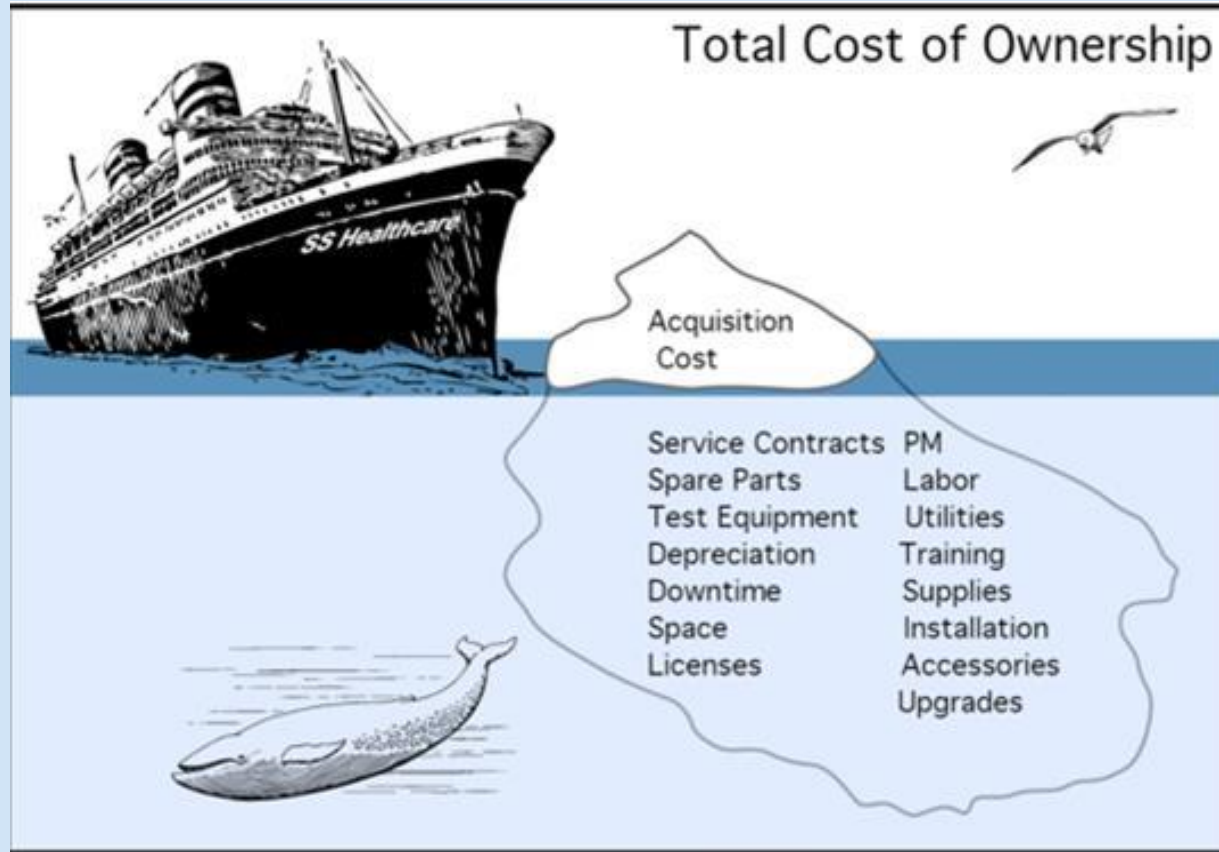


10 steps to safe medical
equipment donations
SMP 20th June 2023

Donations of Biomedical equipment

- SMP's 2014 ten-point checklist capture many requirements; SG's guidance used this for its narrower remit and gives thanks to SMP's participation in the short life working group
- The World Health Organisation indicate having the wrong or not sustainable equipment could happen in as much as 70% of donations globally.
- Biomedical equipment may be more critical than drugs for diagnosis and treatment. Low income countries are at a considerable disadvantage in not having access to this equipment. Ownership and change are key

So much is hidden



The desire to donate

One context Department has equipment that is useable and doesn't want to waste it

Another context Request comes from a hospital with very little equipment, often through personal contact

What is the best way to help?

Unused equipment



Risks of donating

Research carried out on behalf of Chief Medical officer working group - 12 partner countries participated in a survey

“Sometimes items donated were of an age that availability of consumables and spares was limited”

“A diathermy was provided with very few pads that lasted only a few weeks”

Risks of donating

90% of those surveyed had received medical equipment donations from various donors

75%

had not received
handover training

70%

of equipment
did not come with a
warranty
or maintenance
manual

10 steps to safe medical equipment donations

Key messages from the focus groups:

- a) **Partnership is most important** – 2 parties working together to ensure that the need is understood properly and that all elements required are worked through
- b) **Do we need to donate?** In the guide there are several points at which it says “stop”. It’s important to consider that not donating might be the best option.

10 Steps to Safe Medical Equipment Donations

The steps along the journey to making a donation of medical equipment are below. Each step can include more than one action and the steps do not have to be followed in order. Review all 10 steps when you receive a request.



1.

Your partner has identified a need and made a donation request to you. Communicate with the hospital/person making the request to fully understand what they want. Undertake the relevant training and read the available guidance ([THET Making it Work](#), [WHO Guidelines](#), [PQMD](#) and [Scotland Malawi Partnership donation guidance](#))



2.

Liaise with your partner, read 'Managing the Lifecycle of Medical Equipment' and talk to the local technical expert in the hospital/setting to ensure they understand what has been agreed to be sent and that they are able to maintain it.



3.

Stop and reflect. Are you able to fulfil the requirements for an effective, ethical, sustainable, and safe donation as set out in the best practice guidance referred to in previous steps? Are there any elements you are unable to fulfil? If there are then you should stop the donation process. Donating medical equipment in an unsafe way can do more harm than good.



4.

Is your donation new or second-hand equipment? Do you have all the necessary manuals and an agreed plan for consumables and maintenance with the hospital?



5.

Are the necessary plans in place for installation, maintenance, accessories & spare parts and decommissioning? If this has not been possible then you cannot be certain the equipment will be safe for use once it arrives. Until this is resolved you should stop the process of making a donation.



6.

Plan for logistics of transportation, ensuring you have all the documents needed for customs clearance. If this has not been possible then you cannot be certain that the donation will arrive safely. You should stop until this is fully resolved.



7.

Discuss and agree an end-of-life plan for the donation so it will be safely disposed of.



8.

Seek final confirmation that the donation is still required and confirm that everything has been done.



9.

Make the donation



10.

Follow up, feed back and evaluate, through an agreed process as partners.



Checklist

- On the Scottish Government webpage on safe medical equipment donations report there is a link to supporting documents:
- These include the 10 Steps to Safe Medical Equipment Donations checklist [checklist.pdf \(www.gov.scot\)](https://www.gov.scot/checklist.pdf)
- As you work through the 10 steps to a safe and effective donation you can use the checklist to capture important information and ensure nothing is forgotten.
- You may find it useful to share this checklist with others involved in the donation. Include your overseas partner who is central to any decision on whether to progress a donation.
- If you find that you are unable to fulfil any of the steps it may be worth exploring an alternative form of support with your partner.

Summary

- The 10 step guide is additive to SMP's work
- This is a process – both of partnership and of thinking. The aim is to help to make an informed decision about donating / not donating / doing what partners need
- [Donating medical equipment: report - gov.scot \(www.gov.scot\)](http://www.gov.scot)