

# 10 Steps to Safe Medical Equipment Donations checklist

As you work through the 10 steps to a safe and effective donation you can use this 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.

Step	Actions	Your comments	Complete
1.	<p><b>Your partner has identified a need and made a donation request to you.</b></p> <p>Communicate with the hospital/person making the request to fully understand what they want.</p> <p>Undertake the relevant training and read the available guidance* (<a href="#">THET Making it Work</a>, <a href="#">WHO Guidelines</a>, <a href="#">PQMD</a> and <a href="#">Scotland Malawi Partnership donation guidance</a>)</p>		<input type="checkbox"/>
2.	<p><b>Liaise with your partner, read <a href="#">Managing the Lifecycle of Medical Equipment</a></b> 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.</p>		<input type="checkbox"/>
3.	<p><b>Stop and reflect</b></p> <p>Are you able to fulfil the requirements for an effective, ethical, sustainable, and safe donation as set out in the best practice guidance? 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.</p>		<input type="checkbox"/>
4.	<p><b>Is your donation new or second- hand equipment?</b></p> <p>Do you have all the necessary manuals and an agreed plan for consumables and maintenance with the hospital?</p>		<input type="checkbox"/>

Step	Actions	Your comments	Complete
5.	<b>Are the necessary plans in place</b> 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.		<input type="checkbox"/>
6.	<b>Plan for logistics of transportation</b> , 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.		<input type="checkbox"/>
7.	<b>Discuss and agree an end-of-life plan</b> for the donation so it will be safely disposed of.		<input type="checkbox"/>
8.	<b>Seek final confirmation that the donation is still required</b> and confirm that everything has been done.		<input type="checkbox"/>
9.	<b>Make the donation.</b>		<input type="checkbox"/>
10.	<b>Follow up, feed back and evaluate</b> , through an agreed process as partners.		<input type="checkbox"/>
Any further reflections			
Contact details of key individuals			

