



**National  
Pharmacy  
Council**

Kigali 04 OCT 2022

Ref N°: 427/NPC/2022

**To the Registered Pharmacy Professionals (All)**

**Re: NPC Election 2022**

Dear Registered Pharmacy professionals (All),

The National Pharmacy Council is organizing the election for all positions in its organs (National Council Board, Bureau of the National Council Board, and technical committees).

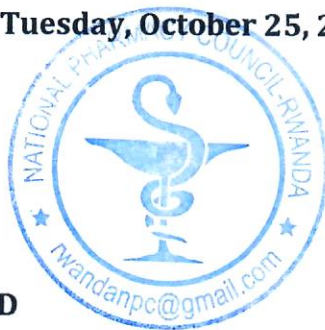
Candidates are invited to submit their applications for the election scheduled on Friday, **November 11<sup>th</sup>, 2022 in the NPC 10<sup>th</sup> General Assembly.**

The prerequisites, application process, and terms of reference for the aforementioned posts are enclosed herewith.

**Note:** Applications will close **Tuesday, October 25, 2022, at 05:00 pm.**

Sincerely,

**Dr. Innocent HAHIRWA, PhD  
Chairperson**



**Cc:**

- **NPC Permanent Secretary and Registrar**



## **NATIONAL PHARMACY COUNCIL'S PROVISIONS RELATED TO THE ELECTION OF THE NATIONAL COUNCIL BOARD ORGANS-2022**

### **I. The bureau of the National Council Board**

#### **Functions of the Bureau:**

- 1° to do its utmost to ensure the smooth running of activities of the Council and those of its Committees;
- 2° to update the Register of members of the Council;
- 3° to implement instructions, regulations and decisions of the National Council Board;
- 4° to put an end to any act, contract or statutes to which a pharmacist may be a party but which include clauses that undermine the principles of pharmacy ethics;
- 5° to report to relevant authorities acts of illegal practice of the pharmacy profession that come to its knowledge and take disciplinary measures accordingly;
- 6° to impose disciplinary sanctions for professional misconduct committed by a pharmacist as well as serious misconduct committed outside the course of professional practice but that is likely to undermine the honor and dignity of the pharmacy profession;



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7° to enforce any disciplinary measure taken by the organs of the Council responsible for the ethics of pharmacists;

8° to hire and dismiss staff of the Council and determine their duties and set their remuneration in accordance with the relevant laws;

9° to perform any other duty falling within its responsibilities as may be deemed necessary by the National Council Board.

## **1. Chairperson**

### **Duties and responsibilities:**

- ✓ Leads the activities of the Council;
- ✓ Serve as the legal representative and spokesperson of the Council;
- ✓ Convene and chair meetings of the National Council Board, the Bureau of the National Council Board and the General meetings of registered pharmacy professionals when deemed necessary.
- ✓ Ensure the implementation of the decisions taken by the Board or the bureau of the Council;
- ✓ To entrust any mission, he/she deems appropriate;
- ✓ Endorse the strategic documents of the council;
- ✓ To take any decision within his/her competence over the reports, opinions and recommendations of the Committees of the Council;
- ✓ Perform any other activities assigned related to the mission of the council



***Eligibility criteria:***

- Registered Rwandan pharmacy professional;
- Track record of at least two years in leadership positions for professionals graded at Senior consultant and above or Track record of at least three years in leadership positions for professionals graded at junior consultant /consultant pharmacist or Track record of at least five years in leadership positions for professionals graded pharmacist advanced.

**The Leadership position:** is a position at a level of Director and above at a recognized institution at National or international wide.

**2. Deputy-Chairperson**

**Duties and responsibilities:**

- ✓ The Deputy Chairperson of the Board assists and deputizes the Chairperson;
- ✓ Replaces the Chairperson in case of absence;
- ✓ Serves as the Chairperson of the Disciplinary and Ethics Committee.



***Eligibility criteria:***

- Registered Rwandan pharmacy professional
- Track record of at least two years in leadership positions for professionals graded at Senior Consultant and above, or Track record of at least three years in leadership positions for professionals graded at junior consultant /consultant pharmacist or Track record of at least five years in leadership positions for professionals graded pharmacist advanced.

**The leadership position** is a position at a level of Director and above at a recognized institution at National or international wide.

**3. Secretary:**

**Duties and responsibilities:**

- ✓ Ensures the smooth and effective functioning of the Board;
- ✓ In collaboration with the Permanent Secretary/ Registrar, the Secretary participate in the creation and timely distribution of the agenda for both Bureau Meetings and Board meetings;
- ✓ In collaboration with the Permanent secretary/Registrar, he ensures the recording and distribution of the minutes of both Bureau Meetings and Board meetings.



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***Eligibility criteria:***

- Must be a pharmacy professional registered with the council and holding a Master's degree with at least 3 years track record in leadership positions;
- and at least 5 years of relevant experience in pharmacy.

**4. Treasurer:**

**Duties and responsibilities:**

- ✓ Oversees the management of the patrimony of the Council.
- ✓ Ensures that record-keeping and accounts meet the National Pharmacy Council;
- ✓ Advises on effective and efficient use of the funds of the council,
- ✓ Participate in funds mobilization of the council in collaboration with the Chairperson and/ or Permanent secretary /Registrar;
- ✓ Ensures financial compliance with relevant legislation;
- ✓ Advises on financial implications of strategic and operational plans.

***Eligibility criteria:***

- Must be a pharmacy professional registered with the council with at least 3 years track record in professional positions; and
- At least 5 years of relevant experience in the pharmacy profession field;
- Proven experience in financial management of at least 3 years is a plus;



## **5. Advisors:**

Duties and responsibilities:

- Advises the Bureau

### ***Eligibility criteria:***

- Must be a pharmacy professional registered with the Council with at least ten (10) years of relevant experience.

## **II. The National Council Board**

### **Duties and responsibilities:**

1° to participate in the process of defining the quality of potential procedures expected from a pharmacy professional; and to participate in determining standards for pharmacy education at the university level in Rwanda;

2° to set up regulations on the minimum knowledge and skills required for all pharmacists in their respective categories;

3° to grant and revoke the authorization to practice the pharmacy profession;



4° to set subscription fee required for a member of the Council;

5° to set annual contribution to be paid by each member registered on the Register of members of the Council;

6° to determine the conditions for organizing elections, the procedure of appeal and dispute settlement;

7° to serve as an appellate body for decisions made by the Bureau of the National Council Board;

8° to approve the budget, the long- term planning and the annual action plan;

9° to support all activities and initiatives designed to promote the knowledge of Rwanda's residents





**Eligibility to be elected as a Board member:**

- ✓ Anyone seeking to be a member of the board must be a fully registered pharmacy professional who complies with the rules and regulations of the council;
- ✓ He/she must be a person of integrity, and self-discipline, can contribute to the vision of the council, be committed, demonstrate leadership skills and willingness to serve and contribute to the growth of the council without expectation of a salary or any other compensation that is not in reach and shall not be a source of any conflict of interest for the matter regarding the council;
- ✓ Must also be a pharmacy professional and professionalism and in compliance with all requirements and policies as set by the Rules and law establishing the Council;
- ✓ Any pharmacy professional subject to a sanction of suspension by a decision that has become final cannot be eligible during his/her sanction period (refer to disciplinary guidelines measures);
- ✓ Council representatives from Provinces and the City of Kigali must be pharmacy professionals registered on the register of the Council and based in the locations that they represent;



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- ✓ They cease to be Council representatives from Provinces and the City of Kigali if they leave the location in which they were based at the time of their election;
  - ✓ Provide the criminal record.

***Eligibility criteria for provincial representatives***

- Must be a pharmacy professional registered with the council with at least 3 years of relevant experience in the pharmacy profession field.
- Must be based in the locations that they represent;

**Note:** They cease to be Council representatives from Provinces and the City of Kigali if they leave the location in which they were based at the time of their election.

***Eligibility criteria for pharmacy technician representative***

- Must be a pharmacy technician registered and licensed with the council with at least 3 years of relevant experience in the pharmacy profession field.

### **III. TECHNICAL COMMITTEES**

#### **1. Education, Research and CPD Committee:**

##### **Duties and responsibilities:**

- ✓ Considers and reports on all matters relating to the establishment, development, maintenance and control of universally acceptable standards in pharmacy education, training, continuing professional development (CPD), examinations and the evaluation of educational qualifications and exemptions from examinations.
- ✓ Prepares and organizes the pre-registration examination
- ✓ Deal with other matters delegated to it by the Council

##### ***Eligibility criteria:***

- Must be a pharmacy professional registered and licensed with the council with at least six (6) years of relevant experience in the pharmacy profession field and preferably with relevant experience in the relevant technical sector;
- Must be at least a junior consultant pharmacist;



## **2. Disciplinary and Ethics Committee**

### **Duties and responsibilities:**

- ✓ Examines all complaints against pharmacy professionals, either referred by the Bureau or any other concerned party;
- ✓ Allows being heard any pharmacy professional for which any sanctions have been directed due to suspected case(s) of professional misconduct;
- ✓ Considers all claims that are linked with the discipline of pharmacy professionals;
- ✓ Proposes the disciplinary measures provided for by the disciplinary measures' guidelines;
- ✓ Monitors the conduct and the practice of Pharmacy professionals;
- ✓ Ensures compliance with the laws and regulations governing the pharmacy profession;
- ✓ Proposes the rules of ethics of the profession and strategies for compliance with these rules;



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***Eligibility criteria:***

- Must be a pharmacy professional registered and licensed with the council with at least six (6) years of relevant experience in the pharmacy profession field and preferably with relevant experience in the relevant technical sector.

**Filing and approval of applications**

- ✓ Pharmacy professionals fulfilling the requirements of eligibility must submit their applications at least fifteen (15) days before the date of the election with a letter addressed to the chairperson and necessary requirements provided by this regulation and deposited at the headquarters of the Council; they shall be given acknowledgement of receipt indicating the date and the receiver;
- ✓ However, the application may also be done electronically at the address provided by the Council;
- ✓ if the applicant does not receive an acknowledgement of receipt in the case of online applications after three days of application (3 days) ; he/she can submit the application in hard copies;
- ✓ Late applications are rejected and no candidacy shall be accepted during the General Meeting of Registered Pharmacy professionals;
- ✓ The communication shall be done through existing communication channels;



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- ✓ It is important to note that no application shall be taken into consideration if it does not fulfil the requirements;
  - ✓ In case of a missing document, no second chance shall be applicable after the review of the application files;
  - ✓ A pharmacy professional may file his/her application in various organs of the Council, and he/she wins on multiple choices; his/her choice prevails.

### **Appeal against rejection of application**

- ✓ The candidate whose application is rejected has the right to appeal by a letter addressed to the chairperson of the Council within forty-eight hours (48) hours of the publication of the list of candidates;
- ✓ The Bureau of the National Council Board shall meet to consider this appeal within a period not exceeding seventy-two (72) hours.
- ✓ This last decision shall not be subject to appeal.

### **Campaign**

The campaign for the National Pharmacy Council organs is not allowed. Successful candidates are given a specific time determined by the National Council Board during the General Meeting of Registered Pharmacy professionals to explain their mission and objectives.

### **Right of a candidate to use posters and other means of campaign**

For any election, a candidate has no right to use posters and/or other means of the campaign.