



NHS Management Executive  
St. Andrew's House  
Edinburgh EH1 3DG

2 May 1996  
Telephone 0131-244  
Fax 0131-244 2323

Dear Colleague

**SCOTTISH HOSPITAL PLANNING NOTE 12  
SUPPLEMENT 2:  
ORAL SURGERY, ORTHODONTICS, RESTORATIVE  
DENTISTRY**

**Summary**

1. This letter announces the publication of Scottish Hospital Planning Note (SHPN)12: Supplement 2. A copy is enclosed for your information and use. Further copies are available through HMSO priced £14.50.
2. The scope of this Supplement is described in the Annex which also contains the associated Departmental Cost Guides.
3. Activity Data Sheets relating to this SHPN should be incorporated into the Activity DataBase published by NHS Estates in due course.

**Action**

4. Colleagues are invited to consider the guidance in SHPN 12: Supplement 2 when briefing and planning hospital projects.

**Further Information**

5. Colleagues will be aware that the Management Executive ceased providing estates related operational guidance on 31 March 1996. This SHPN is part of the former Estates Division's 1995-96 programme of work. Some further guidance including three SHPN/HBNs and Version 14 of the Activity Database will be issued by the end of May 1996.

---

**Addressees**

For action:  
Chief Executives,  
NHS Trusts

General Managers,  
Island Health Boards

General Manager,  
State Hospitals Board for Scotland

For information:  
General Managers,  
Health Boards

General Manager,  
Common Services Agency

General Manager,  
Health Education Board  
for Scotland

Executive Director  
SCPMDE

---

**Enquiries to:**

Mr Ian Grieve  
SODoH  
Directorate of Trusts  
Room 352A  
St Andrew's House  
EDINBURGH EH1 3DG

Tel: 0131-244 2777  
Fax: 0131-244 2323

---

NHS:  
MEL(1996)

6. Finally, colleagues will also wish to note that Piedad plc have been commissioned to undertake an assessment of the continuing value of best practice health building briefing and planning guidance having regard for the changing form of health care provision. Piedad plc will wish to seek the views of a sample of health bodies and if you are approached, your assistance would be greatly appreciated. The results of the study will be made available to the Estates Environment Forum in order to assist its members in determining their need for such guidance in the future. Colleagues may wish to express a view on this subject regardless of the Piedad survey, if so please send them to Roderick McCallum, Building and Estates Adviser, who will ensure that they are passed to the consultants

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Wilson', written in a cursive style.

PAUL WILSON  
Director of Trusts

**SCOTTISH HOSPITAL PLANNING NOTE 12: SUPPLEMENT 2  
ORAL SURGERY, ORTHODONTICS, RESTORATIVE DENTISTRY**

1. Scottish Hospital Planning Note (SHPN) 12: Supplement 2 provides guidance on the planning and design of oral surgery, orthodontic and restorative dentistry accommodation within a general hospital. This SHPN supersedes Hospital Planning Note 6: "Organisation and design of out-patient departments", published by the Scottish Home and Health Department in 1967 and Hospital Building Note 28: "Dental department of the out-patient department", 1970.

**Costs**

2. The Departmental Cost Guides (DCGs) associated with the Supplement are given in paragraph 7.

3. Schedules of areas used in the preparation of the DCGs are given in Chapter 7 of the Supplement. The areas do not represent recommended room sizes, maximum or minimum allowances nor are they to be regarded as specific individual entitlements.

4. The accommodation will rely on central hospital services for all facilities not encompassed within the guidance. The DCGs are flexible and are designed to encourage teams to plan economically.

5. The new DCGs cover the building and engineering requirements set out in the Supplement. In costing the oral surgery and orthodontic department, it has been assumed that it will form part of the general out-patient department (SHPN12) within a general hospital where the common use of services will be available. The Supplement assumes that the following essential accommodation in the general out-patient department can be shared:

wheelchair WC  
staff WC  
nappy changing room

domestic service room

disposal hold

6. The Supplement is intended to contribute to the provision of accommodation fit for its purpose and capable of supporting quality health care in a suitable environment.

**Departmental cost guides**

7. SPSBTPI Value 129

Ref No.	DEPARTMENT, Functional Unit, Essential Complementary Accommodation (ECA), Optional Accommodation (OA), Optional Services (OS)	Guide Area m <sup>2</sup> gross	Cost Guide £000 @ 129	Total B:E Ratio	Briefing/ planning guidance references.
12/2	ORAL SURGERY, ORTHODONTICS, RESTORATIVE DENTAL SURGERY				SHPN12 Supp 2 (1996)
	4 Dental chairs	450.0	371.0	65:35	
	5 " "	495.0	399.0	65:35	
	6 " "	565.0	443.0	65:35	
	OA/ C/E room	22.5	11.6	80:20	
	" Ceramic work area	6.0	7.7	45:55	
	OS/ Air cooling to C/E room	-	5.0	15:85	

These DCGs supersede those already promulgated within the Index of Health Building Planning and Briefing Guidance and Schedule of Departmental Cost Guides issued under cover of NHS MEL(1995)89 dated 21 December 1995.