

Part B - Health Facility Briefing and Planning

630 SECURE EXTENDED CARE UNIT

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INTRODUCTION

Description

630 .2.00	Secure Extended Care Units generally provide a region wide service and are built on the same site/campus as one of the adult Acute Inpatient Units in the region.
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PLANNING

Planning Models

630 .3.00	In general, the planning of the Secure Extended Care Unit should provide for: <ul style="list-style-type: none">- The building to have a front and a back- Opportunities for privacy, recreation and self expression- Opportunities for movement/ambulation both indoors and outdoors with unobtrusive environmental boundaries and with appropriate safety provisions- Flexibility of space usage through consideration of a range of patient needs for personal and shared space- Clearly defined patient residential areas- An effective balance between opportunities for patient privacy and staff observation of patient behaviours- Clear delineation between patient and non-patient areas- Access to external sheltered space- Availability of visual information about the outdoor environment and weather conditions in all sleeping and living areas- Reduction of natural light with appropriate verandas/overhangs and pergolas to reduce glare- Appropriate landscape to ensure that views of surrounding areas from the building enhance feelings of well being in patient and staff.
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Functional Areas

630 .4.00 The Secure Extended Care Unit will consist of the following functional areas or zones:

- Entry and Reception Area
- Inpatient Accommodation area
- High Dependency Area
- Staff Offices / Administration area
- Staff Amenities

630 .5.00 ENTRY AND RECEPTION AREAS

The Reception will require clerical space for administrative tasks, receiving of patients, visitors, telephone calls and enquiries. Waiting Areas and a Visitors' Toilet - disabled should be located in this area.

630 .6.00 HIGH DEPENDENCY AREA

A High Dependency Area is required for patients at immediate risk of harming themselves, others or property. The High Dependency Areas shall comprise single Secure Bedrooms, Ensuite, a minimum of two Seclusion Rooms, a Quiet Sitting Area with access to a secured external area, and access to a Utility Room.

630 .7.00 The Secured Bedrooms will require:

- Sufficient space for up to eight persons while engaging in restraint procedures
- Security doors with deadbolts to secure top, middle and bottom
- Viewing panel with safety glass to doors with internal blind
- Doors to the Secure Room/s should open outwards.

630 .8.00 Fittings in the Secure Ensuite/s will afford protection from self injury and property damage. A small locked cupboard for soap and supplies may be included. The Ensuite door should be lockable and open outwards.

630 .9.00 The Quiet Lounge should have direct visual access from the Staff Station. Features will include:

- Toughened glass windows, double glazed with integral blinds
- Access to a secured external area.

630 .10.00 A secured courtyard is required to provide secure outdoor recreational space for patients in the High Dependency Area. The area should include:

- Solid fixed seating
- Durable, non toxic plants
- Secure fence/wall.

630 .11.00 OUTDOOR AREAS

The principal concept of planning external spaces should be to seek 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 courtyard associated with the high dependency area, and an outside secure garden area for each of the living units. The outside secure garden areas should be large enough for up to ten patients to walk freely; at least one area should be large enough to accommodate larger numbers of patients and allow space for outdoor games such as volleyball or kicking football while still retaining space for other patients to be outside who may not be directly involved in the activity. These areas should include aesthetically pleasing furnishings and provide significant covered areas where patients can shelter from the elements and direct sunlight. .

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The design of external areas, as for the building, should be domestic in nature, rather than formal or monumental, and should seek to play down the necessary security provision through appropriate planting strategies.

Functional Relationships

- 630 .12.00 To provide for maximum flexibility, it is essential that the Secure Extended Care Unit be located on one level. Due to the importance of access to external recreational spaces in the programs which will operate within the unit, it is necessary that the unit be located at ground level.
- 630 .13.00 The Secure Extended Care Unit should be adjacent to or in close proximity to the Adult Acute Unit. The entrance should be separated from other services, have different street frontage and be clearly identifiable.

DESIGN

General

- 630 .14.00 Some patients may at times exhibit disturbed or dangerous behaviour. Appropriate planning and use of materials such as safety glass and low maintenance/resilient surfaces, 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 being enclosed.
- 630 .15.00 The ability to lock and unlock sections as required would need to be a design consideration.

Fixtures & Fittings

- 630 .16.00 Holland blinds and Venetian blinds should be avoided in patient areas. Curtain tracks and other fittings that provide potential for patients to hang themselves should be avoided.
- 630 .17.00 Light fittings, smoke/thermal detectors and air-conditioning vents to higher dependent areas, particularly Seclusion Rooms, should be vandal-proof.
- 630 .18.00 All doors should be a solid core type with knob type handles. Lever type handles should not be used due to a high incidence of damage to the levers when forced by patients whilst the door is locked.
- 630 .19.00 All glazing should be laminated or toughened glass of various thicknesses dependant on likelihood of damage.

Safety and Security

- 630 .20.00 The design/fabric should avoid the potential for the patient to do harm to themselves or others. Similarly, avoid the use of fixtures/finishes that could be used either as a weapon or to inflict personal damage. For example, paintings, mirrors and signage should be rigidly fixed to walls with tamper-proof fixings. Mirrors should be fully glued to a backing to prevent loose fragments becoming available if the mirror is broken.
- 630 .21.00 There should be a capacity to close off sections of the Secure Extended Care Unit to enable flexibility and provide a graduated level of care throughout. Each unit/activities area should be made secure and independent of each

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other. The utility/treatment areas are to be locked when not in use.

All locks on doors should be keyed alike, to enable all staff to have access with a single key.

630 .22.00 The staff alert/alarm system should be easily accessible by staff and allow quick response from staff. An indicator board is to be mounted in the Staff Station. It should be clear and large enough to read easily.

630 .23.00 The Secure Extended Care Unit should have only one main entrance point. Other exits/entry doors are for designated 'service' purposes, such as linen/meal delivery, and for use in emergencies.

The garden fences shall be aesthetically pleasing. They should be high enough to prevent them from being climbed over, but still allow an optimum view beyond the garden. A lockable emergency/ service gate shall be incorporated in each garden's fence to allow for access in the event of fire, and so on.

Windows that can only be opened to a defined limited degree should be utilised to prevent unauthorised exit of patients from the unit.

COMPONENTS OF THE UNIT

Introduction

630 .24.00 The Secure Extended Care 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

630 .25.00 Provide the Standard Components as identified in the Schedule of Accommodation.

Non-Standard Components

630 .26.00 Provide the Non-Standard Components as identified in this section and in the Schedule of Accommodation, according to the Operational Policy and Functional Brief.

630 .27.00 ACTIVITIES LOUNGE

DESCRIPTION AND FUNCTION

The Activities Lounge Area will provide an area where patients may relax and interact after finishing structured program activities.

The size of the Activity Lounge area will vary according to the number of persons to be accommodated.

630 .28.00 LOCATION AND RELATIONSHIPS

The lounge should have access to external recreation areas.

630 .29.00 CONSIDERATIONS

Furniture and fittings will include:

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- Comfortable seating for up to 10 persons
- Coffee tables.

630 .30.00 ART AND CRAFT ROOM

DESCRIPTION AND FUNCTION

An Art and Craft Room will be required for specific inpatient activities such as pottery, drawing and painting.
The Art & Craft Room size will vary according to the Operational Policy.

630 .31.00 LOCATION AND RELATIONSHIPS

The Art and Craft Room will be located adjacent to and accessed from the Patient Lounge Area.

630 .32.00 CONSIDERATIONS

Fittings and furniture will include:

- Lockable walk in storage area for storage of art and pottery supplies
- A locked cupboard is required within the walk in storage area for chemicals such as turpentine and glazes
- A stainless steel trough and exhaust to remove fumes
- Laminated tables and chairs
- Telephone.

630 .33.00 DINING ROOM

DESCRIPTION AND FUNCTION

The Dining Room provides an area for inpatient dining and relaxation.
Provision should be made for a common dining area for the total unit population.
The Dining Room size will vary according to the number of persons to be accommodated.

630 .34.00 LOCATION AND RELATIONSHIPS

The Dining Room should be adjacent to the Patient Lounge and Kitchen.

630 .35.00 CONSIDERATIONS

Fittings and furniture will include:

- Tables and chairs
- Sideboard (optional).

630 .36.00 KITCHEN

DESCRIPTION AND FUNCTION

A Kitchen shall be provided, where meals can be prepared and served by patients as part of their rehabilitation.

630 .37.00 LOCATION AND RELATIONSHIPS

The Kitchen should be located adjacent to the Dining Room and with ready access to patient activities area.

Non-Standard Components

630 .38.00 CONSIDERATIONS

The Kitchen should be lockable by a stable type door. Fittings will include:

- Oven and hotplates (power must be key locked for safety purposes)
- Built-in dishwasher
- Refrigerator/freezer
- Benches with sink and cupboards for storage of utensils and supplies
- Telephone/intercom point.

630 .39.00 MEDICATION ROOM

DESCRIPTION AND FUNCTION

A Medication Room is required for storage, preparation and dispensing of medications.

The Medication Room shall be a minimum of 12 m2.

630 .40.00 LOCATION AND RELATIONSHIPS

The Medication Room should be located adjacent to the Consult Room and with access to both Low and High Dependency areas for dispensing to patients.

630 .41.00 CONSIDERATIONS

The Medication Room shall be lockable. Fittings and equipment will include:

- Bench with sink
- Lockable cupboards above and below bench for storage of drugs
- Lockable tall cupboard for storage of medications
- Drug safe inside cupboard
- Handbasin with lever taps, and paper towel and soap fittings
- Underbench drug refrigerators (up to two)
- Telephone
- Trolleys including medication, resuscitation
- Stable doors for dispensing of drugs to high dependency and low dependency areas.

630 .42.00 RECREATIONAL AREA

DESCRIPTION AND FUNCTION

The Recreational Area provides an indoor area where patients can play pool or table tennis.

The size of the Recreational Area may vary according to the number of persons to be accommodated and the type of activities to be included.

630 .43.00 LOCATION AND RELATIONSHIPS

The Recreational Area should be located in visual contact with the staff station and have access to external areas.

630 .44.00 CONSIDERATIONS

Fittings and furniture may include:

- Lockable storage cupboard for games equipment
- Pool table / table tennis table
- Tables and chairs for board games.

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APPENDICES

S.E.C.U. Generic Schedule of Accommodation

630.45.00 Schedule of Accommodation for a 22 Bed and 35 Bed Secure Extended Care Unit at Levels 4 and 5/6 respectively:

ROOM / SPACE	Standard Component			Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
				22 Bed	35 Bed	35 Bed	
1 BED ROOM - MENTAL HEALTH	yes			20 x 15	30 x 15	30 x 15	
ACTIVITIES LOUNGE				1 x 30	2 x 30	2 x 30	
ART AND CRAFT ROOM				1 x 20 optional	1 x 20 optional	1 x 20 optional	
BAY - HANDWASHING	yes			5 x 1	8 x 1	8 x 1	
BAY - LINEN	yes			1 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	
CONSULT ROOM	yes			2 x 12	2 x 12	2 x 12	
DINING ROOM				1 x 14	1 x 60	1 x 60	
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			20 x 5	30 x 5	30 x 5	Fixtures and Fittings suitable for Mental Health patients
INTERVIEW ROOM	yes			2 x 12	2 x 12	3 x 12	Large - for family groups
KITCHEN				1 x 12	2 x 12	2 x 12	
LOUNGE - PATIENT	yes			1 x 30	1 x 45	1 x 45	
MEDICATION ROOM				1 x 12	1 x 12	1 x 12	
MEETING ROOM	yes			1 x 24	1 x 36	1 x 36	For Group Room activities; Adjoining Meeting Rooms with operable wall
MEETING ROOM - SMALL	yes			2 x 12	3 x 12	3 x 12	Quiet Room
RECEPTION	yes			1 x 10	1 x 10	1 x 10	
RECREATIONAL AREA				1 x 25 optional	1 x 25 optional	1 x 25 optional	
STAFF STATION	yes			1 x 14	1 x 14	1 x 14	
STORE - GENERAL	yes			1 x 9	1 x 9	1 x 9	
TOILET - DISABLED	yes			1 x 5	1 x 5	1 x 5	Public and patient use

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TOILET - PATIENT	yes			2 x 4	4 x 4	4 x 4	
TREATMENT ROOM	yes			1 x 15	1 x 15	1 x 15	
WAITING	yes			1 x 5	1 x 5	1 x 5	
CIRCULATION %				35	35	35	

630 .46.00 HIGH DEPENDENCY AREA

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			2 x 15	5 x 15	5 x 15	
ENSUITE - MENTAL HEALTH	yes			2 x 5	5 x 5	5 x 5	
QUIET SITTING ROOM				1 x 8 optional	1 x 12 optional	1 x 12 optional	
SECLUSION ROOM	yes			2 x 14	2 x 14	2 x 14	Level 4 is an Intensive Care Unit in a Private Health Facility

630 .47.00 STAFF AREAS

Note: Offices are dependent on the Operational Policy & staffing structure:

ROOM / SPACE	Standard Component			Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
OFFICE - SINGLE PERSON 12 M2	yes				1 x 12 optional	1 x 12 optional	Director
OFFICE - SINGLE PERSON 12 M2	yes			1 x 12 optional	1 x 12 optional	1 x 12 optional	Psychiatrist, Registrar; according to staffing establishment
OFFICE - SINGLE PERSON 9 M2	yes			1 x 9	1 x 9	1 x 9	Manager
OFFICE - 4 PERSON SHARED	yes			1 x 20 optional	1 x 20 optional	1 x 20 optional	Allied Health, according to staffing establishment

630 .48.00 SHARED AREAS

ROOM / SPACE	Standard Component			Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
BAY - BEVERAGE	yes			1 x 3	1 x 3	1 x 3	Co-located with Staff Room
BATHROOM	yes			1 x 10	1 x 10	1 x 10	
DIRTY UTILITY	yes			1 x 10	1 x 10	1 x 10	
MEETING ROOM	yes			1 x 12	2 x 12	2 x 12	
PROPERTY BAY - STAFF	yes			1 x 6	1 x 6	1 x 6	
STAFF ROOM	yes			1 x 15	1 x 15	1 x 15	
TOILET - STAFF	yes			1 x 2	2 x 2	2 x 2	

References and Further Reading

- 630.49.00 - Department of Human Services, Aged Community & Mental Health Division, Secure Extended Care Unit Generic Brief, 1999.
- Department of Human Services, Aged Community & Mental Health Division, Generic Brief for a Psychogeriatric Nursing Home - 30 Bed, 1997.
 - NSW Health, Design Standard 26 Health Building Guidelines - Adult and Adolescent Mental Health Acute Inpatient Units, 2002.

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FUNCTIONAL RELATIONSHIPS DIAGRAM - SECURE EXTENDED CARE UNIT

