

Interpretation of these Guidelines

- 40 .1.00 These guidelines define the minimum requirements for hospitals and day procedure centres. Variation from these requirements requires approval from the Department of Human Services.

Private Health Care Facilities

- 40 .2.00 The Department and its officers will administer these requirements on the basis that they are guidelines. This will be taken into account in determining applications related to the registration and construction of Private Hospitals and Day Procedure Units.

If at any time subsequent to the registration and construction of Private Health Care Facilities, an inspection is required or organised by the Department, continued compliance with these guidelines will be expected.

- 40 .3.00 It is emphasised that compliance with these Guidelines is only one element of the Private Hospital registration process. Conformity with other service planning criteria and relevant regulations is essential. It is assumed that other facets of the overall service planning process have already been finalised or are proceeding concurrently. In particular, the need for any proposed facility will have already been established and agreed, as will the size and range of services to be provided.

Inspections

- 40 .4.00 No patients shall occupy uninspected unapproved facilities
- 40 .5.00 The proprietor shall give notice in writing to the Department a minimum of ten working days before the anticipated completion date so that the premises can be inspected prior to occupancy.
- 40 .6.00 The building shall be deemed acceptable for final building and nursing inspections when it has been completed according to approved plans and specifications, is connected to all services, and has been issued a Certificate of Occupancy by the Local Government Authority. The site shall be cleared of all rubbish and building equipment. Fittings and furnishings shall be in place and operational at this time, for registration under the Health Service Act, 1988.

Public Health Care Facilities

- 40 .7.00 These Guidelines are the minimum requirement for the briefing, planning and construction of Public Hospitals.

The Department of Human Services will administer compliance with these guidelines through the brief development, conditions of employment for design consultants and contractors, as well as internal management policies.

Approval In Principle Process

- 40 .8.00 Private Hospitals and Day Procedure Centres must comply with these guidelines and go through an approval process. The steps involved in the approval process, related to compliance with these Guidelines are summarised below and shown in the attached Enclosure. Applicants should contact the DHS for queries and further requirements of the approval process.

Part A - Introduction and Instructions for Use

STEP 1

Proprietors and designers will have ready access to these Design Guidelines on the Web. Furthermore, a simple compliance checklist can be obtained from the DHS. Blank versions of the checklist are included in the Design Guidelines.

STEP 2

The design documents including plans are submitted to the DHS, together with a Schedule of Accommodation and a completed and signed compliance checklist.

DHS assess the application in accordance with the new Design Guidelines and issue an Approval In Principle (AIP) with or without conditions. The design documents submitted for this step must be equal to that required for a Building Permit by a registered building surveyor. The engineering documentation will require a compliance checklist signed and certified by qualified engineers.

The design documents are submitted to a Building Surveyor together with self-certification by the design engineers. The Surveyor will provide a Building Permit after ensuring that the design is in compliance with the AIP. Any changes, deviating from the AIP and/or the prescriptive portions of these Design Guidelines must be referred back to the DHS for a variation of the AIP.

STEP 3

Upon the completion of construction, the Surveyor inspects the building and provides an occupation certificate. This certificate is submitted to the DHS together with engineers' certificates. DHS organises an inspection of the building to ensure compliance with the AIP.

STEP 4

Subject to compliance with all DHS administrative requirements as well as the original AIP, the facility is registered or an existing registration is modified.

Engineering Services Approval

- 40.9.00 In the case of Private Hospitals and Day Procedure Units, the Consulting Engineer shall certify that the facility complies with the following:
- Part E of these guidelines
 - Documentation submitted for approval and/or registration
 - Approval in Principle
 - Any conditions imposed on the approval
 - Other statutory codes and guidelines including the BCA

APPROVAL IN PRINCIPLE & REGISTRATION PROCESS

