

THE SCOTTISH OFFICE

COMMON SERVICES AGENCY

National Health Service in Scotland Management Executive

1 × 100 1994

Dear Colleague

SCOTTISH HOSPITAL PLANNING NOTE 13: STERILE SERVICES DEPARTMENT

5 June 1994

Summary

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

Action

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

Yours sincerely

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ANNEX 1

SCOTTISH HOSPITAL PLANNING NOTE 13: STERILE SERVICES DEPARTMENT

Scope

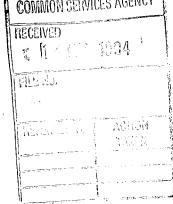
1. Scottish Hospital Planning Note (SHPN)13 is a self-contained note which gives guidance on the planning and design of accommodation for a Sterile Services Department.

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.

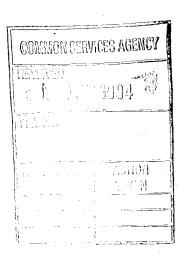
Apportionment of Costs

7.	For 1	the p	arposes	s of ass	essing	a not	iona	l cost	appo	rtionn	ient 1	between
the	buildi	ng an	d engi	neering	eleme	nts at	an	early	stage	, the	perc	entages
shov	wn in	the o	column	headed	"B:E	Ratio"	in	Anne	x 2 s	hould	be a	ipplied.
	examp											S AGENCY



	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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ANNEX 2

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