

AX APPENDICES

AX.01 Schedule of Accommodation

A Generic Schedule of Accommodation for a Health Information Unit is outlined below.

In the NSW Health - Guide to the Role Delineation of Health Care Facilities (Third Edition 2002), health information service units are not defined by level of service, unlike other clinical support services such as pharmacy.

The purpose of developing an HIU schedule of accommodation incorporating levels 3/4 and 5/6, is to ensure the provision of an adequate and appropriate health information service to the associated health care facility.

The schedule of accommodation assumes that support rooms (e.g. a cleaner's room and disposal room) will be shared with an adjacent service.

The 'Room/ Space' column describes each room or space within the Unit. Some rooms are identified as 'Standard Components' (SC) or as having a corresponding room which can be derived from a SC. These rooms are described as 'Standard Components –Derived' (SC-D). The 'SD/SD-C' column identifies these rooms and relevant room codes and names are provided.

All other rooms are non-standard and will need to be briefed using relevant functional and operational information provided in this HPU.

In some cases, Room/ Spaces are described as 'Optional' or 'o'. Inclusion of this Room/ Space will be dependent on a range of factors such as operational policies or clinical services planning.

ENTRY/RECEPTION / WAITING AREAS

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Levels 3/4	Qty x m2 Levels 5/6	Remarks
RECL-10	Reception / Clerical, 10m2	Yes	1 x 10	1 x 10	
WAIT-10	Waiting, 10m2	Yes	1 x 4	1 x 6	
MEET-9	Meeting Room, 9m2	Yes	1 x 12	1 x 9	Interviews/ research
STPS-8	Store - Photocopy / Stationery, 8m2	Yes	1 x 8	1 x 8	
	Research Room		-	1 x 20	Size dependent on research activities
BMEQ-4	Bay - Mobile Equipment, 4m2	Yes	1 x 4	3 x 4	Trolleys
	Discounted Circulation %		15%	15%	

ASSEMBLY / SORTING / SCANNING

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Levels 3/4	Qty x m2 Levels 5/6	Remarks
	Assembly and Sorting		15	25	Option A
	Assembly / Sorting / Scanning		1 x 50	1 x 80	Option B
BS-4	Bay - Storage, 4m2	Yes	1 x 4	2 x 4	Some storage for records that have been scanned and to be retained for 3-6 months.
STGN-8	Store - General, 8m2	Yes	1 x 8	1 x 9	Consumables
	Discounted Circulation %		15%	15%	

Space requirements will vary depending on the process used; hard copy (Option A) and scanning (Option B) processes are detailed below. Only one of these spaces is required, depending on the service model adopted.

FILE STORE

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Levels 3/4	Qty x m2 Levels 5/6	Remarks
	Records Store - Active		Project specific	Project specific	Space allocation needs to include circulation between aisles. Alternatively, increase the internal circulation rate to 30%. Refer to Calculation of Active Records Storage. May also include the bulk of records that have been scanned and need to be held for between 3 – 6 months.
	Records Store – Non-active		Project specific	Project specific	Not usually collocated with the HIU.
	Records Store - Active		Project specific	Project specific	Space allocation needs to include circulation between aisles. Alternatively, increase the internal circulation rate to 30%. Refer to Calculation of Active Records Storage. May also include the bulk of records that have been scanned and need to be held for between 3 – 6 months.
	Records Store – Non-active		Project specific	Project specific	Not usually collocated with the HIU.
	Discounted Circulation %		15%	15%	

STAFF OFFICES

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Levels 3/4	Qty x m2 Levels 5/6	Remarks
OFF-S12	Office - Single Person, 12m2	Yes		1 x 12	Department Manager
OFF-S9	Office - Single Person, 9m2	Yes	1 x 9	1 x 9	Department Manager/ Deputy Manager
	Office – Workstation, 5.5m2		5.5	5.5	For example for Health Information Managers, support and administrative staff. No. determined by staff establishment and operational policy.
OFF-2P	Office – 2 Person Shared, 12m2	Yes	1 x 9	1 x 12	Medico-legal staff; 12m2 assumes 2 staff
	Office – Workstation, 5.5m2		1 x 5.5	5.5	Quiet environment. No. determined by staff establishment and operational policy.
STPS-8	Store - Photocopy / Stationery, 8m2	Yes	-	1 x 8	
MEET-L-20	Meeting Room, 20m2	Yes		1 x 20	Unit meetings. In smaller units, the meeting room will be shared with an adjacent service. No. to be determined through service planning.
	Discounted Circulation %		15%	15%	

The provision of staff work space should be based on the staffing profile and jurisdictional policies. Staff described above are indicative only.

STAFF AMENITIES

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Levels 3/4	Qty x m2 Levels 5/6	Remarks
PROP-2	Property Bay - Staff	Yes	1 x 2	1 x 3	
BBEV-OP	Bay - Beverage, Open Plan, 4m2	Yes	1 x 3	1 x 4	A staff room may be considered depending on local jurisdiction policies.
WCST	Toilet - Staff, 3m2	Yes	1 x 3	3	No. dependent on staff establishment.
	Discounted Circulation %		15%	15%	