



THE SCOTTISH OFFICE

National Health Service in Scotland  
Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

*Planning notes will be issued when they come to hand*  
NHS:  
MEL(1993)35

Dear Colleague

**SCOTTISH HOSPITAL PLANNING NOTE 12:  
SUPPLEMENT 1  
GENITO URINARY MEDICINE CLINICS**

26 March 1993

**Summary**

**Addressees**

1. This letter announces the publication of Scottish Hospital Planning Note (SHPN) 12, Supplement 1. A copy of the SHPN is enclosed for your information and use. Further copies are available through HMSO priced at £7.00.

For action:  
General Managers,  
Health Boards

Unit General Managers

Chief Executives,  
NHS Trusts

2. Annex 1 to this letter describes the scope of SHPN 12, Supplement 1 and provides an explanation of the cost allowances and guide to areas appropriate to the Note. Annex 2 is a table showing the appropriate Departmental Cost Allowances.

For information:  
General Manager,  
State Hospital

General Manager,  
Common Services Agency

**Action**

Members of Estates  
Policy and Management  
Group

3. Health Boards and NHS Trusts should ensure that the guidance in SHPN 12, Supplement 1 is taken into account when briefing and planning hospital projects.

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Yours sincerely

*Redrick McCallum*

H R McCALLUM  
Director of Estates

<b>COMMON SERVICES AGENCY</b>	
RECEIVED	
30 MAR 1993	
FILE No.	
REFERRED TO	ACTION TAKEN

## SCOTTISH HOSPITAL PLANNING NOTE (SHPN) 12: SUPPLEMENT 1

## GENITO URINARY MEDICINE (GUM) CLINICS

Introduction

1. Scottish Hospital Planning Note (SHPN) 12 provides information on the design of out-patient accommodation and Supplement 1 should be read in conjunction with that Note. Supplement 1 is a self contained Note which provides guidance on the provision of facilities for genito urinary medicine within an OPD. The guidance reflects current policies and replaces the guidance contained in the Design Guide "Special Treatment Clinics" issued in 1974 and sent to Secretaries of Health Boards under cover of SHHD letter SHHD/DS(75)25.

Cost Allowances and Guide to Areas

2. The Departmental Cost Allowances associated with the Note are given in Annex 2 and are calculated on the basis of SPSBT Index Value 129.

3. The schedule of accommodation used in the preparation of cost allowances is given in chapter 7. The figures are published purely as background information and to assist project managers at the earliest design stages when rooms and spaces require to be grouped in their correct relationships. As indicated in chapter 7 of the Note, the areas DO NOT represent recommended room sizes, maximum or minimum allowances, nor are they to be regarded in any way as specific individual entitlements.

4. This supplementary accommodation will rely mostly upon facilities within the general Out-Patients' Department and central hospital services. The cost allowances are flexible and are designed to encourage teams to plan for the most economical solution available to them.

5. The new cost allowances compare favourably with those which they replace because GUM facilities should be built as part of an OPD. If the facilities are planned as a separate unit, there will be considerable extra capital costs and revenue consequences.

6. The guidance is intended to contribute to the overall improvement in efficiency and reduction in running cost per case which Ministers are seeking. The Scottish Office is satisfied that the changes will lead to better value for money, particularly if the functional size of the accommodation is also kept to the minimum necessary to provide the planned level of service. Health Boards and Trusts should be aware that if they decide to provide accommodation and services at a greater level than that envisaged in the new planning note, penalties in the form of excessive capital and running costs may well be considerable.

Activity Data

7. Activity Data sheets relevant to this accommodation are listed in Chapter 8 of the Note and the A-Sheets themselves are in Appendix 3.

DEPARTMENTAL COST ALLOWANCES  
SPSBTPI VALUE 129

SERVICE	DEPARTMENT	ACCOMMODATION	FUNCTIONAL SIZE	COST ALLOWANCE £000	
Out-Patients Services	Out-Patients Department - Genito Urinary Medicine	<u>Clinical Areas</u>			
		Colposcopy Room with Treatment Facilities	1 Room	£16.7	
		C/E Combined Room	1 Room	£14.5	
		Laboratory	2 Workstations	£11.4	
		Primary Analysis Facility	3 Workstations	£13.1	
		<u>Staff/Patient Facilities</u>			
		Office/Interview	1 Office	£6.8	
		Reception Clinic	1 Office	£5.4	
		<u>Storage</u>			
		Health Records	7,000 Records	£6.1	
	10,000 Records	£8.0			