Green Cross Accreditation Checklist		
Appendix III		
Ref	Guidance	
1	General	
1.1	PPB Registration displayed within clear sight of customers	
1.2	PSK Membership displayed within clear sight of customers	
1.3	Photo of pharmacist including name displayed within clear sight of customers	
1.3	Pharmacist with Name tag	
	Facility name and pharmacist-in-charge matches application form	
1.4	PPB registration current	
	Facility name and pharmacist-in-charge matches application form	
1.5	Current PSK membership	
2	7 0	
2.1	There is at least 1 external sign identifying the pharmacy	
	The sign must bear the Pharmacy name and contact number which must be readable at a distance	
	of 10m	
2.2	Permanent structure, orderly, minimal dust, free of accumulated waste, dirt and debris.	
	Floors and walls washable. Ceiling to be covered with a non-flaking finish that allows for easy	
2.3	cleaning	
2.4	Protection from excessive local heating or undue exposure to direct sunlight. The pharmaceuticals	
2.4	received or dispatched should be protected from dust, dirt and rain.	
2.5	Building should have sufficient security to help prevent pilferage of the pharmaceuticals	
2.6	Lighting must be provided to enable all operations to be carried out accurately and safely	
2.7	Toilets do not need to be within the pharmacy however staff and clients must have access to clean	
2.7	toilets	
2.8	Running water and sink available for staff	
2.9	Ventilation supporting regular airflow with either ventilation vents, air-conditioning or opening windows available	
2.10	Minimum size of dispensary shall be at least 8ft by 10ft	
2.10	Minimum size of dispensary shall be at least 10 ft by 10ft	
2.11	Other business' shall not be operating from the same premise excluding photocopy or mpesa	
2.12	services ex. Cyber café, parlour etc	
2.13	Cleaning equipment must be kept isolated from pharmaceuticals	
2.13	Waste shall be kept isolated from pharmaceuticals	
2.15	Boiled water or mineral water available for drinking for staff and clients with disposable glasses	
2.16	Compounding area must be designated only to compounding away from other materials	
2.17	Veterinary medicines must be kept separate from human medicines	
3	Client Counselling	
	Must follow at least 9 of 13 steps in order to pass	
3.4	Step 1. Introduce yourself	
	Step 2. Identify who is being counselled	
	Step 2. Identify who is being counsened	

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	Step 3. Check what the client/ patient or his/her representative already knows about the medicines
	Step 4: Make sure the client/ patient or his/her representative understands how these medicines
	work
	Step 5: Ask for the client/ patient's questions and concerns
	Step 6: Give the name of medicine
	Step 7. Name and explain the route of administration
	Step 8: Give directions/ instructions on how to take the medicines
	Step 9: Give information on the possible drug interactions (if there is a concern)
	Step 10: Give information on the side effects of the medicines
	Step 11: Give instructions on how the medicines should be stored
	Step 12: Check the understanding of the client/ patient or his/her representative by asking them to
	repeat back to you key information. Remind them of information they left out
	Step 13: Make a final check for questions and concerns
	Seating adequate for at least 2 clients
3.5	Client counselling area to be a semi-enclosed area allowing for privacy/confidentiality
	Pharmacy Label shall contain the following information: Pharmacy Name, Contact number, Date,
3.6	Patient Name, Date, Drug Name, Instructions on Use
5.0	Auxillary Labels giving cautionary information (ex. This drug may cause drowsiness)
4	Equipment
•	Basic First Aid Kit unwrapped and accessible/available for use including the following items:
	Sterile adhesive dressings, crepe bandage, tape or 6 safety pins, absorbent gauze swabs,
	hypoallergenic tape, triangular bandage, disposable gloves, paracetamol, antiseptic cream,
	scissors, rubbing alcohol.
	Incident Book in case First Aid needs to be administered should be kept with including the
	following details: Full Name and address of person, Date, Time, First Aid or Advice given,
4.1	Signature of Person who dealt with the incidence
4.2	Carbon Dioxide Fire extinguisher serviced in past 12 months & a Bucket of Sand
	Weighing balance
	Measuring cylinders with a capacity to accurately measure volumes between 9 and 100ml
	Spatula and Slab/Glass Plate/Tile
4.2	Mortar and pestle
4.3	Fridge with a refrigerator thermometer and daily temperature log (only holding drugs, ice
	pack/ice, and water)
	*Fridge temperature must be maintained between 2-8° Celsius
	Tablet counter
	Blood pressure machine, Blood Glucose machine, Thermometer, Weight Machine, Height
4.4	Measuring Mechanism (ex.Tape measure)
5	Storage
	Facility must meet all elements of MoH Guidelines for Proper Storage of Health Commodities
	Clean and disinfect the store regularly, and take precautions to discourage harmful insects and
	rodents from entering the storage area
5.1	Store the health commodities in a dry, well ventilated store and away from direct sunlight
	Protect the store from water penetration
	Keep fire safety equipment available, accessible and functional; staff must be trained on its use
	Maintain cold storage for refrigeration indicated drugs ie, insulin, some vaccines

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	Store the health commodities separately and way from insecticides, chemicals, flammable
	products, hazardous materials, old files, office supplies and equipment
	Keep narcotics and other controlled substances in a lockable cupboard/cabinet
	Separate damaged and expired health commodities from useable commodities, remove them from
	inventory immediately
6	Procurement Practices
	Avail drug delivery and receipt records from suppliers to be counterchecked with PPB registered
6.1	suppliers
7	Record Keeping
	Access to reference material such as the below - hard or soft copy
	British National Formulary (ie., valid up to 2 years prior to date)
7.1	East African Pharmaceutical Loci - Drug Index (ie., valid up to 2 years prior to date)
7.2	Ensure prescriptions are kept in hard copy or soft copy at the point of use. Client records should be
	kept for 5 years for narcotic drugs and 2 years for other drugs
7.3	Hard or soft copies of lodged Pharmacovigilance Reporting Tool & Intervention book recording
7.3	critical incidents including client details, contacts and summary of intervention
7.4	Emergency contacts must be kept in reach of staff ex. Police, Ambulance, Hospital, Fire brigade
	To follow MOH Good Record Keeping Practices in Health Commodity Management
7.5	Keep all relevant records available either in soft or hard copy
	Store records in chronological order - up to date
8.1	Waste Disposal Procedures
	Demonstrate quarantine area for expired, damaged or returned medicines

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