



THE SCOTTISH OFFICE

National Health Service in Scotland
Management Executive

NHS
MEL(1994)63

St. Andrew's House
Edinburgh EH1 3DG

COMMON SERVICES AGENCY	
18 JUN 1994	
ACTION TAKEN	

Dear Colleague

SCOTTISH HOSPITAL PLANNING NOTE 13:
STERILE SERVICES DEPARTMENT

5 June 1994

Summary

Addressees

1. This letter announces the publication of Scottish Hospital Planning Note (SHPN)13. A copy is enclosed for your information and use. Further copies are available through HMSO priced at £75.00.

For action:
Chief Executives NHS Trusts

General Managers,
Health Boards

2. Annex 1 to this letter describes the scope of SHPN13 and provides an explanation of the appropriate cost allowances. Annex 2 is a table showing the appropriate Departmental Cost Allowances.

Unit General Managers

For information:
General Manager,
Common Services Agency

3. Activity Data Sheets appropriate to SHPN13 do not form part of this Note, but their code numbers are listed in Chapter 8 of the SHPN. The sheets will be published in a separate document (Supplement 1) issued to Trusts and Health Boards in due course.

General Manager,
Health Education Board
for Scotland

General Manager,
State Hospital

Action

Enquiries to:

4. Chief Executives and General Managers should ensure that the guidance in SHPN13 is taken into account when briefing and planning hospital projects.

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Yours sincerely

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H R McCALLUM
Director of Estates

SCOTTISH HOSPITAL PLANNING NOTE 13: STERILE SERVICES DEPARTMENT

Scope

1. Scottish Hospital Planning Note (SHPN)13 is a self-contained note which gives guidance on the planning and design of accommodation for a Sterile Services Department.

Costs

2. The Departmental Cost Allowances associated with this Note are given in Annex 2.

3. Schedules of areas used in the preparation of the cost allowances are given in Chapter 7 of the Planning Note. The areas are for guidance in assessing options and planning schemes: they do not represent maximum or minimum entitlements.

4. The accommodation will rely on central hospital services for all facilities not encompassed within the guidance. The cost allowances are flexible and are designed to encourage teams to plan for the most economical solution available to them.

5. The Departmental Cost Allowances (DCAs) as promulgated for Steriliser units and Medical Equipment Decontamination (MED) units do not, for SHPN 13, include an allowance for Group 1 Equipment. Cost Allowances for specialist Group 3 Equipment associated with the various sizes of Steriliser units and MED units, which are complementary to the DCAs, are listed separately.

6. 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. Health Boards and Trusts should be aware that if they decide to provide accommodation and services at a greater level, the penalties in the form of excessive capital and running costs may well be considerable.

Apportionment of Costs

7. For the purposes of assessing a notional cost apportionment between the building and engineering elements at an early stage, the percentages shown in the column headed "B:E Ratio" in Annex 2 should be applied. For example:-

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	Building Element %	Engineering Services Element %	Allocation as Design Develops %
Sterile Services Department			
with 2 Sterilisers	59	35	6
with 3 Sterilisers	60	34	6
with 4 Sterilisers	61	33	6
with 5 Sterilisers	61	33	6
with 6 Sterilisers	61	33	6

8. The 6% design reserve from the cost plan for use as the design develops is intended to help produce the best solution. The way in which it should be used in the building and engineering cost plans is a matter for decision by the project team.

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DEPARTMENT COST ALLOWANCES
SPSBTPI VALUE 129

Service	Department	Accommodation	Functional Size	Cost Guide £	B:E Ratio	Area m ²		
Service Facilities	Sterile Services	Department (with Medical Equipment Decontamination Excluded)	2 Sterilisers	960,000	59:35	1,222		
			3 Sterilisers	1,143,000	60:34	1,532		
			4 Sterilisers	1,299,000	61:33	1,819		
			5 Sterilisers	1,485,000	61:33	2,078		
			6 Sterilisers	1,655,000	61:33	2,317		
		Department (with Medical Equipment Decontamination Included)	2 Sterilisers	1,068,000	59:35	1,355		
			3 Sterilisers	1,252,000	60:34	1,680		
			4 Sterilisers	1,416,000	61:33	1,980		
			5 Sterilisers	1,618,000	61:33	2,265		
			6 Sterilisers	1,814,000	61:33	2,540		
		Essential Complementary Accommodation:						
		Staff Changing (with Local changing)						
				40 Persons	25,500			40
				50 Persons	28,500			45
				60 Persons	32,500			55
				Linen Preparation Section				
				1 Section	51,000			85
				Seminar Room				
				1 Room	11,500			23
				Medical Equipment Decontamination Unit				
				Small	149,000	59:35		190
		Medium	181,000	59:35		230		
		Large	232,000	59:35		295		
Optional Accommodation:								
Workshop:								
		Instrument Minor Repairs						
		1 Workshop	7,800			10		
		Staff Lockers (with Central Changing)						
		40 Persons	2,000			5		
		50 Persons	2,500			6.5		
		60 Persons	3,300			8.5		
		Tug Train Coupling Area						
		1 Space	15,300			40.5		
Specialist Group 3 Equipment								
		Associated With						
		2 Sterilisers	181,000					
		Associated With						
		3 Sterilisers	340,000					
		Associated With						
		4 Sterilisers	410,000					
		Associated With						
		5 Sterilisers	586,000					
		Associated With						
		6 Sterilisers	623,000					
		Associated With						
		2 Sterilisers + MED	216,000					
		Associated With						
		3 Sterilisers + MED	386,000					
		Associated With						
		4 Sterilisers + MED	444,000					
		Associated With						
		5 Sterilisers + MED	638,000					
		Associated With						
		6 Sterilisers + MED	675,000					
		Associated With						
		MED:Small	34,500					
		Associated With						
		MED:Medium	34,500					
		Associated With						
		MED:Large	52,000					