

44.0 Supply Unit

44.1 Introduction

44.1.1 Description

The Supply Unit shall provide for the following functions:

- Purchase and receipt of equipment and bulk medical supplies
- Storage of bulk dry goods, consumables, intravenous fluids, drugs and flammable liquids
- Storage of surplus hospital equipment and equipment awaiting repairs
- Deliveries to hospital units for regular restocking of unit based supplies.

44.2 Planning

44.2.1 Planning Models

Supply Unit will consist of a number rooms and areas for storing high volumes of goods, equipment and furniture as necessary. They may vary in sizes to suit the need of the Facility. These storage areas may be located within the Unit itself or away from the Unit.

44.2.2 Functional Areas

The Supply Unit may consist of the following Functional Areas:

- Loading Dock
- Receivals area
- Dispatch areas for stock awaiting collection
- Storage areas which may include bulk stores, palletted supplies, flammable stores, furniture and equipment, gas bottles and equipment for loan to outpatients
- Staff areas including Offices, Workstations and access to Staff Change and Toilets.

Receivals Area

- A dedicated Receivals Area shall be provided for the receipt, checking, sorting and temporary holding of incoming stock. The Receivals Area will require off street unloading facilities.
- The Receivals Area shall be located adjacent to the Loading Dock and with ready access to the Bulk Store.
- Security for incoming stock will require consideration. Visual control of the area from the Store Manager's office is recommended. The Receivals Area may include a workstation with computer.

Storage Areas – Equipment for Loan

- Additional storage areas for equipment for loan to patients and outpatients shall be provided in an amount not less than 5 percent of the total area of the Outpatient Facilities. This may be combined with and in addition to the general stores or be located in a central area within the Outpatient Unit. This storage requirement is generally for therapy equipment and mobility aids loaned to patients. A portion of this storage area may be provided offsite.

44.2.3 Functional Relationships

External

The Supply Unit may be located in a separate building onsite, but the preferred location is within the main building. A portion of the storage may be located offsite. Protection against inclement weather during transfer of supplies shall be provided. Fire protection and security are important considerations.

Internal

- The Bulk Store is the primary storage area for all delivered supplies and store prior to distribution to various Hospital Units. It shall be located with ready access to the Loading Dock area. This area requires security and controlled access.

44.3 Design

44.3.1 General

Loading Dock shall be a covered area for transport access to service Units for delivery or collection of goods and shall be zoned into clean and dirty areas. This may be shared between a number of Support Service Units (e.g. Catering Unit, Linen Handling, Supply Unit).

44.3.2 Environmental Considerations

Natural Light

Provide natural light to office and staff areas where possible.

44.3.3 Space Standards and Components

Ergonomics

Consideration shall be given to the need for manual handling devices such as dock levelers.

Refer also to Part C of these Guidelines.

Safety and Security

All entrances and exits shall be secured. An intercom or call bell should be located at the dock entrance area to announce deliveries when doors are closed. CCTV monitoring may be required in the delivery dock.

Finishes

Wall protection shall be installed to prevent damage to walls caused by all types of trolleys.

Refer also to Part C of these Guidelines.

Fixtures and Fittings

Refer to Part C of these Guidelines and Standard Components for information of fixtures and fittings.

Building Service Requirements

Refer to Part E of these Guidelines.

Infection Control

Refer to Part D of these Guidelines.

44.4 Components of the Unit

44.4.1 *General*

The Supply Unit will contain a combination of Standard Components and Non-Standard Components. Provide Standard Components to comply with details in the Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets and Room Layout Sheets.

44.4.2 *Non Standard Components*

Receivals Area

Description and Function

Refer to Planning – Functional Areas for a description of Receivals area. Sufficient space shall be provided in this area for sorting and unpacking.

Location and Relationships

The Receivals area shall be located with direct access to the Loading Dock.

Dispatch Area

Description and Function

The Dispatch area will be used to hold stores that are ready to be collected by external contractors or delivered to hospital units.

Location and Relationships

The Dispatch area shall be located with direct access to the Loading Dock.

44.5 Schedule of Accommodation

Typical Supply Unit at levels 3 to 6

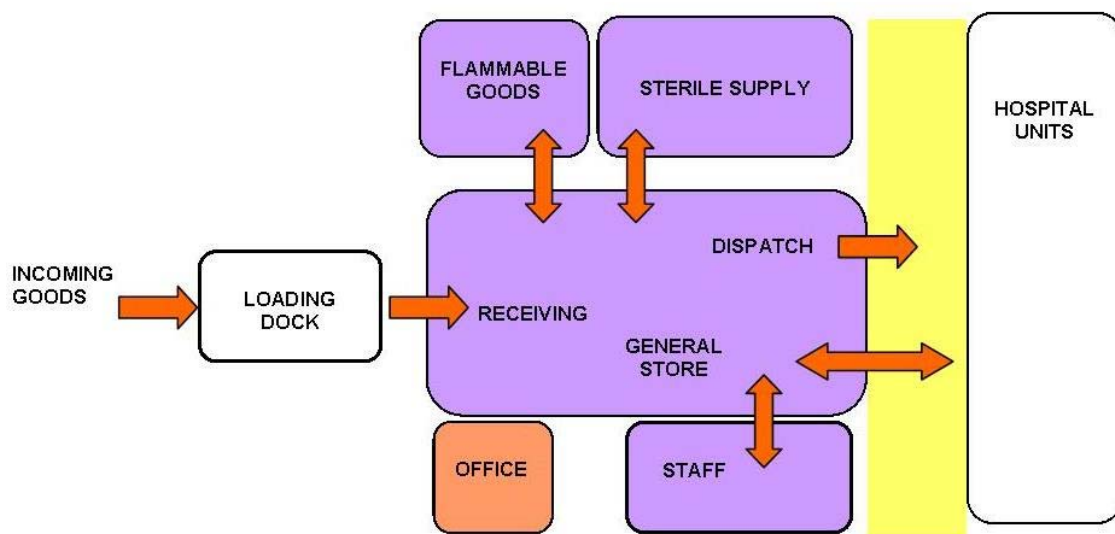
ROOM/ SPACE	Standard Component				Level 3/4 Qty x m ²	Level 5/6 Qty x m ²	Remarks
Operational Areas							
Loading Dock	LODK-SJ				1 x 0	1 x 0	Covered external area; separate zones for clean/ dirty loading
Staff Base	SSTN-20-SJ Similar				1 x 10	1 x 20	Supervision of Loading Dock
Waiting	WAIT-10-SJ Similar				1 x 5	1 x 5	
Goods Receipt- Sorting/ Holding/ Unpacking					1 x 20	1 x 50	Direct access to Loading Dock
Dispatch					1 x 20	1 x 30	Goods sending - Direct access to Loading Dock
Store - Filing/ Photocopy	STPS-8-SJ				1 x 8	1 x 8	Locate in Goods Receipt
Workstations - Stores Distribution	OFF-WS-SJ				1 x 16	1 x 32	4m2 per workstation; qty dependent on no. of staff
Store - Consumables	STBK-20-SJ Similar				1 x 150	1 x 400	Size dependent on amount of stock to be stored
Store - High Value Items	STBK-20-SJ Similar				1 x 50	1 x 250	Secure area; Size dependent on amount of stock to be stored
Store - Consignment Items	STBK-20-SJ Similar				1 x 20	1 x 100	Secure area; Size dependent on amount of stock to be stored
Store - Flammable Liquid	STFL-SJ Similar				1 x 6	1 x 15	
Store - IV Fluids	STGN-50-SJ				1 x 15	1 x 50	
Store - Drugs	STDR-5-SJ Similar				1 x 5	1 x 10	May be located in the Pharmacy Unit
Store - Gas Bottles	STGN-20-SJ Similar				1 x 10	1 x 30	May be located externally in a secure location; area depends on facility size
Bay - Emergency Shower with Eyewash	BES-SJ				1 x 2	1 x 2	Accessible to storage areas
Office Areas							
Office - Manager	OFF-S9-SJ Similar				1 x 12	1 x 12	
Office - Purchasing	OFF-S9-SJ				1 x 9	1 x 9	
Office - Workstation	OFF-WS-SJ				2 x 4	6 x 4	Administrative support; As required by operational policies
Meeting Room	MEET-L-15-SJ				shared		Meetings with company representatives, staff
Store Room - Sample	STBK-20-SJ				1 x 10	1 x 20	Holding of samples and trial products
Staff Areas							
Staff Room	SRM-25-SJ Similar				1 x 15	1 x 25	
Toilet - Staff	WCST-SJ				2 x 3		
Change - Staff						2 x 12	Toilets, shower, lockers, Separate Male/Female areas
Net Department Total					397.0	1131.0	
Circulation %					10	10	
Grand Total					436.7	1244.1	

Notes:

- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the FPU
- Rooms indicated in the schedule reflect the typical arrangement according to the Role Delineation
- Exact requirements for room quantities and sizes will reflect Key Planning Units identified in the Service Plan and the Operational Policies of the Unit

- Room sizes indicated should be viewed as a minimum requirement; variations are acceptable to reflect the needs of individual Unit
- Office areas are to be provided according to the Unit role delineation and staffing establishment; Executives and Managers may be responsible for more than one area but should have only one office assigned within the campus
- Staff and support rooms may be shared between Functional Planning Units dependent on location and accessibility to each unit and may provide scope to reduce duplication of facilities.

44.6 Functional Relationship Diagram



44.7 Further Reading

- Australasian Health Infrastructure Alliance (Aus.). 'Australasian Health Facility Guidelines'. Retrieved from website: www.healthfacilityguidelines.com.au 2014
- NSW Health (Aus.). 'Goods and Services Procurement Policy' 2013. Retrieved from website: http://www0.health.nsw.gov.au/policies/pd/2013/PD2013_023.html 2014
- The Facility Guidelines Institute (US). 'Guidelines for Design and Construction of Health Care Facilities' 2010 Edition. Retrieved from website: www.fgiguidelines.org 2014.