for prior experience

As an alternative to attending ASHM's HIV s100 Accredited Prescriber Course, practitioners may apply for authorisation rights by demonstrating evidence of prior experience in the management of HIV. The level of prior experience that will be accepted is substantial experience working with the responsibility and management of HIV/AIDS in a general practice or teaching hospital or sexual health clinic with a significant HIV caseload.

Please email your details and supporting evidence of prior experience to [HIVprescriber@ashm.org.au](mailto:HIVprescriber@ashm.org.au). ASHM will notify you once your application is received and will forward the application and supporting documents to the National HIV Standards Training and Accreditation Committee for review and assessment.

## 2.3 Formal authorisation

Once you have fulfilled the criteria outlined in **Section 2.1**, ASHM will submit a recommendation for prescriber authorisation to your state/territory health department. You will receive written confirmation from the health department when your authorisation is complete. You will then receive a welcome email from ASHM containing prescriber resources.

## 2.4 Prescriber directory

Once accredited, you may elect to be added to ASHM's **[online directory of accredited HIV s100 prescribers](#)**. If you do not wish to be included, you may opt-out at any time. To support the accuracy of this directory, ASHM relies on you to keep your prescribing details up to date via the **[MyASHM Prescriber Portal](#)** (see **Section 5.1**).



**For more information on prescribing using streamlined authority codes:**

**[Refer to this PBS fact sheet](#)**

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*You will need to nominate an experienced clinician who will be your Prescriber Mentor in your first full year as an accredited HIV s100 Prescriber.*

## Section 3.

### How to prescribe

As an HIV s100 prescriber, you must prescribe in accordance with **PBS restriction criteria** and keep evidence of compliance and patient eligibility on patient records.

To prescribe HIV medicines under these arrangements, you must include the **streamlined authority code** on the prescription.

#### 3.1 Streamlined authority process

By including a streamlined authority code on the authority prescription, you acknowledge that you are eligible to prescribe that medicine (i.e., you are currently accredited as an HIV s100 prescriber) and that the use of the medicine complies with the PBS subsidy restrictions applying on the date of prescribing.

Streamlined authority codes can be found:

- On the [PBS Schedule](#)
- Via your prescribing software

Telephone-based PBS Authority approval will still be required prior to prescribing increased PBS quantities and/or increased repeats.

#### 3.2 Community pharmacy dispensing

HIV s100 medicines can be dispensed in community pharmacies, whether prescribed by an affiliated specialist medical practitioner or an accredited prescriber who practises in the community.

However, some community pharmacies may not have a stocked supply of these drugs and instead will fill HIV s100 scripts on a just-in-time basis.

Therefore, you are advised to recommend that your patients get scripts filled a week before they run out of pills and/or confirm with the pharmacy that they have drugs in stock.

#### 3.3 Questions or issues with prescribing

If you experience any problems writing a prescription for HIV medicines or having the medication dispensed, you can contact ASHM for support.

Contact [HIVPrescriber@ashm.org.au](mailto:HIVPrescriber@ashm.org.au) or call (+61 02 8204 0700) between 9am and 5pm AEDT, Monday to Friday.

*As an HIV s100 prescriber, you must prescribe in accordance with PBS restriction criteria and keep evidence of compliance and patient eligibility on patient records.*



## Section 4.

# Maintaining your accreditation

### 4.1 HIV CPD Program



If you are required to participate in the HIV CPD Program (refer to **Section 4.1.1** for exemptions), you must complete the following to maintain your accreditation as an HIV s100 prescriber:

1. Accrue a total of 7 HIV continuing professional development (CPD) points during each calendar year. *Note: The HIV CPD requirement begins in your second calendar year as an accredited HIV s100 Prescriber.*
2. Keep your prescribing details and practice locations up to date via the online [MyASHM Prescriber Portal](#).
3. Complete the Annual HIV Prescriber Program Survey each year.

You can accrue CPD points through various education and training activities delivered by ASHM and external CPD providers.

CPD activities can occur face-to-face or via online platforms. It is recommended that you participate in a variety of activities to obtain your CPD points.

Similar to guidelines for RACGP accredited activities, non-interactive or didactic learning generally attracts fewer HIV CPD points per session than interactive learning.

See **Section 4.3** for a complete list of approved HIV CPD Activities.

#### 4.1.1 Exempt Prescribers

**CPD-Required:** Prescribers who primarily work in a community or private setting must participate in the ASHM-administered CPD program to maintain their s100 accreditation.

All GP registrars must also participate in the CPD program – regardless of their primary setting.

**CPD-Exempt:** Prescribers who primarily work in a hospital, a sexual health clinic attached to a hospital, or a publicly-funded sexual health clinic, are considered “CPD-exempt” and therefore do not need to participate in the CPD program to maintain their s100 accreditation.

Prescribers who are CPD-exempt are still welcome and encouraged to complete ASHM-organised courses and CPD activities. They can also still choose to list their prescriber details on ASHM’s online directory of accredited HIV s100 prescribers, ensuring they update their details whenever required via the MyASHM Prescriber Portal.

### 4.2 Claiming HIV CPD points

**For ASHM activities**, including courses, conferences, and online modules, ASHM staff will record attendance/ completion and allocate HIV CPD accordingly. Please note it is the responsibility of each attendee to sign the attendance sheet at all face-to-face events or to attend an online session from beginning to end to be marked as an attendee.

**For non-ASHM activities**, you will need to submit the activity to ASHM via the [MyASHM Prescriber Portal](#). You must provide adequate details regarding the activity and the learning outcomes along with any relevant documentation (e.g. certificate of completion, correspondence with a specialist, copy of journal article, etc.). You are encouraged to submit activities as you complete them throughout the calendar year. ASHM staff will adjudicate the activity and allocate HIV CPD points accordingly.

**External Training Providers:** ASHM encourages external education providers to submit their HIV CPD activities for adjudication. We welcome additional opportunities for HIV s100 Prescribers to achieve their HIV CPD points.

Please contact [HIVprescriber@ashm.org.au](mailto:HIVprescriber@ashm.org.au) to request a copy of the Application for Adjudication of Educational Activity form. ASHM’s clinical advisors will adjudicate the activity on behalf of the National HIV Standards and Accreditation Panel and award CPD points accordingly.



### 4.3 HIV CPD activities

For a detailed breakdown of the points awarded to specific activities, please refer to the Approved HIV CPD Activities table below.

**Table 1: Approved HIV CPD Activities**

HIV CPD Activity	HIV CPD Points	Comments	Activity Recorded via:	
			ASHM Staff	Prescriber Portal
<b>Annual update session organised by local education unit</b>	6 per course	6 points for full-day attendance. Otherwise 1 point per hour recorded	X	
<b>Attendance at HIV conference</b>	3 per day	Record of attendance as per RACGP sign in required. (For international conferences, disclosing relevant sessions and time spent on HIV is required). Less points at the discretion of the local authority		X
<b>Feedback from HIV conference to peers</b>	2 for each session delivered	These points are in addition to attending a conference. Points allocated for preparing and delivering information from conference to peers. Reporting may take a variety of forms: - formal presentation - small group learning - written report		X
<b>Involvement in presenting to, and assessment of, HIV prescribers</b>	1 per hour		X	
<b>RACGP Clinical audit in an HIV field</b>	2 per hour	May be over the course of 1-2 years—evidence of steps of clinical audit provided to RACGP will be sufficient for this activity		X
<b>Clinical meetings in HIV</b>	2 per session	Meetings must be at least one hour in length. Meetings with Pharmacy Company involvement may attract different points at the discretion of the local authority		X
<b>Participation in (and demonstration of active learning) existing regular HIV case conference activities.</b>	2 per hour	Case conferences that have an appropriate peer review component	X	X
<b>Membership of HIV professional body</b>	2 per membership	In Australia, membership of the Australasian Society for HIV Medicine	X	
<b>Online learning at reviewed sites.</b>	1 per hour	Sites reviewed by ASHM or other professional bodies. Must be able to provide to local authority certificate outlining completion and assessment completed		X
<b>Demonstrated involvement in use of mentorship (as mentor or mentee)</b>	2 per hour	Per hour of involvement		X
<b>Clinical Attachment</b>	2 per hour	Clinical attachment with unit recognised in expert HIV care		X
<b>Non-HIV related CPD</b>	1 per CPD activity	Submitting CME which meets the requirements of the RACGP QA & CPD program may be suitable. This remains at the discretion of the local authority. Prescribers can apply to the local authority for adjudication on specific activities		X
<b>Participation in HIV research activities</b>	2 per research activity	Participation as an investigator in a clinical trial. Authorship of a published peer-reviewed journal article		X
<b>Committee Membership</b>	2 per committee	Membership of state or national policy and/or governance committees (e.g. National HIV Standards, Training and Accreditation Committee)	X	X
<b>Development of HIV Resources</b>	2 per resource	Involvement in developing educational resources as a writer, editor, or working group participant		X
<b>Other activities relevant to HIV medicine</b>	Adjudicated on a case by case basis			X

**Please note that HIV CPD points are not limited to the activities in Table 1.** You are encouraged to submit other activities which may be eligible for HIV CPD points through the [MyASHM Prescriber Portal](#). This may include self-directed learning. You must provide adequate details regarding the activity and the learning outcomes for that activity to be considered for HIV CPD points. You may be expected to provide evidence of an activity given by an external HIV CPD provider such as a certificate of completion. ASHM's clinical advisors will adjudicate the activity on behalf of the National Clinical Standards and Accreditation Panel and award CPD points accordingly.

## 4.4 Annual accreditation renewal process

Towards the end of each calendar year, ASHM ensures that all HIV s100 accredited prescribers have met the requirements to maintain accreditation.

1. Check your eligibility to be exempt from the CPD Program (see **Section 4.1.1**) by confirming your setting and position through the [MyASHM Prescriber Portal](#).
2. **Earn 7 HIV CPD points during the calendar year if you are a CPD required prescriber.** The HIV CPD requirement aims to ensure that you maintain clinical competency in HIV. It is not intended to be punitive. ASHM staff will provide you with support and opportunities to accrue HIV CPD points.

3. Check and update your prescribing details and practice locations via the [MyASHM Prescriber Portal](#).
4. **Complete the Annual Prescriber Program Survey.** The Annual Prescriber Program Survey is an important component of the HIV s100 Prescriber Program. The results are used to evaluate the Prescriber Program's effectiveness and support further development. Completion is compulsory for all CPD-required prescribers.

## 4.5 Taking leave from and re-joining the Prescriber Program

If you do not meet the accreditation renewal requirements at the end of a calendar year, your prescriber status will be changed to "on leave". You may also request to be placed on leave from the prescriber program at any time.

**You are NOT authorised to prescribe HIV s100 drugs while "on leave" from the prescriber program.**

ASHM will contact you the following year during prescriber renewals to ask whether you are interested in re-joining the Prescriber Program.

### Requirements for re-joining the program

**If you have been on leave for one year or less,** you will need to earn 7 HIV CPD to re-join the program.

**If you have been on leave for more than one year,** you will be required to complete the HIV s100 Accredited Prescriber Course to reinstate your prescribing rights. You can also contact ASHM to discuss your case.

**Table 2: Accreditation Renewal Timeline**

October/November	<p>You will be sent an email prompting you to:</p> <ol style="list-style-type: none"> <li>1. Log in to the <b>MyASHM Prescriber Portal</b>: <ul style="list-style-type: none"> <li>&gt; Check the list of your CPD activities completed during that calendar year</li> <li>&gt; Add any HIV CPD activities not listed</li> <li>&gt; Update your current prescribing location details where necessary</li> </ul> </li> <li>2. Complete the <b>Annual HIV Prescriber Program Survey</b>, in which you will: <ul style="list-style-type: none"> <li>&gt; Report on your HIV clinical practice and confidence</li> <li>&gt; Provide feedback on your experience as an HIV s100 Prescriber</li> </ul> </li> </ol>
December	<p>You will be notified by email whether you have met all the requirements to maintain your accreditation for the following calendar year.</p> <ul style="list-style-type: none"> <li>• If you <b>have</b> met the requirements, you will be notified that your accreditation is renewed for the following year</li> <li>• If you <b>have not</b> met the requirements, you will be encouraged and supported by ASHM staff to complete and submit activities to meet the requirements</li> </ul>
March	<p>If you still have not met the requirements for maintenance of accreditation, you will be placed on leave from the program. Your state/territory health department will be advised that your name should be removed from the list of authorised prescribers. You will be welcome and encouraged to re-join the program at a later date.</p>

## Section 5.

# Resources for prescribers

You can find a **list of relevant HIV resources** on [ASHM's website](#).

- [Information on how to prescribe using streamlined authority codes](#)
- [MyASHM Prescriber Portal](#)
- [Decision Making in HIV Tool](#)
- [HIV Monitoring Tool](#)
- [HIV Testing Portal](#)
- [Guide to Australian HIV Laws and Policies for Healthcare Professionals](#)
- [HIV Management in Australasia: a guide for clinical care](#)
- [Post-exposure Prophylaxis for HIV: Australian National Guidelines](#)
- [ARV Guidelines](#)

### 5.1 Prescriber Portal

As an accredited prescriber, you can use your MyASHM login to access the online **MyASHM Prescriber Portal** at [myashm.org.au](http://myashm.org.au). Here you can:

- View and update your prescribing locations and languages spoken
- View your continuing professional development (CPD) points earned during the calendar year and track your progress towards the annual requirement of 7 HIV CPD points. (See **Section 4** for more information.)
- Add other HIV-specific educational activities that you have completed. (See **Section 4.2** for more information.)

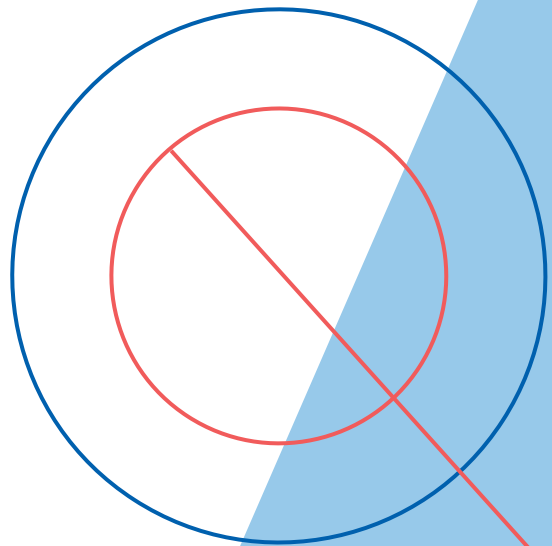
Please note that your updated details will be instantly reflected on the [ASHM Prescriber Locator Map](#). Please let the ASHM HIV Prescriber Team know if you do not wish to be listed.

### 5.2 Prescriber Bulletin

ASHM distributes a quarterly **HIV Prescriber Bulletin** via email, which includes:

- Continuing professional development opportunities
- Upcoming training courses
- Conference updates and scholarship opportunities
- Sector news, research and resource updates

ASHM encourages you to use the Prescriber Bulletin to stay up to date with the HIV sector and to access continuing professional development throughout the year.



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Developing a sustainable HIV,  
viral hepatitis & sexual health workforce

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Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine (ASHM)  
Published by the Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine (ASHM)  
160 Clarence Street, Sydney, NSW, 2000 | +61 2 8204 0700

[www.ashm.org.au](http://www.ashm.org.au)

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