

Guidance for the Purchase of Equipment and Facilities funded by Charitable Organisations

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Putting patients first

Contents

Section		Page
1	Introduction	2
2	Definitions	2
3	Purpose and Scope	2
4	Responsibilities	3
5	Application Process	3
6	Review and Revision Arrangements	4
7	Dissemination and Implementation	4
8	Associated Documentation	5

Appendices

Appendix A	Application for Charity Funding & Workflow	6-7
Appendix B	Trust Contacts for specialist advice	8
Appendix C	List of some of the associated charities and organisations supporting the Trust	9

Version Control Schedule

Version	Date	Author	Status	Comment
1.0	February 2017	Charitable Funds Manager		Updated as procedure now bedded in and workflow and application form revised.
2.0	July 2019	Charitable Funds Accountant		Simplified application and workflow incorporated. Approved by Charitable Funds Committee.

1 Introduction

- 1.1 There are a number of charities and organisations that support the East Kent Hospitals University NHS Foundation Trust (the Trust) and benefit the patients, visitors and staff who use the services it provides. A list identifying some of these is shown at **Appendix C**.
- 1.2 This guidance provides a single process to apply for funding (regardless of which charity/donor is involved), simplifying the procedure and maximising the benefit to the Trust and the resources available to achieve the objectives of the donating organisations and/or individual.
- 1.3 The guidance applies to staff when an outside organisation or individual wishes to purchase, contribute or donate equipment to wards, departments and hospitals.
- 1.4 This guidance should be used in conjunction with the Trust policies and procedures relating to the ordering of goods.

2 Definitions

- 2.1 The terms charitable organisation and charities means any organisation or body that is registered with the Charity Commissions in England, Scotland and Wales.
- 2.2 This guidance also encompasses any organisation or individual who registers a commitment to fund the purchase of equipment or facilities to be used by staff, patients and/or visitors in the Trust.

3 Purpose and Scope

- 3.1 The purpose of this guidance is to establish a Trust wide approach for the application to charities, organisations and individuals for the purpose of securing funding to support the purchase of equipment and facilities for which there are no immediate funds available from within the Trust.
- 3.2 The guidance aims to provide support to both Trust staff and to the external organisation to ensure that when an application is submitted to them, all parties can be confident: -
 - the application is robust and has been through all the required planning processes
 - there is funding available for revenue costs (e.g. maintenance and training)
 - wherever possible it is an accurate quote from the Trust's preferred or contracted suppliers
 - ensures compatibility with equipment on site and
 - adherence with Trust Health and Safety specifications.
- 3.3 A unified approach will ensure that all donated assets are recorded as required for accounting purposes and will assist in the strategic and financial planning for replacement equipment and service development.

4 Responsibilities

4.1 The Charity Team will; -

- ensure that wherever possible all linked charitable organisations have been consulted and are aware of the guidance and processes.
- establish protocols to enable compliance with processes.
- distribute this guidance and ensure it is available electronically within the Finance Directorate and on the Trust website.

5 Application Process

5.1 Applications to all charitable organisations must be made using the standard form **Appendix A**.

5.2 All applications must be sent electronically where possible, or via internal post to the Charitable Funds Manager in the Finance Department at Kent and Canterbury hospital regardless of funding source.

5.3 All applications must be accompanied by the appropriate approvals as detailed in **Appendix A** and a business case where applicable.

Business cases will only be accepted as an electronic version.

5.4 All applications must be accompanied by a quote from the proposed supplier.

5.5 The Trust Procurement department should be consulted by the applicant to ensure proposed supplier and product represents best value for money and meets the Health and safety requirements of the Trust prior to being submitted for support.

5.6 Applicants should seek specialist advice from the relevant department contact regarding the equipment or facility to be requested prior to submission. A list of contacts is shown at **Appendix B**.

5.7 Approved applications will be forwarded to the relevant Charity by the Charitable Funds Manager for their consideration for support.

5.8 Applicants will be advised of any request that has been refused or requires further information by the Charitable Funds Manager or the relevant Trust committee.

- 5.9 Approved applications will only be processed where confirmation of support has been received from the Charitable Organisation. Copy of minutes or letters of support should be sent to the Charitable Funds Manager.
- 5.10 Contributions and donations will be collected via invoice to the supporting charity only when the supplier has been paid and the goods have been received. The donation requested will only be for the sum paid. A copy of supporting documentation will be included.
- 5.11 Arrangements for cash advances/reimbursement for gifts such as Christmas, Easter or small value items can be made via the Charitable Financial Accountant.
- 5.12 Authorised and approved applications must be actioned by the requesting department within **3 months of notification** of support or funding may be withdrawn.
- 5.13 Applications for support for Research and Training to East Kent Hospitals Charity are subject to separate policies and application forms although the process follows the same pathway.
- 5.14 See **Appendix A** for workflow chart.

6 Review and Revision Arrangements

This guidance will be reviewed on a three-year basis to ensure that it is still appropriate and updated by the Charitable Funds Accountant. Effectiveness of the guidance document will be monitored by the Charitable Funds Accountant in consultation with charitable organisations and relevant Trust officers and issues will be addressed in the reviews.

7 Dissemination and Implementation

The Charitable Funds Accountant will be responsible for the dissemination of this Guidance electronically to all staff via the Trust Policy and Guidance Library.

A copy of this guidance will be sent to appropriate supporting external charities.

Implementation will take immediate effect after approval by the Charitable Funds Committee and all previous versions of application forms and guidance should be destroyed.

Charities who wish to support the Trust departments through purchase of equipment and facilities will be requested to do so by using the application form and process outlined in this guidance.

8 Associated Documentation

Related documents available via the Trust website,

Finance: FPPR1 Requisitioning and paying for Non-Stock Goods
 FPPR2 Requisitioning and paying for Stock Goods
 DPPB1 Business Case Procedure

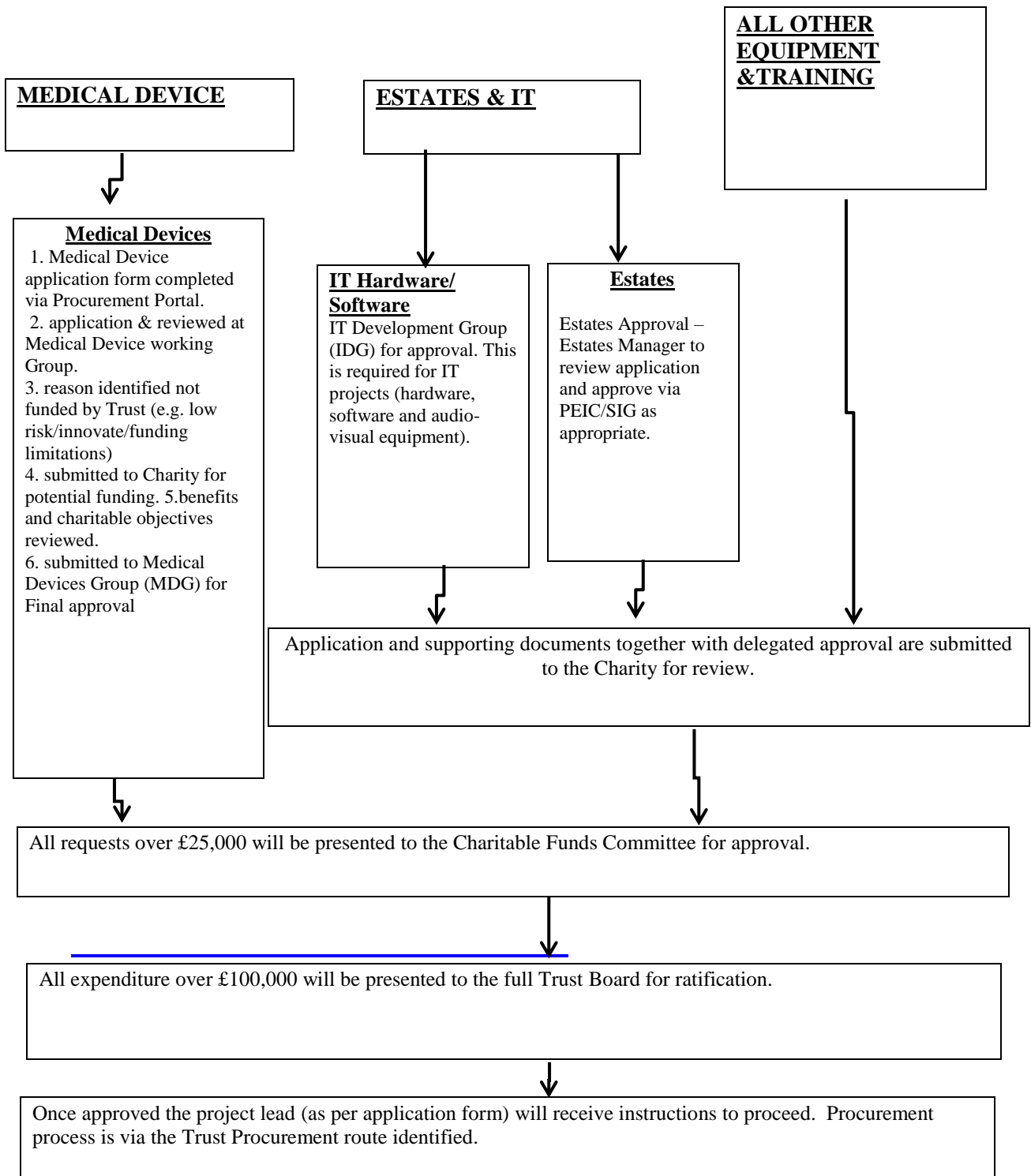
Clinical and Non-Clinical:

 Identification, Assessment and Analysis of Risk
 Policy for the Management of Medical Devices and Equipment
 Risk Management Strategy
 Gifts, Hospitality and Conflicts of Interest Policy

East Kent Hospitals Charity:

 Guidance for Training Grants
 Charity Governance Manual

East Kent Hospitals Charity: Application Flow Chart



Appendix B

Contact List for Specialist Advice

When completing an application please consider all aspects of delivery, disposal, storage, location, connection to electrical and IT systems. Below are some examples of questions you should consider when making your application followed by a list of contacts to obtain advice.

Questions for consideration

- ✓ Have completed your business case – (for all new and replacement medical equipment)
- ✓ Have you calculated and identified revenue costs?
- ✓ Have you agreed with financial management the budget for maintenance/consumables/training requirements?
- ✓ Have you identified any training requirements?
- ✓ Have you checked with supplies department that your equipment is compatible with equipment already in use?
- ✓ Have you checked with supplies that the model, make and supplier is compliant with Trust contracts and standards?
- ✓ Have you completed a risk assessment?
- ✓ Has the model been used previously in the Trust?
- ✓ Can the equipment be used in the Trust's sterilization system?
- ✓ Are there sufficient accessible electricity supplies
- ✓ Have you arranged for disposal and delivery of item(s) and someone to manage it?
- ✓ Do any other departments/sites also require this equipment
- ✓ Have you identified suitable storage facility?

Contacts for specialist advice

Medical Devices Coordinator

Head of Operational Estates, Design & Construction

Point of Care Testing Coordinator

IT Service Manager

Moving & Handling Advisor

Tissue Viability Nurse

Infection Control

Medical Physics

Senior Renal Technician

EME Manager

Corporate Planning and Performance Manager

Procurement Lead for Care Group

Procurement Board

Appendix C**List of some of the associated charities and organisations supporting the Trust**

Name of Charity or Organisation	Registered Charity	Charity Number	Association
East Kent Hospitals Charity	Yes	1076555	Formed in April 1999 merging former hospital Trusts charities. Supports with equipment, training, research. Administers gifts donated to wards and departments
Alan Squirrell Artificial Kidney Unit Trust	Yes	254317	Formed in 1967 IMO Policeman Alan Squirrell to build KCH dialysis unit – now supports all renal associated illness and research
Ashford Hospital Broadcasting Service	Yes	263108	Providing service of entertainment and information to patients in the WHH hospital.
Buckland Hospital Dover League of Friends	Yes	288330	Supports with purchase of equipment and facilities. Runs shop.
Cancer Care Appeal	Yes	1054165	Cancer Care – appeal/support for build of Viking Day Unit (2008) and continued support purchase equipment.
Canterbury Health Education Foundation	Yes	313541	Study leave and training support
Cancer Care Club	No		Local support club. Funded supportive therapists and purchase equipment
Cheerful Sparrows (Thanet)	Yes	276074	Financial grants to individuals and support of CS Wards at QEQM purchase equipment
East Kent Unit Breast Screening	Yes	103210	Additional screening for women 40+ plus support for purchase of related equipment. Mostly QE & KCH
Friends of the William Harvey Hospital	Yes	1122585	Supports with purchase of equipment and facilities. Runs shop.
Headway	Yes	1103215	Site based at KCH – support for rehab of patients with head injuries
League of Friends of the Kent & Canterbury Hospital CIO	Yes	1155088	Supports with purchase of equipment and facilities. Provides shops, hospital radio, mealtime companion and library trolley services.
Paula Carr Charitable Trust	Yes	801596	Main association with WHH. Built centre in 1991. Supports diabetes.
QEQM Hospital League of Friends	Yes	210234	Supports with purchase of equipment and facilities.
Queens Centre for Clinical Studies	Yes	802995	Based at QEQM supports training for doctors

Guidance for the Purchase of Equipment or Projects funded by Charitable Organisations

Ronald Cruickshank Foundation	Yes	296075	Grant making foundation.
Name of Charity or Organisation	Registered Charity	Charity Number	Association
Royal Victoria Hospital Folkestone League of Friends	Yes	265095	Supports with purchase of equipment and facilities.
Sam Buxton Healing Trust	Yes	1115614	Promotes and supports therapists providing funding for posts.
Scarlett Mackinnon Endowment Initiative	Yes	1125860	Relief of children being treated at WHH childrens ward & those suffering from Myoclonic Epilepsy & their families.
Walk the Walk	Yes	SC029572	Registered in Scotland Commission – in support of cancer related grants.
RVS	Yes	1015988	National Charity – supports NHS with grants.

Please note that this is not a definitive list and there are other charities and organisations that provide support by way of service, grants or purchase of equipment to the East Kent Hospitals University NHS Foundation Trust.