

### Introduction

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50.1.00 Throughout these Guidelines, various terms, definitions and abbreviations are used.

In order to standardise these, the following lists are given. These are not comprehensive lists.

### Glossary of Terms

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50.2.00 the Act - An Act of Parliament.

Acceptable standard - A standard acceptable to the appropriate authority.

Area, space - A room, space or 'area' noted in these Guidelines for a specific use. The area requirement may be enclosed or may be an area without walls as part of a larger area.

Asset Strategic Planning - Planning process undertaken to match the future service needs of a population with the provision of the necessary physical assets or via non-physical asset solutions.

Building Code of Australia - The regulation controlling construction of all buildings in Australia and any subsequent amendments or updates.

Building Service Equipment - Equipment items permanently installed in a building as part of the building services, including mechanical, electrical, hydraulics, medical gases, etc.

Compliance - To act or provide in accordance with the requirements or recommendation of these Guidelines or referenced standards or regulations.

Disabled facilities - Facilities that are designed for use by people with a disability.

Documentation - the third stage of the NSW Health Process of Facility Planning - preparation of the detailed plans and tender specifications that will control construction of the project.

Egress (designated) - A designated means of escape in the event of an emergency.

Ensuite - A room containing sanitary fixtures attached to a Bedroom, Treatment Room, Consult Room, etc. See Standard Components for a discussion of ensuite options.

Facility - A complex of buildings, structures, roads and associated equipment, such as a Hospital or Health Care Facility, that represents a single management unit for financial, operational maintenance or other purposes.

Fixed Equipment - Items that are permanently fixed to the building or permanently connected to a service distribution system.

Fully assisted facilities - Facilities for toileting, showering or bathing that are designed for two staff members to assist the patient. Hoists or other equipment may also be required to be used in these spaces.

Guidelines - A collection of requirements and recommendations that describe a minimum level of facility provision.

Health Planning Unit (HPU) - All the rooms, spaces and internal circulation that make up a particular health service department, that are necessary for that department to function.

Implementation - The fourth stage of the NSW Health Process of Facility Planning - commences with the letting of tenders and finishes when the building is handed over and commissioning begins.

## Part A - Introduction and Instructions for Use

**Maximum** - The highest level of provision that is considered appropriate for a given function. Anything above maximum must be justified and approved by NSW Health on a special case basis.

**Minimum** - The least level of provision that is considered necessary for a given function. Anything below minimum is considered unacceptable, unless justified and approved by NSW Health as a 'special case'.

**Mobile Equipment** - mobile equipment items (medical or non-medical) that require electrical or mechanical connections or floor space but are portable. Such items included wheeled items, moveable office furnishings and monitoring equipment.

**Nursing Unit** - The module by which a hospital is developed to ensure cost efficient nurse coverage for patient safety and service; for example one nursing unit = 30 acute patient beds = One Ward.

**Operating Suite** - Comprises Operating Rooms and may include a Procedure Room.

**Optimum** - The preferred level of provision, not necessarily the best, but higher than the minimum level.

**Partially Assisted Facilities** - Facilities for toileting, showering and bathing that are designed for one staff member to assist the patient.

**Patient Care Area** - The Building Code of Australia defines this as 'a part of a health-care building normally used for the treatment, care, accommodation, recreation, dining and holding of patients including a ward and treatment area'.

**Post Occupancy Evaluation (POE)** - The fifth and final stage of the NSW Health Process of Facility Planning completes the procurement process and feeds into the start of the next procurement 'loop'. It is a study that assesses the building twelve months after occupation. It is intended to identify both well executed and poorly executed components and to learn from these for the benefit of future projects.

**Procurement Feasibility Plan (PFP)** - The first stage of the Process of Facility Planning defined by NSW Health. The PFP examines all feasible options that would meet the required service delivery objectives that have been identified. It recommends a preferred option - which may not involve capital development.

**Project Definition Plan (PDP)** - The second stage of the Process of Facility Planning defined by NSW Health. The PDP describes all the elements of a project including service need and the physical option that will be developed.

**Process of Facility Planning (POFP)** - The process that NSW Health expects to be followed for the procurement of Health Care Facilities. Refer to DS-1 for further details.

**Recommended** - Currently regarded as good practice, but lack of this will not render the facility non-compliant with these guidelines.

**Shall** - Implies that the requirement referred to is mandatory (in the context of these guidelines)

**Should** - The item being discussed requires attention and a suitable solution such as the one provided. However the example given is not mandatory. In short "Should" is not as strong as "Shall".

**Strongly recommended** - as for 'recommended', but compliance with the provisions of these guidelines is more highly encouraged.

**Treatment Area** - The Building Code of Australia defines this as: 'an area within a patient care area such as an operating theatre and rooms used for recovery, minor procedures, resuscitation, intensive care and coronary care from which a patient may not be readily moved.'

### Definitions

'Circulation space' is the space required within a department or unit to enable movement and functionality between individual functional spaces. An example of circulation space is the corridor that joins two rows of rooms or the entrance alcove to a room. Circulation space is nominated as a percentage prior to the development of the design.

These figures can be seen at the end of each cluster in the Schedules of Accommodation, and in the Schedule of Circulation Areas in Part C of these Guidelines.

The circulation space required depends on the scope of activities conducted in the space and the layout of the facility. The circulation factor could range from 15% up to 40% of the room spaces.

If refurbishment work entails retention of existing corridors within a department, the measured area of the corridors should be added to the schedule of accommodation in lieu of a percentage.

Circulation factors will vary depending upon the type of design used, such as single or double corridor, racetrack, etc and whether sanitary facilities are inboard (adjacent to the corridor) or outboard (adjacent to the window line). Sharing of some facilities will also have an impact upon circulation factors.

A balance should be achieved between providing sufficient circulation space to ensure the facility provides a feeling of spaciousness and the wasting of space on poor functional relationships between spaces. If the circulation rate is unduly high it will add to the inconvenience of staff and patients who have to travel excessive distances.

### PROCUREMENT METHODS

Different procurement methods are available for project delivery. The most commonly used are:

- + Traditional Lump Sum: A process that requires completion of contract documents such as drawing and specification, prior to the calling of tenders for a lump sum contract for construction.
- + Design and Construct: The process whereby a contractor is appointed to deliver both the design and construction phases of a project as one contract. Usually a building contractor will fill this role and employ the architect or other designer as a subcontractor or subconsultant.
- + Managed Contracts: The process whereby a construction manager is engaged to manage a series of contracts or subcontracts on behalf of a client, on the basis of reimbursement for the actual contract sums negotiated plus an agreed management percentage or fee.
- + BOOT: 'Build Own Operate and Transfer' - A process that sees a facility built and operated by a private firm or consortium with eventual transfer to the eventual owner (such as the public sector) after an agreed period of time.

### REFURBISHMENT

- + 'Rehabilitation': Defined by SAA HB50 as 'Extensive work intended to bring an asset up to a new standard or to alter it for a new use.'
- + 'Major or Total Refurbishment': Removal of non-structural walls, finishes, services, etc to bare structure and replacing with new. May include minor structural alterations and replacement of some central plant. Some existing finishes may be retained.
- + 'Minor Refurbishment': Often a response to a change of use; but keeping existing configuration, finishes and services. May include relocating door and window openings, relocating basins, service outlets and light fittings, repainting, but generally retaining ceilings and floors.
- + 'Moderate Refurbishment': Scope of work that falls between 'Major' and 'Minor'.

## Part A - Introduction and Instructions for Use

May include moving some walls, replacing some finishes and services.

+ 'Statutory Rehabilitation': Work required to ensure a building complies with current building regulations.

### TRAVEL AND ENGINEERING

+ 'Travel: The space that is required for the circulation of people and goods both vertically and horizontally in a facility. Examples include ramps, lift wells, links, tunnels, main corridors, and detached covered ways joining two buildings.

+ 'Engineering Areas': The spaces that are required to accommodate plant, ducts and service tunnels. These spaces will be located horizontally and vertically.

+ Horizontal service voids (ceiling spaces, roof spaces, sub-floors): Are excluded from area calculations unless they have a floor to floor height of 1800mm or more. If the space meets this requirement it must be counted as plant floor.

### Abbreviations

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50.4.00 Throughout these Guidelines, various terms, definitions and abbreviations are used. In order to standardise these, the following list is given.

This is not a comprehensive list.

ADMIN - Administration

ADL - Activities of Daily Living

ANAES - Anaesthetic Induction Room

CBR - Chemical, Biological and Radiological (agents)

CCU - Cardiac Care Unit

CLEAN - Cleaners Room

CLN - Clean-up Room ( as in operating suite)

CSSU - Central Sterilising Supply Unit

CT - CT Scan Room

CU - Clean Utility

DIN - Dining

DOH - Department of Health

DU - Dirty Utility

ED - Emergency Department

END - Endoscopy

ENG - Engineering and Maintenance

ENS - Ensuite

ENT - Entrance

EQUIP - Equipment Room or Bay

EWIS - Emergency Warning Intercommunication System

GEN - General as in GEN X-RAY

HDU - High Dependency Unit

## Part A - Introduction and Instructions for Use

HOLD - Holding Room or Bed Bay

HVAC - Heating, Ventilation and Air Conditioning

ICU - Intensive Care Unit

KIT - Kitchen or Catering

LDR - Labour, Delivery, Recovery room within a Birthing Unit

LDRP - Labour, Delivery, Recovery, Post Partum room within a Birthing Unit

LIN - Linen Room or Bay

MAMO - Mammography

MATV - Master Antenna Television

MRI - Magnetic Resonance Imaging Room

NICU - Neonatal ICU

OR - Operating Room

PACU - Post Anaesthesia Care Unit within an Operating Suite, Day Procedure Unit or Day Surgery Unit

PATH - Pathology

PHA - Pharmacy

PFP - Procurement Feasibility Plan

PDP - Project Definition Plan

POE - Post Occupancy Evaluation

POFP - Process of Facility Planning

PPE - Personal Protective Equipment

REC - Records

SCRUB - Scrub-up Room (in Operating Unit)

TSSU - Theatre Sterilising Supply Unit

RAD - Radiology

ULT - Ultrasound

XRAY - X-ray Room.