
 <b>OSPITAL NG PARAÑAQUE</b> 		<b>Document Code:</b> OSPAR-ADS-MSWS/MC-
<b>ANCILLARY DIVISION APPROVAL MATRIX</b>		Page No. 1 of 4
<b>Policy Title:</b>  <b>DONATION-IN-KIND</b>		<b>Section / Department</b> MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
<b>Prepared By:</b>  <b>Karl Marx R. Dimayuga, RSW, CMSW</b> Chief, Medical Social Worker  <b>Reviewed By:</b>  <b>Kara Angelica L. Benavente, RND, MPA</b> Chief, Nutrition and Dietetics Section  <b>Lindsay T. San Miguel</b> Head, Property	<b>Reviewed By:</b>  <b>Geraldine L. Ang, RPh</b> Chief Pharmacist  <b>Arnaldo S. Cortez, RN</b> Supervising Administrative Office  <b>Meda M. Calderon, RN, MAN</b> Chief Nurse  <b>Catherine Michelle G. Bonifacio, RN, MD</b> Executive Assistant	<b>Noted by:</b>  <b>Redentor P. Alquiros, MD, MHM</b> Head, Medical & Ancillary Services  <b>Darius J. Sebastian, MD, MPH, PHSAE</b> Hospital Administrator  <b>Approved by:</b>  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director



**CLASSIFICATION:** COMPREHENSIVE

**OBJECTIVES:**

To provide the Medical Social Work Department staff and concerned area with an appropriate procedure on In-Kind donation.

**POLICY:**

This policy shall ensure the proper procedures on In- Kind donations intended for Ospital ng Parañaque patients incorporated hereto and complied by all concerned.



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#### RESPONSIBILITY:



- It shall be the responsibility of the property section to receive all in-kind donations.  
Monitoring shall be supervised by the Medical Social Worker in terms of donation distribution to its appropriate recipients.
- Storage of donation shall be delegated accordingly to the following areas:
  - Food – Dietary Section; clear food safety and provide valued cost.
  - Medicines – Pharmacy Section; clears drug potency and provides valued cost.
  - Equipment -Property Section; clears functionality and provide valued cost.
- This section is also responsible in donor care and donation follow-up.

#### PROCEDURE:

- Donor donates goods/item
- Medical Social Worker shall:

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- a. Establishes rapport with the donor.
- b. Interviews donor about the kind of donation
- c. Coordinate with appropriate representative from technical units that will help determine if the safeness of the donation
- d. Receives and records donation.
- e. Prepares acknowledgement letter address to donor.
3. Hospital Director/Hospital Administrator signs Acknowledgement Letter
4. Medical Social Worker sends Acknowledgement Letter to donor.
5. Donor receives Acknowledgement Letter.
6. Medical Social Worker prepares and submits report to the Hospital Director/Hospital Administrator and endorses goods or items received to the designated staff/concerned unit.
7. Designated staff of concerned unit shall:
  1. Receives and records donation

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2. Distributes goods or items only the MSWD identified recipients.
3. Makes utilization report & furnishes MSW with a copy.
8. Medical Social Worker counter checks report with his own list of recipients and submit report to the Hospital Director/Hospital Administrator and the donor.

#### **APPENDIX:**

(K) Donation Acknowledgement Receipt