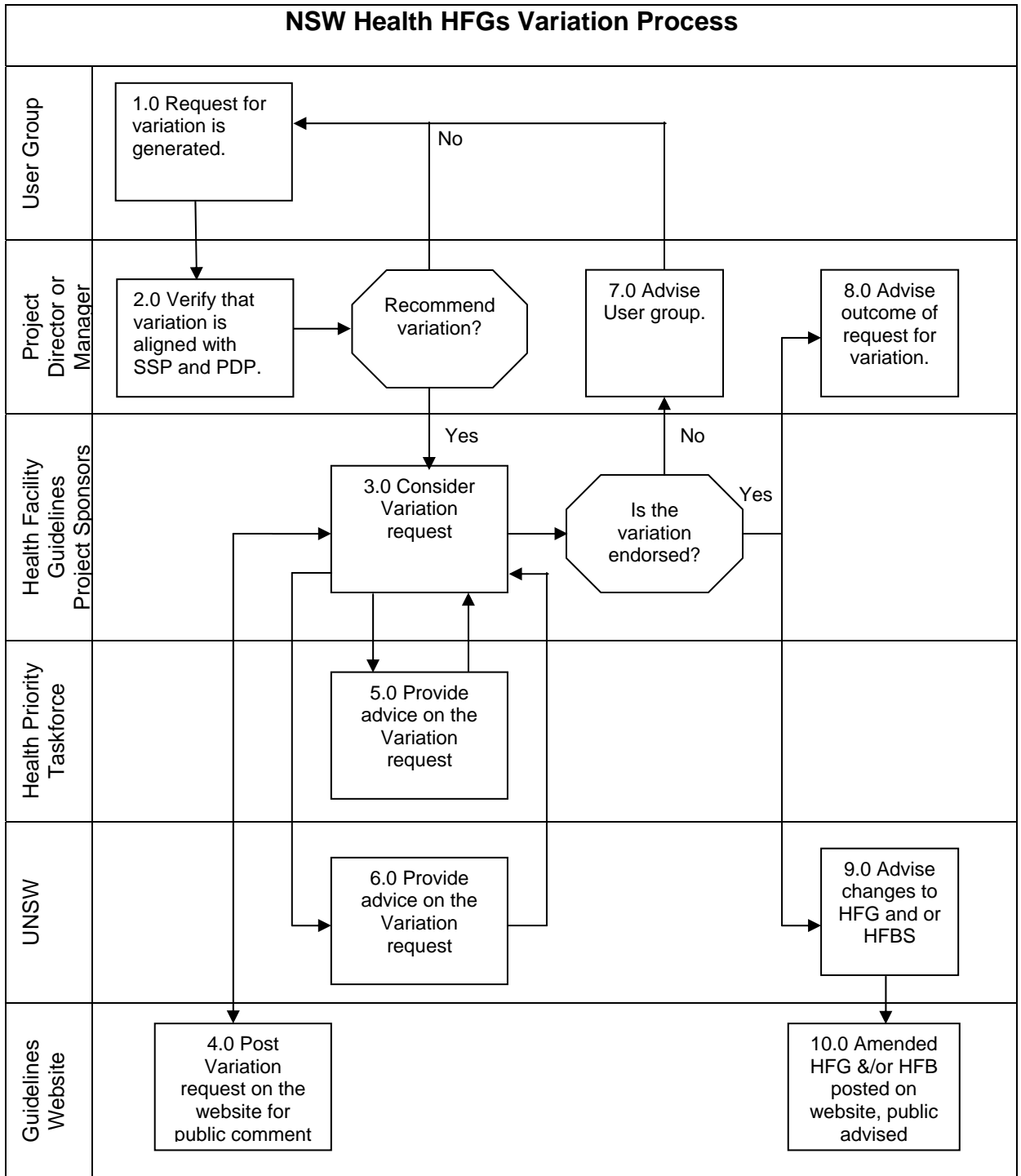




# **Health Facility Guidelines Variations Process**



## SUPPORTING DOCUMENTATION FOR VARIATIONS PROCESS MAP

Process Ref	Process Title (as per process map)	Comments
1.0	Request for variation is generated	NSW Health Facility Guidelines (HFGs) and the Health Facility Briefing System (HFBS) will be the standard used for all NSW Health capital project planning and construction. User groups during the planning process may request for variations to the standard components. This may include but not limited to the standards or functions and or specification of components making up a health facility effecting future operational efficiency or service levels.
2.0	Verify that variation is aligned with SPP & PDP	The request for variations raised by user groups should initially be managed locally. The Project Director or Manager of Asset Management Team (AMT - Regional Cluster) and Major Project Office (MPO) should ensure that the request is evidence based and is aligned with the objectives of the Service Procurement Plan (SPP) and PDP (Project Definition Plan).
	Is the variation recommended?	<p>If the variation is justified and is supported by evidence and endorsed by the Project Director, Planning &amp; Development Committee and is within the project budget then the Request for Variation template is to be completed and submitted to the Director, Asset &amp; Contract Services. Cost impact should be contained within the project budget.</p> <p>If the variation is not justified, then the User Group will be advised by the appropriate Project Director/manager of AMT or MPO.</p>
3.0	Consider Variation request	<p>Request for variations templates for all capital projects will be submitted to the HFG Project Planning Committee (PPC) for consideration. The HFG PPC will be chaired by an Asset Management Services representative.</p> <p>Proponents should submit requests as early as possible in a project. Response will normally take 7 – 14 days.</p>
4.0	Post variation request	All variation requests will be posted on the NSW Health Facility Guidelines website for 14 days inviting comment from the Industry Group Manager, Asset Support will co-ordinate responses and feedback to HFG PPC.
5.0	Health Priority Taskforce	Variation requests that impact on clinical practice will be referred to the Health Priority Taskforce. Where Health Priority Taskforce are not established, clinical expertise will be invited to participate on a rotation yearly basis.
6.0	Centre for Health Assets Australasia (UNSW)	Variation requests may also be referred to CHAA, where evidence based advice may be provided.
	Is variation endorsed ?	<p>Variations will only be endorsed if:</p> <ul style="list-style-type: none"> <li>- supporting documents are provided;</li> <li>- the requested variation improves the safety of staff and community;</li> <li>- it improves the design of the standard component;</li> <li>- it does not impact significantly on the allocated budget;</li> <li>- if it significantly improves service delivery and future 'proofs' for facility design; and</li> <li>- achieves a cost or benefit that is acceptable to NSW Health.</li> </ul>
7.0	Advise User Group	If the request for variation is not endorsed, the Project Director will be advised by HFG PPC chair or representative, who will then advise the User Group accordingly. Transparency of the process is crucial to the management of user groups.

Process Ref	Process Title (as per process map)	Comments
8.0	Advise outcome of request for variation.	If the request for variation is endorsed by the Variations Committee: <ul style="list-style-type: none"> <li>- for small capital projects the Project Director of the relevant Regional Cluster will be advised; and</li> <li>- for major capital projects the Director of the relevant MPO will be advised.</li> </ul>
9.0	Advise changes to HFG and HFBS.	Not all endorsed variations will generate a change in the HFGs or Health Facility Briefing System. Some variations may be a once off and changes to the HFG and HFBS may not be required. Variations will be monitored and where repeated, variations are requested over at least five capital projects, changes to the HFGs and HFBS will be facilitated. Variations affecting safety in design will be considered with the UNSW Project Manager.
10.0	Amended HFG and HFB posted on website, public advised.	Where variations result in amendments to the HFG and HFB, amendments to these will be posted on the guidelines website and the public (including industry) advised.