

Part B - Health Facility Briefing and Planning

340 INPATIENT ACCOMMODATION UNIT

INDEX

Description

- 340 .1.00 INTRODUCTION
Description
General
- PLANNING
Planning Models
Functional Areas
Functional Relationships
- DESIGN
Space Standards and Components
Bed Spaces / Clearances
Access, Mobility & OH&S
Infection Control
Building Service Requirements
Fixtures & Fittings
Safety and Security
- COMPONENTS OF THE UNIT
Introduction
Standard Components
Non-Standard Components
- APPENDICES
Generic Schedules of Accommodation
References and Further Reading
Functional Relationships Diagram

INTRODUCTION

Description

- 340 .2.00 The Inpatient Accommodation Unit is for general medical and surgical patients. In larger health facilities this Unit includes specialist medical and surgical patients, for example, cardiac, neurology/ neurosurgery, integrated palliative care and obstetric patients.

Patients awaiting placement elsewhere may also be accommodated in this type of facility.

General

- 340 .3.00 The prime function of the Inpatient Unit is to provide appropriate accommodation for the delivery of health care services including diagnosis, care and treatment to inpatients.

The Unit must also provide facilities and conditions to meet the needs of patients and visitors as well as the workplace requirements of staff.

PLANNING

Planning Models

340 .4.00 BED NUMBERS AND COMPLEMENT

Each Inpatient Unit may contain up to 32 patient beds and shall have Bedroom accommodation complying with the Standard Components.

340 .5.00 The preferred maximum number of beds in an acute Inpatient Unit in Maternity or Paediatric Units is 20-25 beds.

340 .6.00 A minimum of 20 % of the total bed complement shall be provided as Single Bedrooms in an Inpatient Unit used for overnight stay.

340 .7.00 SWING BEDS

For flexibility and added options for utilisation it may be desirable to include provisions for Swing Beds. This may be a single bed, a group of beds that may be quickly converted from one category of use to another. An example might be long-stay beds which may be converted to acute beds.

340 .8.00 At any given time, swing beds are part of an Inpatient Unit in terms of the total number of beds and the components of the unit. For example: Ward A + Swing Beds = One Inpatient Unit as per these Guidelines. Alternatively: Ward B + the same Swing Beds = One Inpatient Unit as per these Guidelines.

340 .9.00 Facility design for swing beds will often require additional corridor doors and provision for switching patient/ nurse call operation from one Staff Station to another. Security is also an issue, for example, converting General/Medical beds to Paediatric beds.

Functional Areas

- 340 .10.00 The Inpatient Accommodation Unit will comprise the following Functional Areas or zones:
- Patient Areas - areas where patients are accommodated or facilities specifically serve patients
 - Staff Areas - areas accessed by staff, including utility and storage areas
 - Shared Areas - areas that may be shared by two or more Inpatient Units

Functional Relationships

- 340 .11.00 Optimum internal relationships include:
- Patient occupied areas as the core of the unit
 - The Staff Station and associated areas need direct access and observation of Patient Areas
 - Utility and storage areas need ready access to both patient and staff work areas
 - Public Areas should be on the outer edge of the Unit
 - Shared Areas should be easily accessible from the Units served

Principal relationships with other Units include:

- Easy access from the Main Entrance of a facility
- Inpatient Units must not be located so that access to one Unit is via another
- Ready access to diagnostic facilities such as Medical Imaging and Pathology
- Ready access to Emergency and Critical Care Units
- Surgical Units require ready access to Operating/ Day Procedures Units
- Ready access to staff amenities.

DESIGN

Space Standards and Components

340.12.00 ROOM CAPACITY AND DIMENSIONS

Maximum room capacity shall be four patients.

- 340.13.00 Minimum dimensions, excluding such items as ensuites, built-in robes, alcoves, entrance lobbies and floor mounted mechanical equipment shall be as follows:

| ROOM TYPE | | WIDTH | LENGTH |
|-----------------|--|---------|---------|
| | | | |
| SINGLE BED ROOM | | 3450 mm | 3600mm |
| TWO BED ROOM | | 3450 mm | 5600 mm |
| FOUR BED ROOM | | 6100 mm | 5600 mm |

- 340.14.00 Minimum room dimensions are based on overall bed dimensions (buffer to buffer) of 2250 mm long x 1050 mm wide. Minor encroachments including columns and hand basins that do not interfere with functions may be ignored when determining space requirements.

Bed Spacing / Clearances

- 340.15.00 Bed dimensions become a critical consideration in ascertaining final room sizes. The dimensions noted in these Guidelines are intended as minimums and do not prohibit the use of larger rooms where required.
- 340.16.00 In multi-bed rooms there shall be a clearance of 1200 mm available at the foot of each bed to allow for easy movement of equipment and beds.
- 340.17.00 In multiple-bed rooms, the minimum distance between bed centre lines shall be 2400 mm.
- 340.18.00 Paediatric bedrooms that contain cots may have reduced bed centres, but consideration must be given to the spatial needs of visiting relatives. To allow for more flexible use of the room the 2400 mm centre line is still recommended. Consider allowing additional floor area within the room for the children to play.

Access, Mobility & OH&S

- 340.19.00 Patient wheelchair access bedrooms and ensuites should comply with AS 1428 to enable normalisation of activity for wheelchair dependant patients, as opposed to patients who are in a wheelchair as a result of their hospitalisation.

Infection Control

- 340.20.00 Hand-washing facilities shall not impact on minimum clear corridor widths. At least one is to be conveniently accessible to the Staff Station. Handbasins are to comply with Standard Components - Bay - Hand-washing and Part D - Infection Control.

Part B - Health Facility Briefing and Planning

Infection Control

- 340 .21.00 At least one 'Class S - Standard' Isolation Room shall be provided for each 32 bed Inpatient Unit. At least one 'Class N - Negative Pressure' Isolation Room shall be provided for each 100 beds in facilities of level 4 and above. These beds may be used for normal acute care when not required for isolation.

Building Service Requirements

- 340 .22.00 INFORMATION TECHNOLOGY/ COMMUNICATIONS

Unit design should address the following Information Technology/ Communications issues:

- Paperless records
- Hand-held computers
- PACS
- Paging and personal telephones replacing some aspects of call systems
- Data entry including scripts and investigation requests
- Email
- Bar coding for supplies and X-rays / Records.

- 340 .23.00 NURSE CALL

Hospitals must provide an electronic call system that allows patients and staff to alert nurses and other health care staff in a discreet manner at all times.

- 340 .24.00 Nurse call systems must be designed and installed to comply with AS 3811 - Hard wired Patient Alarm Systems.

Fixtures & Fittings

- 340 .25.00 BED SCREENS

In multiple-bed rooms, visual privacy from casual observation by other patients and visitors shall be provided for each patient. The design for privacy shall not restrict patient access to the entrance, toilet or shower.

- 340 .26.00 CURTAINS / BLINDS

Each room shall have partial blackout facilities (blinds or lined curtains) to allow patients to sleep easier during the daytime.

Safety and Security

- 340 .27.00 An Inpatient Unit shall provide a safe and secure environment for patients, staff and visitors, while remaining a non-threatening and supportive atmosphere conducive to recovery.

The facility, furniture, fittings and equipment must be designed and constructed in such a way that all users of the facility are not exposed to avoidable risks of injury.

- 340 .28.00 Security issues are important due to the increasing prevalence of violence and theft in health care facilities.

The arrangement of spaces and zones shall offer a high standard of security through the grouping of like functions, control over access and egress from the Unit and the provision of optimum observation for staff. The level of observation and visibility has security implications.

- 340 .29.00 DRUG STORAGE

Part B - Health Facility Briefing and Planning

340 .29.00

Each Inpatient Accommodation Unit shall have a lockable storage area or cupboard containing:

- Benches and shelving
- Lockable cupboards for the storage of restricted substances
- A lockable steel cabinet for the storage of drugs of addiction
- A refrigerator, as required; to store restricted substances, it must be lockable or housed within a lockable storage area
- Space for medication trolley

Note: Storage for dangerous drugs must be in accordance with the relevant legislation.

COMPONENTS OF THE UNIT

Introduction

- 340 .30.00 The Inpatient Unit will contain a combination of Standard Components and may contain Non-Standard Components, according to Level of Service and Unit specialty.

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

Standard Components

- 340 .31.00 Provide the Standard Components as identified in the Generic Schedules of Accommodation.

Non-Standard Components

- 340 .32.00 There are no Non-Standard Components in this Unit

Part B - Health Facility Briefing and Planning

APPENDICES

Inpatient Accommodation Generic Schedule of Accommodation

340 .33.00 Schedule of Accommodation for a 32 Bed Inpatient Unit at Levels 3 to 6:

PATIENT AREAS

| ROOM / SPACE | Standard Component | | Level 3 Qty x m2 | Level 4 Qty x m2 | Level 5 Qty x m2 | Level 6 Qty x m2 | Remarks |
|----------------------------------|--------------------|--|------------------|------------------|------------------|------------------|--|
| | | | | | | | |
| 1 BED ROOM | yes | | 10 x 15 | 10 x 15 | 7 x 15 | 7 x 15 | |
| 1 BED ROOM - ISOLATION CLASS S/N | yes | | 1 x 15 optional | 1 x 15 optional | 2 x 15 optional | 2 x 15 optional | Isolation Rooms Class S/N are provided as required by service demand |
| 1 BED ROOM - SPECIAL | yes | | 1 x 18 optional | 1 x 18 optional | 1 x 18 optional | 1 x 18 optional | |
| 2 BED ROOM | yes | | 4 x 25 optional | 4 x 25 optional | 5 x 25 optional | 5 x 25 optional | |
| 4 BED ROOM | yes | | 3 x 42 optional | 3 x 42 optional | 3 x 42 optional | 3 x 42 optional | |
| ENSUITE - STANDARD | yes | | 12 x 5 | 12 x 5 | 10 x 5 | 10 x 5 | |
| ENSUITE - SHARED | yes | | 4 x 6 optional | 4 x 6 optional | 5 x 6 optional | 5 x 6 optional | |
| ENSUITE - SPECIAL | yes | | 1 x 7 optional | 1 x 7 optional | 1 x 7 optional | 1 x 7 optional | |
| LOUNGE - PATIENT | yes | | 1 x 15 | 1 x 15 | 1 x 15 | 1 x 15 | Or Day Room |
| SHOWER - PATIENT | yes | | 3 x 4 optional | 3 x 4 optional | 3 x 4 optional | 3 x 4 optional | For 4 Bed Rooms |
| TOILET - DISABLED | yes | | 1 x 5 | 1 x 5 | 1 x 5 | 1 x 5 | Locate near Lounge - Patient |
| TOILET - PATIENT | yes | | 3 x 4 optional | 3 x 4 optional | 3 x 4 optional | 3 x 4 optional | For 4 Bed Rooms |
| TOILET - PUBLIC | yes | | 1 x 3 | 1 x 3 | 1 x 3 | 1 x 3 | |

340 .34.00 STAFF AREAS

| ROOM / SPACE | Standard Component | | Level 3 Qty x m2 | Level 4 Qty x m2 | Level 5 Qty x m2 | Level 6 Qty x m2 | Remarks |
|------------------------|--------------------|--|------------------|------------------|------------------|------------------|---|
| | | | | | | | |
| BAY - HANDWASHING | yes | | 2 x 1 | 2 x 1 | 2 x 1 | 2 x 1 | In addition to handbasins in Bedrooms & service rooms |
| BAY - LINEN | yes | | 2 x 2 | 2 x 2 | 2 x 2 | 2 x 2 | |
| BAY - MOBILE EQUIPMENT | yes | | 1 x 4 | 1 x 4 | 1 x 4 | 1 x 4 | |
| BAY - RESUS TROLLEY | yes | | 1 x 2 | 1 x 2 | 1 x 2 | 1 x 2 | |
| CLEANER'S ROOM | yes | | 1 x 4 | 1 x 4 | 1 x 4 | 1 x 4 | |
| CLEAN UTILITY | yes | | 1 x 12 | 1 x 12 | 1 x 12 | 1 x 12 | May include medication storage |
| DIRTY UTILITY | yes | | 1 x 10 | 1 x 10 | 1 x 10 | 1 x 10 | |
| DISPOSAL ROOM | yes | | 1 x 8 | 1 x 8 | 1 x 8 | 1 x 8 | |

Part B - Health Facility Briefing and Planning

| | | | | | | | |
|-----------------------------|-----|--|--------------------|--------------------|--------------------|--------------------|--|
| OFFICE - CLINICAL/ HANDOVER | yes | | 1 x 12 optional | 1 x 12 optional | 1 x 12 optional | 1 x 12 optional | For Handovers/ clerical activities |
| OFFICE - SINGLE PERSON 9M2 | yes | | 1 x 9 | 1 x 9 | 1 x 9 | 1 x 9 | Nurse Manager |
| OFFICE - SINGLE PERSON 9M2 | yes | | | 1 x 9 optional | 1 x 9 optional | 1 x 9 optional | CNC, Educator; provision according to Operational Policy and Staff Structure |
| OFFICE - 2 PERSON SHARED | yes | | | | 1 x 12 optional | 1 x 12 optional | Registrars, shared; Allow 6 m2 per person |
| PANTRY | yes | | 1 x 8 | 1 x 8 | 1 x 8 | 1 x 8 | Add 2 m2 for meal trolley parking if required |
| STAFF STATION | yes | | 1 x 14 | 1 x 14 | 1 x 14 | 1 x 14 | |
| STORE - EQUIPMENT | yes | | 1 x 20 | 1 x 20 | 1 x 20 | 1 x 20 | |
| STORE - GENERAL | yes | | 1 x 9 | 1 x 9 | 1 x 9 | 1 x 9 | |
| TOILET - STAFF | yes | | 1 x 2 | 1 x 2 | 1 x 2 | 1 x 2 | |
| TREATMENT ROOM | yes | | 1 x 15 optional | 1 x 15 optional | 1 x 15 optional | 1 x 15 optional | |

340 .35.00 SHARED AREAS

| ROOM / SPACE | Standard Component | | Level 3 Qty x m2 | Level 4 Qty x m2 | Level 5 Qty x m2 | Level 6 Qty x m2 | Remarks |
|----------------------|--------------------|--|---------------------|---------------------|---------------------|---------------------|---------|
| | | | | | | | |
| BAY - FLOWER | yes | | 1 x 2 | 1 x 2 | 1 x 2 | 1 x 2 | |
| BATHROOM | yes | | 1 x 10 | 1 x 10 | 1 x 10 | 1 x 10 | |
| MEETING ROOM | yes | | 1 x 12 | 1 x 12 | 1 x 15 | 1 x 18 | |
| PROPERTY BAY - STAFF | yes | | 1 x 6 | 1 x 6 | 1 x 6 | 1 x 6 | |
| STAFF ROOM | yes | | | 1 x 15 | 1 x 15 | 1 x 15 | |
| | | | | | | | |
| CIRCULATION % | | | 32 | 32 | 32 | 32 | |

References and Further Reading

- 340 .36.00
- American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
 - Health Department of Western Australia, Private Hospital Guidelines, 1998.
 - Queensland Government Private Health Facilities Building Code, 2000.
 - Queensland Health Capital Works Guidelines, 1997.

Part B - Health Facility Briefing and Planning

FUNCTIONAL RELATIONSHIPS DIAGRAM - INPATIENT UNIT

