



GUIDELINES

Background

The Toowoomba Hospital Foundation exists to:

- Support and promote the service of the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home;
- Promote integration of the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home into the Toowoomba urban community;
- Support the pursuit of excellence in service and people's health outcomes at the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home by improving facilities, equipment, research and development, and education and training;
- Support the pursuit of excellence in service and health outcomes in regional health services in Queensland and Australia.

Policy

Grants are awarded under the Hospital Foundations Act 1982.

Eligibility

Applications are accepted from Queensland Health employees servicing the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home.

Funding Details

1. Applications accepted up to \$25,000.
2. Larger projects may be considered (Discussion required prior to submission)
3. Applications for partial funding are accepted for consideration.

How to Apply

* For Information Technology Items (value above \$500)

1. Refer to the Darling Downs Hospital & Health Service Asset Management Processes located in QHEPS - Follow Asset process 9 or 10 as appropriate to the item you wish to purchase. (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm>)
2. Obtain the relevant endorsements for the item from Health Services Information Agency (HSIA) and Executive Director.
3. Provide a current quote for the item from the HSIA or relevant supplier (eg Downs Office Equipment & Supplies).
4. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines. Have the form signed by the Relevant Member of Darling Downs Hospital & Health Service Executive or relevant Hospital Service Manager.
<http://qheps.health.qld.gov.au/darlingdowns/html/our-service/executives.htm>
5. Submit to the Finance Unit located at Jofre House, Baillie Henderson Hospital or via email to ddfinesupport@health.qld.gov.au for auditing and endorsement of the Finance Director so the request can be lodged prior to the THF Board Meeting deadline.

*** For Minor Items (value under \$1,000)**

1. Refer to the Darling Downs Hospital & Health Service Asset Management Processes located in QHEPS - Follow No: 1. (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm>)
2. Obtain the relevant endorsement for the item from the Unit Manager or Executive Director.
3. Provide a current quote for the item.
4. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines. Have the form signed by the Relevant Member of Darling Downs Hospital & Health Service Executive or relevant Hospital Service Manager.
<http://qheps.health.qld.gov.au/darlingdowns/html/our-service/executives.htm>
5. Submit directly to the Toowoomba Hospital Foundation for consideration prior to the THF Board Meeting deadline.

*** For Minor Items (value between \$1,000 and \$5,000)**

1. Refer to the Darling Downs Hospital & Health Service Asset Management Processes located in QHEPS - (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm>). Follow processes 2a, 2b, 3a or 3b as appropriate to the item you wish to purchase.
2. Obtain the relevant endorsements for the item from Infection Control, Maintenance, Clinical Products and Executive Director.
3. Provide a current quote for the item.
4. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines. Have the form signed by the Relevant Member of Darling Downs Hospital & Health Service Executive or relevant Hospital Service Manager.
<http://qheps.health.qld.gov.au/darlingdowns/html/our-service/executives.htm>
5. Submit to the Finance Unit located at Jofre House, Baillie Henderson Hospital or via email to ddfinesupport@health.qld.gov.au for auditing and endorsement of the Finance Director so the request can be lodged prior to the THF Board Meeting deadline. **(Refer Lodgement Deadline below).**

*** Apply For Assets (value above \$5,000)**

1. Refer to the Darling Downs Hospital & Health Service Asset Management Processes located in QHEPS - (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm>). Follow processes 6 or 7 as appropriate to the item you wish to purchase.
2. Obtain the relevant endorsements for the item from Infection Control, Maintenance, Clinical Products and Executive Director.
3. Provide a current quote for the item.
4. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines. Have the form signed by the Relevant Member of Darling Downs Hospital & Health Service Executive or relevant Hospital Service Manager.
<http://qheps.health.qld.gov.au/darlingdowns/html/our-service/executives.htm>
5. Submit to the Finance Unit located at Jofre House, Baillie Henderson Hospital or via email to ddfinesupport@health.qld.gov.au for auditing and endorsement of the Finance Director so the request can be lodged prior to the THF Board Meeting deadline.

Lodgement Deadline

1. Board Meetings are held on the 4th Wednesday of each month except for January. Applications must be received by the 3rd Monday of the month to be considered in that month.

Assessment Criteria - general

1. The proposal meets the Mission and Objects of the Foundation as defined under the Hospitals Foundations Act 1982.
2. The proposal is for one-off funding support and not a recurrent cost.
3. The proposal outcomes demonstrate benefit to the Toowoomba Hospital, Baillie Henderson Hospital & Mt Lofty Heights Nursing Home.
4. The proposal may be approved in full or part.

Assessment Process

1. Applications are considered and approved by the Toowoomba Hospital Foundation Board.
2. The Board reserves the right to seek additional information, to consult externally as part of the decision-making process and to approve part or full funding.
3. The Board will give consideration in the assessment process as to whether it believes funding should be provided by Queensland Health rather than the Toowoomba Hospital Foundation.

Undertaking

1. The Applicant will be required to submit a written report or conduct a presentation to the Toowoomba Hospital Foundation Board within three months of receipt of equipment.
2. The applicant may be required to provide evidence of acquittal of approved funds.

Submission Contact Details

Toowoomba Hospital Foundation

41 Joyce Street

Toowoomba 4350

Telephone: 07 46166166

Facsimile: 07 46166177

Email: THF@health.qld.gov.au

Website: www.toowoombahospitalfoundation.org.au