

## AX APPENDICES

### AX.01 Schedule of Accommodation

The following Schedule of Accommodation is organised by ACEM Service levels 1 to 4. Unit size will ultimately be dependent of factors including activity, acuity and performance targets.

The allocation of treatment spaces and other support space is indicative and final numbers should be informed through detailed service planning using local benchmarks and planning guides.

Space for a satellite medical imaging has not been included in this Schedule of Accommodation. If this model is adopted, for more details refer to AHIA, 2013, AusHFG Part B: HPU 440 Medical Imaging Unit.

A generic schedule of accommodation follows.

- Note 1: FPU - functional planning unit, number depends on service plan and activity level.
- Note 2: Optional (o) indicates that the space may be shared with an adjoining service or zone within the ED.
- Note 3: Staff station should be located centrally within treatment area, preferably with direct oversight of resuscitation bays. Direct access required to treatment spaces. It may be raised for uninterrupted vision of the patients. It may be partially enclosed to ensure that confidential information can be conveyed without breach of privacy and to provide security to staff and confidential information.

In smaller hospitals, it is likely that the ED will be located alongside the main hospital entry point and it has been assumed that these areas may share space and staffing with adjacent areas.

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

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Level 1	Qty x m2 Level 2	Qty x m2 Level 3	Qty x m2 Level 4	Remarks
AIRLE-10	Airlock, 10m2	Y	Shared	1 x 10	1 x 10	1 x 10	Entry
RECL-15	Reception/ Clerical, 15m2	Y	Shared	1 x 15	1 x 20	1 x 20	Staff to be able to observe & control access entries and treatment areas
WAIT-20	Waiting, 20m2	Y	Shared	1 x 25	1 x 45	1 x 50	Open, observed from Triage & Reception; play area for children, ability to separate groups
PLAP-10	Play Area - Paediatric, 10m2	Y	Shared	1 x 10	1 x 10	1 x 10	Defined area adjoining waiting area, or adjacent to paediatric treatment areas.
PAR	Parenting Room	Y	Shared	1 x 6 (o)	1 x 6	1 x 6	Accessible from waiting areas.
BPH	Bay – Public Telephone	Y	Shared	1 x 2 (o)	1 x 2	1 x 2	
BVM-3	Bay – Vending Machines	Y	Shared	1 x 3 (o)	1 x 3	1 x 3	
WAPU-3	Toilet - Public, 3m2	Y	1 x 3	2 x 3	3 x 3	4 x 3	Allocation dependent on nearby amenities.
WCAC	Toilet - Accessible, 6m2	Y	Shared	1 x 6 (o)	1 x 6	1 x 6	Will include facilities for baby change.
BMEQ-6	Bay - Mobile Equipment	Y	Shared	1 x 12	1 x 12	1 x 12	Wheelchair/ trolley hold
	Discounted Circulation		30%	30%	30%	30%	

**TRIAGE / REGISTRATION**

AusHFG Room Code	Room/Space	SC	Qty x m2 Level 1	Qty x m2 Level 2	Qty x m2 Level 3	Qty x m2 Level 4	Remarks
	Triage Cubicle/ Bay			9	9	9	FPU. No. dependent on operational arrangements.
TRMT	Treatment Room	Yes			14 (o)	14 (o)	Optional if models in place for a nurse working within the waiting room
AMBTR	Ambulance Triage	Yes		1 x 12	1 x 12	1 x 12	
	Ambulance Service – Write up			1 x 3	1 x 4	1 x 5	Includes some storage
SHDEC	Shower, Decontamination	Yes	1 x 8	1 x 8	1 x 8	1 x 8	Check local authority requirements for waste water detention requirements.
	Discounted Circulation		30%	30%	30%	30%	

In smaller hospitals, it is likely that the ED will be located alongside the main hospital entry point and it has been assumed that these areas may share space and staffing with adjacent areas.

**TREATMENT CLUSTER**

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Level 1	Qty x m2 Level 2	Qty x m2 Level 3	Qty x m2 Level 4	Remarks
	<b>RESUSCITATION</b>						
PBTR-R	Patient Bay - Resuscitation, 25m2	Yes		25*	25	25	Note: Smaller Level 2 services might instead have a single 35m2 space that provides two bays.
	Patient Bay – Treatment/ Resuscitation		16				FPU.
INTF	Interview Room	Yes			12	12	FPU. For staff to meet with family and friends of patients. Also used as a quiet/ grieving space.
INTF	Interview Room	Yes	(o)	1 x 9	9	9	FPU. As above
BMEQ-4	Bay – Mobile Equipment, 4M2	Yes	Shared	Shared	1 x 4	1 x 4	
STGN	Store – General, 9m2	Yes				1 x 9	Dedicated storage for resuscitation
	<b>SENIOR ASSESSMENT &amp; STREAMING</b>						
WAIT-10	Waiting	Yes			5	10	
PBTR-A12	Patient Bay – Acute Treatment, 12m2	Yes			12	12	FPU. Space will accommodate either trolleys or chairs.
STSN-10	Staff Station, 10M2	Yes			1 x 10 (o)	1 x 10	Staff station may be shared with adjacent treatment area.
	<b>FAST TRACK</b>	Depending on service planning, this area may also contain Patient Bay – Acute Treatment.					
WAIT-10	Waiting, 10m2	Yes			10	10	
CONS	Consult room	Yes		12	12	12	FPU
CONS-ENT-OPT	Consult - ENT/ Ophthalmology	Yes			1 x 12 (o)	1 x 12	Where optional, determined by activity.
	Consult - Dental					1 x 12(o)	Determined by need/ activity. A knee break chair might be included to increase flexibility.
	Patient Bay – Acute Treatment (Nebuliser)				1 x 4 (o)	1 x 4 (o)	
STSN-10	Staff Station, 10m2	Yes		Shared	1 x 10 (o)	1 x 10	Where optional, may be shared with an adjacent treatment area.
TRMT	Plaster Room	Yes			1 x 14	1 x 14	Level 1 and 2 services will use a treatment room.
	Store - Crutch				1 x 2	1 x 2	
	<b>ACUTE/ SUB ACUTE</b>	In larger services, separate areas may be provided for acute and sub-acute beds. It is likely that services with significant attendances will develop a dedicated paediatric zone. For the purposes of this indicative Schedule of Accommodation, it has been assumed that a standard Patient Bay will be provided. This increases standardisation and flexibility over time. The Service Plan will nominate nos of spaces to be provided within each zone.					
PBTR-A12	Patient Bay - Acute Treatment, 12m2	Yes		12	12	12	FPU. May be designated adult or paediatric.
1 BR-IS-N	1 Bed Room - Isolation - Negative Pressure, 15m2	Yes			15	15	FPU
ANTE	Anteroom	Yes			6	6	Dedicated to each Class n Room
ENS-ST	Ensuite - Standard, 5m2	Yes			5	5	Dedicated to each Class N room
	Treatment Room - Safe Assessment				14	14	Used for containment and assessment for MH patients. Can also be used for other patients.
CONS	Consult Room	Yes				1 x 12	Dedicated for Sexual Assault assessment.
ENS-ST	Ensuite - Standard, 5m2	Yes				1 x 5	Attached to the Consult Room, Sexual Assault
TRMT	Treatment Room	Yes		14	14	14	FPU. Paediatric specific rooms may be required
PROC-20	Procedure Room, 20m2	Yes			20	20	FPU. Paediatric specific rooms may be required.
PLAP-10	Play Area - Paediatrics, 10m2	Yes			1 x 8	1 x 8	Located adjacent to Paediatric Patient Bays
WCPT	Toilet - Patient, 4m2	Yes		2 x 4	4	4	The numbers should support patients in all areas within the Triage and all Treatment Areas.
SHPT	Shower - Patient, 4m2	Yes		1 x 4	4	4	The numbers should support patients in all areas within all Treatment Areas.
	Discounted Circulation		40%	40%	40%	40%	

## Australasian Health Facility Guidelines

### SUPPORT AREAS

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Level 1	Qty x m2 Level 2	Qty x m2 Level 3	Qty x m2 Level 4	Remarks
SSTN-14	Staff Station, 14m2	Yes		1 x 14	1 x 20	1 x 30	
BHWS-A	Bay – Hand wash - Type A	Yes	1 x 1	1	1	1	1 basin per 4 treatment bays
	Office – Telemedicine					1 x 12	Allocated for a tertiary centre to consult on cases at
CLUR-12	Clean Utility/ Medication Room, 12m2	Yes	Shared	1 x 12	1 x 12	1 x 12	
BPTS	Bay – Pneumatic Tube	Yes		1 x 1	1 x 1	2 x 1	
BPATH	Bay – Pathology	Yes	1 x 2 (o)	1 x 2 (o)	1 x 3 (o)	1 x 4 (o)	Inclusion dependent on local policies. Size dependent on no. of devices used.
DTUR-10	Dirty Utility, 10m2	Yes	Shared	1 x 10	10	10	No. dependent on size and configuration of ED
STGN-9	Store - General	Yes	Shared	1 x 20	1 x 30	1 x 40	
STEQ-14	Store - Equipment	Yes	Shared	1 x 14	1 x 20	1 x 30	
STDE	Store - Disaster Equipment	Yes				1 x 8	
BMEQ-4	Bay - Mobile Equipment, 4m2	Yes	1 x 2	2 x 4	3 x 4	4 x 4	
BBEV-OP	Bay – Beverage, Open Plan, 4m2	Yes	Shared	1 x 4	1 x 4	1 x 4	
BMT-4	Bay – Meal Trolley	Yes		1 x 4	1 x 4	1 x 4	Inclusion dependent on operational policy
BLIN	Bay - Linen	Yes	Shared	1 x 2	2 x 2	3 x 2	
STDR-10	Medication Room	Yes			1 x 10	1 x 10	
DISP-8	Disposal Room, 8m2	Yes	Shared	1 x 8	1 x 8	1 x 8	
CLRM-5	Cleaner's Room, 5m2	Yes	Shared	1 x 5	1 x 5	1 x 5	
BRES	Bay - Resuscitation Trolley	Yes	1 x 1.5	1 x 1.5	1 x 1.5		
	Discounted Circulation		30%	30%	30%	30%	

### SHORT STAY UNIT

AusHFG Room Code	Room / Space	SC / SC-D	Qty x m2 Level 1	Qty x m2 Level 2	Qty x m2 Level 3	Qty x m2 Level 4	Remarks
	Patient Bay - Non Acute Treatment, 10m2	Yes		10	10	10	FPU
1 BR-IS-N	1 Bed Room - Isolation Room - Negative Pressure, 15m2	Yes			15	15	FPU. No. dependent on need.
ANTE	Anteroom	Yes			6	6	
ENS-ST	Ensuite	Yes			5	5	
WCPT	Toilet - Patient, 4m2	Yes		4	4	4	No. dependent on no. treatment spaces
SHPT	Shower - Patient, 4m2	Yes		4	4	4	No. dependent on no. treatment spaces
SSTN-10	Staff Station	Yes		1 x 10	1 x 14	1 x 15	
BLIN	Bay - Linen	Yes		1 x 2	1 x 2	1 x 2	
BHWS-B	Bay – Hand washing – Type B	Yes		1	1	1	No. dependent on no. Patient Bays; allocated at 1:4
CLUR-12	Clean Utility/ Medication Room, 12m2	Yes		1 x 10 (o)	1 x 10	1 x 10	
DTUR-S	Dirty Utility - Sub, 8m2	Yes		1 x 8 (o)	1 x 8	1 x 8	
	Discounted Circulation		30%	30%	30%	30%	

### STAFF AREAS

AusHFG Room Code	Room/Space	SC	Qty x m2 Level 1	Qty x m2 Level 2	Qty x m2 Level 3	Qty x m2 Level 4	Remarks
SRM-15	Staff Room, 15m2	Yes	Shared	1 x 15	1 x 20	1 x 30	
WCST	Toilet - Staff, 3m2	Yes	Shared	2 x 3	3 x 3	4 x 3	
SHST	Shower – Staff, 3m2	Yes	Shared	Shared	1 x 3	2 x 3	
PROP-2	Property Bay - Staff	Yes	1 x 2	1 x 3	1 x 5	1 x 8	
OFF-S12	Office - Single Person, 12m2	Yes			1 x 12	1 x 12	Medical Director
OFF-S9	Office - Single Person, 9m2	Yes	9	9	9	9	Nursing manager and staff specialists
	Office – Workstation, 5.5m2		5.5	5.5	5.5	5.5	Administration, reception and research staff
	Office – Workstation, 4.4 m2			4.4	4.4	4.4	Clinical staff such as CNEs, CNCs and registrars
STPS-8	Store - Photocopy/ Stationery, 8m2	Yes	Shared	1 x 8	1 x 8	1 x 8	
MEET-20	Meeting Room, 20m2	Yes	Shared	1 x 20	1 x 15	1 x 25	
MEET-12	Meeting Room, 12m2	Yes	Shared		1 x 12	1 x 15	
	Discounted Circulation		30%	30%	30%	30%	