



**NDOH BIOMEDICAL
ENGINEERING SERVICE**

HEALTH FACILITIES BRANCH
BIOMEDICAL ENGINEERING SECTION

MANUAL OF PROCEDURES

Acceptance of Donated Medical Equipment

Doc. No: BME-MOP-02

Edition: 1

Date: June 2000

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**NATIONAL DEPARTMENT OF HEALTH
BIOMEDICAL ENGINEERING SERVICE**

PROCEDURE No. BME-MOP-02

ACCEPTANCE OF DONATED MEDICAL EQUIPMENT



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APPENDIX 1 *Procedural Flowchart*



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1.0 PURPOSE

This procedure describes the process for the acceptance of donated medical equipment to ensure that it is appropriate to clinical needs and conforms to specified medical equipment standards.

2.0 SCOPE

This procedure applies to the acceptance both new and second-hand medical equipment to all public health facilities in Papua New Guinea. Particular emphasis is given to the criteria for the acceptance of electrical and electronic equipment with regard patient safety, clinical needs, repair and maintenance requirements and life-cycle costing.

3.0 APPLICABLE DOCUMENTS

National Policy on Medical Equipment (NEC Decision No)

Medical Equipment Manual of Procedures

Standardisation Guidelines

4.0 DEFINITIONS

Procedure: A document which describes how an activity or process is to be performed and by whom.

Standardisation Guidelines: Standardisation Guidelines identify the type, make and model of equipment recommended for Papua New Guinea

BMES: Biomedical Engineering Service

HFB Health Facilities Branch

PA-BMES: Principal Advisor – Biomedical Engineering Service

MOP: Manual of Procedures



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5.0 REQUIREMENTS

5.1 Consultation

Acceptance procedure shall follow the flow-chart process shown in Appendix 1. The first step in this process is based on consultation with the donor agency.

The key to effective and useful donations of medical equipment is consultation and coordination between the donor agency and the recipient.

There have been many instances in the past where well-meaning donors have delivered large quantities of inappropriate, and sometimes unsafe equipment incurring recipient expense for removal and disposal.

Consultation allows prospective donors to understand the limited capacity in PNG for repair and maintenance of equipment that is no longer cost-effective to maintain. If equipment is no longer suitable for use in a developed country it is of little benefit in Papua New Guinea where medical equipment support services are very scarce.

Consultation between the donor and recipient provides an opportunity to maximise the benefits to be derived from donated medical equipment and the genuine goodwill and enthusiasm of potential donors .

5.2 Acceptance Criteria for Electrical and Electronic Equipment

Used electrical or electronic equipment will not be accepted if more than five years old on the date of acceptance in Papua New Guinea or if no longer supported by the manufacturer.

To be of any use donated electronic or electrical equipment must be supplied in good working condition complete with:

- accessories and attachments for immediate operation
- operation and service manuals in English and details of availability of user training
- consumables for one year's normal operation
- reasonable certainty about the availability of consumables for at least five years
- certification of electrical safety and correct operation by a competent biomedical service organisation prior to shipment.
- PNG standard 240V. 50Hz mains power supply



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5.3 Standardisation

Wherever possible donated equipment should be consistent with the current standardisation guidelines used for the procurement of medical equipment. This will be easier to achieve for new equipment donations than for second-hand donations.

There are many advantages in standardising equipment types. Standardisation facilitates user training, the purchase of consumables, the bulk purchase of spare parts and the overall management of the equipment inventory.

New equipment donors should be advised of the standardisation guidelines as part of the consultation process.

Second-hand donated equipment that meets the acceptance criteria in section 5.2 above, should not be rejected on the basis of the standardisation guidelines alone.

5.4 Non-Electrical Equipment

Non-electrical equipment in sound working order and with five years expected lifetime will be accepted if required by a recipient health facility.

Such equipment might include hospital beds, over bed tables, child size beds, cots or bassinets drip stands, stainless steel trolleys and patient trolleys of all types.



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Appendix 1 - BMES 02: Procedure for Acceptance of Donated Electrical or Electronic Equipment

