

Planning notes will be issued when they come to hand
NHS:
MEL(1993)41



THE SCOTTISH OFFICE

National Health Service in Scotland
Management Executive

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Dear Colleague

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**SCOTTISH HOSPITAL PLANNING NOTE 12:
OUT-PATIENTS DEPARTMENT**

25 March 1993

Summary

Addressees

1. This letter announces the publication of Scottish Hospital Planning Note (SHPN) 12 and the associated Design Briefing System (DBS) Notebook. A copy of each document is enclosed for your information and use. Further copies are available through HMSO. The package containing the SHPN and DBS is priced at £25.00.

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 and provides an explanation of the appropriate cost allowances. Annex 2 is a table showing the appropriate Departmental Cost Allowances.

For information:
General Manager,
State Hospital

General Manager,
Common Services Agency

3. Activity Data Sheets appropriate to SHPN 12 do not form part of the Note, but their code numbers are listed in Chapter 8 of the SHPN. The sheets are being printed at present and will be published shortly in a separate document (Supplement A). Copies of the printed sheets will be issued to Health Boards and Trusts.

Members of Estates
Policy and Management
Group

Action

Enquiries to:

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

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Yours sincerely

Robert McCallum

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Director of Estates

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SCOTTISH HOSPITAL PLANNING NOTE 12 OUT PATIENTS DEPARTMENT

Scope

1. Scottish Hospital Planning Note (SHPN)12 is a self contained note and gives guidance on the planning and design of Out Patients accommodation in Scotland. It is principally for use in connection with departments which are attached to, or form part of, a District General Hospital (DGH), although some of the advice will be equally relevant to facilities provided elsewhere. The Note takes account of the specific accommodation requirements in health buildings in Scotland, especially in relation to plaster facilities.

Cost Allowances and Guide to Areas

2. The Departmental Cost Guide associated with this Note is given in Annex 2 and is calculated on the basis of SPSBTP Index Value 129.

3. Schedules of accommodation used in the preparation of cost allowances are given in chapter 7 of the Planning Note. The figures are published purely as background information to assist 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. The accommodation will rely on central hospital services for all facilities not encompassed within the guidance. In particular, the provision of an orthopaedic clinic relies upon most of the facilities within the general Out Patients' Department in conjunction with the plaster facilities. The cost allowances are flexible and are designed to encourage project managers to plan for the most economic solution available to them.

5. The guidance is intended to contribute to the overall improvement in efficiency and reduction in running costs sought by Ministers. The Scottish Office is satisfied that the guidance will lead to better value for money, particularly if the functional size of the accommodation is kept to the minimum necessary to provide the planned level of service. Healths Boards and Trusts should be aware that if they decide to provide accommodation and services at a greater level, penalties in the form of excessive capital and running costs may well be considerable.

Design Briefing System

6. A Design Briefing System (DBS) Notebook is enclosed. This Notebook is intended to be used as an aide memoire in association with the SHPN and other guidance issued by The Scottish Office. The DBS enables design teams to state clearly the accommodation required and how it is to be used.

DEPARTMENTAL COSTS ALLOWANCES

SPSBTPI VALUE 129

Service	Department	Accommodation	Functional Size	Cost Allowance £
Out Patients Services	Out Patients Department	Clinical Suites	6 C/E Rooms	266,000
			12 C/E Rooms	509,000
			18 C/E Rooms	658,000
		Plaster Facilities	1 suite	61,000