

3.0 Prequalification Process for Health Facility Design Consultants

3.1 Prequalification Process

3.1.1 Purpose of Prequalification

The prequalification of health facility design consultants is to ensure new health facilities within the Sharjah Healthcare City are designed to minimal required standards. Furthermore, it will give SHCC confidence the design outcome will be in line with the SHCC HFG and other relevant Standards, which subsequently will reduce the processing time of the health facility approval process.

A prequalified design consultant will be permitted to participate in the development of health facilities and is therefore automatically permitted to lodge Schematic and Detailed Submissions to SHCC as part of the health facility approval process.

3.1.2 Definition of Health Facility Design Consultant

A health facility design consultant may be an individual, a company or similar.

In the assessment of prequalification, the following requirements will apply:

- An individual may apply for prequalification if he/she has the minimum necessary experience as described in this section
- A company may apply for prequalification if at least 50% of its Directors are prequalified
- Companies and individuals may form a consortium to combine the skills of different entities for designing health facilities. A consortium may act as a health facility design consultant if it includes members (being individuals or companies) who are already prequalified
- SHCC may prequalify only legally recognized entities. Should a consortium or Joint Venture (JV) from a legal entity be recognized in the Emirate of Sharjah, it may apply for prequalification as a separate entity to its individual members
- A consortium or JV may carry out health facility design work however, in the context of SHCC Applications requiring prequalified consultants, only those portions of the Consortia or JVs, which are prequalified, will be recognized.

A health facility design consultant may be prequalified in the following disciplines:

- Healthcare Architecture
- Healthcare Mechanical and Heating, Ventilation, Air-Conditioning (HVAC), including Medical Gases
- Healthcare Electrical (power, lighting, extra-low voltage, lighting protection), IT and communications
- Public Health (plumbing, drainage, LPG)
- Biomedical Engineering.

The SHCC requirements for prequalification are in addition to any other legal or professional requirements for practice under these disciplines.

A healthcare project may require many more consultants including:

- Town/Urban Planner
- Landscape Architect
- Traffic Engineer
- Civil and Structure Engineer
- Way-finder/Signage Consultant
- Quantity Surveyor
- Facade Engineer
- Radiation Shielding expert
- Catering facility planner
- Sterilization expert

- Others.

SHCC may not prequalify consultants for these disciplines, but prequalification may be required by other authorities.

The design consultants already registered in SHCC, DHA or MoH can be principally accepted without any evaluation.

The owner of the consulting company should be an architect or a civil engineer. He/she should not have another consulting company registered in UAE. The SHCC has categorized the consultants into four grades, according to credentials and competency level. The consultant company shall be licensed in UAE to handle the healthcare projects. Consultants in each grade have the following criteria and privileges to practice in Sharjah Healthcare City.

GRADE	CRITERIA	PRIVILEGES
Grade 1	<ul style="list-style-type: none"> • Three (3) Architects with seven (7) years of experience • Two (2) Structural Engineers with ten (10) years of experience • One (1) Electrical Engineer with five (5) years of experience 	Can handle unlimited floor levels in a project.
Grade 2	<ul style="list-style-type: none"> • One (1) Architect with seven (7) years of experience • One (1) Structural Engineer with seven (7) years of experience • One (1) Electrical Engineer with seven (7) years of experience 	Can handle ground and up to ten (10) floor levels in a project.
Grade 3	<ul style="list-style-type: none"> • One (1) Architect with five (5) years of experience • One (1) Structural Engineer with five (5) years of experience • One (1) Electrical Engineer with five (5) years of experience 	Can handle ground and up to seven (7) floor levels in a project.
Grade 4	<ul style="list-style-type: none"> • One (1) Architect with three (3) years of experience • One (1) Structural Engineer with three (3) years of experience 	Can handle ground and up to four (4) floor levels in a project.

3.1.3 *Process for Design Consultants to Become Prequalified*

Design consultants can become prequalified by filling out a Consultant Prequalification Application Form (Appendix 10) and lodging a signed copy to SHCC. This document shall consist of essential information, particularly about the credentials and capabilities of the design consultant.

The design consultant's expertise will be assessed on multiple criteria including the following:

- The experience of the organization will be assessed on the number and type of health facilities designed and completed both outside and within the UAE
- The experience and prequalification of the key individuals within the organization. The individual expertise is important because key staff may leave the organization, leaving the applicant without any experienced staff

- The resources within the organization. Since the level of prequalification is partly based on the size of projects undertaken, obviously only organizations with sufficient staffing will be permitted to undertake larger scale projects. The staff may include those working from a UAE base or from other countries
- The methodology and systems used within the organization. To a large degree, the successful completion of a health facility is dependent on using internationally recognized tools such as intelligent documentation systems e.g. Health Facility Briefing System, AutoCAD, Revit, Codebook, etc.
- Consultants currently working with or under SHCC. Consultants considered to be performing to an acceptable standard will be given priority for prequalification for a period of twelve (12) months from the publication of these Guidelines.

3.2 Definition of Building Types

SHCC buildings have been classified into nine types:

3.2.1 *Hospital*

- Definition – Hospitals are defined as healthcare facilities intended for the diagnosis and treatment of patients. For the purpose of these Guidelines, all health facilities that provide overnight care of patients will be classified as hospitals. All buildings including facilities for overnight stays shall adapt the same Standards and Guidelines of hospitals. The hospital shall be owned by public or private parties or public/private partnership.
- Hospital Types may include:
 - Research and Teaching Hospital
 - General Hospital
 - Specialist Maternity Hospital
 - Specialist Pediatric Hospital
 - Specialist Cancer Care Hospital
 - Specialist Rehabilitation Hospital
 - Specialist Mental Health Hospital
 - Specialist Orthopedic Hospital
 - Specialist Cardiac Care Hospital
 - Any combination of the above or other specialties.

3.2.2 *Diagnostic Centers*

- Definition – Diagnostic Centers are defined as healthcare facilities intended for the diagnosis of patients through specialist services and equipment. For the purpose of these Guidelines, where these types of facilities are stand-alone and do not provide treatment services, they will be classified as Diagnostic Centers.
- Diagnostic Center Types may include:
 - Medical Imaging Centers
 - Nuclear Medicine Centers (not involving treatment)
 - Medical Laboratories
 - General Diagnostic Centers – EEG, ECG, etc.
 - Any combination of the above or other specialties.

3.2.3 *Rehabilitation Centers*

- Definition – Rehabilitation Centers are defined as healthcare facilities intended for the treatment of patients with disabilities or injuries that require long-term care. For the purpose of these Guidelines, where these types of facilities do not provide overnight care for patients, they will be classified as Rehabilitation Centers.

- Rehabilitation Center Types may include:
 - Specialist Physiotherapy Centers
 - Specialist Occupational Therapy Centers
 - Specialist Hydrotherapy Centers
 - Specialist Prosthetics and Orthotics Centers
 - Any combination of the above or other specialties.

3.2.4 *Clinic and Medical Centers*

- Definition – Clinic – Clinics are defined as healthcare facilities intended for the diagnosis and minor treatment of patients. For the purpose of these Guidelines, generally, all healthcare facilities not classified under Hospitals, Day Procedure Centers, Rehabilitation Centers or Diagnostic Centers will be classified as a Clinic.
- Definition – Medical Centre – A Center is a Clinic with the addition of support services such as a Laboratory and a Radiology Department. The Medical Center shall have more than one clinic and/or may have different specialties.
- Clinic Types may include:
 - General Practice or Group Practice Primary Health Centers
 - General and Specialized Clinics – Medical Polyclinics
 - IVF Unit (Fertilization Centers)
 - General and Specialized Dental Clinics – Dental Polyclinics
 - Community Health Centers
 - Complementary and Alternative Medical Centers.

3.2.5 *Pharmaceutical Facilities*

- Pharmaceutical facilities will always be reviewed as part of the above health facility types. Only where they are stand-alone, a Grade 4 design consultant can complete the design.
- Pharmaceutical facilities include:
 - Scientific Offices
 - Drug Stores
 - 24-hour Pharmacy.

3.2.6 *Spas, Wellness and Fitness Centers*

- Definition – The place is devoted to overall well-being through a variety of professional services that encourage the renewal of mind, body and spirit.
 - Medical Spa – The facility shall be operated under the supervision of licensed healthcare professionals who provide wellness care in a combination of spa services as well as traditional, complementary and or alternative therapies
 - Destination Spa – The facility accommodates the health seeker for a short stay and provides a program consists of healthful cuisine, wellness education, spa services and physical fitness activities with the primary purpose of guiding health seekers to develop healthy habits
 - Wellness Centers – wellness centers usually offer skin care services and body services such as fitness, personal training and nutrition consulting. Some wellness centers offer more alternate services such as chiropractic, acupuncture or holistic medicine. The term “wellness” generally refers to wellness of mind, body and soul.
 - Fitness Centers – place which has equipment for the purpose of physical exercise. The functional area consists of free weights, cardiovascular training equipment, group exercise classes and personal training facilities.

3.2.7 Day Procedure Centers

- Definition – Day Procedure Centers are defined as healthcare facilities intended for the diagnosis, treatment and minimally invasive surgery of patients. For the purpose of these Guidelines, where these types of facilities do not provide overnight care of patients, they will be classified as Day Surgery Centers.
- Day Procedure Center Types may include:
 - Day Surgery Centers
 - Specialist Dental Surgery Center
 - Specialist Eye Surgery Center
 - Specialist Orthopedic Center
 - Specialist Plastic Surgery Center
 - Specialist Radiotherapy and Chemotherapy Center
 - Specialist Dialysis Center
 - Specialist Invasive Imaging Center
 - Any combination of the above or other specialties.

3.2.8 Aged Care Facilities

- Aged care facilities are intended to treat the elderly patients who need special care
- Aged care facilities include:
 - Day care centers
 - Long-term care centers.

3.2.9 Medical Logistic Centers

- Definition – Facilities built for the storage of medical equipment and disposables, equipment assembly centers and pharmaceutical products
- Medical logistic centers include:
 - General warehouse
 - Special warehouse.

3.3 Building Types and Functional Planning Units (FPUs)

3.3.1 Reference Table

For each building type as defined in the section above, a single or a number of FPUs (Functional Planning Units) are associated. The following table is provided as a guide. Core FPUs are the mandatory units that must be considered. Optional FPUs may be applicable if such clinical services have been identified as part of the Facility's Service Plan. Detailed requirements of each FPU can be found in Part B of these Guidelines and the relevant section number of Part B is provided below.

Building Type	Core FPUs	Section in Part B	Optional FPUs ⁽¹⁾	Section in Part B	Remarks
Hospital	Administration Unit	6	Community Health	13	(1) Depending of the level of services and specialties of the proposed hospital, some of these FPUs may or may not be applicable but should be considered accordingly. (2) When a full service Catering Unit is not provided, a holding and reheating facility to serve the number of beds must be provided.
	Admissions Unit	7	Inpatient Unit – Bariatric	23	
	Ambulatory Care Unit	8	IVF Unit (Fertilization Centers)	26	
	Cardiac Investigation Unit	9	Medical Imaging Unit – Nuclear Medicine	31	
	Catering Unit ⁽²⁾	10	Mental Health Unit – Adult	33	
	Cleaning and Housekeeping Unit	11	Mental Health Unit – Child and Adolescent	34	
	Clinical Information Unit	12	Mobile Healthcare Unit	35	
	Day Surgery/Procedures Unit	15	Obstetrics Unit	36	
	Dental Health Unit	16	Oncology Unit – Chemotherapy and Radiotherapy	37	

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Building Type	Core FPU's	Section in Part B	Optional FPU's (1)	Section in Part B	Remarks
	Emergency Unit	18	Rehabilitation Unit – Allied Health Unit	41	(1)
	Endoscopy Unit	19	Renal Dialysis Unit	42	
	Engineering and Maintenance Unit	20			
	Hospital Morgue Unit	22			
	Inpatient Unit – General	24			
	Intensive Care Unit	25			
	Laboratory Unit	27			
	Linen Handling Unit	28			
	Main Entrance Unit	29			
	Medical Imaging Unit – General	30			
	Operating Unit	38			
	Pharmacy Unit	39			
	Public and Staff Amenities Unit	40			
	Sterile Supply Unit (SSU)	43			
	Supply Unit	44			
	Waste Management Unit	45			
Diagnostic Center	Administration Unit ⁽³⁾	6			(3) Support services should be sized accordingly to the number of staff and service plan as defined by the project.
	Cardiac Investigation Unit	9			
	Cleaning and Housekeeping Unit ⁽³⁾	11			
	Clinical Information Unit ⁽³⁾	12			
	Laboratory Unit	27			
	Medical Imaging Unit – General	30			
	Medical Imaging Unit – Nuclear Medicine	31			
	Public and Staff Amenities Unit ⁽³⁾	40			
	Supply Unit ⁽³⁾	44			
Rehabilitation Center	Waste Management Unit ⁽³⁾	45			(3) Support services should be sized accordingly to the number of staff and service plan as defined by the project. (4) Only applicable if beds are provided for short term or long-term patient staying on site as part of the service.
	Rehabilitation – Allied Health Unit	41	Inpatient Unit – Bariatric ⁽⁴⁾	23	
	Administration Unit ⁽³⁾	6	Inpatient Unit – General ⁽⁴⁾	24	
	Cleaning and Housekeeping Unit ⁽³⁾	11	Catering Unit (if patient unit is included)	10	
	Clinical Information Unit ⁽³⁾	12	Linen Handling (if inpatient unit is included)	28	
	Engineering and Maintenance Unit ⁽³⁾	20			
	Public and Staff Amenities Unit ⁽³⁾	40			
	Supply Unit ⁽³⁾	44			
Clinic and Medical Center	Ambulatory Care Unit	8	Cardiac Investigation Unit	9	(3) Support services should be sized accordingly to the number of staff and service plan as defined by the project. (5) Only the ambulatory clinic part is applicable. Inpatient services cannot be included under the licensing of a 'Clinic and Medical Centre'.
	Administration Unit ⁽³⁾	6	Community Health Unit	13	
	Cleaning and Housekeeping Unit ⁽³⁾	11	Complementary and Alternative Medicine Centers	14	
	Clinical Information Unit ⁽³⁾	12	Dental Health Unit	16	
	Public and Staff Amenities Unit ⁽³⁾	40	IVF Unit (Fertilization Centers)	26	
	Supply Unit ⁽³⁾	44	Laboratory Unit	27	
	Waste Management Unit ⁽³⁾	45	Medical Imaging Unit - General	30	
			Mental Health Unit – Adult ⁽⁵⁾	33	

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Building Type	Core FPU	Section in Part B	Optional FPU (1)	Section in Part B	Remarks
Pharmaceutical Facilities			Mental Health Unit – Child and Adolescent ⁽⁵⁾	34	(3) Support services should be sized accordingly to the number of staff and service plan as defined by the project.
			Pharmacy Unit	39	
	Pharmacy Unit	39	Laboratory Unit	27	
	Administration Unit ⁽³⁾	6			
	Cleaning and Housekeeping Unit ⁽³⁾	11			
	Clinical Information Unit ⁽³⁾	12			
	Public and Staff Amenities Unit ⁽³⁾	40			
Spas, Wellness and Fitness Centers	Supply Unit ⁽³⁾	44			3) Support services should be sized accordingly to the number of staff and service plan as defined by the project.
	Waste Management Unit ⁽³⁾	45			
	Health Spas and Clubs	16			
	Cleaning and Housekeeping Unit ⁽³⁾	11			
	Linen Handling Unit ⁽³⁾	28			
Day Procedure Center	Public and Staff Amenities Unit ⁽³⁾	40			(1) Depending of the level of services and specialties of the proposed hospital, some of these FPU may or may not be applicable but should be considered accordingly.
	Supply Unit ⁽³⁾	44			
	Administration Unit	6	Cardiac Investigation Unit	9	
	Admissions Unit	7	Dental Health Unit	16	
	Ambulatory Care Unit	8	IVF Unit (Fertilization Centers)	26	
	Cleaning and Housekeeping Unit	11	Medical Imaging Unit – General	30	
	Clinical Information Unit	12	Medical Imaging Unit – Nuclear Medicine	31	
	Day Surgery/Procedure Unit	15	Oncology Unit – Chemotherapy and Radiotherapy	37	
	Endoscopy Unit	19	Renal Dialysis Unit	42	
	Engineering and Maintenance Unit	20			
Day Procedure Center (continued)	Laboratory Unit	27			(1) Depending of the level of services and specialties of the proposed hospital, some of these FPU may or may not be applicable but should be considered accordingly.
	Linen Handling Unit	28			
	Main Entrance Unit	29			
	Pharmacy Unit	39			
	Public and Staff Amenities Unit	40			
	Sterile Supply Unit (SSU)	43			
Aged Care Facilities	Supply Unit	44			(2) When a full service Catering Unit is not provided, a holding and reheating facility to serve the number of beds must be provided. (3) Support services should be sized accordingly to the number of staff and service plan as defined by the project.
	Waste Management Unit	45			
	Elderly Home	17	Administration Unit ⁽³⁾	6	
	Catering Unit ⁽²⁾	10	Pharmacy Unit ⁽³⁾	39	
	Cleaning and Housekeeping Unit ⁽³⁾	11			
	Linen Handling Unit ⁽³⁾	28			
Medical Logistic Center	Public and Staff Amenities Unit ⁽³⁾	40			
	Supply Unit ⁽³⁾	44			
	Medical Logistics	32			

3.4 Levels of Prequalification

3.4.1 *Grade Based System*

Health facilities are divided into different types and the levels of prequalification are based on the complexity of the facility as follows:

- Design consultants with a prequalification level of Grade 4 will only be permitted to undertake the smallest and least complex health facilities
- Design consultants with a higher level of prequalification (Grade 1) shall be permitted to undertake more complex health facilities – consequently they will be permitted to be involved in projects linked to their Grade Level or to a lower Grade.

If a design consultant has successfully completed five projects of Grade 4 health facilities, the organization will be eligible to be promoted to Grade 3. The design consultant is to obtain a Consultant Prequalification Application Form (Appendix 10), fill it out and submit it together with sufficient evidence that the projects listed were completed successfully. Every time a higher prequalification level is pursued, the design consultant is to submit a new Consultant Prequalification Application Form (Appendix 10).

Prequalified design consultants can (through completing health facilities successfully) gradually increase their tier level and become fully qualified professionals active at the top grade, working on the most complex and largest health facilities within the Sharjah Healthcare City.

3.4.2 *Lowering the Barrier to Entry*

The SHCC prequalification system aims to lower the barrier to entry into the health facility design field experienced by local consultants. The typical path for an individual general-practice architect wishing to specialize in this field would be to work for a prequalified company on a range of healthcare projects under the supervision of experienced specialists. The individual can then apply for prequalification, initially at low-grade levels and subsequently at higher-grade levels.

Prequalified individuals can then form new companies, employ support staff and apply for the prequalification of the company.

3.4.3 *Increasing the Level of Prequalification*

Individual consultants may apply for better grade of prequalification based on the experience they gain at lower grades as well as work under the supervision of others on higher grade consultants.

SHCC, at its sole discretion, may consider these applications and progressively increase the prequalification grade of the consultants.

Companies may also apply for a higher grade of prequalification based on the experience and prequalification of specialist staff that they employ as well as a minimum of 50% of the directors. This experience is demonstrated via the application forms, listing the experience and responsibility for such projects at higher-grade levels.

3.4.4 *Frequency of Application*

The first applications for SHCC health facility consultant prequalification may be submitted at any time. Subsequent applications may be submitted for a number of reasons at the following intervals:

- Submission after the expiry of prequalification, at any time
- Resubmission with better information, if requested by SHCC, at any time
- Resubmission due to the rejection of a previous application, six (6) months after the original application
- Application for promotion in the grade of prequalification, six (6) months after the original application.

3.4.5 *Duration of Prequalification*

The SHCC prequalification for the current grade will be valid for a period of three (3) years after approval by SHCC.

During the period of validity, the consultants are suggested to inform SHCC regarding any major changes to the information provided on the prequalification forms, including changes to directorship and departure of key specialist staff.

Consultants may apply for the renewal of the prequalification for a further period of three (3) years by the submission of a new prequalification application. A new prequalification application may be lodged up to two (2) months before the expiry of the current prequalification.

A renewed application may be a copy of the previous application with updated information unless SHCC requirements for prequalification change in the interim period.

The applicant may also request a promotion in the grade level at the time of renewal.

SHCC, at its sole discretion, may renew the application at a new or different grade level.

3.4.6 *Prequalification Grade Based on Building Types*

Grade levels are based broadly on the experience of different health facility building types as listed on the next page. The health facilities in turn include one or more Functional Planning Units (FPUs) as defined under these Guidelines. The information supplied by the applicants will be used by SHCC to assess the broad range of skills in the design for the relevant FPUs forming these building types and therefore the appropriate tier level of prequalification.

3.4.7 *Co-existing and Integrated Facilities Classification*

Portions of health facilities may perform services that are separately covered under these Guidelines. Where these services operate as an integrated service within the overall health facility and benefit from the services and staff, they will be regarded as part of the health facility and therefore fall under its prequalification level. If some of these services operate independently of the health facility, they will be regarded as separate facilities under these Guidelines and therefore fall under their own prequalification levels.

Examples:

- A Medical Diagnostic Imaging Service within a hospital will fall under the hospital's prequalification level
- A Dental Clinic on the same grounds as a Day Procedure Center with independent operating hours will fall under its own prequalification level.

Good indicators of combined services are sharing the entrance, reception and medical records.

3.4.8 *Design Consultant Privileges:*

TYPE	CLASSIFICATION	PREQUALIFICATION LEVEL
Hospital	Research and Teaching Hospital	Grade 1
	General Hospital	Grade 1
	Specialized Maternity Hospital	Grade 1
	Specialized Pediatric Hospital	Grade 1
	Specialized Cancer Care Hospital	Grade 1
	Specialized Rehabilitation Hospital	Grade 1
	Specialized Mental Health Hospital	Grade 1
	Specialist Orthopedic Hospital	Grade 1
	Specialist Cardiac Care Centre	Grade 1
Diagnostic Center	Medical Imaging Center	Grade 2
	Nuclear Medicine Centers (not involving treatment)	Grade 2
	Medical Laboratory	Grade 2
	General Diagnostic Center	Grade 3
Rehabilitation Center	Specialized Physiotherapy Centers	Grade 3
	Specialized Occupational Therapy Centers	Grade 3
	Specialized Hydrotherapy Centers	Grade 3
	Specialized Prosthetics and Orthotics Center	Grade 4
Clinic and Medical Centers	General Practice or Group Practice Primary Health Center	Grade 3
	General and Specialized Clinics – Medical Polyclinics	Grade 2
	IVF Unit (Fertilization Centers)	Grade 1
	General and Specialized Dental Clinics – Dental Polyclinics	Grade 2
	Community Health Centers	Grade 4
	Complementary and Alternative Medical Centers	Grade 3
	Scientific Offices	Grade 4
Pharmaceutical Facilities	Drug Stores	Grade 4
	24-Hours Pharmacy	Grade 4
		Grade 4
Spas, Wellness and Fitness Centers	Medical Spa	Grade 3
	Destination Spa	Grade 3
	Wellness Center	Grade 3
	Fitness Centre	Grade 3
Day Procedure Centers	Day Surgery Center	Grade 2
	Specialized Invasive Imaging Center	Grade 2
	Specialized Radiotherapy and Chemotherapy Center	Grade 2
	Specialized Dialysis Center	Grade 2
	Specialized Eye Surgery Center	Grade 2
	Specialized Orthopedic Center	Grade 2
	Specialized Plastic Surgery Center	Grade 2
	Specialized Dental Surgery Center	Grade 2
Aged Care Facility	Day Care Centers	Grade 3
	Long-Term Care Center	Grade 2

Medical Centers	Logistic	General Warehouses	Grade 3
		Special Warehouses	Grade 1