05 APPENDICES

5.1 SCHEDULE OF ACCOMMODATION

A schedule of accommodation follows for a two bunker and a four bunker unit with an optional brachytherapy bunker for the four bunker unit. The space allocations shown in this schedule of accommodation assumes a stand-alone or self-contained service.

Increasingly, radiation oncology services are being included as part of integrated cancer centres. Where this model is adopted, opportunities should be sought to share infrastructure and reduce duplication. Examples include outpatient clinics, holding and recovery, wellness and patient resources, volunteer spaces, visitor and staff amenities etc.

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.

All other rooms are non-standard and will need to be briefed using relevant functional and operational information provided in this HPU.

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.

ENTRY / RECEPTION / WAITING

AusHFG Room Code	Room / Space	SC / SC-D	2 Bunkers		4 Bunkers		Remarks
			Qty	m2	Qty	m2	
AIRLE-10	Airlock - Entry	Yes	1	10 (o)	1	10 (o)	Optional, not required if entry is provided through an internal entry.
WAIT-20	Waiting	Yes	1	20	1	30	Consider access to health promotion and patient education in waiting area. Electronic self registration and queueing systems may be implemented.
RECL-10	Reception / Clerical	Yes	1	15	1	20	2 and 3 staff assumed. To be aligned with proposed staffing requirements.
	Office – Workstation			4.4		4.4	Other administrative workstations. Number dependent on staffing profile.
STPS-8	Store - Photocopy / Stationery	Yes	1	4	1	8	
BWC	Bay - Wheelchair	Yes	1	4	1	6	Trolleys and wheelchairs.
WCPU-3	Toilet - Public	Yes	2	3	2	3	
WCAC	Toilet - Accessible	Yes	1	6	1	6	
PAR	Parenting Room	Yes	1	6 (o)	1	6 (o)	Optional. Access may be provided through an adjacent department. This is essential for paediatric services.
BWD-1	Bay – Water Dispenser	Yes	1	1	1	1	
BVM-3	Bay - Vending Machines	Yes	1	3(o)	1	3(o)	Optional, depending on local approaches and service location.
	Volunteers' Workroom		1	12 (o)	1	12 (o)	Optional, depending on overall approach to volunteers across the facility. May be included as part of a Wellness Centre where provided.
	Discounted Circulation		25%		25%		

Space allocations provided assume a stand-alone Radiation Oncology Unit. The organisation of space and opportunities for sharing may be possible if provided as part of a cancer centre.

OUTPATIENT CLINICS

AusHFG Room Code	Room / Space	SC / SC-D	2 Bunkers		4 Bunkers		Remarks
			Qty	m2	Qty	m2	
WAIT-20	Waiting	Yes			1	20	For 2 bunker scenario outpatients assumed to share main waiting area.
CONS	Consult Room	Yes	4	12	7	12	14m2 recommended for paediatric services. Indicative number noted only, requirements will depend on clinical services planinng and collocation of other cancer services. Planning also to consider allied health requirements. Dual egress may be required depending on local jurisdictional policies.
CONS	Consult Room	Yes	2	14	3	14	Indicative number, refer to note above. Larger sized consult rooms eg for paediatric services.
PROC-16	Procedure Room	Yes	1	20	1	20	E.g. for head and neck examinations, pleural taps, peritoneal drains.
INTV	Interview Room	Yes	1	12	1	12	
	Office – Workstation			4.4		4.4	Number dependent on staffing profile and local jurisdictional policies.
	Discounted Circulation		32%		32%		

The number of consult rooms allocated above is indicative and assumes dedicated use by a radiation oncology services. The arrangement and number of rooms will be different if provided as part of an integrated cancer centre.

PLANNING AREAS

AusHFG Room Code	Room / Space	SC / SC-D	2 Bunkers		4 Bunkers		Remarks
			Qty	m2	Qty	m2	
WAIT-SUB	Waiting - Sub	Yes	1	5	1	10	
CHPT-D	Change Cubicle - Accessible		1	4	2	4	
WCPT	Toilet - Patient	Yes	1	4	1	4	
INTV	Interview Room	Yes	1	12	2	12	
CTPR	Radiation Oncology CT Planning Room		1	45	2	45	Simulation and planning. Second planning modality may be provided as an MR Simulator.
	CT Planning Control Room	Yes	1	21	2	21	A number of image review workstations may be separated through glazing for acoustic privacy.
	CT Equipment Room		1	10 (o)	2	10 (o)	Optional. Requirement if equipment to be stored outside the CT room.
	Bay - Patient Trolley		1	4	1	6	For wheelchairs / unoccupied patient trolleys. Requirements will depend on the anticipated volume of inpatients / external patients accessing the unit.
BLIN	Bay - Linen	Yes	1	2	1	2	
BRES	Bay - Resuscitation Trolley	Yes	1	1.5	1	1.5	
STEQ-14	Store - Equipment	Yes	1	9	1	12	
	Patient Accessory Fabrication Room		1	12	1	20	Noisy machinery used.
	Planning Workroom		1	42	1	84	Area allocation will depend on number of staff to be accommodated. Some planning work may be undertaken remotely depending on local policies. Assume 6m2 per workstation.
	Planning Workroom - Brachytherapy					12 (o)	Optional planning workroom for services providing brachytherapy. Assumes 2 workstations per brachytherapy procedure room.
OFF-S9	Office - Single Person	Yes		9		9	Requirements dependent on staffing profile
	Office – Workstation			4.4		4.4	Requirements dependent on staffing profile
	Discounted Circulation		35%		35%		

Notes:

- increasingly MRI is being used to plan treatment. Should this modality be approved as part of the clinical services plan, refer to HPU 440 Medical Imaging Unit for details on planning and space requirements;
- additional information related to CT room requirements is contained in HPU 440 Medical Imaging Unit;
- assumes cannulation where required, occurs in the CT room; and
- space allocated for the planning workroom is indicative and needs to be tested against staffing numbers. 6m2 per workstation should be assumed in line with AHFG 'Reporting Workstation' (REPW).

PATIENT TREATMENT AREAS

AusHFG Room Code	Room / Space	SC / SC-D	2 Bunkers		4 Bunkers		Remarks
			Qty	m2	Qty	m2	
WAIT-10	Waiting	Yes	1	8	1	16	Assume 3 people waiting per bunker (1 patient, 1 carer and 1 carer for patients currently undergoing treatment). Design to consider patient experience including options for separation of patient groups.
CHPT	Change Cubicle - Patient	Yes	2	2	4	2	Recommend 3 change areas per 2 bunkers.
CHPT-D	Change Cubicle - Accessible	Yes	1	4	2	4	
WCAC	Toilet - Accessible	Yes	1	6	1	6	
INTV	Interview Room	Yes	2	9	4	9	May also support private waiting. 1 interview room per bunker recommended, ideally collocated with bunker and control room.
WAIT-S	Waiting - Sub	Yes	2	3	4	3	Located outside each bunker for those changed into gowns.
LINAC	Linear Accelerator Treatment Room	Yes	2	165	4	165	Recommended area is based on indicative shielding requirements as represented in the LINAC Standard Component and includes the maze. The size required will vary depending on the service / equipment requirements and shielding assessment. Consider inclusion of an anaesthetic preparation room for paediatric services.
	Linear Accelerator Treatment Room - Shielding Allocation		2	10	2	10	Indicative allocation for additional shielding required at either end of a row of bunkers.
LINAC-CR	Linear Accelerator Control Room		2	21	4	21	
	Modulator		1	15 (o)	2	15 (o)	Optional. For arrangements with modulator located outside of the bunker (this is the preferred approach given the noise generated). If located within the linac treatment room no additional space is required.
	Superficial / Orthovoltage Room			-	1	45(o)	Optional, depends on service scope. Radiation shielding requirements will depend on modality provided.
	Control Room - Orthovoltage			-	1	12(o)	
BLIN	Bay - Linen	Yes	1	2	1	2	
BHWS-B	Bay – Handwashing, Type B	Yes	1	1	1	1	
STEQ-14	Store - Equipment	Yes	1	9	2	9	Includes space for patient specific immobilisation equipment.
	Discounted Circulation		35%		35%		

Notes:

- no patient lockers are provided. Assumes patients carry their belongings with them. Increasingly, patients are issued with a gown that they use and launder for the course of their treatment; and
- where children are treated, a separate waiting space should be provided.

BRACHYTHERAPY SUITE – OPTIONAL AREA FOR SPECIALISED SERVICES

The area allocations will be guided by the proposed model of care for brachytherapy services. Invasive brachytherapy procedures including LDR brachytherapy seed implantation will be undertaken in an operating room environment with access to anaesthetic services. The **brachytherapy procedure room** may be provided in the theatre suite or Radiation Oncology Unit depending on the local operational model.

Brachytherapy cavity insertions, e.g. for gynaecological applications, are less complex and can be undertaken in a **brachytherapy treatment room** which does not require an operating room environment, however radiation safety requirements are still essential.

AusHFG Room Code	Room / Space	SC / SC-D	2 Bunkers		4 Bunkers		Remarks
			Qty	m2	Qty	m2	
	Brachytherapy Procedure Room			-	1	60	For invasive brachytherapy procedures. This may be provided as part of an operating suite depending on proposed service model. Shielded room. To be equipped as an operating room. Access to patient holding and recovery as below.
	Control Room - Brachytherapy Procedure			-	1	20	
ANAE-16	Anaesthetic Preparation Room				1	16	To support brachytherapy procedure room/s.
SCRB-4	Scrub-Up	Yes		-	1	4	To support brachytherapy procedure room/s.
	Exit Bay				1	12	To support brachytherapy procedure room.
CLUP-10	Clean Up Room				1	10	To support brachytherapy procedure room/s. Can be shared between 2 rooms.
	Brachytherapy Seed Store and Loading			-	1	9 (o)	Optional, for specialised services providing prostate brachytherapy.
STSS-20	Store - Sterile Stock	Yes		-	1	9	Sterile consumables associated with procedures.
CHST-10	Change - Staff (Male/Female)	Yes			2	10	May be shared as part of an operating suite.
	Brachytherapy Treatment Room				1	40	For cavity insertions / less complex brachytherapy procedures not requiring a theatre environment. Shielded room.
	Control Room - Brachytherapy Treatment			-	1	15	
	Store - Brachytherapy				1	8	
	Toilet / Change - Patient			-	1	5	
	Discounted Circulation				40%		

PATIENT HOLDING AREA

AusHFG Room Code	Room / Space	SC / SC-D	2 Bunkers		4 Bunkers		Remarks
			Qty	m2	Qty	m2	
SSTN-10	Staff Station	Yes	1	12	1	12	Open plan with Treatment Bays.
PBTR-H-9	Patient Bay - Holding	Yes	4	9	8	9	Open plan with observation from Staff Station. Two holding bays per bunker recommended (additional required where brachytherapy is provided). Total number of bays required should be informed by the anticipated volume of inpatients and external transfers requiring a trolley bay. Stage 1 recovery bays will be required for post anaesthetic care in specialist services - refer to PBTR-RS1.
1BR-H-12	1 Bedroom – Holding		-	-	1	12 (o)	Optional depending on service profile eg to support paediatrics.
BHWS-B	Bay - Handwashing, Type B	Yes	1	1	2	1	
ENS-ST	Ensuite - Standard	Yes	-	-	1	5 (o)	Optional collocated with 1 bedroom - holding where provided.
WCPT	Toilet - Patient	Yes	1	4	1	4	
BBEV-OP	Bay - Beverage, Open Plan	Yes	1	4	1	4	
BLIN	Bay - Linen	Yes	1	2	1	2	Part of open plan area.
BRES	Bay Resuscitation Trolley	Yes	1	1.5	1	1.5	Part of open plan area.
CLN-MED-20	Clean Store / Medication Room	Yes	1	12	1	14	Accessible to other areas of the Unit.
DTUR-10	Dirty Utility	Yes	1	10	1	10	Accessible to other areas of the Unit.
DISP-8	Disposal Room	Yes	1	8	1	8	If combined with Dirty Utility, 1 x 14m2.
CLRM-5	Cleaner's Room	Yes	1	5	1	5	
	Discounted Circulation		32%		32%		

MEDICAL PHYSICS AND ENGINEERING

The area allocations below are indicative and will depend on local requirements including specific service provider / vendor contracts in place.

AusHFG Room Code	Room / Space	SC / SC-D	2 Bunkers		4 Bunkers		Remarks
			Qty	m2	Qty	m2	
	Medical Physics Laboratory		1	20	1	30	
	Dosimetry Laboratory		1	15	1	25	
	Store - Medical Physics		1	15	1	20	Locate close to bunkers so access to water tank is facilitated.
	Engineering Workshop		1	20	1	30	Includes write-up space for technicians / visiting contractors and storage for spare parts.
	Discounted Circulation		30%		30%		

STAFF WORK AREAS AND AMENITIES

The allocation of staff work areas and amenities will depend on the projected staffing profile and local jurisdictional policies. The location of these areas should be considered to support close proximity to radiation therapy planning areas, as well as collaboration, interaction and knowledge sharing between disciplines.

AusHFG Room Code	Room / Space	SC / SC-D	2 Bunkers		4 Bunkers		Remarks
			Qty	m2	Qty	m2	
OFF-S9	Office – Single Person	Yes	1	9	1	9	Requirements dependent on staffing profile and local jurisdictional policies.
	Office – Workstation			4.4		4.4	Requirements dependent on staffing profile and local jurisdictional policies.
MEET-L-30	Meeting Room - Large	Yes	1	30	1	50	Size of room will depend on number of staff to be accomodated for MDT meetings and/or access to other meeting room as part of integrated cancer services. Requires AV equipment including videoconferencing systems. Use of operable wall between medium and large meeting rooms may be used for additional capacity.
MEET-L-20	Meeting Room - Medium	Yes	1	15	1	25	Requires AV equipment including videoconferencing systems.
INTV	Interview Room	Yes		9		9	Number dependent on service requirements. Requires AV equipment including videoconferencing systems.
STPS-8	Bay – Photocopier / Stationery	Yes	1	4	1	4	
SRM	Staff Room	Yes	1	20	1	35	Area will depend on staffing profile and operational policies.
BPROP	Property Bay – Staff	Yes	1	3	1	6	
WCST	Toilet - Staff	Yes	3	3	5	3	To be distributed throughout the Unit.
SHST	Shower - Staff	Yes	1	3 (o)	1	3 (o)	Optional depending on approach to end of trip facilities.
	Discounted Circulation		25%		25%		