

270 DAY PROCEDURE UNIT

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INTRODUCTION

	Description
270 .2.00	A Day Procedure Unit is where operative procedures are performed. It comprises one or more Operating Rooms, with provision to deliver anaesthesia and accommodation for the immediate post operative recovery of day patients.
	General
270 .3.00	The Day Procedures Unit can be a stand-alone, attached or shared service. If the facility is part of an Acute Care Hospital or other Medical Facility, services can be shared, as appropriate to minimise duplication.

PLANNING

	Functional Areas
270 .4.00	The Unit functions as an appropriate and safe venue to perform surgical procedures, using inhalations and other anaesthetic agents and to provide adequate facilities for: <ul style="list-style-type: none">- Admission of patients- Procedures performed- Recovery and observation- Discharge of patients- Staff amenities.
270 .5.00	The design shall separate waiting patients from those recovering or undergoing procedures. Waiting patients shall not be exposed to frightening and distasteful noises.

- 270 .6.00 Additional requirements for a Day Procedures Unit are as follows:
- A clinical handbasin located in all patient care areas
 - All patient bed spaces to be provided with the following minimum requirements:
 - suction and oxygen
 - patient nurse call and emergency call
 - four GPOs with earth leakage protection
 - Floor and wall finishes are to be seamless, impervious or welded and washable
 - Floors are to be non-slip and graded to fall to floor wastes as required
 - Intersections of walls and floors are to be covered in continuous materials.

270 .7.00 ADMINISTRATIVE AREAS

General and individual offices shall be provided as required for business transactions, records and administrative and professional staff. These shall be separate from public and patient areas with provision for confidentiality of records. Enclosed office spaces shall be provided for:

- Administration and consultation
- Manager / Nurse Unit Manager as required

Offices are to comply with Standard Components.

270 .8.00 CLINICAL RECORDS

A secure room shall be provided with provision for storage, recording and retrieval of clinical records.

- 270 .9.00 If geographically appropriate, and if the day procedures unit is part of, or attached to, an acute hospital, the general clinical records facility might be used in lieu of a dedicated and separate room.

270 .10.00 ENDOSCOPY SERVICE

Where the Endoscopic Service is attached to an Operating Unit, then the Recovery Room, Recovery Lounge and Support Services can be shared.

270 .11.00 ENDOSCOPE ROOM/S

The number and operation of Endoscope Rooms shall be as determined by the Operational Policy.

- 270 .12.00 Room size will vary, dependent upon:

- The use of video equipment
- Electrosurgical laser treatment
- Fluoroscopy
- Multiple scope activity
- Multiple observers
- The use of X-ray (image intensifying)

- 270 .13.00 However, where basic endoscopy is to be performed, the room size shall be no smaller than 36 m². Where video equipment is used the room size may be 42 m². Larger sizes, where possible, are recommended for flexibility and future developments. The ceiling height shall be 3000 mm.

- 270 .14.00 Endoscope Room/s shall be fitted out as for a Minor Operating Room, for example, it will be suitable for general anaesthetic with appropriate medical gases, power, lighting, air-conditioning and ventilation. Staff assistance call shall be provided. Consideration shall also be given to the special

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requirements of laser equipment.

- 270 .15.00 A clinical scrub up basin shall be provided outside the entrance to the Endoscope Room.
Direct access to the Clean-up Room is recommended.
Impervious wall, floor and ceiling treatments are essential for ease of cleaning.

270 .16.00 ENTRY AREAS

A covered entrance for picking up patients after surgery shall be provided; this may be shared with other departments.

- 270 .17.00 The Entry shall include:
- Convenient access to wheelchair storage
 - Reception and information counter or desk
 - A Waiting Area that allows for the separation of paediatric and adult patients, if organised Paediatric Services are provided
 - A convenient access to public toilet facilities
 - A convenient access to public telephones
- This area may be a shared Outpatient Facility.

270 .18.00 HOLDING AREA

A Holding Area shall be provided where gowned patients enter after changing and wait for their procedure.

- 270 .19.00 The Pre-operative Holding area shall be provided with the following minimum requirements as appropriate to the proposed service:
- A patient trolley or patient seating
 - Privacy screening
 - Handbasin with liquid soap and paper towel fittings
 - Patient nurse call buttons with pendant handsets and indicators
 - Emergency call buttons with indicators
 - Medical gases including oxygen and suction to each bed
 - A minimum of four GPOs for each bed space.

270 .20.00 OPERATING/ PROCEDURES ROOMS

The design of the Operating / Procedure Rooms must allow for adequate space, ready access, free movement and demarcation of sterile and non sterile zones.

270 .21.00 PATIENT CHANGE AREAS

A separate area shall be provided where outpatients can change from street clothing into hospital gowns and be prepared for surgery. It shall be convenient to the Waiting Area. This patient change area shall include Waiting Rooms and lockers.

270 .22.00 PERI-OPERATIVE UNIT

Where Day Procedures (day only surgical service) are provided within the same area as Inpatient Acute Surgery (shared facility), the design shall consider the need to separate the two distinct functions at the incoming side. The design shall also preclude unrelated traffic from the Day Procedures Unit and the Operating Unit.

270 .23.00 PREPARATION ROOM

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270 .23.00

A Preparation Room may be required for patients undergoing certain procedures such as Endoscopy or Ophthalmology. If included, the Preparation Room should include:

- Handbasin - Clinical
- Bench, and cupboards for setting up of procedures
- Adequate space for procedures equipment trolleys
- Examination couch
- Patient privacy screening

270 .24.00 RECOVERY AREAS

In larger facilities it is often considered desirable to have a three stage recovery area. The first stage involves intensive supervision, the second stage has changing facilities in more casual surroundings and in the third stage, the patient is fully mobile and takes visitors. Supervision of the patient is vital at each stage.

270 .25.00 Patients in this area may recover in recliners/chairs. A ratio of two chairs (minimum) to each Operating/Procedure room, in addition to the above bed requirement, is considered appropriate.

270 .26.00 The number of bed/trolley spaces in the Stage 1 Recovery Area will be dependent upon the nature of surgery or procedures performed as outlined in the Operational Policy and the proposed throughput. As a minimum, 1.5 bed/trolley spaces per Operating Room shall be provided.

270 .27.00 If Paediatric Surgery is part of the function, the Recovery Room shall provide for the needs of parents/attendants. A Resuscitation trolley shall be located in this Unit.

270 .28.00 A Dirty Utility for disposal, cleaning and storage of bed pans shall be provided within easy access of the Recovery Room. The Dirty Utility is to comply with Standard Components - Dirty Utility.

270 .29.00 RECOVERY - STAGE 2

Stage 2 Recovery Room may be provided as required to accommodate:

- Patients who have regained consciousness after anaesthesia but require further observation
- Patients who have undergone procedures with local anaesthetic.

The patient is required to remain under observation until ready for discharge.

270 .30.00 Stage 2 Recovery areas can be further described as follows:

- Stage 2A: Provision of patient trolley bays
- Stage 2B: Provision of a combination of discreet patient trolley bays and patient recliners.

External windows are to be provided in Stage 2 Recovery.

Provision for immediate access to, and use of, a resuscitation trolley shall be made at both the Procedural and Recovery Areas

270 .31.00 Minimum space requirement is three bed / trolley / chair spaces per Room and some comfortable seating for ambulant patients.

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Functional Areas

270 .32.00 STORAGE

An area shall be provided for trolley/wheelchair storage/parking that is convenient and out of the direct line of traffic.

Functional Relationships

270 .33.00 There shall be appropriate access for non-ambulant patients and their attendants where the facility is not on the ground floor.

270 .34.00 AMBULANCE ACCESS

A discreet pick-up point, preferably under cover, shall be provided for the transfer of patients to and from the Day Procedure Unit.

270 .35.00 CAR PARKING

Adequate car parking facilities that comply with Local Council requirements need to be provided.

DESIGN

General

270 .36.00 Pre-operative and post-operative patient facilities can be located together as required.

Doors

270 .37.00 All door widths in patient areas shall allow access for trolley bed/ trolley transfer.

Fixtures & Fittings

270 .38.00 Consideration shall be given to patient privacy and dignity by providing bed screens.

Safety and Security

270 .39.00 Appropriate internal security shall be maintained by employing the following:

- All drugs shall be stored in a locked cupboard or a locked room; all keys shall be kept by the authorised officer.
- Narcotic substances shall be stored in a metal drug safe.

COMPONENTS OF THE UNIT

Introduction

270 .40.00 The Day Procedure Unit may 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

270 .41.00 Provide the Standard Components as identified in the Schedule of Accommodation.

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Non-Standard Components

270.42.00 There are no Non-Standard Components in this Unit.

APPENDICES

Day Procedures Generic Schedule of Accommodation

270.43.00 The Department Of Human Services may approve a modified Schedule of Accommodation in the case of Hospitals to be registered as freestanding Day Care Endoscopy Centres.

270.44.00 Schedule of Accommodation for Day Procedures Unit from Levels 2 to 6:

ROOM / SPACE	Standard Component	Level 2 Qty x m2	Level 3 Qty x m2	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	1 x 3	1 x 3	May be located close to Lounge areas
BAY - HANDWASHING	yes	2 x 1	3 x 1	3 x 1	4 x 1	4 x 1	Refer to Infection Control Guidelines
BAY - LINEN	yes	1 x 2	1 x 2	1 x 2	2 x 2	2 x 2	Add 1 m2 if Blanket Warmer to be included in this space
BAY - MOBILE EQUIPMENT	yes	1 x 4	1 x 4	2 x 4	1 x 4	1 x 4	
BAY - RESUS TROLLEY	yes	1 x 2	1 x 2	1 x 2	1 x 2	1 x 2	
BATHROOM	yes			1 x 10 optional	1 x 10 optional	1 x 10 optional	
CHANGE CUBICLE - PATIENT	yes	1 x 2	1 x 2	1 x 2	1 x 2	1 x 2	
CHANGE CUBICLE - PATIENT DISABLED	see remarks	1 x 5	1 x 5	1 x 5	1 x 5	1 x 5	Refer to Standard Component - Change Cubicle Patient
CLEANER'S ROOM	yes	1 x 4	1 x 4	1 x 4	1 x 4	1 x 4	
CLEAN-UP ROOM	see remarks	1 x 6	1 x 6	1 x 15	1 x 30	1 x 30	Refer to Standard Component - Clean_Up Room; size according to Operational Policy
CLEAN UTILITY	yes	1 x 12	1 x 12	1 x 12	1 x 12	1 x 12	
DIRTY UTILITY	yes	1 x 10	1 x 10	1 x 10	1 x 10	1 x 10	May be co-located with Disposal Room
OFFICE - WORKSTATION	yes	1 x 6	1 x 6				For Recovery - staff write-up area
OPERATING ROOM - MINOR	yes	1 x 36	1 x 36	1 x 36	1 x 36	1 x 36	May be located in Operating Unit
OPERATING ROOM - GENERAL	yes			1 x 42 optional	2 x 42 optional	2 x 42 optional	May be located in Operating Unit; Depending on Operational Policy
PATIENT BAY	yes	4 x 9	4 x 9	6 x 9	8 x 9	8 x 9	Holding
PATIENT BAY	yes	2 x 9	3 x 9	3 x 9	5 x 9	5 x 9	Recovery Stage 1
PATIENT BAY	yes	3 x 9	3 x 9	9 x 9	12 x 9	12 x 9	Recovery Stage 2A/ 2B and 3
SHOWER - PATIENT	yes	1 x 4	1 x 4	1 x 4	1 x 4	1 x 4	With Change facilities
STAFF STATION	yes			1 x 14	1 x 14	1 x 14	For Recovery
STORE - EQUIPMENT	yes			1 x 9	1 x 20	1 x 20	

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STORE - GENERAL	yes	1 x 9	1 x 9	1 x 9	1 x 9	1 x 9	
TOILET - PATIENT	yes	1 x 4	2 x 4	2 x 4	3 x 4	3 x 4	With Change facilities
CIRCULATION 35%		35	35	35	35	35	

270 .45.00 STAFF AND SUPPORT AREAS

ROOM / SPACE	Standard Component	Level 2 Qty x m2	Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
CONSULT ROOM	yes	1 x 12 optional	1 x 12	1 x 12	2 x 12	2 x 12	
INTERVIEW ROOM	yes			1 x 9	1 x 9	1 x 9	
OFFICE - SINGLE PERSON 12 M2	yes			1 x 12 optional	1 x 12 optional	1 x 12 optional	Director
OFFICE - SINGLE PERSON 9 M2	yes	1 x 9 optional	1 x 9	1 x 9	1 x 9	1 x 9	Unit Manager
OFFICE - 2 PERSON SHARED	yes				1 x 12 optional	1 x 12 optional	CNC / Nurse Educators
OFFICE - 2 PERSON SHARED	yes				1 x 12 optional	1 x 12 optional	Registrars
OFFICE - WORKSTATION	yes				1 x 6 optional	1 x 6 optional	Secretarial
RECEPTION	yes	1 x 10 optional	1 x 10 optional	1 x 10	1 x 10	1 x 10	May be larger if more than 2 persons to be accommodated
TOILET - STAFF	yes	1 x 2	1 x 2	2 x 2	2 x 2	2 x 2	
WAITING	yes	1 x 6 optional	1 x 6 optional	1 x 15	1 x 18	1 x 18	

270 .46.00 SHARED AREAS

ROOM / SPACE	Standard Component	Level 2 Qty x m2	Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
CHANGE ROOM - STAFF	yes	1 x 8	1 x 8	2 x 8	2 x 10	2 x 10	May be shared with Operating Unit if co-located
DISPOSAL ROOM	yes			1 x 8	1 x 8	1 x 8	
MEETING ROOM	yes				1 x 20	1 x 20	Meetings, Tutorials

References and Further Reading

- 270 .47.00 - American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
- Health Department Western Australia, Private Hospital Guidelines, 1998.
 - National Co-ordinating Committee on Therapeutic Goods - Standards for Operation of Sterile Supply Services in Healthcare Facilities.
 - Queensland Government, Private Health Facilities Building Code, 2000.

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- Tasmanian Department of Community & Health Services, Standards for Day Surgery/ Procedures Facilities, 1995.
- Technical Guideline TG 6.001, Department of Human Services Victoria, 1990 Revised 1998.
- The Australian Confederation of Operating Room Nurses (A.C.O.R.N.) Standards, Guidelines and Policy.

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FUNCTIONAL RELATIONSHIPS DIAGRAM - DAY PROCEDURE UNIT

