



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Guidelines for Donation of Equipment and Consumables

Approved by: International Development
Committee

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1. Preamble

The appropriate donation of equipment and/or consumables may contribute to achieving sustainable development goals.

However, an estimated 70% or more of donated equipment goes unused.¹ The end result is that the donation has essentially been dumped, but with the extra effort and cost of transporting it to the recipient.

Generally, equipment donations are discarded by recipients because they are inappropriate for the environment in which they are placed. Lack of trained users and maintenance staff, non-availability of replacement parts, unsustainable running and maintenance costs, and poor choice of equipment for prevailing medical needs are frequent reasons for this.

Donations of consumables (such as pharmaceuticals) are frequently discarded because they are used outside the competency or scope of practice of those to whom they have been given, or they are beyond use-by date.

These Guidelines for Donation of Equipment and Consumables are intended to provide general guidance for donors and recipients. They offer a framework to enable “best possible donation practice”.

These Guidelines are based on:

- World Health Organisation Guidelines for Healthcare Equipment Donations.¹
- World Health Organisation Guidelines for Drug Donations.²
- International Agency for the Prevention of Blindness Standard List.³
- Partnership for Quality Medical Donations documents.⁴

2. Guidelines for donations

Donors and recipients have a collective responsibility to ensure that any donation will benefit patients, and will not become a burden on the recipient. To this end, communication between donor and recipient as equals in the transaction is essential. Unrealistic expectations in either party must be identified and rectified.

The experience of donors and recipients from many locations and projects has informed The International Agency for the Prevention of Blindness’ Standard List of equipment appropriate for donation.³ Ongoing modifications are made based on evolving experience. To maximise the utility and durability of donated equipment, potential donors and recipients should seek guidance from this list.

A particular location or project may have features that make appropriate a donation that does not appear on the Standard List and that would not be appropriate in other circumstances. An appreciation of whether this is likely to be the case for a proposed donation should be sought by donor and recipient through frank discussion, frequently based on external advice.

As a general guide, donors and recipients should consider:

- **Installation and maintenance:** The donation should come complete with all appropriate installation instructions and operating manuals. Ancillary equipment to ensure ongoing function (e.g. device to provide and/or regulate uninterrupted power for electrical equipment) should be supplied and fitted at installation. The donation should be fit for location (e.g. suitable electrical plug; humidity resistant). The donor has an obligation to ensure that the donation is supportable with remote troubleshooting accessibility (e.g. internet technical help desk) and spares are available locally or through the donor. Availability of servicing for the donation should be checked. If it is difficult for the donor to service the donation, then it will likely be impossible for the recipient.
- **Spare parts:** A supply of commonly required spare parts (e.g. replacement bulbs, fuses, filters) should be included in the donation. If the lead time for a particular spare is 6 months or longer, then consideration should be given including this spare with the donation.
- **Appropriate personnel:** The recipient should have verifiably trained personnel able to use and maintain the donation. If not, the donor should provide appropriate training as part of the donation package.
- **Appropriate certifications:** Donated equipment should be shipped with a recent biomedical certification, and should have a minimum one-year guarantee.
- **Shipping regulations:** All donations should be packed and shipped in accordance with international shipping regulations.
- **Shipping documentations:** Shipping documents should clearly list everything in the shipment and note that it is a donation. To reduce the risks of delays in delivery and demurrage, documentation should comply with the Customs regulations of the recipient country.
- **Shipping costs:** Donors should be aware of, and meet where agreed, all possible costs associated with shipping (e.g. import taxes; transport from Customs to recipient location).
- **Ongoing costs:** Recipient should be aware of, and able to provide for, the likely running costs of the donation to ensure long term usefulness/impact (e.g. fuel for generator).
- **Shelf-life:** Donated consumables (e.g. IOLs; gloves; pharmaceuticals; syringes) should have a minimum of 18 months shelf life/sterility from date of dispatch of donation, or 12 months from date of arrival in recipient country.
- **Donated drugs:** Donated drugs should be on the recipient country's National Essential Medicines List (failing this, on the WHO model lists of essential medicines⁵).
- **Drug labelling:** Donated drugs should be shipped with the following recommended minimum labelling:
 1. Generic name or International Nonproprietary Name (INN).
 2. Manufacture and expiry dates.
 3. Name of manufacturer and batch number.
 4. Dosage form (e.g. drops, tablets) and strength.
 5. Storage condition.

3. References

1. World Health Organisation (2000). *Guidelines for health care equipment donations*. Available at: http://www.who.int/medical_devices/publications/en/Donation_Guidelines.pdf (Accessed: 3 July 2016).
2. World Health Organisation (2010). *Guidelines for Medicine Donations*. Available at: http://apps.who.int/iris/bitstream/10665/44647/1/9789241501989_eng.pdf (Accessed: 3 July 2016).
3. International Agency for the Prevention of Blindness (2016). *IAPB standard list*. Available at: <http://iapb.standardlist.org/> (Accessed: 14 October 2016).
4. The Partnership for Quality Medical Donations (2016). *PMQ guidelines for quality medical product donations*. Available at: <http://www.pgmd.org/wp-content/uploads/2015/07/PQMD-Standard-V5-April-2016.pdf> (Accessed: 3 July 2016).
5. World Health Organisation (2016). *Essential medicines and health products: WHO Model Lists of Essential Medicines*. Available at: <http://www.who.int/medicines/publications/essentialmedicines/en/> (Accessed: 6 July 2016).

4. Record of amendments to this document

Page	Details of Amendment	Date amended
Entire document	Created	18/05/2012
Entire document	<ul style="list-style-type: none">• Reviewed• Minor changes throughout• References updated	10/2016