



CENTRE HOSPITALIER UNIVERSITAIRE UNIVERSITY TEACHING HOSPITAL

CENTRE HOSPITALIER UNIVERSITAIRE

DE BUTARE

POLICY NUMBER : 522/2022

June, 2022

RECEPTION AND DISTRIBUTION OF STUDENT'S MATERIALS

RATIONALE

To ensure that the materials brought by students are received, stored and distributed in proper and uniform way.

POLICY STATEMENT

All high learning institutions must be informed about materials or their equivalent to be brought by students when they are in clinical rotation within University Teaching Hospital of Butare.

All materials brought by high learning institutions must respond to the standards established by Rwanda Standards Board and Rwanda FDA. They are received, stored and distributed by pharmacy department.

The materials brought must cover at least the half of the clinical placement period.

The department/ Unit/ Service where the students are rotating provide the request of necessary materials that students need for better practical learning skills, the list is elaborated on weekly or monthly basis.

Clinical Education Directorate has the responsibility to know if materials brought by students are sufficient and respond to the policy on **clinical placement 354/2016**.

PROCEDURES

On arrival

1. On arrival, the high learning institution presents the list of materials brought to the Clinical Education Directorate which checks if they are sufficient and sign the list.
2. Clinical Education Directorate orients the clinical instructor or other person who brought materials in storage pharmacy.
3. The pharmacy checks the quality and quantity of materials and receives only the materials responding to the standards used in the hospital.
4. Pharmacy notifies if there is any missing material on the list provided by high learning institution and signed by Clinical education Directorate
5. Store the materials received in pharmacy department according the hospital standards.
6. Pharmacy provides reception copy to the sender and clinical education directorate
7. Clinical Education Directorate notifies the high learning institution to deliver the missing materials within one week if applicable.

In Department/Service

1. Provide request on weekly or monthly basis.
2. Specify the number and category of students rotating in the department/service.
3. Submit the request in clinical education directorate for approval.
4. Go to the pharmacy storage and receive the materials approved.
5. Notify to clinical education directorate if there are any missing materials.
6. Avail materials to the students when needed.
7. Document the materials distributed to the students.
8. Report to the clinical education directorate any challenge.

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Director General

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