

## 05 APPENDICES

### 5.1 SCHEDULE OF ACCOMMODATION

A Schedule of Accommodation follows for medical imaging services.

The 'Room / Space' column describes each room or space within the Unit. Some rooms are identified as 'Standard Components' (SC) or as having a corresponding room which can be derived from a SC. These rooms are described as 'Standard Components –Derived' (SC-D).

The 'SD/SD-C' column identifies these rooms and relevant room codes and names are provided. In some cases, Room / Spaces are described as 'Optional' or 'o'. Inclusion of this Room / Space will be dependent on a range of factors such as operational policies or clinical services planning.

Information to inform planning is included in the Schedule of Accommodation for a:

- main medical imaging department;
- emergency department satellite unit; and
- ambulatory care satellite unit.

The model of care, size and scale of medical imaging services will need to be determined before detailed spatial planning can begin.

**The application of the schedule of accommodation below will require confirmation of the type and quantum of modalities required through detailed clinical services planning. In addition, the allocation of reception, staff work areas and staff amenities will be informed by workforce planning.**

Information relating to medical imaging required to support surgical and procedural services is contained in HPU 270 Day Surgery / Procedural Unit and HPU 520 Operating Unit.

A schedule of accommodation is not included for a breast assessment service however some of the components listed in the following tables can be used.

#### MAIN IMAGING DEPARTMENT – MODALITIES

##### GENERAL X-RAY AND FLUOROSCOPY (SCREENING)

ROOM CODE	ROOM/SPACE	SC/ SC-D	1 X-Ray without Fluoro (m2)	1 X-Ray with Fluoro (m2)	2 X-Ray with Fluoro (m2)	4 X-Ray with Fluoro (m2)	REMARKS
GENXR	General X-Ray Room	Yes	1 x 38	1 x 38	2 x 38	4 x 38	Includes control console space.
	OPG Room			12	12	12	OPG, where provided, may be collocated with another room such as general x-ray. Where high use is anticipated, a separate room may be preferred. 12m2 will accommodate an ambulant patient and / or a patient using a wheelchair, including bariatric patients. Where bed access is required, 15m2 will be needed.
SCRN	Fluoroscopy Room	Yes	-	1 x 40	1 x 40	1 x 40	Room positioned and arranged so that patient privacy is optimised. Includes equipment store within room.

ROOM CODE	ROOM/SPACE	SC/ SC-D	1 X-Ray without Fluoro (m2)	1 X-Ray with Fluoro (m2)	2 X-Ray with Fluoro (m2)	4 X-Ray with Fluoro (m2)	REMARKS
	Fluoroscopy Control Room		-	1 x 12	1 x 12	1 x 12	Attached to Fluoroscopy Room.
ENS-ACC	Ensuite – Accessible	Yes	-	1 x 7	1 x 7	1 x 7	Dual access from Fluoroscopy Room and corridor.
CHPT	Change Cubicle – Patient	Yes	-	1 x 2	2 x 2	4 x 2	One cubicle per imaging room (excluding OPG) and assumes change rooms are decentralised and located with modalities.
CHPT - D	Change Cubicle – Accessible	Yes	1 x 4	1 x 4	1 x 4	1 x 4	
WCPT	Toilet – Patient	Yes	1 x 4	1 x 4	1 x 4	1 x 4	
PBTR-H-9	Patient Bay – Holding	Yes	9				Include where a separate holding / recovery zone is not provided.
BLIN	Bay - Linen	Yes	1 x 2	1 x 2	1 x 2	1 x 2	
	Bay – Lead Aprons		1 x 0.5	2 x 0.5	3 x 0.5	5 x 0.5	Storage outside of imaging room (excluding OPG) for lead apron. Alternatively they can be stored in the room.
	Radiographer Workroom		1 x 16	1 x 24	1 x 30	1 x 40	Room for equipment, e.g. CR processor & workspace with computers etc.
DTUR-10	Dirty Utility	Yes	1 x 10 (o)	-	-	-	Include where a separate holding / recovery zone is not provided.
	Discounted Circulation		37%	37%	37%	37%	

### ULTRASOUND AND MAMMOGRAPHY

A breast assessment service is not included in the schedule of accommodation below, however some of the components listed in the following tables may be used as a starting point.

ROOM CODE	ROOM/SPACE	SC/ SC-D	1 Room (m2)	2 Rooms (m2)	3 Rooms + 1 Procedure Room (m2)	4 Rooms + 1 Procedure Room	REMARKS
WAIT-SUB	Waiting – Sub	Yes	1 x 5	1 x 8	1 x 10	1 x 10	Assumed patients are waiting and are changed.
BWD-1	Bay – Water Dispenser	Yes	Share	1 x 1	1 x 1	1 x 1	
	Patient Locker Bay		-	1 x 1 (o)	1 x 1 (o)	1 x 1(o)	Optional. Operational process may be for patients to take clothes / possessions with them. Where provided, collocate with changed wait.
ULTR	Ultrasound Room	Yes	1 x 14	2 x 14	3 x 14	4 x 14	Number of rooms adjusted to suit service plan.
WCPT	Toilet – Patient	Yes	1 x 4	2 x 4	3 x 4	4 x 4	Ideally, toilet with each room is desirable owing to type of work undertaken.
	Ultrasound Room - Procedures				1 x 20	1 x 20	For interventional procedures. Recovery from ultrasound procedures is recommended to be in the combined holding / nursing recovery area for all interventional imaging procedures.

ROOM CODE	ROOM/SPACE	SC/ SC-D	1 Room (m2)	2 Rooms (m2)	3 Rooms + 1 Procedure Room (m2)	4 Rooms + 1 Procedure Room	REMARKS
MAMMO	Mammography Room	Yes	-	1 x 16 (o)	1 x 16	1 x 16	Mammography room – Not all Units offer a mammography service. Inclusion of areas for mammography is subject to the service plan. Number or rooms adjusted to suit service plan. A larger room would be needed where interventional procedures are undertaken – refer ULTR-PR.
CHPT	Change Cubicle – Patient	Yes	1 x 2 (o)	2 x 2	3 x 2	4 x 2	Total one cubicle per room (including accessible).
CHPT-D	Change Cubicle – Accessible	Yes	1 x 4 (o)	1 x 4	1 x 4	1 x 4	Total one cubicle per ultrasound room.
	Sonographer Work Room		1 x 9	5.5	5.5	5.5	Per person. Benching.
	Reporting Workstation		Use PACS reporting workstation	6	6	6	No. dependent on expected throughput. As a guide two workstations will likely be required for two-three ultrasound rooms. An additional reporting station will be required for mammography.
	Prep Room / Lab		-	-	1 x 5	1 x 5	Ready access to mammography and reporting rooms. Provide where procedures are undertaken.
	Discounted Circulation		37%	37%	37%	37%	

### INTERVENTIONAL RADIOLOGY - ANGIOGRAPHY / DSA

Unless located alongside the recovery / holding area, post-operative recovery bays may be needed to support the interventional services. When calculating the required number of holding bays, consider that additional time will be needed to recover these patients (up to four hours).

ROOM CODE	ROOM/SPACE	SC/ SC-D	1 interventional room	2 interventional rooms	REMARKS
ANAE-16	Anaesthetic Preparation Room	Yes	1 x 16	2 x 16	This space will often act as a pre-procedure holding and preparation space.
SCRB-4	Scrub-Up	Yes	1 x 4	1 x 8	
ANSS	Angiography Sterile Store / Set-Up	Yes	1 x 18	1 x 24	
CLAB	Catheter Laboratory Procedure Room	Yes	1 x 55	2 x 55	Number of rooms adjusted to suit service plan.
ANCRT	Angiography Control / Reporting Room	Yes	1 x 14	2 x 14	
	Computer Room		1 x 6	2 x 6	
	Bay – Lead Aprons	Yes	1 x 0.5	2 x 0.5	
CLUP-7	Clean-Up Room	Yes	1 x 7 (o)	1 x 7 (o)	Optional. May be shared with other modalities in smaller units.
	Reporting Room		1 x 12	1 x 12	
INTF	Interview Room	Yes	Share	1 x 9	Consents etc. May be shared with adjacent area.
BBW	Bay – Blanket / Fluid Warmer	Yes	1 x 1	1 x 1	
WCPT	Toilet – Patient	Yes	1 x 4	1 x 4	May be shared with adjacent area.

ROOM CODE	ROOM/SPACE	SC/ SC-D	1 interventional room	2 interventional rooms	REMARKS
	Prep Room / Lab		1 x 5	1 x 5	
BLIN	Bay – Linen	Yes	1 x 2 (o)	1 x 2 (o)	Optional. May be shared with adjacent area.
	Discounted Circulation		37%	37%	

**Note 2:** Access to centralised medication store or drug safe in each interventional radiology suite will be required.

**Note 3:** Change rooms are detailed under the clinical support areas.

## CT

ROOM CODE	ROOM/SPACE	SC/ SC-D	1 CT Room (m2)	2 CT Rooms (m2)	3 CT Rooms (m2)	REMARKS
CTPR	CT Imaging Room	Yes	1 x 45	2 x 45	3 x 45	
CTCR	CT Imaging Control Room	Yes	1 x 12	2 x 12	3 x 12	If shared is preferred, refer to space allocation below. A larger control room will be required where the CT is supporting trauma services, depending on the number of staff to be accommodated.
	CT Imaging Control Room - Shared	Yes	-	1 x 20 (o)	1 x 20 (o)	Optional. A shared control room may be preferred between two rooms in terms of staffing efficiency and patient throughput. This is an alternative to a dedicated room.
	CT Equipment Room		1 x 10 (o)	2 x 10 (o)	3 x 10 (o)	Optional. Required if equipment to be stored outside examination room.
	Reporting Room		1 x 9	12	12	Additional reporting stations at 6m2 may be required to support routine reporting.
CHPT	Change Cubicle – Patient	Yes	1 x 2	1 x 2	2 x 2	
CHPT-D	Change Cubicle – Accessible	Yes	1 x 4	1 x 4	1 x 4	One per CT room.
WAIT-SUB	Waiting – Sub	Yes	1 x 5	1 x 8	1 x 10	Optional. Shared for MRI and CT.
WCPT	Toilet – Patient	Yes	1 x 4	1 x 4	1 x 4	
PBTR-H-6	Patient Bay – Holding	Yes	1 x 6	2 x 6	3 x 6	One outside of each CT imaging room.
	Preparation / Chair Bay		-	1 x 9	1 x 9	Space for a chair and storage with a curtain for privacy for inserting cannula if IV contrast is required.
	Patient Locker Bay		1 x 1	1 x 1	1 x 1	Unless patient belongings travel with the patient.
	Prep Room / Lab			1 x 5 (o)	1 x 5	To support interventional procedures. Share with MRI.
CLUR-8	Clean Utility / Medication Room – Sub	Yes	1 x 8	1 x 8	1 x 8	May be shared by MRI and CT and other modalities.
DTUR-S	Dirty Utility – Sub	Yes	1 x 8 (o)	1 x 8 (o)	1 x 8 (o)	Optional. May be shared with other modalities.
SCRB-4	Scrub Up	Yes	-	1 x 4	1 x 4	Where interventional procedures are undertaken. Shared between rooms.
BHWS-B	Bay – Handwashing, Type B	Yes	1 x 1	1 x 1	1 x 1	Part of preparation area.
	Discounted Circulation		37%	37%	37%	

**MRI**

ROOM CODE	ROOM/SPACE	SC/ SC-D	1 MRI Room (m2)	2 MRI Rooms (m2)	3 MRI Rooms (m2)	REMARKS
ANAE-16	Anaesthetic Preparation Room	Yes	1 x 16	2 x 16	3 x 16	Will also be used to hold patients on beds.
BHWS-B	Bay – Handwashing, Type B	Yes	1 x 1	1 x 1	1 x 1	Part of preparation area.
	MRI Room		1 x 46	2 x 46	3 x 46	Storage within the rooms will be needed.
	MRI Control Room		1 x 14	2 x 14	3 x 14	Must oversee with controlled entry into magnet room.
	MRI Equipment Room		1 x 10	2 x 10	3 x 10	
	Reporting Room		1 x 9	12	12	Additional reporting stations at 6m2 may be required to support routine reporting.
WAIT-SUB	Waiting – Sub	Yes	1 x 5	1 x 5	1 x 8	
CHPT	Change Cubicle – Patient	Yes	1 x 2	1 x 2	2 x 2	
WCAC	Toilet – Accessible	Yes	1 x 6	1 x 6	1 x 6	
PBTR-H-9	Patient Bay – Holding	Yes	1 x 9	2 x 9	3 x 9	For holding, preparation and recovery
SSTN	Staff Station	Yes	1 x 5	1 x 5	1 x 8	
BLIN	Bay – Linen	Yes	1 x 2	1 x 2	1 x 2	Optional if stand-alone unit.
BMEQ-4	Bay – Mobile Equipment	Yes	1 x 2	1 x 4	1 x 4	E.g. anaesthetic machine.
BRES	Bay – Resuscitation Trolley	Yes	1 x 1.5	1 x 1.5	1 x 1.5	Non-ferrous construction.
	Patient Locker Bay	Yes	1 x 1	1 x 1	1 x 1	
WCST	Toilet – Staff	Yes	1 x 3	1 x 3	1 x 3	
	Store – Dewar Tank		Remote areas only	Remote areas only	Remote areas only	
	Discounted Calculation		37%	37%	37%	

## MAIN IMAGING DEPARTMENT – SUPPORT AREAS

### ENTRY / RECEPTION / CLERICAL

Each department/unit will have central reception and clerical area which may be shared with other departments or units.

ROOM CODE	ROOM/SPACE	SC/ SC-D	Area (m <sup>2</sup> )	REMARKS
WAIT-20	Waiting	Yes	20	Requirements will depend on the relative mix of outpatient vs inpatient services being provided by the imaging unit. 1.2m <sup>2</sup> required per seat, 1.5m <sup>2</sup> per wheelchair space.
BWD-1	Bay – Water Dispenser	Yes	1 x 1	With capacity to fill cups or water bottles.
PLAP-10	Play Area – Paediatric	Yes	1 x 10	Assumed to be shared with adjacent department for smaller services
WCAC	Toilet – Accessible	Yes	1 x 6	Assumed to be shared with adjacent department for smaller services
WCPU-3	Toilet – Public	Yes	3	Numbers will depend on the size of the unit.
RECL-10	Reception / Clerical	Yes	1 x 10	Assumes 1 staff member; to be adjusted depending on the staff profile.
OFF-2P	Office – 2 Person Shared		1 x 12	For clerical and booking staff and related equipment. Area to be adjusted depending on the staff profile.
CONS	Consult Room	Yes	1 x 12	Only include within larger services. Assumed to be shared with adjacent department for smaller services.
INTF	Interview Room	Yes	1 x 12	Assumed to be shared with adjacent department for smaller services
BMEQ-4	Bay - Mobile Equipment	Yes	1 x 4 (o)	Optional. May be required for small services only. For larger services it is assumed that storage bays with power and data are provided close to clinical services where they are used, e.g. ICU.
	Discounted Circulation		37%	

**Note 4:** Space has not been provided for film storage as it is assumed hard copy images are not a feature of a contemporary medical imaging unit.

### PATIENT HOLDING / RECOVERY

It is assumed that a centre with a limited range of services, such as a small rural facility, will not require a dedicated patient holding / recovery zone given the smaller range of modalities. For these services refer to the schedules of accommodation by modality above.

ROOM CODE	ROOM/SPACE	SC/ SC-D	Area (m <sup>2</sup> )	REMARKS
PBTR-H-9	Patient Bay – Holding	Yes	9	At least two patient holding / recovery bays per interventional room are required, as post-procedure holding can extend to four hours.  In larger services, these may be collocated with the modality if distances are an issue. Where possible, generally configured as a single area to maximise staff efficiencies. MRI patient holding / recovery bays however are excluded and are instead located in the MRI suite – MRI Induction / Preparation / Recovery Room Bays should have direct observation from a staff station. They may be used for preparation also.
SSTN-10	Staff Station	Yes	1 x 10	Area required will depend on number of bays allocated.
WCPT	Toilet – Patient	Yes	4	No. to suit capacity of unit.
BHWS-B	Bay – Handwashing, Type B		1	No. to suit capacity of unit. Refer to Part D.
CLUR-12	Clean Utility / Medication Room	Yes	1 x 10	Shared with adjacent modality areas. Area requirement will depend on size of the unit.

BLIN	Bay – Linen	Yes	2	Number will depend on the size of the unit.
BBW	Bay – Blanket / Fluid Warmer	Yes	1	Number will depend on the size of the unit.
BBEV-OP	Bay – Beverage, Open Plan	Yes	1 x 4	
BRES	Bay – Resuscitation Trolley	Yes	1 x 1.5	Additional bays may be required depending on the size of the unit.
DTUR-S	Dirty Utility – Sub	Yes	1 x 10	Share with adjacent modality areas. Area requirement will depend on size of the unit.
BMEQ-4	Bay – Mobile Equipment	Yes	4	Number will depend on the size of the unit.
	Discounted Circulation		37%	

### CLINICAL SUPPORT AREAS

ROOM CODE	ROOM/SPACE	SC/ SC-D	Area (m2)	REMARKS
BHWS-B	Bay – Handwashing, Type B	Yes	1	Locate in shared areas where needed, in addition to those provided within each modality room.
BLIN	Bay – Linen	Yes	2	Number dependent on size and layout of unit. Should be easily accessible from modality rooms
BMEQ-4	Bay – Mobile Equipment	Yes	4	Various equipment, including bed mover. Bays accommodating mobile imaging units will require access to power and data. Number will depend on size of unit.
	Trolley / Wheelchair Park		6	Smaller area required if porter service provided by central Transport Unit. Charging needed. Area requirement will depend on size of unit.
	Transport Staff Work Base		4 (o)	Not required if porter service provided by central Transport Unit. Ideally collocated with nursing staff base. Area requirement will depend on size of unit.
CLRM-5	Cleaner's Room	Yes	1 x 5	
STGN-9	Store – General	Yes	9	For accommodation of consumables such as contrast media. For a unit with a small of modalities 9m2 is recommended. For a large, tertiary service up to 30m2 may be required.
STEQ-14	Store – Equipment	Yes	9	For a unit with a small number of modalities 9m2 is recommended. For a large, tertiary service up to 20m2 may be required.
DISP-8	Disposal Room	Yes	1 x 8	Area requirement will depend on size of unit.
	Discounted Circulation		37%	

**Note 5:** A dedicated server room for a PACS server has been not been included as it is assumed that either a site or decentralised solution is adopted. If a departmental server is included, adequate space should be allowed in engineering / plant allocation.

## STAFF WORK AREAS

The planning of staff work areas should be based on the future staff establishment and jurisdictional policies relating to office space. Impacts of research will also need to be considered.

ROOM CODE	ROOM/SPACE	SC/ SC-D	Area (m2)	REMARKS
OFF-S12	Office – Single Person	Yes	12	Requirement will depend on staff profile.
OFF-S9	Office - Single Person	Yes	9	Chief Radiologist, NUM, staff specialists etc. Number will depend on staff profile.
	Office – Workstation		5.5	3D post processing activities. Associated with CT and MRI. Number to suit number of staff dedicated to this activity.
	Reporting Workstation		6	Number of spaces to suit activity. For example, two reporting stations may be needed to support the activity generated by a CT. Consider height adjustable desks for standing reporting.
	Office – Workstation		5.5	Number of spaces as per staff establishment. Staff may include registrars, administration and transcription staff, PACS / IT administration etc.
	Film Library		1 x 15 (o)	Optional. May be required for larger services.
STPS-8	Store – Photocopier / Stationery	Yes	1 x 8	
MEET-L-20	Meeting Room	Yes	1 x 20	Number will depend on size of unit. May be shared with adjacent service.
MEET-L-30	Meeting Room	Yes	1 x 30 (o)	Access to a large meeting / conference room for multidisciplinary case conferences may be required in larger facilities.
STGN-8	Store – General	Yes	1 x 8	Area requirement will depend on size of unit.
	Discounted Circulation		25%	

## STAFF AMENITIES

Planning for staff amenities should be based on the future staff establishment.

ROOM CODE	ROOM/SPACE	SC/ SC-D	Area (m2)	REMARKS
SRM-15	Staff Room	Yes	15	Area requirement will depend on the staff establishment. Refer to standard components for capacity requirements. Shared staff room for small units. Depending on the size of service, additional beverage bays may be needed to support staff near to where they work.
PROP-2	Property Bay - Staff	Yes	2	Estimate only. Numbers dependent on staff establishment and local policies.
SHST	Shower – Staff	Yes	3 (o)	Numbers dependent on staff establishment.
WCST	Toilet – Staff	Yes	3	Number will suit FTE and be located in staff areas but also close to examination rooms.
CHST-10	Change – Staff (Male / Female)	Yes	2 x 10	Required for facilities with high interventional workload. May support interventional radiology, CT, MRI. Will include showers and WCs. Area requirement will depend on the staff establishment.
	Discounted Circulation		25%	



### SATELLITE – EMERGENCY UNIT

Where the model of service delivery supports a satellite unit, the following types of spaces would support a decentralised imaging service. The types and numbers of each modality will be dependent on the projected activity. It is assumed that staff support and amenities are shared with the emergency department, and mobile equipment bays will be available within the emergency department to store mobile x-ray etc.

ROOM CODE	ROOM/SPACE	SC/ SC-D	m2	REMARKS
WAIT-SUB	Waiting – Sub	Yes	5 - 10	Spatial allocation dependent on size of satellite service.
	Staff Base		8	
BRES	Bay – Resuscitation Trolley	Yes	1.5	
PBTR-H-9	Patient Bay – Holding	Yes	9	Number of bays dependent on expected throughput. These bays allow satellite service to optimise throughput.
GENXR	General X-Ray Room	Yes	40	Sized slightly larger for trauma cases. Extra space required if OPG included.
ULTR	Ultrasound Room	Yes	14	
CTPR	CT Imaging Room	Yes	45	
CTCR	CT Imaging Control Room	Yes	12	A larger control room will be required where the CT is supporting trauma services, depending on the number of staff to be accommodated.
	CT Equipment Room	Yes	10	
CHPT-D	Change Cubicle – Accessible	Yes	1 x 4	
	Reporting Workstation		6	Busy services may require one station per x-ray and two per CT. Locate to ensure ease of communication with the emergency medical team.
STGN - 8	Store – General	Yes	8	
WCPT	Toilet – Patient	Yes	1 x 4	Unless provided nearby.
	Discounted Circulation		37%	

### SATELLITE – AMBULATORY CARE UNIT

Where the model of care support this model, the following types of spaces would support a decentralised imaging service. The types and numbers of each modality will be dependent on the clinical services plan. In certain circumstances, additional modalities such as CT and MRI may be included. In this case, room sizes depicted in the Main Department should be used.

Staff support and amenities are assumed to be shared with other ambulatory care services.

ROOM CODE	ROOM/SPACE	SC/ SC-D	m2	REMARKS
WAIT-SUB	Waiting, Sub	Yes	5 - 10	Spatial allocation dependent on size of satellite service.
	Staff Base		8	
GENXR	General X-Ray Room		38	
ULTR	Ultrasound Room	Yes	14	
CHPT-D	Change Cubicle – Accessible	Yes	4	Extra rooms will be planned at 2m2.
	Reporting Workstation		6	Busy services may require one station per x-ray and two per CT
WCPT	Toilet – Patient	Yes	1 x 4	Unless provided nearby.
STGN - 8	Store – General	Yes	8	
	Discounted Circulation		37%	