

**ACCRA PSYCHIATRIC HOSPITAL**  
**(MENTAL HEALTH AUTHORITY)**



**DONATION ACCEPTANCE POLICY**

March, 2026

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**FORWARD**

A Donation Acceptance Policy (Gift Acceptance Policy) is a crucial governance document that defines what type of donation the Accra Psychiatric Hospital (APH) will accept under what conditions and who has the authority to accept them,

Accra Psychiatric Hospital solicits and accepts donations for purpose that will help the hospital further fulfil its mission to provide the best practice in psychiatric care to clients through a dedicated work force of health professionals in a client-friendly environment.

This policy governs the acceptance of donations and provides guidance to both management and prospective donors.

The policy guidelines contain herein are designed to ensure that all donations accepted by the Accra Psychiatric Hospital are aligned with our mission, ethical standards and legal requirement, while ensuring that the hospital does not incur excessive liability or maintenance costs.

Guideline principles

- Mission Alignment-Donations must be consistent with the Accra Psychiatric Hospital’s overall mission, policies and ethical standards.
- Donor Intent and Privacy-The Management shall respect the wishes of the Donor and will hold communications concerning donors in strict confidence, subject to legal requirements.
- Donation Evaluation-The Accra Psychiatric Hospital reserves the right to decide any donation that is not consistent with its mission and create a financial burden.
- Conflict of Interest-The Accra Psychiatric Hospital will not provide legal, financial or tax advice to donor and urges donors to seek their tax clearance.

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**Emmanuel Hanson Torde, ChPA, CMC**  
**Deputy Director, Administration**

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**Dr. Kwadwo Marfo Obeng**  
**Hospital Director**

## **1.0 Introduction**

In the quest of Accra Psychiatric Hospital (APH) to provide quality care to our patients, a number of procedures/policies are being established to control donation acceptance in terms of cash and kind to support the critically-sick and also upgrade the facility to meet current trends in psychiatric care in the healthcare industry.

The donation of funds, food and groceries and physical projects in the form of renovation/rehabilitation of existing structures, building of new structures, ICT equipment and accessories, furniture and fittings and medical equipment are expected to assist insolvent patients and staff use.

However, the donation should contribute to the benefit of the facility and not be a liability.

The Accra Psychiatric Hospital shall accept donation in cash towards the care of patients and structural development.

## **2.0 The Core Principles of Receiving Donation**

The Ministry of Health (MoH), the regulator of health agencies in Ghana has established strict guidelines for receiving donations to ensure they align with national priorities, are high quality, and do not burden the public health system with unusable equipment, expired drugs, food and groceries.

- a) **Expressed need:** Donation to APH must be based on a formal or informal request by the APH or donor willingly approaching APH to donate.
- b) **Relevance:** Donation to APH must be relevant to the needs of patients, staff and conforms to the hospital strategic plan.
- c) **Quality standards:** Donated items must meet the same quality standards of the relevant national standards. Expired, obsolete, or non-functional equipment or unwholesome drugs, food and groceries shall not be accepted.

## **3.0 Requirement for Receiving Donated Items**

- a) **Used Equipment:** Equipment shall be assessed after delivery and those beyond reasonable repair shall be returned to the donor.
- b) **New Equipment:** The donation must fit into APH medical development and expansion planning program.
- c) **Documentation:** The equipment must preferably include operational manuals and essential accessories.

#### **4.0 Donation of Drugs and Medical Supplies**

- a) Must be certified by the Food and Drugs Authority (FDA), Ghana
- b) Must have remaining shelf life of at least six (6) months.
- c) The hospital has the right to reject any medicine donated based availability and consumption pattern.

#### **5.0 Donation Procedure**

- a) **Contact the Donation Desk (APH Public Relations Office):** Prospective donor should contact the Hospital Director or Public Relations desk (+233 599 379 011/+233 599 402 207) for guidance.
- b) **Submit Documentation:** A detailed packing list must be submitted to the donation desk.

#### **6.0 Prohibited Donation**

- a) Items not on the approved by the Food and Drugs Authority of Ghana
- b) Foods and groceries with a remaining shelf life of less than six (6) months unless APH undertake to use the items before expiry.
- c) Expired, faulty or obsolete, or non-functional items
- d) The APH reserves the right to reject or accept donations on case-by-case basis.

## 7.0 General Guidelines

S/n	General Instruction	Guidelines
1	Donation/Gift	All donations/gifts to APH will be recognize as supporting the patients and staff. The Hospital Director or his representative shall receive all donation/gift on behalf the hospital.
2	Media Publicity	The donor has the right to engage media house or internal media team for publicity of the donation activity. Hospital regulation on filming of patient must be adhered.
3	Acknowledgement of Donation/Gift	All donations/gifts will be expressly acknowledged within a reasonable amount of time and signed by the Hospital Director or his representative.
4	Donation Venue	All donations/gifts must be received in an opened space and as practicable in full glare of the hospital community in the presence of head of Stores, PR, Audit and a representative of Nursing Administration.
5	Accountability/Declaration	All donations/gifts must be declared in writing to the Hospital Director or his representative (the list of items, quantity, date of donation, brand etc. The cost of items donated shall be declared by the donor if appropriate or Head Finance using the prevailing market price for audit purposes.
6	Storage	All donations/gifts must be received and stored at the General stores.
7	Issuance of Donations/Gifts	All donations/gifts shall be issued to the user department/unit through requisition and approval by the Hospital Director or his representative.
8	Gift of Securities	The gift of securities will be sold immediately upon receipt and will be acknowledged at the value received into APH operating endowment fund.
9	Bequest Donations/Gifts	A bequest with qualifications, or for a restricted purpose, will be evaluated by APH before being accepted from the donor's estate.
10	Legal Advice	APH reserves the right to seek advice from legal counsel if deemed necessary regarding acceptance of any donation/ gift of bequest.
11	Restricted Donations/Gifts	APH will endeavor to abide by the wishes of the donor to restrict or designate a donation/gift as long as it designated to a particular department/unit, patient or staff specific.

		If the purpose for which a restricted donation/gift was given is no longer germane, APH shall confer with the donor about use of the donation/gift.
12	Items Received from students on practicum	Toiletries/consumables received from students on practicum shall be received by the Hospital Director or his representative and submitted to general stores with the list and quantity and issued with SRA.  Cash/cheque received from affiliated colleges and universities for the use of facility for practicum shall be received by the Head of Finance and receipt issued.
13	Donation/Gift Reconciliation Committee	The Hospital Director shall constitute donation/gift Conciliation committee to audit all donations/gifts and submit report accordingly.
14	Disciplinary/Sanction	Any manager/staff who under declare or refuses to declare donation/gift or cash/cheque shall be charged for fraud and taken through the disciplinary proceedings of the Mental Health Authority.
15	Motivation	The management may provide logistical support to staff who lobby/facilitates donations/gifts to APH.
16	Dissemination of the Policy	This policy shall be disseminated to; a) Mental Health Authority b) All Hospital Management Committee members c) All head of departments/units
17	Promulgation of the Policy	This policy shall be promulgated on the day Hospital Management Committee approves.
18	Review	This policy may be reviewed as and when necessary.

## 8.0 Renovation/Rehabilitation of Estates

The under listed guidelines for renovation and rehabilitation of Estates shall be strictly be followed.

S/n	Specification	Instruction	Cost of Project	Acknowledgement
1	Name of Donor	The name of donor company or philanthropist must be declared unless the donor wants to be remained anonymous	The cost of the project must be declared either before or after execution	The Hospital Director or his representative shall expressly acknowledge receipt of the completed project
2	Approved Estate renovation/rehabilitation procedures The donor shall follow strictly the approve Estate Renovation/Rehabilitation Policies			
3	<b>Specifics</b>	<b>Colour of Paint</b>	<b>Height</b>	
4	Exterior Wall	Purple	Up to 1 meter from the ground level	
5	Exterior wall	White	From 1 meter from the purple to ceiling	
6	Interior wall			
7	Door painting	White oily paint		
8	Door specification	Quality locally manufactured wood door	Double door or single door if required	
9	Interior clinical space wall	Magnolia (Oily) Magnolia (Emulsion)	From 1.5 meter from the ground. 1.5 meter from oily paint to the ceiling	
10	Door and window	White (oily)	Complete	
11	Louver blades/window	Perspex (low/high	laminated glass/tempered glass	
12	Ceiling washroom	T&G/plywood	Low: ¾' plywood High: 1/8 plywood	
13	Ward ceiling	Plywood: 1/8 painted white	Optional: wire mesh under plywood	
14	Roofing	Long span	Aluminum	
15	Preference Secondary (Cooling)	Air condition High Ceiling Low ceiling	2.0HP Ceiling fan Orbit wall mounted fan	
16	Toilet showers	Concealed cistern	Rose in ceiling	
17	Rewiring	Cable metal	Specific approved by Standard Authority	
18	Floor tiling	Grey tile	60x60cm	
19	Wall tiling	White	30x30cm	

## **9.0 Accra Psychiatric Hospital Trust Fund**

The Accra Psychiatric Hospital Trust Fund shall be investible one which will provide support to the needy patient and staff. Besides, some important projects in the hospital shall be identified which the fund will be invested to enhance care delivery to patients.

### **9.1 Account details**

- Account Name: ACCRA PSYCHIATRIC HOSPITAL
- Account number: 1018631527019
- Bank: BANK OF GHANA

## **10.0 Accra Psychiatric Hospital Critical Care Fund**

The Accra Psychiatric Hospital Critical Care Fund shall be established with support to patients to offset some of the cost of feeding and medication of vagrants admitted in the hospital.

## **11.0 Collaboration**

It is expected that the Management and staff of the various departments and units shall ensure continuous collaboration in the implementation of this policy at the Accra Psychiatric Hospital.

## **SAMPLE DONATION ACKNOWLEDGEMENT LETTER**

### **APH Letter Head**

**Donor's name**

**Address**

**Subject: ACCEPTANCE OF (Description of items donated eg Cash/Items)**

Dear **(Donor's name)**

On behalf of the Hospital Director and the entire Management team of the Accra Psychiatric Hospital, I am writing to formally acknowledge and accept your generous donation of **(Description of gift) received on (date)**.

We are deeply grateful for your support. This contribution will directly support our mission of **(Mention specific program or mission)** and helps us make a meaningful difference in **(mention impact e.g patients care)**

Pursuant to Ghana Revenue Authority (GRA) requirements, the Accra Psychiatric Hospital is a Public Health Facility; hence, no donation in the form of goods and services are not accepted or exchange for any contribution in lieu.

Please, retain this letter for your tax records.

Thank you for your commitment to our cause.

Yours faithfully,

**Signature**

**Name**

**Title.**