



National Health Service in Scotland
Management Executive

St. Andrew's House
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13 June 1995

Dear Colleague

SCOTTISH HOSPITAL PLANNING NOTE 47
HEALTH RECORDS DEPARTMENT

Summary

1. This letter announces the publication of Scottish Hospital Planning Note (SHPN)47. A copy is enclosed for your information and use. Further copies are available through HMSO priced at £20.
2. Annex 1 to this letter describes the scope of SHPN47 and provides an explanation of the appropriate cost guidance. Annex 2 is a table showing the Departmental Cost Allowance guides, which are equivalent to those already promulgated by NHS Estates for Health Building Note 47.
3. Activity Data sheets relating to SHPN47 are to be incorporated into the Activity Database which should be available later in the year.

Action

4. NHS Trusts and Health Boards should consider the guidance in SHPN47 when briefing and planning hospital projects.

Yours sincerely

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Director of Trusts

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SCOTTISH HOSPITAL PLANNING NOTE 47: HEALTH RECORDS DEPARTMENT

1. Scottish Hospital Planning Note (SHPN)47 provides guidance on the planning and design of accommodation for the health records department (HRD) of a General Hospital (GH). It replaces that part of Hospital Building Note 18: Administrative Department (first published in 1963, then published with amendments in 1966 and lastly without amendments in 1970) which deals with the "Medical Records Department".

Costs

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

3. Schedules of areas used in the preparation of cost guidance are given in chapter 7 of the Planning Note. The areas published are a guide; the exact shape and size of each room requires a detailed knowledge of the activities that take place therein and in the relevant ergonomic data.

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 economically.

5. The new cost guides are not directly comparable with those they replace. They reflect changes which have already taken place in the NHS and new regulations and requirements.

6. The SHPN 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 good value for money, particularly if the functional size of the accommodation is kept to the minimum necessary to provide the planned level of service. Trusts and purchasing Health Boards should be aware that if they provide more accommodation and services than those recommended then both capital and running costs may well be excessive.

Apportionment of Costs

7. For the purpose 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 may prove helpful.

For example:-

	BUILDING ELEMENT %	ENGINEERING SERVICES ELEMENT %
HEALTH RECORDS OFFICE:		
20 Work Stations	70	30

These percentages are not to be used inflexibly and the exact apportionment between building and engineering is a matter for decision by the project manager.

Departmental cost allowance guides

SPS BTPI Value 129

Service	Department	Accommodation	Functional Size	Cost Guide £000s	B:E Ratio	Area M ²
Administrative services	Health records	Offices	20 work stations	156.0	70:30	275
			25 work stations	176.0	70:30	315
		Library	250,000 case notes	120.0	85:15	320
			350,000 case notes	160.0	85:15	435
		Admissions office	1 office	26.5	85:15	60
Optional accommodation: Microfilm workshop	1 workshop	25.0	70:30	40		