

Peninsula Medical Practice

Gifts & bequests policy

The Health Centre

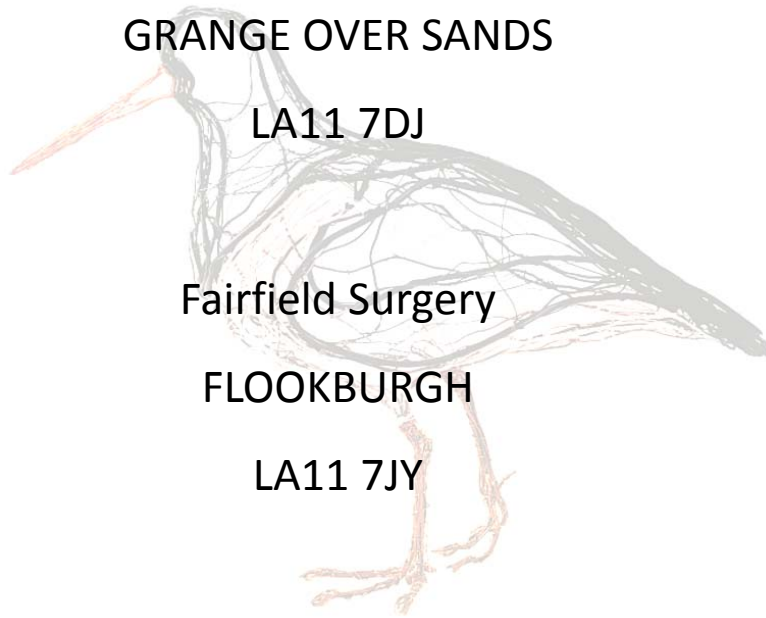
GRANGE OVER SANDS

LA11 7DJ

Fairfield Surgery

FLOOKBURGH

LA11 7JY



Practice Policy Document No. 15

v1.1

Incorporating the extant guidance from the BMA on best practice for the management of gifts and fundraising

March 2014

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Purpose

The purpose of the policy is to set out the Practice's policy on gifts and bequests made to the partners, members of staff, or to groups within the Practice.

Introduction

This policy sets out the Practice's approach to the acceptance and handling of gifts and / or donations to the Practice to individual partners and staff within it, made by patients. It is in compliance with the recommended best practice set out in BMA Guidance on accepting gifts.

Policy

The Practice will maintain a register of gifts in order that it may, as directed by the Health and Social Care Act 2001, and the General Medical Services contract that it holds with the NHS, declare any gift from a patient worth more than £100.

These rules also apply to gifts given to spouses of partners and all members of staff.

The responsible Primary Care Organisations for the Practice may inspect the Gift Register, which contains the following specific information:

- Name of giver;
- Date gift made;
- Person, or staff group for whom the gift was intended;
- Estimated value;
- To whom the gift was given or how it was used, or disbursed.

This policy applies to gifts from patients, relatives of patients or from any person who provides services to the Practice or its patients in connection with the medical services contract.

The value of multiple gifts received from an individual patient, or party, will be monitored by the Practice Manager to ensure that at all times the acceptance of them is both prudent and reasonable.

In accordance with General Medical Council guidelines, the medical staff of the Practice must also ensure that:

- They have to be open and honest in any financial dealings with patients;
- They have not encouraged patients to give, lend or bequeath money or gifts;
- They have not placed pressure on patients or relatives to make donations to people, or organisations;
- They must not ask for, or accept inducements, gifts, or hospitality, which may be seen to affect judgements, nor should these be offered to colleagues.

Gifts to Individuals

The Partners of the Practice are not permitted to accept personal cash gifts of any amount other than genuine professional fees.

The Partners and individual members of staff may retain personal non-cash gifts made by patients which are of a trivial nature (not to exceed an estimated value of more than £20.00).

Personal non-cash gifts in excess of an estimated value of £20.00 made to an individual must be politely refused.

Cash gifts offered to individuals must be declined.

Gifts to Specific Staff Groups

Gifts made to a particular group of staff (such as the receptionists) may be accepted provided that their estimated value does not exceed £20.00 in total. Such gift will be used for the benefit of that specific staff group but not directly distributed to individuals amongst them. The Register entry will reflect a group distribution.

Gifts in excess of an estimated value of £20.00 must be politely refused.

Cash gifts offered for the benefit of a staff group must be declined.

Fundraising

These provisions apply to the receipt of funds, or the offer of funds, to the Practice from an individual, charity, patient group, or other benefactor, who is looking to support the Practice in the purchase of equipment or facilities. These guidelines are in accordance with the recommendations of the BMA Fundraising Guidelines.

Patients must not be placed under a perceived obligation to contribute. Voluntary funds from patients may be construed as a charge for treatment and would therefore breach Terms of Service. Fundraising activity must not impose either direct or indirect pressure on patients to contribute.

Collecting boxes in waiting rooms are not acceptable. It is '...unethical for charities or voluntary organisations to be encouraged to raise money for equipment which forms part of the indirect expenses element of GP remuneration...'¹.

Should the Practice wish to become involved in fundraising, a charitable trust must be established, acceptable to the Charity Commissioners, for this purpose; however, it is the general policy of the Practice that funds of this nature are not to be sought, or accepted.

Hospitality

The acceptance of hospitality, such as that which may be offered by the representatives of pharmaceutical companies, must not be sufficient to influence judgement in any way or present a conflict of interest.

Pharmaceutical company sponsorship of events is acceptable. Fees must not be accepted to see representatives. The level of sponsorship should not be open to misinterpretation, and the value of all acceptances must be entered into the Gifts Register as a 'sponsored event'.

Tax implications

Income tax on gifts received from patients is generally not chargeable to tax if all the above provisions have been met:

¹ BMA General Practitioners Committee 'Fundraising for Practices', April 1995

Review

This policy will be reviewed within three (3) years of its implementation, or sooner if any significant changes in best practice are advised by the Department of Health, the British Medical Association, or other appropriate advisory body.

Declaration

This policy will be binding upon all employees of the Peninsula Medical Practice from the 1st November 2012.

We, the partners, have reviewed and accepted this policy.

Dr Diane Ruell
Dr Michael Bunter
Dr Nick Gent

1st November 2012

Reviewed and amended

1st March 2014

NG

