



## Organisational Wide Policy

# - Org 56 - Donations to Beechworth Health Service

### Policy Statement

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Beechworth Health Service will accept donations of monies, goods or services made for the purposes of supporting the provision of publicly funded health services to the communities across the Health Service's catchment area.

**Applicable to:** All staff and volunteers.

### Process

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- Prior to a donation being accepted it must be checked by the appropriate department or clinician for suitability to ensure the item will be useful, is fit for purpose and is in good condition. Suitability factors to consider are the age of the item; functionally and risks associated with moving parts; ability to be cleaned; need for repairs; previous care and ownership of this item; the risk of the item creating an occupational health and safety risk to staff by being non-standard in its operating nature and absence of user instructions and specific need to this item by a particular consumer. **Use Appendix 1** Donated Goods Risk Assessment Tool to assess if item is suitable to be accepted
- For inpatients BHS takes on the risks associated with the future use of this item and thus donated items are to be accepted with extreme caution.
- If there is a genuine need for an item within the organisation, this must be discussed with the appropriate line manager. Purchasing new and necessary equipment is the preferred approach to equipment acquisition at BHS. For inpatients consumable items must not be accepted (such as dietary supplements or food items, even if sealed).
- Once suitability is determined, if the item is a piece of equipment a BEIMS needs to be placed for the item to be checked for mechanical safety/maintenance (this checking process is not sufficient to clinically deem the equipment safe).
- Items then need to be cleaned, and labelled with asset number or loan number.
- All donations – money, goods, and services, provided or given to any department within the Health Service shall be notified to the Chief Executive Officer and cc the Director of Corporate Services in writing by the Department/Program Manager or person receiving the donation within one week of receipt of the donation.
- The Chief Executive Officer is responsible to ensure that all donations are acknowledged.
- The Director of Corporate Services is responsible to ensure that accurate records are kept of all donations of a financial nature as well as those goods or property valued at \$1,000 or greater.
- The Director of Corporate Services is responsible to ensure that all donations of goods or property are entered appropriately on the appropriate Asset Register as required by Accountancy Standards as appropriate.
- Primary Health equipment donations which will be used for hire must be registered on UNITI and issued with a loan identification number.

- The offer of any Gifts Benefits or Hospitality must be treated in accordance with BHS Policy Org 153 - Gifts Benefits and Hospitality.
- Donations where practicable will be utilized for the purposes specified by the donor.

## Outcome

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All donations will be acknowledged within one week of receipt to Beechworth Health Service.

All donations, where practicable, will be used for the purposes specified by the donor.

## Definitions

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Nil.

## Appendix

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Appendix 1 [Donations Risk Assessment Tool](#)

### Policy Risk Management

| Goal  | Risk   | Rating<br><br>(With controls as per this policy)  | Required actions   |
|---|--|---|--|
| Donations will be fit for purpose, acknowledged and used for purposes specified by the donor. | Donations are not fit for purpose, acknowledged or used for purposes specified by the donor. | Freq = Unlikely<br>Conseq = Minor<br>Rating = Low | <ul style="list-style-type: none"> <li>• Monitor trends</li> </ul> |

### Policy Quality Improvement Action Plan

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| Specify accountability and responsibility | <ul style="list-style-type: none"> <li>• Governance and responsibility for this policy is assigned to the Finance, Resource and Information Technology (FRITs) Committee</li> </ul>  |
| Monitor Trends                            | <ul style="list-style-type: none"> <li>• The acknowledgement of the donation and the purpose of the received funds will be monitored by the Frits committee.</li> </ul>  |
| Education                                 | <ul style="list-style-type: none"> <li>• This Policy will be displayed on the staff intranet</li> <li>• The FRITs Committee will monitor the use of this policy</li> <li>• Education will be conducted with staff orientation</li> <li>• Education sessions will be conducted from time to time as deemed necessary</li> </ul> |
| Quality Improvement                       | Quality Improvement to this policy will be informed at review by: <ul style="list-style-type: none"> <li>• Feedback (if any)</li> <li>• Audit results</li> <li>• Department Policy</li> <li>• Industry Guidelines</li> <li>• Incident reports</li> </ul>   |

## Document Control

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|-----------------------------|--|---|-------------------------|
| <b>Standards</b>            | <ul style="list-style-type: none"> <li>• Aged Care - 1.5 Leadership and Management, 1.6 Human Resource</li> <li>• ACHS - 3.1.2 Governance is assisted by formal structures and delegation practices within the organisation.</li> <li>• NSMHS</li> <li>• Other</li> <li>• Aged Care - 1.5 Leadership and Management, 1.6 Human Resource</li> <li>• ACHS - 3.1.2 Governance is assisted by formal structures and delegation practices within the organisation.</li> <li>• NSMHS</li> <li>• Other</li> </ul> |   |                         |
| <b>References</b>           | <ul style="list-style-type: none"> <li>• Refer to Finance Department Procedures</li> <li>• OHS 9 New Equipment and clients equipment entering Beechworth Health Service</li> <li>• Org 153 - Gifts Benefits and Hospitality.</li> </ul>  |   |                         |
| <b>Approving Committees</b> | Finance, Resources & IT Services Committee (FRITS)   | Approval Date: 25/02/2020<br>Approval Date: |                         |
| <b>Contact Point</b>        | M. Ashcroft, Chief Executive Officer   |   |                         |
| <b>Review Dates</b>         | Issue Date: 01/07/2003   | Last Review: 25/02/2020                     | Next Review: 25/02/2023 |