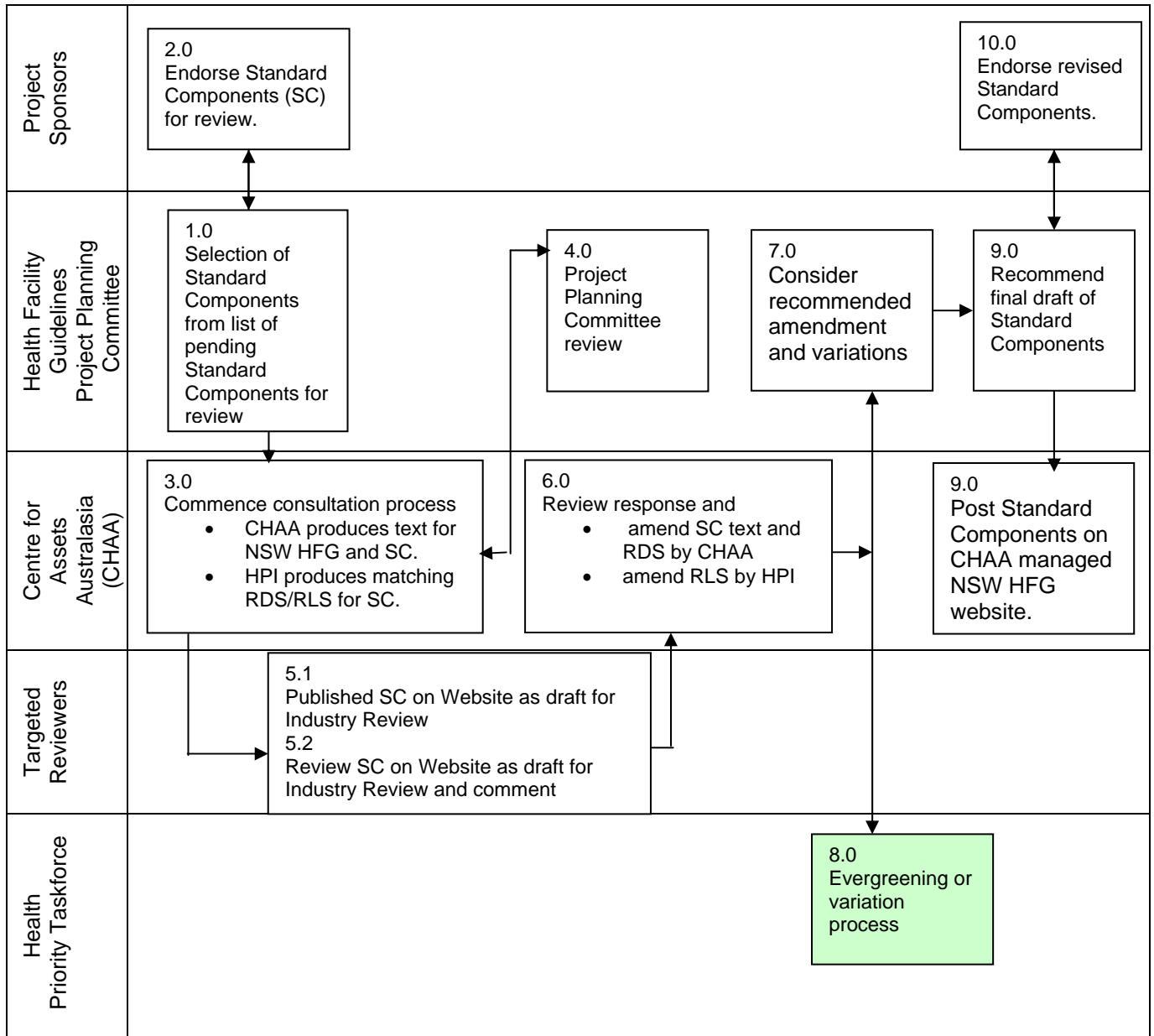




**Health Facility Guidelines
Standard Components
Review Process**



SUPPORTING DOCUMENTATION FOR REVIEW PROCESS MAP

Process Ref	Process Title (as per process map)	Comments
1.0	Selection of Standard Components from list of pending Standard Components for review	The Project Planning Committee recommends list of Standard Components for review. The recommendations are aligned with a number of major projects currently in planning to ensure the Guidelines addresses Standards Components to be built. The review process for all revised Standard Components will be every 2 years.
2.0	Endorse Standard Components for review	The Project Sponsors (Director Asset & Contract Services and Director Statewide Services Development Branch) endorses the project governance, funding and Standard Components for review.
3.0	Commence review process	CHAA is advised of DoH's endorsement and commences the review process. <ul style="list-style-type: none"> • CHAA is also responsible for preparing text for NSW HFG and Standard Components. • HPI is responsible for the production of matching RDS/RLS Standard Components. CHAA to coordinate with HPI and report to PPC on costing and progress. • CHAA is also responsible for preparing consultation letters and establish a list of reviewers from the industry. (Same as HPU's)
4.0	PPC review	A first draft of text, RDS and RLS of Standard Components are issued to PPC members for review and comment. The Standard Components incorporating comments from PPC are redrafted for review by targeted reviewers (clinical & industry).
5.0	5.1 Published SC on Website as draft for Industry Review 5.2 Review SC on Website as draft for Industry Review and comment	Targeted reviewers with specific expertise in the HPU and Standard Components will be contacted. Reviewers will be advised to review Draft Standard Components on NSW-HFG Website. A template for comments is available for reviewer on NSW – HFG Website.

Process Ref	Process Title (as per process map)	Comments
6.0	Review response and amend Standard Components	<p>CHAA will consolidate all responses from the targeted reviewers and recommend amendments to the Standard Components, including significant variations to the PPC.</p> <ul style="list-style-type: none"> • CHAA is also responsible for updating text and RDS of selected Standard Components. • HPI is responsible for the updating of RLS. CHAA to coordinate with HPI and report to PPC on progress.
7.0	Consider recommended amendment and variations	PPC will consider the recommended amendments and variations.
8.0	Evergreening or variations process	Refer to the Evergreening or variations process.
9.0	Recommend final draft of Standard Components	The final draft prepared by CHAA will incorporate reviewers' comments. PPC will recommend the endorsement of the Standard Components final draft.
10.0	Endorse revised Standard Components	The final Standard Components draft is submitted to the Project Sponsors for endorsement.
11.0	Publish Standard Components on CHAA managed NSW-HFG Website.	Endorsed standard components are posted on CHAA website. CHAA to notify Industry via email.