

# **Guidelines for Donations and Voluntary Medical Outreach Programmes in The Health Sector of Ghana**

## The Guidelines

The Guidelines are in two parts:

1. Guidelines on Donations of Drugs, Medical Supplies and Healthcare Equipment
2. Guidelines on Medical Outreach Services

### **4.1 GUIDELINES FOR DONATIONS OF DRUGS, MEDICAL SUPPLIES AND HEALTH CARE EQUIPMENT IN GHANA**

#### **4.1.1 SELECTION**

1. All donations should be based on an expressed need and be relevant to the disease pattern in Ghana. These should be based on existing and approved Selective List on Drugs, Medical Supplies and Equipment.
2. All donated items should appear on the national standards lists.
  - Drugs or their generic equivalents should appear on the List of Essential Drugs
  - Medical supplies on the standard list available
  - Medical equipment list

An exception can be made for items needed in sudden outbreaks of uncommon or newly emerging diseases

3. The specifications of donated items should be similar to those of items commonly used in Ghana

#### **4.1.2 QUALITY ASSURANCE**

##### **Practical Implementation**

Donor should forward application for registration to the FDB. *(It takes approximately 3 months to register a product with the FDB)*

1. Drugs and non-drug consumables (Household chemicals, cosmetics and medical devices) must be approved by the Food & Drugs Board (FDB) in Ghana
2. For equipment, approval by the Biomedical Engineering Unit (BEU) of the Ministry of Health in consultation with the Ghana Standards Board is needed.
3. No items issued to patients and returned to a pharmacy or elsewhere, or were given to health professionals as free samples should be donated
4. All items intended for donation should have a minimum shelf life of one year on arrival unless otherwise mutually agreed with the recipients
5. All items should be labeled in English with the following information:
  - Full designation of product, i.e. generic name, dosage form, composition, doses and routes of administration/ directions for use and product license or registration number;
  - Compendia Standards (e.g. British, U.S & European Pharmacopoeia)
  - Content;
  - Manufacturing and expiry date;
  - Name and address of manufacturer;
  - Name and address of supplier
  - Storage conditions;
  - Warning instructions.
6. Products requiring refrigeration or freezing for stability must specifically indicate storage requirements, both on labels and containers as well as on the documents and be shipped in special containers to ensure that the cold chain is maintained.

## **4.2 THE FOLLOWING GUIDELINES APPLY TO HEALTH CARE EQUIPMENT:**

### **4.2.1 Used Equipment**

Donor shall submit the following detailed information to the Biomedical Engineering Unit of the Ministry of Health **before** the items are shipped. Donor should wait for a feedback and the authorisation before the items

are shipped.

1. The names of the items
2. The model, the manufacturer, the serial numbers and the years of manufacture.
3. Availability of user and technical manuals
4. The year of commission and decommission
5. The name and address of previous user
6. The state and current location of the items

Failure to comply with this requirement shall lead to outright rejection of the donated items.

#### **4.2.2 New Equipment**

Donation of new equipment must fit into the Ministry of Health Equipment Development Planning Program (EDP). Donors intending to support healthcare activities in the public sector through donation of a new equipment must therefore consult the Biomedical Engineering Unit of the Ministry of Health for a list, specifications and application guidelines.

#### **4.3 THE FOLLOWING GUIDELINES APPLY TO ALL ITEMS:**

1. International and local transport, warehousing, port clearance and appropriate storage and handling costs shall be borne by the donor, unless specifically agreed otherwise with the recipient in advance.
2. Each outer carton (with reasonable storage size) should be clearly marked with the following:
  - Code Number of product
  - Pack sizes
  - Total quantity in carton;
  - Serial number of carton;
  - Name and address of supplier;
  - Name and address of beneficiary facility (consignee)
  - Storage conditions.

3. Each shipping carton should meet the following minimum specification (possible exceptions for equipment):

- Kg double wall (B&C Flute);
- Bursting test 25 kg per square cm;
- Total weight of lining material 5 kg per 1,000 square cm;
- Size limit 120cm x 100cm x 100cm;

Gross weight limit 50 kg.

4. Packing of different items in any carton is not allowed. Each outer carton shall contain the same items from the same batch only.
5. As much as possible, donated items should be presented in larger quantity units and hospital packs.

#### 5.1 JUSTIFICATION AND EXPLANATION

Large quantity / packs are cheaper, less bulky to transport and conform better with public sector supply systems in most developing countries. This provision also prevents the donation of drugs in sample packages. In precarious situations, donation of pediatric syrups and mixtures may be inappropriate because of logistical problems and their potential misuse.

6. All drug donations should be packed in accordance with international shipping regulations, and be accompanied by a detailed packing list which specifies the contents of each numbered carton by International Non proprietary Name, dosage form, quantity, batch number, expiry date, volume, weight and any special storage conditions. The weight per carton should not exceed 50 kilograms. Drug should not be mixed with other supplies in the same carton.

#### 6.1 JUSTIFICATION AND EXPLANATION

This provision is intended to facilitate the administration, storage and distribution of donations in emergency situations. It is also to make the identification and management of unmarked boxes containing different drugs and non drug consumables less time consuming and labour intensive. This provision specifically discourages donations of small quantities of mixed drugs. The maximum weight of 50 kilograms ensures that each carton can be handled without special equipment.