

Functional Planning Units

6.0 Administration Unit

6.1 Introduction

6.1.1 *Description of the Unit*

The Administration Unit provides for the direction and management of the facility. This will involve administrative tasks, interviews and meetings by a range of executives, medical, nursing and support personnel.

The level and range of facilities provided for general office and executive administration functions will vary greatly depending on the size of the proposed facility, the range of services prescribed in the Operational Policy Statement and the management arrangements that will apply.

Provisions for the following administrative services shall be considered:

- Accounting and Finance
- CEO, General Manager and other administrative support staff
- Facility Management
- Human Resources and Payroll
- Education and Development staff
- Medical and Clinical Executives and support staff
- Nursing Executives and support staff.

6.2 Planning

6.2.1 *Operating Models*

The Administration Unit will generally operate during business hours. Meetings and functions being held after-hours will require access to be provided for both staff and visitors.

Depending on the size of the facility, the Administration Unit may be provided as a single unit for small facilities, or as separate functional units grouped according to services (medical, nursing, education etc.) in multiple locations for larger facilities.

6.2.2 *Planning Models*

Provision of daylight shall be maximized throughout the Unit, especially for those who spend most of their working hours in a single confined space. Offices should be provided with external windows where possible.

6.2.3 *Functional Areas*

Facilities shall be provided to accommodate the following administrative functions, according to the Operational Policies:

- General and/or individual office accommodation for appropriate clerical, administrative, medical and nursing personnel; where possible, open-plan workstations shall be considered
- Storage of office equipment, stationery and supplies
- Meetings and conferences as required
- Staff and support areas including Staff Rooms and toilets.

Administrative and Clerical staff shall have access to toilets and dining facilities, which may be shared with other hospital staff.

Functional Zones

For larger facilities where a single unit is not sufficient to accommodate all functions, the following services may be provided as smaller individual units:

- Executive Offices (may include Meeting/Boardroom, Pantry, Waiting and Reception area)
- Nursing Administration and Patient Services Unit
- Clinical Administration and Medical Services Unit
- Accounts and Finance Unit
- Human Resources and Payroll Unit (Occupational Safety and Health staff may be included; Medical and Nursing personnel may be accommodated in separate units)
- Information Technology and Communications, offices and training rooms
- Facilities Management Unit
- Education and Development Unit.

6.2.4 *Functional Relationships*

External

Administration facilities should be provided, where possible, in reasonable proximity to the main entrance of the facility but not necessarily on the ground floor.

Internal

If several discrete units are provided, it is recommended to locate the Executive suite and the Finance Unit adjacent to each other.

6.3 Design

6.3.1 *Environmental Considerations*

Natural Light

Maximize provision of natural light to areas where staff workstations/offices are located.

Privacy

Privacy must be considered where confidential conversations are likely to take place. Acoustic privacy will be required in offices, meeting and interview rooms.

Acoustics

Acoustic performance shall be high within the Unit, particularly conference and meeting rooms. Reverberation times and sound levels shall be designed to meet the function of each space.

6.3.2 *Space Standards and Components*

Ergonomics

Refer to Part C of these Guidelines.

6.3.3 *Safety and Security*

The Administration Unit requires the following security considerations:

- Doors to all offices shall be lockable
- Rooms located on the perimeter of the Unit shall be locked at any time when they are not occupied by staff
- Rooms used for storing equipment and files must be lockable
- Provision of after-hours access and security for staff.

6.3.4 *Finishes*

Refer to Part C of these Guidelines.

6.3.5 *Fixtures and Fittings*

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

6.3.6 *Building Service Requirements*

Provide IT/Communication facilities including telephone lines, data connections, teleconferencing and videoconferencing as required within the Unit.

Refer also to Part E of these Guidelines.

6.4 Components of the Unit

6.4.1 *General*

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

6.4.2 *Non-Standard Components*

Executive Offices

Description and Function

The Executive Offices will be provided for facility or service directors and will be a large room to allow for small meetings within the office.

Location and Relationships

The Executive Offices may be provided as a zone within the Administration Unit with a Reception and secretarial offices in close proximity.

Considerations

Refer to Standard Components Office – CEO for the basic requirements. In addition, the Executive Offices may include the following:

- Executive style furniture and fittings including joinery
- Entertainment facilities including television, DVD
- Beverage bay including refrigerator within the room or immediately adjacent
- Closet or wardrobe for items of clothing, briefcase, small items of luggage
- Comfortable seating that may include sofa lounges.

6.5 Schedule of Accommodation

Typical Administration Unit suitable for a tertiary level hospital

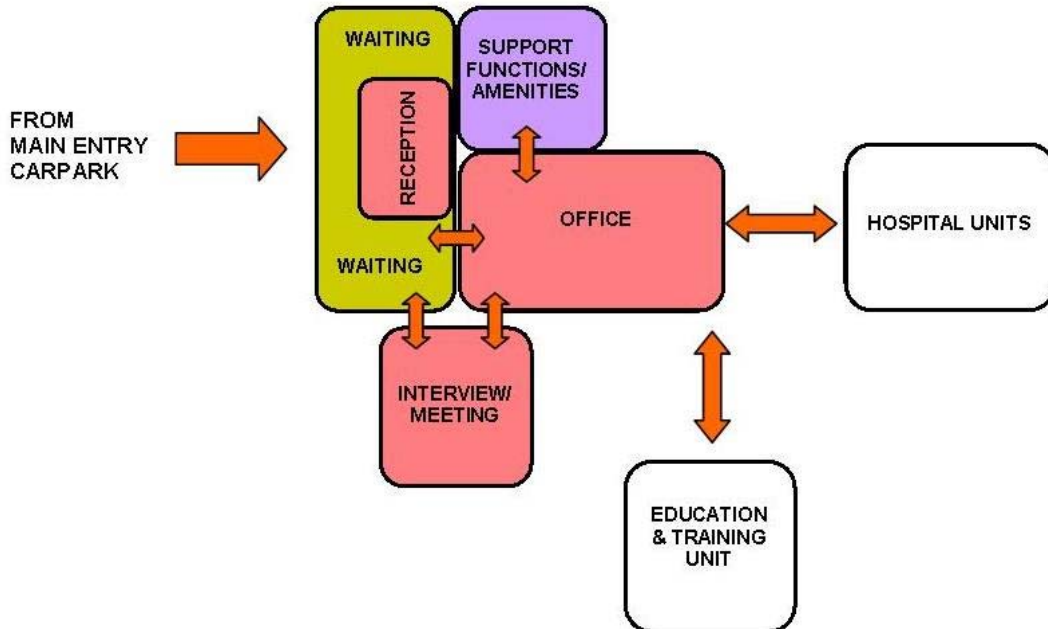
ROOM/SPACE	Standard Component	RDL 3 Qty x m ²			RDL 4 Qty x m ²			RDL 5/6 Qty x m ²			Remarks
Entry/Reception											
Reception/Clerical	RECL-10-SJ							1	x	10	One staff
Waiting – Male/Female	WAIT-10-SJ							2	x	10	Separate areas for Male and Female; 1.2m ² per person
Waiting – Family	WAIT-20-SJ							1	x	25	As required
Toilet – Public, Male/Female	WCPU-3-SJ							2	x	3	If not available nearby
Executive Offices/General Administration											
Office – Executive	OFF-CEO-SJ Sim							1	x	18	
Office – CEO	OFF-CEO-SJ							2	x	15	CEO, COO or Deputy
Office – Directors (Divisional)	OFF-S9-SJ Sim							5	x	12	Nursing, Medical, Finance, HR, Support Operations
Office – Deputy Directors/Manager	OFF-S9-SJ Sim							5	x	12	Nursing, Medical, Finance, HR, Support Operations
Office – Workstation (Secretarial)	OFF-WS-SJ							6	x	5	CEO, Nursing, Medical, Finance, HR, Support Operations
Office – PABX/Operator	OFF-S9-SJ							1	x	9	
Nursing Administration											
Office – Supervisors (Nursing)	OFF-S9-SJ							4	x	9	Quantity to suit staff numbers
Office – Workstation (Nursing)	OFF-WS-SJ							4	x	5	QM, Education etc.; Quantity to suit staff numbers
Accounts/Finance											
Office – Managers (Finance)	OFF-S9-SJ							2	x	9	Finance and Accounts
Office – Workstation	OFF-WS-SJ							8	x	5	Accounts support; According to staffing numbers
Human Resources											
Office – Managers (HR)	OFF-S9-SJ							2	x	9	Quantity to suit staff numbers
Office – 2-Person Shared	OFF-2P-SJ							2	x	12	HR administrative staff; Quantity to suit staff numbers
Office – Workstation	OFF-WS-SJ							3	x	5	HR Clerical support; Quantity to suit staffing numbers
Interview Room								2	x	9	For Interviews with 2–3 persons
IT/Communications											
Office – Managers (IT/Communications)	OFF-S9-SJ							2	x	9	Quantity to suit staff numbers
Office – 4-Person Shared	OFF-4P-SJ							1	x	20	IT support/Technical staff
Server Room	COMM-SJ Sim							1	x	30	
Computer Training Room	COTR-SJ							1	x	24	
Support Areas											
Mail Room								1	x	20	Sorting and mail boxes
Meeting/Interview Room	MEET-9-SJ							2	x	9	For Interviews with 2–3 persons
Meeting Room – Medium/Large	MEET-L-15-SJ (Sim)							2	x	20	For meetings with 8–10 persons
Pantry	PTRY-SJ							1	x	8	Optional for functions; Close to meeting rooms
Store – Files	STFS-10-SJ							3	x	10	Personnel Files, Accounts files, Minutes, Documents
Store – Photocopy/Stationery	STPS-8-SJ							1	x	8	

ROOM/SPACE	Standard Component	RDL 3 Qty x m ²			RDL 4 Qty x m ²			RDL 5/6 Qty x m ²			Remarks
Staff Areas											
Staff Room	SRM-15-SJ Sim							1	x	30	Optional, Includes Beverage bay
Toilet – Staff (Male/Female)	WCST-SJ							2	x	3	
Net Department Total										672	
Circulation %										25	
Grand Total										840.0	

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.

6.6 Functional Relationship Diagram



6.7 Further Reading

- Australasian Health Facility Guidelines (Aus.). 'Australasian Health Facility Guidelines', 2010. Retrieved from website: www.healthfacilityguidelines.com.au 2014
- Australasian Health Facility Guidelines (Aus.). 'Part B – Health Facility Briefing and Planning 120 Administration Unit Revision 4' 2012. Retrieved from website: www.healthfacilitydesign.com.au 2014
- Standards Australia (Aus.). 'Handbook: Ergonomics – The Human Factor, A Practical Approach to Work Systems Design, SAA HB5'. Retrieved from website: www.standards.org.au 2014
- The Facility Guidelines Institute (US). 'Guidelines for Design and Construction of Health Care Facilities' 2010 Edition. Retrieved from website: www.fgiguideines.org 2014.