

6.0 Administration Unit

6.1 Introduction

6.1.1 *Description of 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 executive, 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 executive and support staff
- Nursing executive 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, 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 maximised 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 Policy:

- General and/or individual office accommodation for appropriate clerical, administrative, medical and nursing personnel, if required; 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

The Administrative and Clerical staff shall have access to toilet 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:

- Clinical and Medical Services Unit



- Executive Suite (may include Meeting/ Boardroom, Pantry, Waiting and Reception area)
- Facilities Management Unit
- Finance Unit
- HR and Payroll Unit (Occupational Health and Safety staff may be included; Medical and Nursing personnel may be separate units)
- Education and Development Unit
- Nursing and Patient Services 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 discreet 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

Maximise 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 sounds levels shall be designed to meet the function of each space. Please refer to Part C, 9.2 "Acoustic Solutions for Healthcare Facilities"

6.3.2 *Space Standards and Components*

ERGONOMICS

Refer to Part C of these Guidelines.

6.3.3 *Safety and Security*

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 of 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 to comply 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*

OFFICE – EXECUTIVE

Description and Function

The Executive Offices will be provided for facility or service directors and will be a larger 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

6.5.1 Administration Unit Generic Schedule of Accommodation

Schedule of Accommodation for an Administration Unit for Levels 3-6

SUPPORT AREAS

ROOM/ SPACE	Standard Component	Qty x m2				Remarks
WAITING AREA	yes	2 x 10				1.2m2 per person as required
WAITING AREA - FAMILY	yes	1 x 25				
TOILET - PUBLIC - MALE	yes	1 x 3				If not available nearby
TOILET - PUBLIC - FEMALE	yes	1 x 3				If not available nearby
TOILET - DISABLED	yes	1 x 5				If not available nearby
RECEPTION	yes	1 x 9				1 staff. May be replaced by a workstation.
STORE - PHOTOCOPY / STATIONERY	yes	1 x 8				
BEVERAGE / PANTRY	yes	1 x 4				If no Staff Room
PANTRY	yes	1 x 8				Optional for functions
STAFF ROOM	yes	1 x 18				Optional; includes Beverage Bay
STAFF TOILET	yes	2 x 3				
STORE - FILES	yes	1 x 10				Documents & minutes
STORE - FILES	yes	1 x 10				Personnel files

OFFICES

Notes: Quantity to be determined by staffing establishment

Executives and Managers may be responsible for more than one area, but should have only one office assigned within the campus

ROOM/ SPACE	Standard Component	Qty x m2				Remarks
OFFICE - EXECUTIVE		1 x 18				
OFFICE - CEO	yes	2 x 15				Fore CEOs and General Managers
OFFICE - SINGLE PERSON, 12M2	yes	2 x 12				Managers, Staff Specialists, and Department Heads
OFFICE - SINGLE PERSON, 9M2	yes	3 x 9				Managers, Staff Specialists, and Department Heads
OFFICE - 2 PERSON SHARED	yes	2 x 12				Administrative support
OFFICE - 3 PERSON SHARED	yes	1 x 15				Finance, Nursing, Medical
OFFICE - 4 PERSON SHARED	yes	1 x 20				Human Resources, Finance

WORKSTATIONS

Note: Quantity to be determined by staffing establishment



ROOM/ SPACE	Standard Component		Qty x m2			Remarks
OFFICE - WORKSTATION	yes		4 x 6			Research Fellows Research Assistants
OFFICE - WORKSTATION	yes		4 x 6			Community Health, IT, Clinical Nurse Consultants,
OFFICE - WORKSTATION	yes		2 x 6			Administrative support as required

MEETING ROOMS

ROOM/ SPACE	Standard Component		Qty x m2			Remarks
MEETING ROOM – SMALL, 9M2	yes		2 x 9			Interview/ small meeting functions
MEETING ROOM - SMALL, 12M2	yes		2 x 12			Interview with family groups
MEETING ROOM - MEDIUM/ LARGE, 20M2	yes		1 x 20			Up to 16 persons
MEETING ROOM - MEDIUM/ LARGE, 30M2	yes		1 x 30			Up to 20 persons May be used as a Group Rm
MEETING ROOM - LARGE, 55M2	yes		1 x 55			Up to 45 persons May be used as a Group Rm
DISCOUNTED CIRCULATION %			25-30			Circulation will depend on size of unit

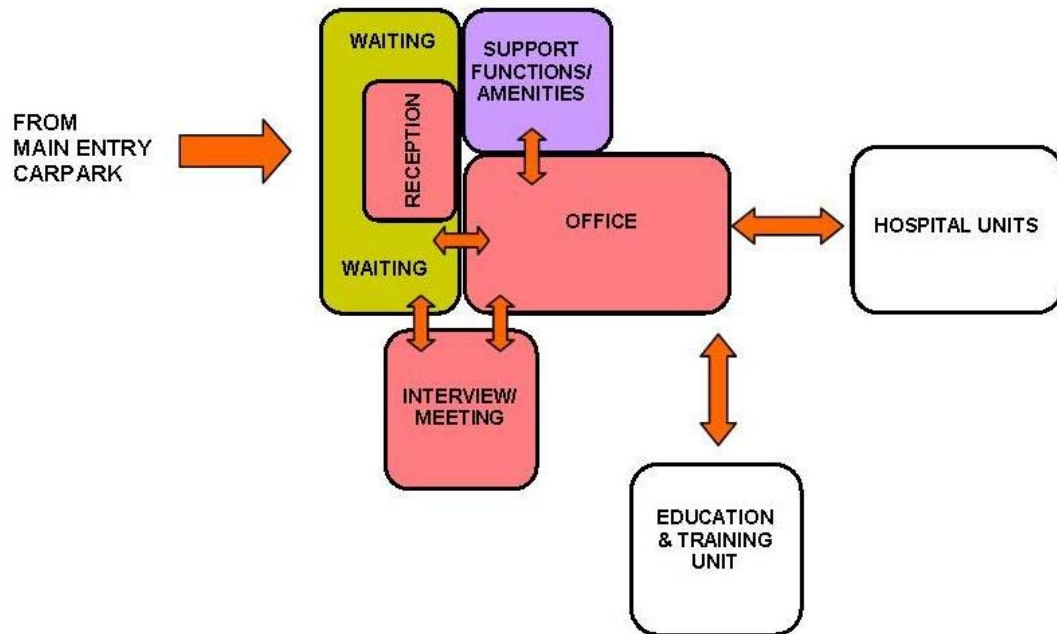
Please note the following:

- 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 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.
- 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.



6.6 Functional Relationship Diagram

6.6.1 Administration Unit Functional Relationship Diagram



6.7 References and Further Reading

- Australasian Health Facility Guidelines. (AusHFG Version 3.0), 2009; refer to website www.healthfacilitydesign.com.au
- Standards Australia, Handbook: Ergonomics - The human factor, A practical approach to work systems design, SAA HB5



The Indian 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 HFG India standard rooms, departments, and more than 40 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 HFG 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 HFG website, signup for HFBS using the link below.

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