



AUSTRALASIAN HFG PROJECT

AUSTRALASIAN HFG WEBSITE ADOPTION AND REVISION ISSUES: PROPOSED METHODOLOGY

Issue: 28 September 2006

Revised: 6 October 2006

Revised (V. 1.1): 6 December 2007

Revised (V. 1.2): 7 March 2008

Australasian HFG Website Adoption and Ongoing Amendment Issues

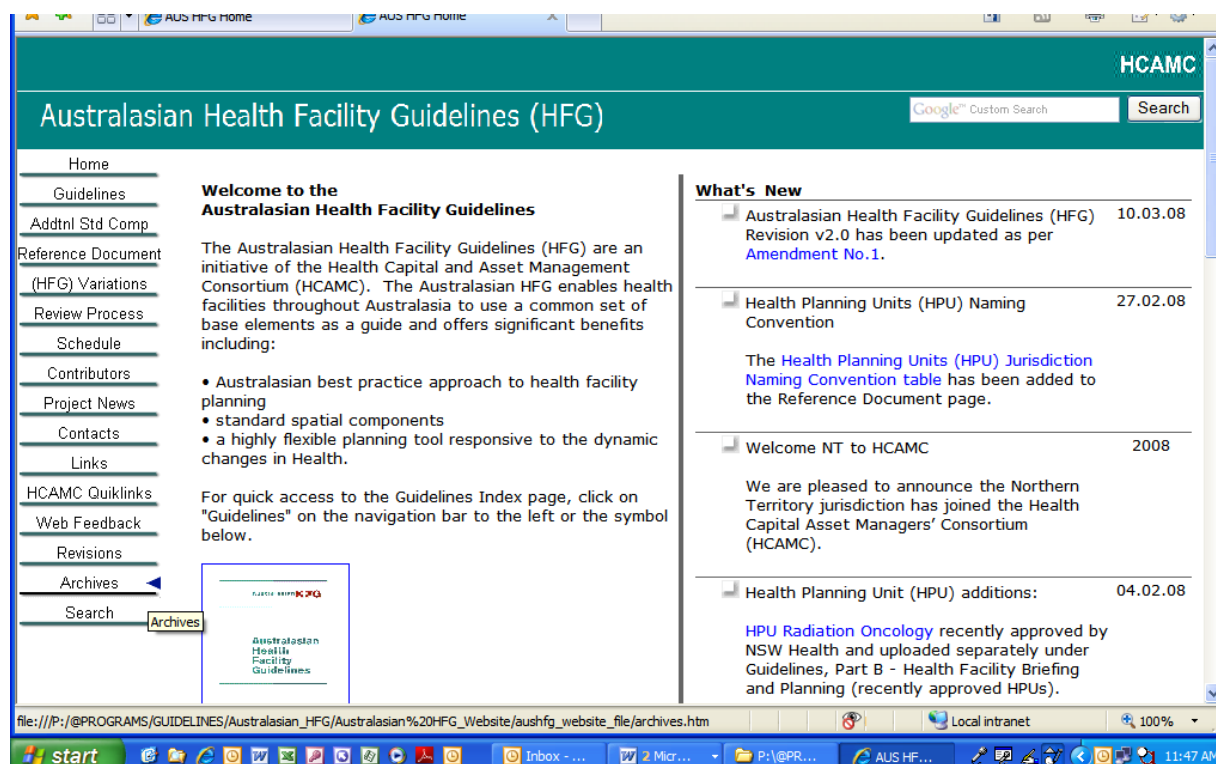
CHAA proposed the following method to record History of Adoption and Ongoing Amendments:

- Australasian HFG Health Facility Guidelines Documents will be updated as a (Revision V x.x) milestone document every 6 months with all Amendments listed on an Amendment Webpage.
- During the interim 6 month period between milestone Revisions, amendments will be marked up, highlighted on PDF documents and published on Australasian HFG Website for public use. The next scheduled Milestone revision will see the AusHFG document updated with a new revision number and all amendments created during the previous 6 month period.

Note: First public release in November 2006 as **Revision V. 1.0**

Second public release in 23 November 2007 as **Revision V. 2.0**

- History of Australasian HFG Adoption and Amendments are recorded on a Revision webpage
- Revision webpage is accessible via Australasian HFG Home page or Navigation menu bar



- Detail of Revision Web Page includes (sample attached below):

1. Table on history of adoption of Australasian HFG by each jurisdiction

The screenshot shows the website interface for the Australasian Health Facility Guidelines (HFG). The header includes the HCAMC logo and a search bar. The main content area is titled 'History of Australasian HFG Adoption' and contains the following text:

1. ADOPTION OF AUSTRALASIAN HFG - REVISION v1.0
Australasian HFG - Revision v1.0 adopted in 2006 as set out in Table 1.

Table 1 - History of adoption of Australasian HFG - Revision v1.0

Jurisdictions	Adoption Date
Australian Capital Territory	To be advised
New Zealand	12 December 2006
New South Wales	22 December 2006
Queensland	8 March 2007
South Australia	23 November 2006
Tasmania	23 November 2006
Victoria	To be advised
Western Australia (Public Health Care Facilities only)	23 November 2006

Below the table, the text reads: **2. ADOPTION OF AUSTRALASIAN HFG - REVISION v2.0**

2. Listing of all amendments and purpose

The screenshot shows the website interface for the Australasian Health Facility Guidelines (HFG). The header includes the HCAMC logo and a search bar. The main content area is titled 'List of Amendments' and contains the following text:

List of Amendments
This is the expanded list of Amendments
Click on the links below to download document.


Australasian HFG - Amendments	Publish Date	Attachment
Australasian HFG Revision v2.0	29.11.07	(24 kb PDF)
Australasian HFG Revision v2.0 - Amendment No.1	10.03.08	(30 kb PDF)

At the bottom of the page, there is a footer that reads: "For information relating to this page email : CHAA.Admin@unsw.edu.au

- 'List of amendments' document provides a description of major changes made from the previous edition of Australasian HFG. Users can download this document in PDF format via List of Amendments Webpage.

Note: This document records all clause reference numbers and associated changes

Example of Amendment No. 1 in PDF format:



PURPOSE OF AMENDMENT OF AUSTRALASIAN HEALTH FACILITY GUIDELINES REVISION v2.0

AMENDMENT No.1
10 MARCH 2008

Purpose of this amendment:

- Clarify the size of Operating Room - Large in Health Planning Unit (HPU) 520 Operating Unit to maintain consistency of data across Australasian Health Facility Guidelines Revision 2.0.
- Add explanatory note to HPU 600 Radiation Oncology - Schedule of Accommodation to clarify the 150m² spatial allowance for linear accelerator bunker design.

Provisions affected by this amendment:

- 520 Operating Unit



Clause Reference <small>(click on clause ref to view)</small>		Changes & Commentary
500292	520.84.00	"General Note" legend added (Full Guidelines, page 639)
502063	90.2.00	Amendment to Rooms List - Operating Room - Large: - size increased from 50m ² to 52m ² . (Full Guidelines, page 62)
600261	90.42.05	Amendment to description and function of Operating Room - Large: - Room size increases from 50m ² to 52m ² - Explanatory note added (Full Guidelines, page 106)
See RDS & RLS	See RDS & RLS	REVISED Room Data Sheet and Room Layout Sheet of Operating Room - Large uploaded to Australasian Health Facility Guideline: - Room size increases from 50m ² to 52m ² .

- 600 Radiation Oncology

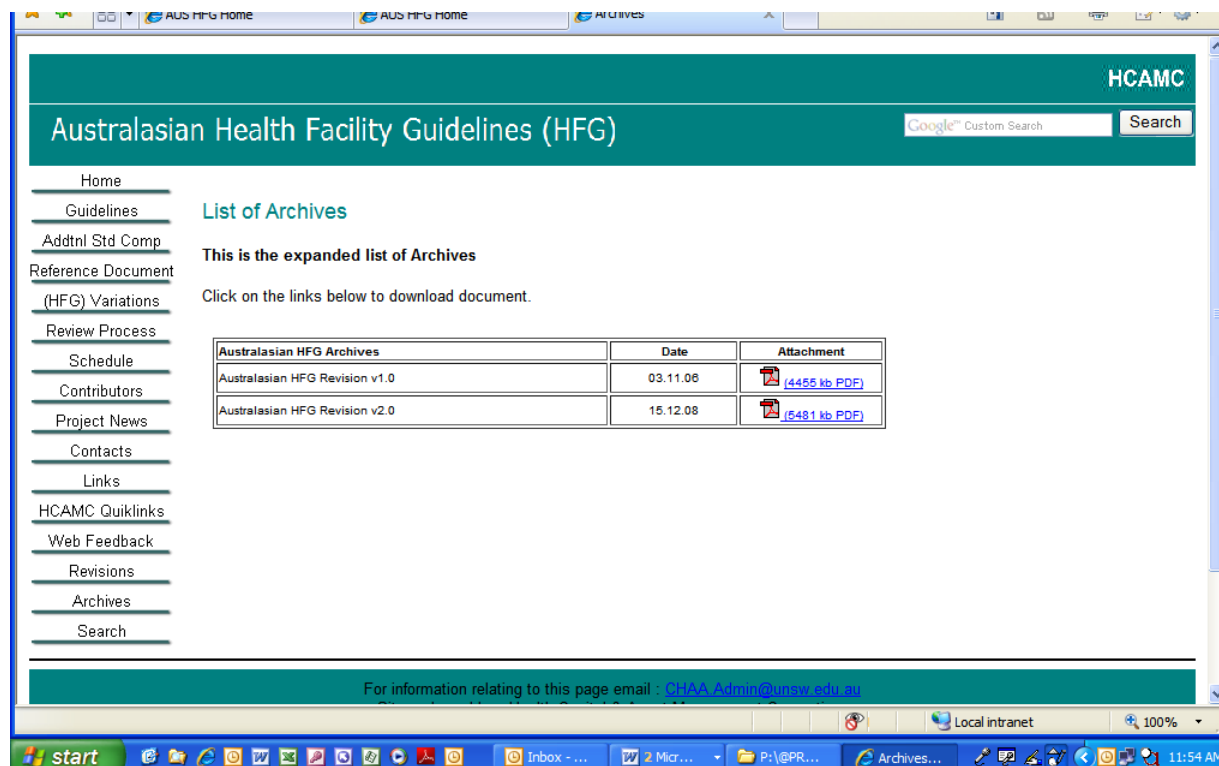
Clause Reference <small>(click on clause ref to view)</small>		Changes & Commentary
602065	600.22.25	Explanatory Note 1: added to clarify the 150m ² spatial allowance for linear accelerator. See RDS & RLS

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Sample of Australasian HFG Amendment:

	Operating Room - Large	
600261	90 .42.05	PERFORMANCE REQUIREMENTS
		<p>The Operating Room provides an aseptic environment in which to carry out surgical procedures, under local, regional or general anaesthetic.</p> <p>It is essential at least one wall not only be free from door openings, but also free from those services which require frequent attention. This provides an area for sterile equipment and scrubbed personnel, which is not compromised by traffic in and out of the Operating Room or to and from the serviced item. It is preferable for the adjacent wall to be free, or impinged upon only for exit from the Operating Room.</p>
Amendment No.1		<p>DESCRIPTION AND FUNCTION</p> <p>A Large Operating room should be 52m2.</p> <p>This Operating Room can be used for:</p> <ul style="list-style-type: none">- Neurosurgery;- Orthopaedics;- Cardiac;- Any other procedures which require specialised bulky equipment. <p>Hours of operation: to suit Operational Policies - some may be available 24 hours per day.</p>
		<p>LOCATION AND RELATIONSHIPS</p> <p>The Operating Room is the focal point of the Operating Suite. A direct relationship with the following support areas is required:</p> <ul style="list-style-type: none">- Holding / Anaesthetic Bay;- Scrub Up Room;- Exit Area;- Instrument Trolley / Cart Assembly / Holding Area;- Sterilising Bay;- Clean-Up Area. <p>Direct access is required to the:</p> <ul style="list-style-type: none">- Associated Scrub Up Room;
		06-Nov-07 Revision v.2.0
Australasian Health Facility Guidelines		
		Page 105 of 912

- Old versions of Australasian HFG are archived for future reference; these documents are accessible via Archives webpage.



- The proposed method was tabled for the discussion and approval of the Australasian HFG Project Co-ordination Working Committee This method was subsequently endorsed by PCWC on 11 October 2006.
- Revised (V. 1.1): issued to NSW Health PPC for discussion on 6 December 2007
- Revised (V. 1.2) 7 March 2008: document updated and issued to PCWC for discussion and endorsement on 19 March 2008. This methodology was subsequently endorsed by PCWC on 19 March 2008.