

## Part B - Health Facility Briefing and Planning

### 134 ADULT ACUTE PSYCHIATRIC INPATIENT UNIT

#### INDEX

##### Description

---

- 134 .1.00 INTRODUCTION  
General
- PLANNING  
Planning Models  
Functional Areas  
Functional Relationships
- DESIGN  
Environmental Considerations  
Fixtures and Fittings  
Safety and Security
- COMPONENTS OF THE UNIT  
Introduction  
Standard Components  
Non-Standard Components
- APPENDICES  
Schedule of Accommodation  
References and Further Reading  
Functional Relationships Diagram

#### INTRODUCTION

##### General

---

- 134 .2.00 This section is applicable to:
- A stand alone Adult Acute Psychiatric Inpatient Unit or group of units
  - A dedicated Adult Acute Psychiatric Inpatient Unit within a general hospital
  - A number of dedicated Patient Bedrooms as an annexe to an Acute Inpatient Unit.
- 134 .3.00 The Operational Policy shall determine the size and function of the Adult Acute Psychiatric Inpatient Unit.
- 134 .4.00 An Adult Acute Psychiatric Inpatient Unit shall comply with the requirements outlined for Inpatient Accommodation, but with the noted modifications or additions in this section.

#### PLANNING

##### Planning Models

---

- 134 .5.00 Some patients may at times exhibit disturbed or high risk behaviour. Appropriate planning and use of materials (for example safety glass, low maintenance/ resilient surface etcetera) can achieve an environment where all patients can co-exist with minimal disruption to each other. The building should be able to accommodate patients of all levels of disturbance without taking on the characteristics of a jail.
- 134 .6.00 Externally the principal concept of planning should be to integrate the new facility with its surrounds, and with the other buildings. Planning of external spaces must take into account the requirement for provision of a secure garden associated with the High Dependency area, and an open garden area

## Part B - Health Facility Briefing and Planning

for general use. This area should be around 80 m2.

- 134 .7.00 The design of external spaces, as for the building, should be domestic in nature, rather than formal or monumental. They should have the following features:
- The building should consciously have a front and a back
  - It should provide opportunities for privacy, recreation and self expression
  - It should provide opportunities for movement/ambulation both indoors and outdoors with unobtrusive environmental boundaries and with appropriate safety provisions
  - Single rooms are recommended.
- 134 .8.00 Additional considerations include:
- Flexibility of space usage through consideration of a range of patient needs for personal and shared space
  - Clearly defined patient residential areas readily identifiable by patients who may be disoriented or disturbed
  - An effective balance between opportunities for patients' privacy and the need for staff to observe patient behaviours.

### Functional Areas

- 134 .9.00 The Adult Acute Psychiatric Inpatient Unit will consist of a number of functional areas or zones as follows:
- Main Entry/ Reception / Clerical area
  - Assessment/ Procedural area
  - Staff Offices/ Administrative and management area
  - Staff Amenities area
  - Inpatient Area including outdoor areas
  - Secure Area including secured courtyard
- 134 .10.00 ADMINISTRATION AND OFFICE AREAS
- The Unit Manager's Office should be located in, or directly adjacent to the patient area and in particular, the Staff Station.
- 134 .11.00 There should be the capacity to control patient's access to administrative and office areas. There may be a requirement for a communication system between interview areas and the Staff Station to signal the need for assistance. There should be provision for a Secure Store as part of the Group/View Room to house audio-visual equipment.
- 134 .12.00 ADMISSIONS AREA
- The Admissions area will comprise an Admission Office, general purpose Interview Room and Examination Room and will be used by nursing, allied health and medical staff to interview relatives/ patients. Examination and consultation of patients will be carried out in these areas. Duress alarms are required in all these areas.
- 134 .13.00 The Admissions Area should be directly screened from the Waiting Area. Noise transmission between these rooms and the waiting area should be reduced to a minimum so that conversations are not overheard.
- 134 .14.00 DAY ROOMS
- At least two separate social spaces shall be provided, one for quiet activities and one appropriate for noisy activities.

## Part B - Health Facility Briefing and Planning

### Functional Areas

---

#### 134 .15.00 DRUG DISPENSING / STORAGE

The Drug Distribution Station shall include extra provision for security against unauthorised access.

#### 134 .16.00 ECT FACILITIES

ECT procedures should be undertaken in the Day Procedures Unit, ECT Suite or Operating Unit.

#### 134 .17.00 ENSUITES

In a psychiatric facility whose role is covered by the Mental Health Act or equivalent, Ensuite doors are to be fitted with locks, that can be overridden by staff.

#### 134 .18.00 ENTRY AREAS

The Entrance provides direct access to the unit for patients referred for admission as involuntary patients arriving either via police or ambulance and alternative access to the unit for patients arriving via the Emergency Unit of the main hospital.

Provision should be made for a gun safe (that complies with relevant firearms legislation) that allows Police to deposit firearms when they are in attendance at the Inpatient Unit.

134 .19.00 The Emergency Entrance should be capable of direct approach by ambulance/ police vehicles and should have sufficient shelter to allow transfer of patients in shelter from the elements. The Entrance should have an airlock capable of accepting an ambulance trolley with ease.

134 .20.00 There should be provision for an intercom between the Emergency Entrance and the Staff Station.

134 .21.00 The Entrance Area zone of the building should attempt to break down the 'threshold' feeling of many institutional buildings, while maintaining a sense of direction to the approach.

#### 134 .22.00 GROUP THERAPY AREA

Space for group therapy shall be provided. This may be combined with the quiet space noted above, provided that an additional 0.7 m<sup>2</sup> per patient is added and a minimum room area of 21 m<sup>2</sup>, enclosed for privacy, is available for therapy activities.

#### 134 .23.00 HIGH DEPENDENCY / SECLUSION / INTENSIVE CARE AREA

The high dependency bedrooms must be lockable and accessible to both the low dependency and high dependency sections of the unit.

Intensive Care Area refers to a High Dependency Unit in a Private mental health facility. The High Dependency/ Intensive Care Areas will require access to a Seclusion Room.

Only Approved Mental Health services under the Mental Health Act can seclude Mental Health patients.

### Functional Areas

---

134 .24.00 The High Dependency Unit, for client and staff safety purposes, should back on to the Staff Station to ensure easy visibility of the interior of the High Dependency Unit and rapid response in times of patient emergency. Patients in this area will require access to a secured courtyard.

#### 134 .25.00 OCCUPATIONAL THERAPY AREA

Each Adult Acute Psychiatric Inpatient Unit shall contain 1.5 m<sup>2</sup> of separate space per patient for Occupational Therapy with a minimum total area of 20.0 m<sup>2</sup>.

134 .26.00 The space shall include provisions for:

- Hand-washing
- Workbenches
- Storage
- Displays.

Occupational Therapy Areas may serve more than one Inpatient Unit.

### Functional Relationships

---

134 .27.00 The Adult Acute Psychiatric Inpatient Unit should be located with ready access to the Emergency Unit, Main Entry and service and support areas including Catering Unit, Cleaning/ Housekeeping, Linen Handling, Waste Management and Supply Unit.

## DESIGN

### Environmental Considerations

---

#### 134 .28.00 ACOUSTICS

Acoustic treatment should be applied to the following areas:

- Day Areas such as patient living, dining and activities areas
- Consulting Rooms
- Admission Areas.

134 .29.00 In acoustically treated rooms, return air grilles should be acoustically treated to avoid transfer of conversations to adjacent areas. Door grilles to these areas should be avoided.

#### 134 .30.00 WINDOWS AND GLAZING

For glazing, graduate the impact resistance of the glass from toughest at lower level to weakest at high level. Avoid glazing at floor level particularly to doors.

134 .31.00 In areas where damage to glass may be expected, avoid larger pane sizes. Smaller panes are inherently stronger for a given thickness than larger panes. Where toughened glass is used it should be treated with a protective film to ensure glass is held together when broken.

134 .32.00 Laminated / toughened glass of various thicknesses should be installed dependent upon the likelihood of patient injury or building damage.

134 .33.00 All windows and observation panels shall be glazed with safety glass or a suitable alternative material such as polycarbonate.

### Environmental Considerations

---

- 134 .34.00 Where windows are openable, effective security features such as narrow windows that will not allow patient escape, shall be provided. Locks, under the control of staff, shall be fitted. The aesthetics are to be warm and user-friendly wherever possible.

### Fixtures & Fittings

---

- 134 .35.00 Fixtures and fittings should be safe and durable.
- 134 .36.00 Avoid exposed services, for example, sink wastes which may be easily damaged.
- 134 .37.00 Generally, all fixings should be heavy duty, concealed, and where exposed, tamper proof.
- 134 .38.00 Fittings, including hooks, curtain tracks, bathroom fittings, should be plastic where possible, and have a breaking strain of not more than 15kgs.
- 134 .39.00 Fittings should avoid the potential to be used either as a weapon or to inflict personal damage. Paintings, mirrors and signage should be rigidly fixed to walls with tamper proof fixings.
- 134 .40.00 Mirrors shall be of safety glass or other appropriate impact resistant and shatterproof construction. They shall be fully glued to a backing to prevent availability of loose fragments of broken glass.
- 134 .41.00 Holland blinds, Venetian blinds and curtains should be avoided in patient areas.
- 134 .42.00 Curtain tracks, pelmets and other fittings that provide potential for patients to hang themselves should be avoided or designed so that the potential is removed.
- 134 .43.00 Light fittings, smoke detectors, thermal detectors and air-conditioning vents to higher dependent areas, particularly Seclusion Rooms, should be vandal proof and incapable of supporting a patient's weight.

### Safety and Security

---

- 134 .44.00 Security within the facility and the surrounding outdoor area as it relates to patient movements, requires careful consideration. The security of access for staff, community and domestic service deliveries should also be considered.
- 134 .45.00 The following additional aspects should be considered:
- Safety of patients and staff
  - Patients' legal rights
  - The status of the hospital or part thereof under the Mental Health Legislation in force at the time of development.
- 134 .46.00 The design should assist staff to carry out their duties safely and to supervise patients by allowing or restricting access to areas in a manner which is consistent with patients needs/skills. Staff should be able to view patient movements and activities as naturally as possible, whenever necessary.

## Part B - Health Facility Briefing and Planning

### Safety and Security

---

- 134 .47.00 Controlled and/or concealed access will be required as an option in a number of functional areas. Functionally the only difference between an open and a closed (locked) area in their design should be the provision of controls over the flow to, from and throughout the facility. Such controls should be as unobtrusive as possible.
- 134 .48.00 An Adult Acute Psychiatric Inpatient Unit providing services not covered by Mental Health Legislation, shall have general security provision as for an Inpatient Accommodation Unit, although at least one Intensive Care unit per Inpatient Unit shall be provided for emergency situations.
- 134 .49.00 Where the Adult Acute Psychiatric Inpatient Unit is providing services covered by Mental Health Legislation, the unit shall be capable of secure lockable isolation, area by area within and as a complete nursing unit. This is to ensure containment of potentially dangerous situations that may be expected with some patients, such as danger to staff and other patients and patients themselves.
- 134 .50.00 When the Adult Acute Psychiatric Inpatient Unit is located within a multi-storey building, access to external spaces above ground level such as balconies or roof is to be prevented.
- 134 .51.00 The perimeter security of the outdoor area surrounding the building is important in reducing staff anxiety in relation to patients movement and safety.
- 134 .52.00 A communication system which enables staff to signal for assistance from other staff should be included.

## COMPONENTS OF THE UNIT

### Introduction

---

- 134 .53.00 The Adult Acute Psychiatric Inpatient Unit will consist of a combination of Standard Components and Non-Standard Components.

Standard Components must comply with details in Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets.

### Standard Components

---

- 134 .54.00 Provide the Standard Components as identified in the Schedule of Accommodation.

### Non-Standard Components

---

- 134 .55.00 Provide the Non-Standard Components as identified in the Schedule of Accommodation, according to the Operational Policy and Functional Brief.

# Part B - Health Facility Briefing and Planning

## APPENDICES

### Adult Acute Psychiatric Unit Generic Schedule of Accommodation

134 .56.00 Schedule of Accommodation for a 25 Bed Adult Acute Psychiatric Inpatient Unit, incorporating a Secured Unit for levels 4, 5 and 6:

#### GENERAL INPATIENT UNIT

ROOM / SPACE	Standard Component			Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
1 BED ROOM - MENTAL HEALTH	yes			21 x 15	25 x 15	25 x 15	
2 BED ROOM - MENTAL HEALTH	yes			2 x 25 optional			
BAY - HANDWASHING	yes			6 x 1	6 x 1	6 x 1	Refer to Infection Control Guidelines
BAY - LINEN	yes			2 x 2	2 x 2	2 x 2	
CLEANER'S ROOM	yes			1 x 4	1 x 4	1 x 4	
CLEAN UTILITY	yes			1 x 12	1 x 12	1 x 12	Includes Medications and Medication Dispensing area
CONSULT ROOM	yes			2 x 12	4 x 12	4 x 12	
DINING ROOM / KITCHEN				1 x 36	1 x 36	1 x 36	
DIRTY UTILITY	yes			1 x 10	1 x 10	1 x 10	
DISPOSAL ROOM	yes			1 x 8	1 x 8	1 x 8	
ENSUITE - MENTAL HEALTH	yes			23 x 5	25 x 5	25 x 5	
LOUNGE / ACTIVITY AREA				1 x 45	1 x 45	1 x 45	
MULTIFUNCTION ACTIVITY AREA				1 x 35 optional	1 x 35	1 x 35	
OFFICE - SINGLE PERSON 9 M2	yes			1 x 9	1 x 9	1 x 9	Nursing Manager
PANTRY	yes			1 x 8	1 x 8	1 x 8	With Food Servery counter
SECURE COURTYARD AREA				1 x 60	1 x 60	1 x 60	
STAFF STATION	yes			1 x 14	1 x 14	1 x 14	
STORE - EQUIPMENT	yes			1 x 15	1 x 15	1 x 15	
STORE - FILES	yes			1 x 10	1 x 10	1 x 10	
STORE - GENERAL	yes			1 x 9	1 x 9	1 x 9	
STORE - PATIENT PROPERTY				1 x 8 optional	1 x 8 optional	1 x 8 optional	
CIRCULATION %				35	35	35	

## Part B - Health Facility Briefing and Planning

### 134 .57.00 SECURED UNIT

ROOM / SPACE	Standard Component			Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
1 BED ROOM - MENTAL HEALTH	yes			4 x 15 optional	6 x 15	6 x 15	Fixtures & Fittings suitable for Secured Mental Health Unit
ENSUITE - MENTAL HEALTH	yes			4 x 5 optional	6 x 5	6 x 5	Fixtures & Fittings suitable for Secured Mental Health Unit
ENTRY - SECURED				1 x 6 optional	1 x 6	1 x 6	
LOUNGE / DINING / ACTIVITIES ROOM				1 x 15 optional	1 x 20	1 x 20	
SECLUSION ROOM	yes			1 x 14 optional	2 x 14	2 x 14	Level 4 is an Intensive care Unit in a Private health facility
SECURED COURTYARD				1 x 30 optional	1 x 60	1 x 60	
TOILET - PATIENT	see remarks			1 x 4 optional	3 x 4	3 x 4	Fixtures & Fittings suitable for Secured Mental Health Unit

### 134 .58.00 SHARED AREAS

Note: Offices and Support Areas are dependent on the Operational Policy:

ROOM / SPACE	Standard Component			Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
BATHROOM	yes			1 x 10	1 x 10	1 x 10	Fittings and Fictus suitable for mental health patients
BAY - BEVERAGE	yes			1 x 3	1 x 3	1 x 3	Locate adjacent to Staff Room / Conference Room
MEETING ROOM	yes			1 x 25 optional	1 x 25	1 x 25	Also for Mental Health Review Board sittings
OFFICE - SINGLE PERSON 12 M2	yes				1 x 12	1 x 12	Director
OFFICE - SINGLE PERSON 12 M2	yes			1 x 12	1 x 12	1 x 12	Psychiatrist, according to staffing establishment
OFFICE - 2 PERSON SHARED	yes			1 x 12	1 x 12	1 x 12	Medical Personnel
OFFICE - 4 PERSON SHARED	yes				1 x 20	1 x 20	Allied Health, According to staffing establishment
PROPERTY BAY - STAFF	yes			1 x 6	1 x 6	1 x 6	
RECEPTION	yes			1 x 10	1 x 10	1 x 1	
STAFF ROOM	yes			1 x 15	1 x 15	1 x 15	
TOILET - DISABLED	yes			1 x 5	1 x 5	1 x 5	
TOILET - STAFF	yes			1 x 2	2 x 2	2 x 2	
TREATMENT ROOM	yes				1 x 15	1 x 15	For Examination / Assessment
WAITING	yes			1 x 15	1 x 15	1 x 15	

### References and Further Reading

134 .59.00 - American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.

## Part B - Health Facility Briefing and Planning

- Department of Human Services: Aged Community & Mental Health Division, Acute Psychiatric Inpatient Unit - 25 Beds Generic Brief, 1996.
- Health Department Western Australia, Private Hospital Guidelines, 1998.
- NSW Health, Design Standard 26 Health Building Guidelines - Adult and Adolescent Mental Health Acute Inpatient Units, 2002.

# Part B - Health Facility Briefing and Planning

## FUNCTIONAL RELATIONSHIPS DIAGRAM - ADULT ACUTE PSYCHIATRIC UNIT

