

MEMORIAL & THANKYOU GIFTS FOR DISPLAY IN WARD/DEPARTMENT: MANAGEMENT PROCEDURE [®]

DOCUMENT SUMMARY/KEY POINTS

- The purpose of this procedure is to provide clear guidance in relation to the acceptance, maintenance and management of gifts to a benefiting area (ward/department/unit).
- A gift (for the purpose of this document) includes but is not limited to paintings, photographs, pictures, memorial plaques, sporting memorabilia and ornaments.

Note: The donation of objects for display in the benefiting area **must not** be encouraged or promoted by staff.

- Where possible, staff should encourage the donor to support the purchase of equipment or make a monetary donation directly to the CHW Fundraising Department or the Sydney Children's Hospital Foundation.
- If gifts are to be received by the Ward, the following must occur:
 - Complete the Declaration of Gifts & Benefits Declaration Form **and** the Record of Details for Memorial & Thank-you Gifts form (attached)
 - NUM must approve the narrative of memorial plaques
 - NUM determines the location for the item of display.
 - Gifts may be displayed for 3 – 6 months only and then returned to the donor.

CHANGE SUMMARY

- Due for mandatory review – no changes made other than updating links.

READ ACKNOWLEDGEMENT

- NUMs and local manager are to be aware of this document.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st April 2017	Review Period: 3 years
Team Leader:	Manager	Area/Dept: Public Relations

Purpose/Scope

The donation of objects for display in the benefiting (Ward) area **must not** be encouraged or promoted.

However, often families, friends and supporters of the Hospital show their gratitude for the care and service they have received while staying at the Hospital by making a donation of a gift for display direct to the benefiting area. Where possible, staff should encourage the donor to support the purchase of equipment or make a monetary donation directly to the Fundraising Department/Foundation.

Where this is not possible and the donor has directly expressed their wish, the purpose of this procedure is to provide clear guidance in relation to the acceptance, maintenance and management of gifts for intended display to the benefiting area.

Related Documents

Attached (below) is a template required to be completed by the Nursing Unit Manager/Nurse Manager/Department head and donor on acceptance of any gift/s.

The Declaration of Received Gifts and Benefits Form must *also* be completed by the Nursing Unit Manager/Nurse Manager/Department Head. This form can be located at:

http://chw.schn.health.nsw.gov.au/o/forms/_CHW_/declaration_of_recieved_gifts_and_benefits.doc

Procedure

1. Gifts such as pictures, photographs etc can **not** carry a plaque of any sort. Plaques in patient areas may create a negative dynamic. This needs to be explained sensitively to the potential donor, understanding the family's need to honour their child's memory. If you don't feel comfortable doing this, please contact Social Work.
2. A small plaque can be placed on equipment purchased from donations from a family and carry the child's or family name. Wording to be approved by Public Relations.
3. The gift may be displayed in a location within the benefiting area at the discretion of the Nursing Unit Manager/Nurse Manager/Department Head.
4. Gifts may be displayed for a period of 3 – 6 months at the discretion of the Nursing Unit Manager/Nurse Manager/Department Head. No gift will be displayed permanently or indefinitely.
5. At the completion of the display period the gift may be returned to the donor or alternative arrangements will be managed at the discretion of the Nursing Unit Manager/Nurse Manager/Department Head. All arrangements are required to be conducted in consultation with the donor.
6. Gifts can only be accepted for display once this procedure has been discussed with the donor and a complete understanding of the terms of acceptance of the gift is understood. The donor is required to sign the completed template as confirmation of understanding and acceptance.
7. Full details of the gift must be completed on the template attached and the completed template must be affixed to the gift or kept in the Nursing Unit Manager/Nurse Manager/Department Head's office for future reference/action. The Declaration of Received Gifts and Benefits form must also be completed by the Nursing Unit Manager/Nurse Manager/Department Head. This form can be located at: http://chw.schn.health.nsw.gov.au/o/forms/CHW/declaration_of_recieved_gifts_and_benefits.doc .
8. All cash, cheque or other monetary donations must be referred directly to the Fundraising Department/Sydney Children's Hospital Foundation for direct receipting to the donor.

Template – Record of Details

Memorial & Thank You Gifts for Display in Benefiting Area

Benefiting Area:	
Nursing Unit Manager/ Nurse Manager/Department Head:	
Donor name:	
Donor contact no:	
Details of gift: <i>(description of goods received)</i>	
Date gift received:	
Details of agreement: <i>(provide details of agreement for acceptance reached with donor, ie duration of display)</i>	
Date to contact donor:	
Action taken: <i>(provide details of action taken to comply with above agreement)</i>	
Signature: <i>(name and signature of NUM/NM/Department Head)</i>	Name: Signature:
Terms of Acceptance by donor:	I agree to the above terms for display and understand that Sydney Children's Hospitals Network will not be held responsible for any damage or loss of the displayed goods.
Signature: <i>(name and signature of donor)</i>	Name: Signature:
Date: