**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 |