



# *IUSS HEALTH FACILITY GUIDES*

## Training and Resource Centre

***Gazetted***

30 June 2014

*Task Team: B:09*

***Supported by:***



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#### INFORMATION

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### *Accessing of these guides*

This publication is received by the National Department of Health (NDoH), IUSS Steering Committee Chairman, Dr Massoud Shaker and Acting Cluster Manager: Health Facilities and Infrastructure Management, Mr Ndinanyi Mphaphuli. Feedback is welcome.

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### *Application and development process*

These IUSS **voluntary standard/ guidance documents** have been prepared as national Guidelines, Norms and Standards by the National Department of Health for the benefit of all South Africans. They are for use by those involved in the procurement, design, management and commissioning of public healthcare infrastructure. It may also be useful information and reference to private sector healthcare providers.

Use of the guidance in this documentation does not dissolve professional responsibilities of the implementing parties, and it remains incumbent on the relevant authorities and professionals to ensure that these are applied with due diligence, and where appropriate, deviations processes are exercised.

The development process adopted by the IUSS team was to consolidate information from a range of sources including local and international literature, expert opinion, practice and expert group workshop/s into a first level **discussion status** document. This was then released for public comment through the project website, as well as national and provincial channels. Feedback and further development was consolidated into a second level **development status** document which again was released for comment and rigorous technical review. Further feedback was incorporated into **proposal status** documents and formally submitted to the National Department of Health. Once signed off, the documents have been **gazetted**, at which stage documents reach **approved status**.

At all development stages documents may go through various drafts and will be assigned a version number and date. The National Department of Health will establish a **Health Infrastructure Norms Advisory Committee**, which will be responsible for the periodic review and formal update of documents and tools. Documents and tools should therefore always be retrieved from the website repository [www.iussonline.co.za](http://www.iussonline.co.za) or Department webportal (forthcoming) to ensure that the latest version is being used.

The guidelines are for public reference information and for application by Provincial Departments of Health in the planning and implementation of public sector health facilities. The approved guidelines will be applicable to the planning, design and implementation of all new public-sector building projects (including additions and alterations to existing facilities). Any deviations from the voluntary standards are to be motivated during the Infrastructure Delivery Management Systems (IDMS) gateway approval process. **The guidelines should not be seen as necessitating the alteration and upgrading of any existing healthcare facilities.**

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**Table 1: IUSS:GNS Reference documents**

CLINICAL SERVICES	Essential	Recommended	SUPPORT SERVICES	Essential	Recommended	HEALTHCARE ENVIRONMENT/ CROSSCUTTING ISSUES	Essential	Recommended	PROCUREMENT and OPERATION	Essential	Recommended
Adult Inpatient Services			Administration and Related Services		X	Generic Room Requirements		X	Integrated infrastructure planning		
Clinical Diagnostic Laboratory Guidelines			General Hospital Support Services			Hospital Design Principles			Briefing Manual		
Mental Health			Catering Services for Hospitals			Building Engineering Services		X	Space Guidelines		X
Adult Critical care			Laundry and Linen Department			Environment and Sustainability			Cost Guidelines		
Emergency Centres			Hospital Mortuary Services			Materials and Finishes		X	Procurement		
Maternity Care Facilities			Nursing Education Institutions		X	Future Healthcare Environments			Commissioning Health Facilities		X
Adult Oncology Facilities			Health Facility Residential			Healthcare Technology			Maintenance		X
Outpatient Facilities			Central Sterile Service Department			Inclusive Environments			Decommissioning		X
Paediatrics and Neonatal Facilities			Training and Resource Centre			Infection Prevention and Control			Capacity Development	X	
Pharmacy			Waste Disposal			Information Technology and Infrastructure		X			
Primary Health Care Facilities						Regulations					
Diagnostic Radiology											
Adult Physical Rehabilitation											
Adult Post-acute Services											
Facilities for Surgical Procedures											
TB Services											

**Colours Legend**

Consultants	
Administrators	
Related documents	



## PART A - GENERAL PLANNING CONSIDERATIONS

### 1. TRAINING AND RESOURCE CENTRE IN A HOSPITAL

Clinical training involves groups of medical or nursing students who receive training at a particular hospital. The unit should be next to the administrative section and could be used to provide meeting, seminar and committee facilities for the administrative section as well.

### 2. LOCATION and FUNCTIONAL RELATIONSHIP

- Access to public and staff amenities

### 3. SPACES

Education and training facilities may include the following:

- Seminar/lecture rooms for tutorials, conferences and seminars
- Common rooms
- Demonstration rooms
- Lecture rooms
- Library collection and reading areas

In tertiary hospitals (large hospitals) an auditorium could be included for large groups of approximately 250 people. Such an auditorium should have a stepped floor and should be air-conditioned to ensure a pleasant environment.

TABLE 2: SUMMARY OF SPACES

	200 - 400 BED HOSPITAL	400 - 600 BED HOSPITAL	600 - 800 BED HOSPITAL
Formal teaching - lecture room for min 100 students	no	no	yes
entrance lobby			
lecture room - large (8 x 5 sq m)	no	yes	yes
seminar room (6 x 4 m)	1 seminar room	2 seminar rooms	2 seminar rooms
discussion rooms (4 x 3 m)	1	2	2
library	no	no	yes
locker area	20 lockers	60 lockers	100 lockers
kitchenette	small	small	medium
cleaner's closet / room	closet	closet	room
store - equipment	yes	yes	yes
store - general	yes	yes	yes
store - audiovisual	yes	yes	yes
toilet (universal access)	yes	yes	yes
toilets (male / female)	yes	yes	yes

## 4. SPATIAL REQUIREMENTS

### 4.1. Lecture rooms

Lecture rooms should be provided for training sessions and conferences.

The number of lecture rooms depends on the size of the health facility and the number of medical and nursing students to be trained. See Figure 1.

- Consideration should be given to the following:
- Acoustic privacy and audio-visual requirements
- Audio-visual and training material store
- White boards
- Sufficient power points for laptops
- Lockers for students

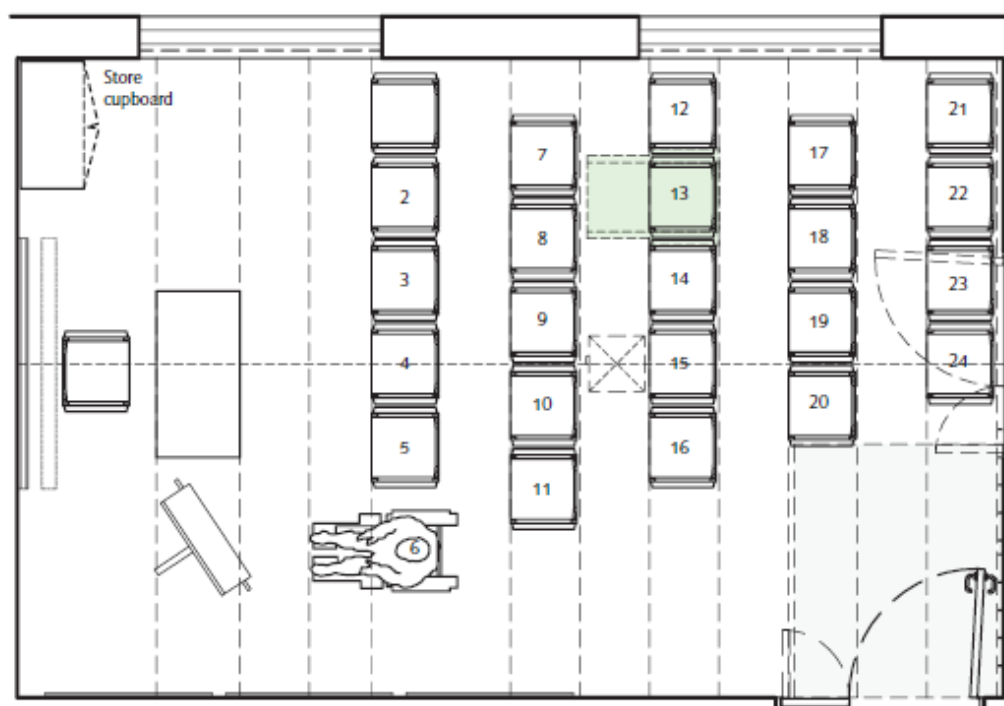
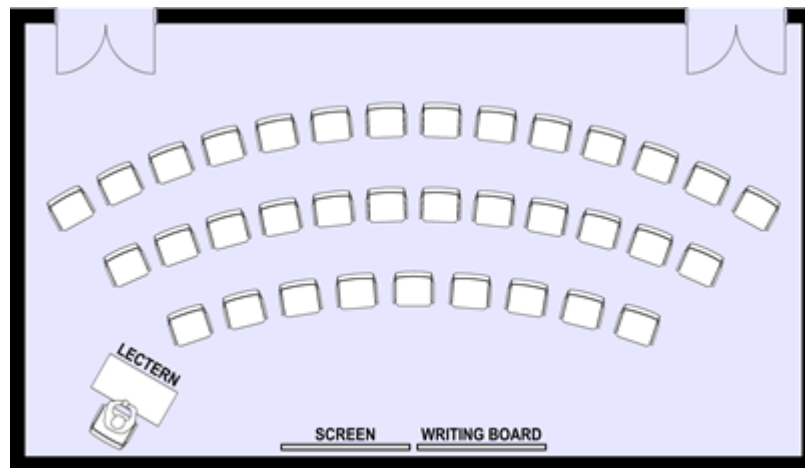
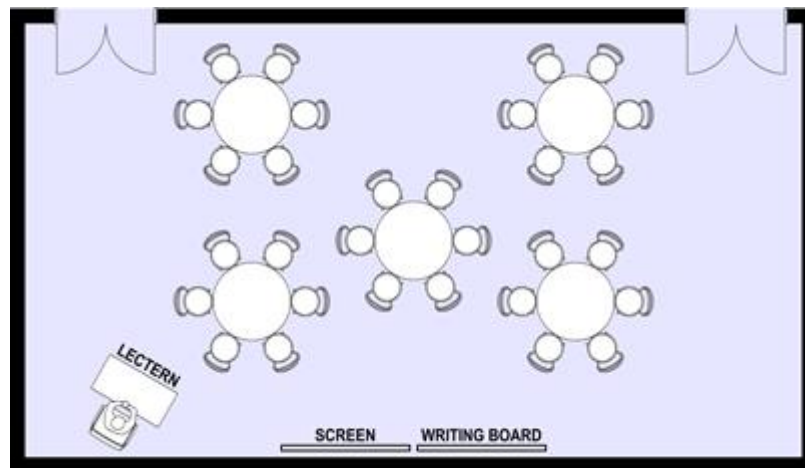


FIGURE 1: TYPICAL SEMINAR ROOM LAYOUT (30-32 M2) (DEPARTMENT OF HEALTH (UK), 2013A, P.45.)

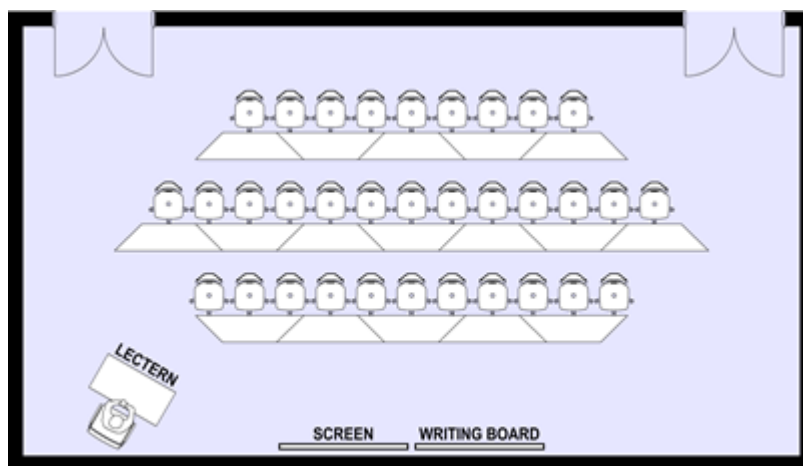
In order to improve flexibility, a multi-purpose room with can be used. In this case loose furniture should be selected with respect to a variety of configurations. See Figure 2. These should be supported by services at positions which allow for spontaneous reconfiguration, for example concealed in-floor power and ICT. Spaces for multipurpose facilities require an adjacent store room for mobile furniture.



**LECTURE**



**WORKSHOP**



**TRAINING**

FIGURE 2: MULTIPURPOSE USE OF SPACES

## 4.2. Media centre

A series of rooms or spaces fitted as a repository and portal for access by staff and occasional invited visitors of an abundance of professional reference material including books, digital and electronic media for the purpose of continuing professional development and self-study:

Consideration should be given to the following inclusions:

- Desks or tables and chairs
- Audiovisual facilities
- Internet connectivity. Refer to *IUSS:GNS Information technology and infrastructure.*

## 5. SUPPORT FACILITIES

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The planning and design of all the above services should take adjacent service areas and departments into consideration in view of the possible sharing of support facilities such as the following:

- Entrance lobby
- Cleaners' closet
- Kitchenette
- Toilet facilities (male, female, disabled)
- Store – training equipment (adjacent to demonstration room)
- Store – general
- Store – audiovisual (adjacent to lecture room)

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