



Humber Teaching
NHS Foundation Trust



Guide to Submitting a Wish



Caring Learning Growing



Wishes

Our new wish process is a one-step online application to apply for charitable funding for all requests **under £5,000**.

This guide will take you through the application process to ensure that you are prepared when you start your wish.

We aim to approve or decline all wishes within four weeks.

If your wish is for a specific date, you will be asked to provide that on your form, and we will do our best to support you.

If your wish is for a medical device, it may take longer as the Physical Health and Medical Devices Group must approve requests. This meeting is held every six weeks. We will contact you to let you know when your request will be presented.



Further reading

Visit the Staff Zone on the Health Stars website for more information about how to access charitable funding and to fundraise or donate.

We suggest all Managers and Wish Makers visit the Staff Zone on the Health Stars website to view and download our guides. www.healthstars.org.uk

Before you begin



Open a Word document to draft some of the responses to questions in the form. This will allow you to save and go back to your application before you start the online process.

You may need to contact a Trust team like Estates or Medical Devices to ask a question or get further information. This will help you to save that information and keep a copy of their response.

We acknowledge that we are asking for more information up front than the previous process. However, this process has been created in response to staff feedback with the aim of speeding up the process and improving communication between wish-makers and the Charity Team.

You can read more about the new process and how it responds to staff feedback in our **Applying for Charitable Funds: A Guide for Staff**. Visit the Staff Zone on the Health Stars website to view and download our guides. www.healthstars.org.uk



Accessing Funding

This diagram shows the approval points your wish must travel through to allow the release of charitable funds.

Health Stars funding currently sits in Fund Zones. This includes zones designated for particular services or purposes e.g. green projects. When you apply for charitable funds, we will look at where your request should be funded from. It is important to note that there may or may not be funds in this zone when you make a submission.

If your wish is approved but there are no funds or limited funds available, the Charity Team will get in touch and see if you would like to put together a fundraising plan. This could be supporting you to run an event like a bake sale, get involved in a local run or walk or do something unique and special. You should consider if you would be willing to support this when you request your wish.

We will also look to see if there is external funding to support your wish. For example, through applying to charitable trusts and foundations.

Charity Finance
• Check to see if request meets requirements for charitable funding
• Allocate Fund Zone

Medical Devices
• Complete a Non-standard Medical Devices Form if required

Infection Prevention & Control (IPC)
• Evidence that you can adhere to Trust IPC standards

Health & Safety
• Consider any risks to Trust staff and patients

Estates
• Ensure consideration has been given to Estates

Charity Manager
• Review form to ensure it has been completed correctly

Fund Guardian
• Approve request

Guide to Completing the Wish Form

You will be asked to summarise your wish by completing the questions below. Use our tips to help you write a response. Don't assume that the Fund Guardian has detailed knowledge about your service or patients. The more information

you can give on how your wish will have an impact, the better!

Use the Word document you created and copy the questions so you can draft your response and then paste it into the online form when you start.

Please provide details of what you are requesting

Tips!

What are you requesting and why?
What inspired the idea to request this item?
Where is your request for? Tell us about your service/area of work.
What will this request allow to happen that doesn't happen now?
How will this add value to what is already provided?

How will this wish benefit staff, patients, visitors, or the wider community?

Tips!

Help us understand the impact of this funding and how it will make a difference.
How will it benefit patient or staff experience?

Will this wish require future maintenance or consumables from budget? Yes/no

Tips!

For example, a piece of medical equipment that requires annual checks/calibration to ensure patient safety or a piece of equipment that uses single use consumables that would need to be restocked.

If yes – How will this be funded if the wish is granted?

Research the item/s you require



You will be asked to provide a link or supplier quote for any items you wish to purchase and a cost.

It is important that you are specific in your request. Health Stars does not provide a procurement service – this means we will not be able to search for and source specific items, we will purchase the items that you tell us you want.

Once a wish is approved and passed to the Trust procurement team for purchase, we may suggest an alternative item that offers better value for money.

Useful Suppliers

Electrical Items
Currys/Argos

General Items
You can provide links to Amazon items as a starting point. Procurement may suggest an alternative when it comes to buying the item following approval.

Stationery, craft supplies, early years play equipment, Games
East Riding Supplies
www.supplies.org.uk



Approvals & Support



Depending on your wish you may need to contact other teams to get advice and support for your application.

You can read all the questions you will be asked in the full form at the end of this booklet.

This means that when you submit your application the majority of the work will have been done and it will allow approvers to move your request to the next approval point.

Teams that are included in this process are:

Team	Wishes that include or are related to	Contact Details
Estates	Buildings, Rooms or Gardens	hnf-tr.estates@nhs.net
Infection Prevention & Control	Laundrying Cleaning	hnf-tr.ipc@nhs.net
Health & Safety	Risk Assessments	Paul Dent pdent@nhs.net Vickie Shaw vickie.shaw@nhs.net
Medical Devices	Non-standard medical devices	hnf-tr.mdso@nhs.net
Catering	Food & Drink	matthew.charlton4@nhs.net



Buildings, Rooms or Gardens

There are a number of important considerations if you are requesting decoration, changes to rooms or gardens. Please ensure you are able to answer the below questions before submitting your wish.

Are there any ongoing license/maintenance costs required?

Example

For example, a specific cleaning system that's required to meet the specification.

Does the request meet with the robustness criteria for this area concerned?

Example

You would like to purchase furniture for a mental health in-patient unit. It is important that furniture meets all standards and specifications required for these spaces including being able to withstand any tampering or damage.

Are there enabling works associated, which require funding from operation Estates budgets?

Example

You would like a mural painting on a wall however, the current wall has a shelf on it and is cracked. Estates would need to attend to remove the shelf, repair and repaint the wall prior to the mural being applied.

Infection Prevention and Control (IPC)

As part of your application you will be asked a number of IPC questions. Before you apply you must have responses to the following.

Have you seen the manufacturers' cleaning guidance and can you adhere to it?

Example

You have requested a game / jigsaw for patient use, the item does not have manufacturers cleaning guidance. This request would need to be discussed with the IPC team to consider the mitigations required to effectively manage the item.

Do you have access to a washing machine if required?

Example

You have requested cushions and throws to make a patient area cosier and more welcoming. However, you do not have access to a Trust specification washing machine to launder these items and are not serviced by the hotel services team. This request would therefore be declined.

Ask a Question

Infection Prevention & Control Team
Email: hnf-tr.ipc@nhs.net

Medical Devices

Health Stars funds equipment that will support the delivery of patient care. These items must be:

- **Not considered a core item by the NHS**

OR

- **A core item but over and above the core requirement specifications (most cutting edge/state of the art)**

If your request is for a medical device, you must complete a Non-Standard Medical Device Form as part of the application process.

You can read all the questions that you will be asked, including the medical devices questions, at the end of this booklet.

To get a cost for your item you will need to contact the Procurement Team.

Requests for medical devices need approval from the Physical Health and Medical Devices Group. This meeting takes place every six weeks. This may mean that your request takes longer than requests for other items.

Food & Drink

If your request is for food preparation, cooking or eating purposes you must contact the Catering Manager, before submitting your wish. You will be asked to evidence this in your application.

The Charity will provide refreshments for public, patients or stakeholder events. We will also consider requests for team building days.

Please note: The Charity does not provide refreshments for staff meetings/away days.



Ask a Question

Patient Safety Practitioner, Jennifer Powell
Email: hnf-tr.mdso@nhs.net

Procurement Team
Email: hnf-tr.supplies@nhs.net

Ask a Question

Catering Manager, Matthew Charlton
Email: matthew.charlton4@nhs.net

Wish Form Questions

General Information

- What is the deadline for the wish to be approved?
- Is this request for a medical device?
- What is the wish for?
- If an item/s please give make, model and a website link to product
- Please provide details of what you are requesting, providing enough detail for the Fund Guardian to make an informed decision on whether it is appropriate for Charity funding.
- How will this wish benefit staff, patients, visitors or the wider community?
- Will this wish require future maintenance or consumables from a budget? How will this be funded if the wish is granted?
- Why does this request go beyond NHS core funding?
- Amount requested (INCLUDING VAT)
- Please provide a formal quote or estimate where possible. (upload a PDF if available)

Medical Device Questions

- Medical Device Make and Model
- Manufacturer
- Product Number or Code (if applicable)
- What is the purpose of this device?
- Is the device single use?
- What is the quantity required of this device?
- Are there any ongoing maintenance costs?
- What are the ongoing costs for maintenance?
- How will the cost for ongoing maintenance be covered?
- Does the device require any internal or external calibration or quality assurance checks?
- Please provide the internal or external calibration or quality assurance checks required
- Who is the end user for this device?
- What group of patients will benefit from this device?
- If anything is currently used in place of this device, please detail what this is
- Does the device store patient information?
- What risks are associated with the device?
- Is there a risk associated with not having this piece of equipment in your clinical area or team?
- Please detail the associated risk(s):
- Is there any evidence or guidance to support the use of this device for example NICE technical appraisal?
- Please detail the supporting guidance or evidence:
- What training will be required in order that staff are skilled in its safe use and how will this be delivered?
- How will competency be assessed?
- What staff will use this device - Registered or non-registered clinicians?

Wish Form Questions

Infection Prevention and Control Questions

- Is the item for patient use?
- Is the wish for single patient use only?
- Is the wish for an item that is to be reused by different patients?
- Does this item require laundering as per the manufacturer's guidance?
- Is the item for the purpose of food preparation or cooking or eating?
- Is the wish for an item to be reused by different staff members?
- Is the item a piece of furniture for a patient/clinical area?

Estates Questions

- Does this item have any ongoing licence or maintenance costs in relation to Estates? Please provide details of the costs.
- Does your request meet the robustness criteria for the area concerned?
- Are there enabling works associated, which require funding from operation Estates budgets? For example walls painting, current fixture removal? Please provide details:





Visit: healthstars.org.uk
Email: hnf-tr.healthstars@nhs.net
for advice and support.

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