MINISTRY OF HEALTH
POLICY ON DONATED GOODS AND SERVICES

PURPOSE To ensure the maintenance of standards for the supply, delivery and receipt of donated goods, professional and technical services.

Policy Statement: The Government of Grenada recognizes the valuable contributions of Donor Agencies/Organizations to our Health Services.
This policy provides guidance for better collaboration and co-ordination with Donors and to ensure optimum benefit from goods and services.

1:0 **GENERAL GUIDELINES**

1:1 The Ministry shall determine its specific needs and compile a list of goods and services which will be reviewed annually.

1:2 The Ministry shall communicate its specific needs to potential donors.

1:3 All Donors should submit a list of goods and services intended for delivery to the Ministry prior to shipment/dispatch or delivery.

1:4 There must be agreement between the Ministry and Donors on the proposed donated goods and services.

1:5 Donors should supply goods from reputable companies/suppliers who adhere to International standards and good Manufacturing Practice.
Where necessary and in the case of a new supplier, documented evidence certifying quality standards should accompany the goods.

1:6 Shipment of donated goods should be addressed to the Permanent Secretary, Ministry of Health for the attention of the Medical Supplies Officer.

1:7 Donors must submit to the Permanent Secretary the packing list; invoices and other relevant shipping documents to arrive at the Ministry at least fourteen (14) working days prior to shipment so that the necessary arrangements can be made for customs clearance.

1:8 The Ministry shall submit within fourteen (14) working days written acknowledgement of receipt of goods to Donors and to Service Providers.

2:0 SPECIFIC GUIDELINES:

2:1 Drugs/Pharmaceuticals

2:1.1 Drugs/Pharmaceuticals or its therapeutic equivalent should be items listed in the ECDS Formulary, British National Formulary or the United States Pharmacopeia.

2:1.2 Labels/package Inserts should be written in English; the label of each individual container should bear the International Nonproprietary name (INN) or generic name, batch number, dosage form, strength, name of manufacturer, quantity in the container, storage conditions and expiry date. In the case of injectables, the route of administration must be indicated.

2:1.3 Shipments should be packed in accordance with International Shipping Regulations and be accompanied by a detailed packing list which specifies the contents of each numbered cartoon and states the volume/weight and any required storage conditions. The weight per cartoon should not exceed 50 kilograms. Drugs/Pharmaceuticals should not be packaged with other supplies in the same cartoon.

2:1.4 Drugs/Pharmaceuticals should be shipped in original containers bearing the manufacturers label. Unsealed containers/packages will not be accepted. No drugs/pharmaceuticals will be accepted that have been issued to patients and returned to a pharmacy.

2:1.5 Upon arrival in Grenada donated drugs/pharmaceuticals should have a remaining shelf-life of at least two years. In case of products with a total shelf life of two years or less, at least one-third of the shelf life should remain after arrival in Grenada.

2:2 Medical Equipment/Supplies:

2:2.1 Equipment offered must be accompanied by specifications and information in accordance with International Standards. Factors that will be considered in determining the suitability of the equipment are: age of item, availability of spare parts, availability of operator and service manuals and availability of local maintenance services. Equipment should be accompanied by specifications/guidelines for disposal.

2:2.2 The Ministry must ensure that personnel are available or can be trained to operate the equipment.

2:2.3 All equipment must be supplied with authentic markings/labels which provides the following information:-

- Name and address of manufacturer
- Date of Manufacturer
- Model number/name
- Serial number
- Name and address of supplier
- Phone/Fax numbers
- E-mail/Web-site address (if available)

Where appropriate the following information should be provided as relevant to the unit/equipment

- Voltage of electrical supply
- Electrical safety classifications (pictograms if possible)
- Gas supply pressure
- Water supply pressure
- Steam supply pressure

2:2.4 All equipment must be fully tropicalised, and should be suitable for prolonged use. Should give full and correct functions at appropriate temperature and relative humidity. All necessary considerations should be given relating to electrical power derating factors rates of cooling at elevated temperatures, ingress of insects, mould growth in intense humidity, atmospheric condensation, high sunlight levels etc.

2:2.5 All equipment must have operator/control labels written in the English Language.

2:3 **Medical Gases:**

2:3.1 All equipment using medical gas must conform to the color code system as specified by the British Pharmacopeia or U.S. Standards. All hoses, connectors, sockets, probes, pipes, flow meters, suction controllers and gauges must be marked in accordance with the color code system.

2:3.2 Equipment for connection to medical gas cylinders must be screw-threaded fitting for size J/M Cylinder sizes.

2:3.3 Orthopaedic power tool equipment should use compressed air and be suitable for operation at line pressure up to 7 BAR. Suction equipment should be suitable for pressure of - 0.9 BAR. Al equipment must be supplied with permanently crimped BOC/OHMEDA marked 1V medical gas probe.

2:3.4 All cylinder mounted pressure reducing controllers must include an over-pressure safety valve, and be adjusted to prevent the delivery of pressure in excess of 4.5 BAR.

2:3.5 All flexible hoses from cylinder regulators must be attached to equipment and probes with permanent medical gas crimps. The use of Jubilee clibs friction needles or fixing wires is not permitted.

2:3.6 All cylinder mounted/using equipment, including regulators, must be supplied with a cylinder key for controlling the cylinder flow which is permanently attached by means of a robust wire or chain to the equipment.

2:3.7 The use if double ball or dual scale indicators within the same flowmeter, flowtube is not permitted.

2:3.8 All adult ventilator and anaesthesia, patient breathing circuit system are to have 22mm conical connectors.

2:4 **Electrics:**

2:4.1 All equipment should conform to 1EC 601, and be clearly labeled as to the compliance.

2:4.2 All "plug in" mains electricity operated equipment should be supplied with a minimum of 3 meters of connecting flex and be fitted with a three (3) prong earth/ground plug suitable for hospital use, in a non-brittle material, (rubber based plugs are preferred).

- 120 volt equipment, should have a white coloured top plug.
- 240 volt equipment, should have a black coloured top plug.

2:4.3 Equipment should be suitable to function correctly at supply voltage variations of +10% and -10%. All equipment must be protected against mains line interference including high frequency spiking. Units which cannot function correctly within that stated condition must be supplied with an electrical line controlling unit, capable of handling the stated voltage fluctuation and suitable

for use in medical areas. All equipment should be fitted with anti-surge type mains power fuse (s).

2:4.4 All equipment should be suitable for operation at 50Hz (Cps) mains supply. Synchronous motors and timing units must operate correctly at 50Hz, and main frequency at anti-interference filters must be set for 50Hz.

2:4.5 All critical care equipment including defibrillators, blood pumps, 1V controllers, 1V Pumps, motorized operating tables, syringe pumps, should be supplied with integral, automatic, rechargeable battery back up systems.

2:4.6 All surgical lighting equipment, fixed or mobile should operate at 12 volts and be supplied with the necessary mains conversion units auto switch gear, battery back-up and auto-recharging unit.

2:5 **Defibrilators:**

All units intended for hospital based use must incorporate a defibrillator testing system, to verify correct energy of discharge/operation.

2:6 **Sphygmomanometers:**

All equipment should be supplied with spare parts to the value of 10% of the unit cost, which are to include inflation bags, bulbs, pumps and glass tubes.

2:7 **X-rays Units:**

All units should conform to U.S. and European national standards relating to radiological/diagnostic imaging equipment.

2:8 **Endoscopic Light Sources:**

All light sources for endoscopic use must have a universal endoscopic fitting or be supplied with a complete range of adaptors.

2:9 **Accessories:**

All equipment must be supplied complete and ready for operation with all accessories necessary for at least standard operations. Information on recommended accessories and **COMPLETE** list of **ALL** accessories available, with costs must be included.

2:10 **Manuals:**

All equipment must be supplied with a copy or copies of the following:-

- Operator Manual (written in English)
  List of all accessories and consumable items with part numbers
- Service maintenance manual
- List of spare parts
- Service drawings showing parts number
- Circuit diagrams, block circuit drawings and description of electronic and logic operation
- Trouble shooting guide
- Installation and commissioning instructions complete with installation templates, if required.
- Planned preventative maintenance guide.

The information may be supplied in any convenient form, so that any number of the above item may be included in any format into one binding.

2:11 **Tools:**

All equipment in excess of US $5,000 unit value should be supplied with the corresponding tools for maintenance in accordance with the following schedule:

VALUE	KIT
5,000 – 100,000	Basic Hand Tool Kit
100,000 – 200,000	Biomedical Tool Kit
200,000 – 300,000	Specialist Tool Kit
300,000 – 1,000,000	Engineering Pack
1,000,000 – 1,500,000	Calibration Equipment
1,500,000 plus	Small Workshop Set

2:12 **Spare Parts:**

All equipment in excess of US $250 unit value should be supplied with at least one set of spare parts. All parts must be clearly labeled with the part name and serial number. In selecting the spare parts to be supplied particular emphasis should be given to fuses, indicator lights and bulbs.

3:0 **MISCELLANEOUS:**

3:1 **Mechanical**

3:1.1 All mains water using equipment should be suitable for operations at line feed pressure of 1 to 3 BAR. Units which require other pressures will be accepted if supplied with integral pressure reducing valves/booster pumps.

3:1.2 All equipment permanently connected to the mains water supply must include a water shut off valve and a non-return valve or anti-syphon flow back control.

3:1.3 All steam using equipment should be supplied with a chamber safety valve, which should be so mounted as to facilitate easy access, and have manual operating test/life arm.

3:2 **Furniture and Fixtures**:

All furniture and fixtures must be of standard quality and in good condition. In addition the following will apply:-

- damaged compressed wood furniture/fixtures will not be accepted
- corroded mental furniture/fixtures will not be accepted
- ir-repairable furniture/fixtures will not be accepted

3.3 **Computer Systems/Equipment:**

(Guidelines to be included)

4.0 **PROFESSIONAL AND TECHNICAL SERVICES:**

4:1 The Ministry shall have a prepared list of all the levels and types of services required which will be reviewed annually and circulated to donors.

4:2 Proposals for the provision of services by donors should be communicated to the Ministry in order to evaluate the appropriateness and cost benefit. Services should be relevant to national needs and priorities.

4:3 The Ministry should negotiate the terms and conditions under which services will be provided. Considerations should be given to the cost factor related to transportation (air, land and or sea), accommodation and any other related cost.

4:4 There should be mutual agreement between the Ministry and providers and subsequent formalization of agreements on services.

4:5 The Ministry should ensure that deliverable Counterpart Training and Technology Transfer be an integral part of the agreement with providers of services.

4:6 The Ministry shall ensure its capacity and capability for continuity and sustainability of the services offered.

4:7 All personnel/teams or representatives thereof should have an opening and closing conference with the Minister, Permanent Secretary or their representatives and other relevant persons. Written reports and any relevant documentation should be submitted to the Ministry by individuals or heads of visiting teams within thirty- (3) days of visit.

4:8 The Ministry should seek and encourage feedback from the public on the outcome of services provided.

4:9 Goods provided with services should conform to the policy guidelines on donated goods.