**PHARMACY**

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| **ELIGIBLE CRITERIA** | **EVALUATION CRITERIA** | **OBLIGATIONS** |
| * Ministry of health authorization for private pharmacy practice showing the name of the owner
* Valid “Certificate for successful registration” from Rwanda Pharmacy Council for all pharmacists
* “License to practice pharmacy profession” from Rwanda Pharmacy Council for all pharmacists
* Valid registration certificate from Rwanda Nursing and Midwifery Council for all nurses
* Current tax clearance from RRA
* Current contributions clearance from Rwanda Social Security Board
* Liability insurance for pharmacy
* Copy of RDB certificate of registration
* Responsible technical manager: pharmacist
* Copies of contracts with responsible pharmacist (if applicable)
 | 1. **STAFF**
* Responsible technical manager: pharmacist
* Support staff : any pharmacist, or an assistant in pharmacy, or a nurse of at least level A2
1. **ORGANISATION**
* Sufficient stock of medicines (% in comparison with medicines reimbursable by RSSB)
* Have a classic filing system (arranged in alphabetical order, drug grouping , or pharmaceutics form)
* Keep invoices and purchasing orders for medicines purchased during at least 5 years
* Identify the pharmacy with a clearly visible sign, bearing the name of the owner and the authorization number
* Clear system for dispensed medicines registration which can easily be traced
1. **INFRASTUCTURES**

**III.1. External environment*** Accessible by a passable road
* Located in a clean place

**III.2. Building*** + Without humidity
	+ Built with durable materials in its external structure
	+ Built with durable, semi durable or temporary materials in its internal structure
	+ Constant power supply
	+ Standby power generator

**III.3. Sufficient hygiene*** Constant water flow
* Sanitation: functional, clean ,accessible, separated according to sex, well equipped with appropriate sanitation accessories

**III.4. Management of acceptable*** **Dispensing area**
* Surface area : 30 square meter
* Proper and painted ceiling
* Intact floor
* Sufficient lighting
* Sufficient free air circulation
* Wide opening windows and doors
* Strong and clean shelves
* Strong and clean counters
* Fridge
* At least 2 chairs to assist vulnerable clients
* **Materials and equipments**
* Office table
* Table and sufficient chairs
* Document files
* Water dispenser with sufficient and clean drinking cups
* White blouses (gown)
* Pharmaceutical documentation: British National formulary, Vidal…
* Receipt book
* Store files
* Narcotic drug register
* At least one computer
 | * In case of partnership acquisition, handle all the medical services transactions for RSSB affiliates on IT based services
* Offer medicines of good quality to RSSB beneficiaries
* Accept the attachment of 1 or many RSSB agents at the pharmacy
* Abide by the tariffs agreed upon between RSSB and pharmaceutical service providers
* Send invoices to RSSB which exactly correspond to medicines offered to its beneficiaries
* No charging extra payment to RSSB beneficiaries above the stipulated tariffs
* No denying services available to RSSB beneficiaries basing on any reason whatsoever
* Obligatory presence of pharmacist at all times the pharmacy is operating
* Respect duty rotation
* Software
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