

Part B – Health Facility Briefing & Design

285 Supply Unit



iHFG

International Health Facility Guidelines

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Table of Contents

285	Supply Unit	3
1	Introduction	3
2	Planning	3
3	Design	4
4	Components of the Unit.....	5
5	Schedule of Accommodation – Supply Unit.....	6
6	Functional Relationship Diagram - Supply Unit.....	8
7	References and Further Reading.....	9

285 Supply Unit

1 Introduction

Description

The Supply Unit shall provide for the following functions:

- purchase and receipt of equipment and bulk medical supplies
- storage of bulk dry goods, consumables, intravenous fluids, drugs and flammable liquids
- storage of emergency stock for the facility
- storage of surplus hospital equipment and equipment awaiting repairs
- deliveries to hospital units for regular restocking of unit based supplies

2 Planning

Operational Models

The Supply Unit will generally operate during the day with limited entry provisions after hours.

Planning Models

Supply Unit will consist of a number rooms and areas for storing high volumes of goods, equipment and furniture as necessary. The rooms may vary in sizes depending on the items to be stored and the frequency of stock delivery. The storage areas may be centrally located within the Supply Unit with satellite storage rooms provided closer to the areas requiring specific stock items.

Functional Areas

The Supply Unit consists of the following Functional Areas:

- Loading Dock
- Goods Receipt area
- Dispatch areas for stock awaiting collection
- Storage areas which may include bulk stores, palletted supplies, flammable stores, furniture and equipment, gas bottles and equipment for loan to outpatients
- Staff areas including Offices, Workstations and access to Staff Change and Toilets.

Goods Receipt

A dedicated Goods Receipt area shall be provided for the receipt, checking, sorting and temporary holding of incoming stock. The Goods Receipt will require off street unloading facilities.

The Goods Receipt shall be located adjacent to the Loading Dock and with ready access to the Bulk Store.

Security for incoming stock will require consideration. Visual control of the area from the Store Manager's office is recommended to discourage dumping/leaving of deliveries without proper receiving by Stores personnel. The Goods Receipt may include a workstation with computer.

Dispatch Area

The Dispatch Area may be used to hold stores which are ready to be delivered to hospital units or stores that are ready to be collected by external contractors such as loaned equipment and incorrect deliveries. It should be located with easy access to the Loading Dock.

Storage Areas (Bulk)

The size of Storage Areas will be determined by the type of items to be stored and the frequency of stock delivery. Stocks are to be stored in heavy duty shelving or on clean pallets which should elevate the goods off the floor.

Cool room or refrigerators may be required for delivered items which have to be kept at cooler temperatures while awaiting delivery or pick-up to designated Units within the facility. If sterile items are to be stored in the Supply Unit, it is recommended that they are stored separately from non-sterile items. Sterile items are recommended to be stored in shelving which are 250mm minimum from the floor and not too close to the ceiling.

IV Fluids may be stored in a designated area within the Bulk Store if IV Fluid storage area is not already provided in the Pharmacy Unit.

Storage Areas – Equipment

This area is used for the storage of medical equipment and some furniture for use in the facility. Equipment such as infusion pumps will also be recharged in this room.

Additional storage areas for equipment for loan to patients and outpatients should be provided in an amount not less than 5 percent of the total area of the Outpatient Facilities. This may be combined with and in addition to the Equipment Store or be located in a central area within the Outpatient Unit. This storage requirement is generally for therapy equipment and mobility aids loaned to patients. A portion of this storage area may be provided off-site.

Functional Relationships

External

The Supply Unit may be located in a separate building on-site, but the preferred location is within the main building. A portion of the storage may be located off-site. Protection against inclement weather during transfer of supplies shall be provided. Fire protection and security are important considerations.

Internal

The Bulk Store is the primary storage area for all delivered supplies and store prior to distribution to various Hospital Units. It shall be located with ready access to the Loading Dock area. This area requires security and controlled access.

The Bulk Store should be located within easy access to services/ goods lift for transportation of materials to the hospital units. The corridor should permit two-way traffic of bulky items and should be restricted access to public.

3 Design

General

Loading Dock shall be a covered area for transport access to service Units for delivery or collection of goods and shall be zoned into clean and dirty areas. This may be shared between a number of Support Service Units (e.g. Catering Unit, Linen Handling, and Supply Unit).

Environmental Considerations

Natural Light

Provide natural light to office and staff areas where possible.

Space Standards and Components

Ergonomics

Consideration should be given to the need for manual handling devices such as dock levellers and lifters. A well-designed and equipped work area will eliminate injuries resulting from manual handling.

Refer also to Part C of these Guidelines.

Safety and Security

All entrances and exits shall be secured. An intercom or call bell should be located at the dock entrance area to announce deliveries when doors are closed. Where required, concave directional mirrors along corridors and bends should be provided to avoid collision of oversized trolleys, motorised transporters and staff.

Design of the Supply Unit should ensure that storage areas are free from insects and vermin.

Flammable liquids and items must be stored in a room designed according to relevant international and local regulations

Exhaust should be provided in rooms for storing and recharging of pallet jacks, motorised transporters and other equipment depending on battery type to avoid build-up of noxious gases.

Finishes

Door & wall protection shall be installed to prevent damage to walls caused by all types of trolleys, lifting/transport equipment and movement of large items. Sturdy wall protection such as rubber or timber wall protection is recommended to withstand impacts from trolleys, pallet jacks and other bulky transporting equipment. Solid core door with stainless steel door and door frame protection is recommended to avoid chipping and breakage.

Floor finish is to be non-slip, impervious, easy to clean and hardwearing. Movement of large equipment and lifting/ transporting equipment are to be considered when choosing appropriate floor finish

Refer also to Part C of these Guidelines.

Fixtures and Fittings

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

Building Service Requirements

Natural light is not required in storage areas; however, adequate lighting is required in storage areas to avoid shaded spots where accidents can occur.

Refer to Part E of these Guidelines.

Infection Control

Hand-washing facilities should be located in the Supply Unit.

Refer to Part D of these Guidelines.

4 Components of the Unit

The Supply Unit will contain Standard Components to comply with details described in these Guidelines. Refer also to Standard Components Room Data Sheets and Room Layout Sheets.

5 Schedule of Accommodation – Supply Unit

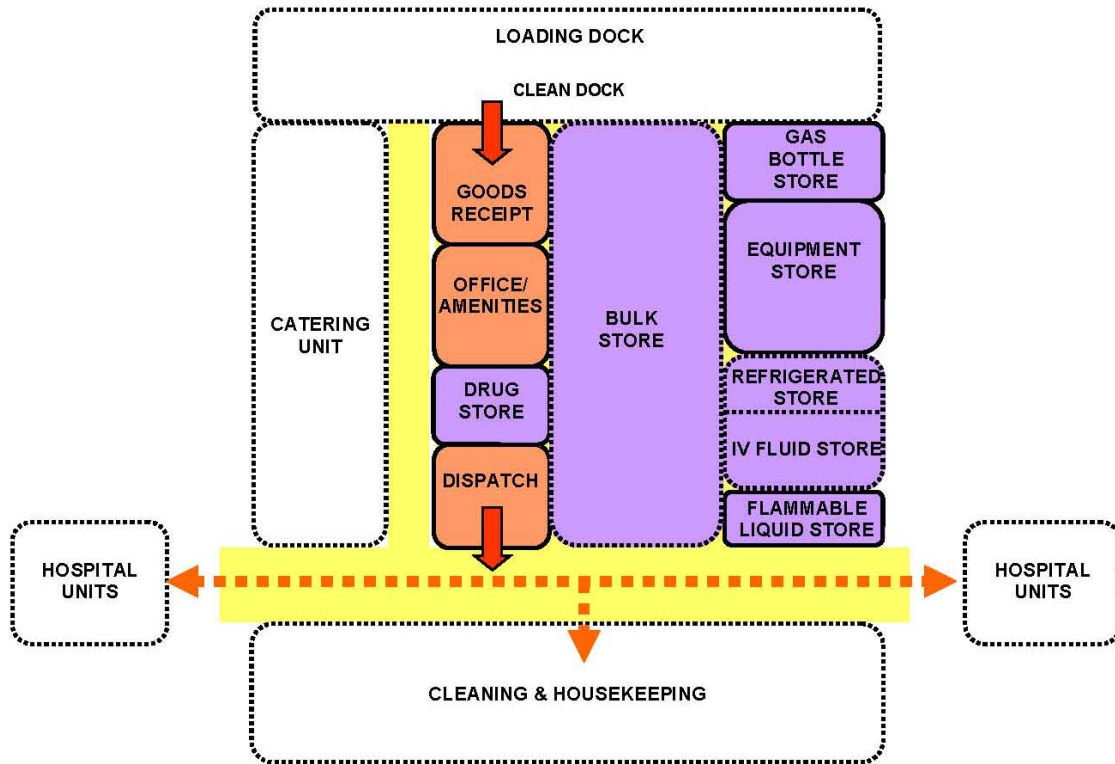
Supply Unit for Role Delineation Level 3, 4, 5 and 6

ROOM/ SPACE	Standard Component Room Codes	RDL 3 Qty x m ²			RDL 4 Qty x m ²			RDL 5 Qty x m ²			RDL 6 Qty x m ²			Remarks
Supplies Areas														
Dispatch Area	DIS-8-I DIS-12-I DIS-20-I	1	x	8	1	x	12	1	x	20	1	x	20	
Goods Receipt	GR-8-I GRE-12-I GRE-20-I	1	x	8	1	x	8	1	x	12	1	x	20	
Loading Dock - Clean	LODK-I (sim)	1	x	0	1	x	0	1	x	0	1	x	0	External space which may be shared with other Back of House Services. Area as required.
Store - Bulk	STBK-50-I STBK-100-I STBK-150-I	1	x	50	1	x	100	1	x	100	1	x	150	Size according to requirements.
Store - Drugs	STDR-5-I STDR-10	1	x	5	1	x	5	1	x	10	1	x	10	Optional. May be located in the Pharmacy Unit.
Store - Equipment	STEQ-25-I STEQ- 50-I	1	x	25	1	x	25	1	x	50	1	x	50	
Store - Flammable Liquid	STFL-I (sim)	1	x	9	1	x	9	1	x	9	1	x	9	
Store - Gas Bottles	STGB-F-I STGB-E-I (sim)	2	x	5	2	x	5	2	x	10	2	x	10	Full and empty bottles to be stored separately. May be located externally at a secure location.
Store - IV Fluids	STIV-10-I STIV-20-I STIV-30-I	1	x	10	1	x	20	1	x	20	1	x	30	May be located within Store - Bulk
Store - Refrigerated	STREF-5-I STREF-10-I	1	x	5	1	x	5	1	x	10	1	x	10	Optional. May be located as refrigerator bay within Store - Bulk.
Sub Total				130.0			194.0			251.0			319.0	
Circulation %				20			20			20			20	
Area Total				156.0			232.8			301.2			382.8	
Support Areas														
Office - Single Person, 12 m ²	OFF-S12-I							1	x	12	1	x	12	For Supply Unit Manager
Office - Single Person, 9 m ²	OFF-S9-I	1	x	9	2	x	9	1	x	9	1	x	9	For Supply Unit Manager or Purchasing Manager
Office - 2 Persons Shared	OFF-2P-I							1	x	12	1	x	12	For Purchasing Officers
Office - Workstation	OFF-WS-I	1	x	5.5	2	x	5.5	2	x	5.5	4	x	12	For Purchasing Officers or Supply personnel
Property Bay - Staff	PROP-2-I PROP-6-I	2	x	2	2	x	2	2	x	6	2	x	6	Separate for Male & Female
Toilet - Staff (Male/ Female)	WCST-I	2	x	3	2	x	3	4	x	3	4	x	3	Separate for Male & Female
Sub Total				24.5			39.0			68.0			105.0	
Circulation %				20			20			20			20	
Area Total				29.4			46.8			81.6			126.0	
Grand Total				185.4			279.6			382.8			508.8	

Please note the following:

- 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 number of endorsed full time positions in the unit.
- Staff and support rooms may be shared between Functional Planning Units dependant on location and accessibility to each unit and may provide scope to reduce duplication of facilities.

6 Functional Relationship Diagram - Supply Unit



7 References and Further Reading

- Australasian Health Facility Guidelines, Part B Health Facility Briefing and Planning, Rev 4, 2012; refer to website www.healthfacilitydesign.com.au
- The Facility Guidelines Institute (US), 2010 Edition. Guidelines for Design and Construction of Health Care Facilities) refer to website www.fgiguideines.org
- Purchasing and Supply Manual for Public Health Organisations. Jan 2006, NSW Health Australia, refer to website. <http://www.health.nsw.gov.au/policies/>



The International Health Facility Guidelines recommends the use of HFBS “Health Facility Briefing System” to edit all room data sheet information for your project.

HFBS provides edit access to all iHFG standard rooms, and departments, and more than 100 custom report templates.

HFBS Health Facility Briefing System



Briefing Module

The Health Facility Briefing System (HFBS) has numerous modules available via annual subscription. It suits healthcare Architects, Medical Planners, Equipment Planners Project Managers and Health Authorities.

Use the HFBS Briefing Module to quickly drag in health facility departments or pre-configured room templates from the iHFG standard, edit the room features such as finishes, furniture, fittings, fixtures, medical equipment, engineering services. The system can print or download as PDF more than 100 custom reports including room data sheets, schedules, and more...

To learn more about the HFBS web-based Healthcare Briefing and Design Software and to obtain editable versions of the “Standard Components” including Room Data Sheets (RDS) and Room Layout Sheets (RLS) offered on the iHFG website, signup for HFBS using the link below.

Get Started Now:
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- ✓ iHFG Room Data Sheets and Departments are instantly editable in the HFBS software available online.
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