

Part B – Health Facility Briefing & Design

70 Education Unit



*i*HFG

International Health Facility Guidelines

2025

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70 Education Unit

1 Executive Summary

This Functional Planning Unit (FPU) covers the requirements of the Education Unit. This Unit provides the facilities required to deliver training and education programs to Hospital staff and students including but not limited to Hospital orientation, mandatory training, clinical skills development and simulation environments for a variety of procedures. This Unit can also be utilised for conferences, workshops, meetings and community events.

The Education Unit consists of a variety of educational spaces targeted at different modalities of learning such as Auditoriums and Lecture theatres aimed at large group presentations and conferences, Seminar and Tutorial rooms for smaller groups fostering collaboration among learners and one on one teaching, and computer rooms and a library suitable for quiet individual learning.

The Functional Relationship Diagram indicates the ideal internal and external relationships with key departments and hospital services and Units.

Design Considerations address a range of important issues including acoustics, finishes, accessibility and building service requirements. The Schedule of Accommodation is provided using references to Standard Components (typical room templates) and quantities for typical units at Role Delineation Levels (RDL) 5 to 6. The actual number will depend on each facility's service plan.

Refer to the further reading materials at the end of this FPU for supporting documentation.

2 Introduction

The Education Unit provides facilities such as lecture theatres, conference rooms, demonstration rooms, meeting rooms and associated components to support the education and training of the health facility's clinical and non-clinical staff. The Education Unit may be used for the education and training of students where the facility is associated with universities and other educational organisations. It may also be used for conferences, cultural events and community meetings.

Depending on the operational policy of the facility, this Unit can be used as a control centre and accommodation area during disasters.

The level and range of facilities provided for education will vary depending on the size and services provided by the health facility as well as institutional and community obligations as described in the Service Plan. Education is a mandatory requirement of facilities at RDL 5 and 6.

The following education and training services may be provided:

- Undergraduate lectures and tutorials
- Post graduate lectures and tutorials
- Mandatory training including fire safety, infection control, workplace safety and disaster management
- Clinical simulation
- Medical grand rounds
- Workshops and conferences
- Hospital-wide staff meetings and briefings
- General clinical or management meetings when other venues are unavailable
- Special and dignitary events
- Community and social gatherings
- Continuing Professional Development Courses
- Nursing education and skills training
- Temporary patient and staff accommodation during disasters

3 Functional & Planning Considerations

Operational Models

The Education Unit will generally operate during business hours but may be available after hours on a booked basis. Sessions being held after-hours require safe and planned access for staff, students and visitors. The Education Unit or part thereof may be quarantined from regular use during special or disaster events.

Depending on the size of the facility the Education Unit may be provided as a single centralised unit for small facilities or as distributed rooms for very large facilities.

Planning Models

The Education Unit should be located in an area that is easily accessed by staff, students and visitors. It is recommended that its' access from the facility's Main Entrance is clearly identified.

The Unit may be provided:

- As a stand-alone unit adjacent to the health facility but ideally linked by walkways and paths
- Positioned in a non- clinical zone of a health facility
- Distributed across both non-clinical and clinical zones of the facility

In either case the Unit must be in a convenient location for clinical staff and student attendance.

A variety of activities and functions should be accommodated in the Education Unit. These may include facilities for group learning or lectures, computer assisted learning, simulated learning, administrative and support functions, dedicated student study area, library with medical related books etc.

Staff and attendees of the Education Unit will have access to dedicated toilets and dining, which may be shared with incidental staff and visitor traffic.

Distributed educational facilities such as meeting rooms and seminar rooms may also be required as part of individual FPU's. The various areas are listed in the Functional Zones below.

Functional Areas

Depending on the size of the facility the Education Unit functional areas include:

- Reception
- Lobby for easy waiting and egress to lecture theatres and meeting rooms
- Display and food dispensing areas as part of the Lobby
- Main Lecture Auditorium with fixed or tiered seating for up to 500 people
- A set of additional Lecture theatres with fixed or tiered seating for up to 150 people
- A set of Seminar Rooms with flat moveable seating for up to 40 people
- A set of Tutorial or Meeting Rooms with flat moveable seating for up to 15 people
- A set of Simulation and Skills Training Rooms (which may be a separate stand-alone Unit)
- Student Facilities including library, study area, computer rooms etc.
- Administrative area including Unit Manager's Office
- Support Area including equipment storeroom, cleaning and utilities etc.
- Amenities including an accessible toilet

For facilities where a single unit is not sufficient to accommodate all functions, the above services may be provided through individual units or a part of other functional units.

Functional Relationships

External

The Education Unit should be provided where possible in a reasonable proximity to the Main Entrance of the facility but not necessarily on the ground floor. Wayfinding to the Education Unit should be easily identifiable by staff, students and visitors.

The Unit should be accessible to the health facility's retail and food outlets. In larger facilities the Education Unit may be co-located with Student Accommodation.

The Lobby will have access to a landscaped outdoor area to support overflow and promote a friendly and appealing ambience.

Internal

It is ideal to place the Reception, Lobby, Lecture and Conference facilities of a centralised Education Unit in proximity to each other to promote good surveillance and way finding.

Distributed education rooms should be linked to the central Education Unit booking system to allow their efficient management.



4 Design Considerations

Environmental Considerations

Acoustics

Acoustic performance and sounds levels should be planned, designed and documented to meet the function of spaces being provided. Sound attenuation level is high requiring adequate acoustic insulation.

The following areas require careful consideration of acoustic privacy:

- The Reception and Lobby area should be shielded from all Lecture, Simulation, Seminar and Tutorial rooms
- Auditorium and Lecture Theatres with amplified sound should be shielded so that speakers are not heard from outside

Natural Light

Maximise the provision of natural light to the Reception and Waiting Areas. Provide suitable window covering in conference and meeting rooms that have windows.

Privacy

Both visual and acoustic privacy should be provided for all Lecture, Simulation, Seminar and Tutorial rooms.

Space Standards and Components

Disability Access

All theatres and meeting rooms will be accessible by attendees requiring a wheelchair. Larger lecture theatres should provide hearing aid loops to assist hearing impaired attendees.

Ergonomics/ OH&S

The design process and selection of furniture, fittings, fixtures and equipment must consider ergonomics and Occupational Health and Safety (OH&S) aspects to avoid injuries to staff and visitors. Particular attention should be paid to the design of workstations and storage areas. Shelving in storage areas should be placed at suitable reach heights.

Refer to Part C in these Guidelines - Access, Mobility, OH&S and local Occupational Health, and Safety standards for further information.

Safety & Security

The Education Unit should include the following safety and security considerations:

- Entry to the Unit, Reception and Lobby should be monitored by CCTV
- Doors to the Unit and all lecture and meeting rooms should be lockable with a master key
- Rooms located on the perimeter of the Unit should be locked at any time when they are not occupied
- Rooms used for storing files, records and equipment should be lockable
- Operational procedures for after-hours access which provide time limited access and Security monitoring

Finishes

The Education Unit shall have finishes that provide a welcoming and professional ambience.

Seating is to be comfortable whilst also durable and easy to clean. Lecture theatre seats should have retractable ledges.

Refer to Part C – Access, Mobility, OH&S of these Guidelines.

Fittings, Fixtures & Equipment

The following equipment may be provided

Auditoriums and Lecture Theatres

- A computer for presentations using software
- Public Address system
- Data and video projector
- Large wall mounted multi panel whiteboard, which may be digitised for displaying and recording information
- Network data requirements and wireless network requirements
- Adequate sound system for the size of the room to sufficiently amplify audio for the audience

At least one Lecture Theatre may be equipped with videoconferencing equipment.

Seminar and Tutorial Rooms

- Data and video projector
- Television
- Large wall mounted single panel whiteboard, which may be digitised for displaying and recording information
- May have videoconferencing equipment including large dual screen flat panel television
- Network data requirements and wireless network requirements

Computer Training Rooms

- Computer screen and keyboard for each occupant
- Data and video projector
- Television
- Large wall mounted single panel whiteboard, which may be digitised for displaying and recording information.
- Network data requirements and wireless network requirements

Building Service Requirements

Provide IT/ Communication facilities including telephone lines, data connections, teleconferencing and videoconferencing as required within each room of the Unit.

Mechanical Services (HVAC)

Auditoriums, Lecture theatres, Seminar/ Tutorial rooms and Offices should be air-conditioned for the benefit of staff and visitors to the Unit.

Refer to Part E - Engineering Services in these guidelines and to the Standard Components, RDS and RLS for further information.

Information Technology (IT) and Communications

The IT design should address:

- Voice/ data cabling and outlets for phones, fax, and computers/ DECT
- Network data requirements and wireless network requirements
- Video and teleconferencing capability, including connection to external meeting rooms for educational purposes
- CCTV surveillance if indicated
- Communications rooms and server rooms

5 Components of the Unit

Standard Components

Standard components are typical rooms within a health facility, each represented by a Room Data Sheet (RDS) and a Room Layout Sheet (RLS).

The Room Data Sheets are written descriptions representing the minimum briefing requirements of each room type, described under various categories:

- Room Primary Information; includes Briefed Area, Occupancy, Room Description and relationships, and special room requirements).
- Building Fabric and Finishes; identifies the fabric and finish required for the room ceiling, floor, walls, doors, and glazing requirements.
- Furniture and Fittings; lists all the fittings and furniture typically located in the room; Furniture and Fittings are identified with a group number indicating who is responsible for providing the item according to a widely accepted description as follows:

Group	Description
1	Provided and installed by the Builder/ Contractor
2	Provided by the Client and installed by the Builder/Contractor
3	Provided and installed by the Client

- Fixtures and Equipment; includes all the serviced equipment typically located in the room along with the services required such as power, data and hydraulics; Fixtures and Equipment are also identified with a group number as above indicating who is responsible for provision
- Building Services; indicates the requirement for communications, power, Heating, Ventilation and Air conditioning (HVAC), medical gases, nurse/ emergency call and lighting along with quantities and types where appropriate. Provision of all services items listed is mandatory.

The Room Layout Sheets (RLSs) are indicative plan layouts and elevations illustrating an example of good design. The RLS indicated are deemed to satisfy these Guidelines. Alternative layouts and innovative planning shall be deemed to comply with these Guidelines provided that the following criteria are met:

- Compliance with these Guidelines
- Minimum floor areas as shown in the schedule of accommodation
- Clearances and accessibility around various objects shown or implied
- Inclusion of all mandatory items identified in the RDS

The Education Unit contains Standard Components to comply with details in the Standard Components described in these Guidelines. Refer to Standard Components Room Data Sheets and Room Layout Sheets.

Non-Standard Components

Non-standard rooms are those which have not yet been standardised within these guidelines. These are identified in the Schedules of Accommodation as NS and are separately covered below.

Breakout Lobby

A lobby associated with an Education Unit. The size of the area will depend on the size of the educational and training spaces. The Lobby will have ready access to public amenities including toilets, accessible toilets and seating areas.

Student Workroom

The Student Workroom is a space where students can congregate, study and discuss. The room requires:

- Study desks
- Meeting areas with flexible seating
- Access to internet and wireless internet
- Power and telephone outlets for personal computers, recharging outlets

- Beverage bay for refreshments

Auditorium

The Auditorium will accommodate educational sessions for staff and other groups as required. Access and space should be provided for persons with disabilities. Seating to the rear of the Auditorium may be raised on a platform. The Auditorium should be located in close proximity to Staff/ Public amenities.

Clinical Skills & Simulation Room

The clinical skills and simulation rooms are training versions of actual Procedure rooms, Operating Rooms, ICU rooms and Resuscitation rooms, with similar services and medical equipment in an identical configuration. Medical gases may be simulated with compressed air. The rooms will generally be used with simulation dummies and have an adjoining Control room.

Simulation room

The space provides a simulation-based facility that allows for repetition of difficult skills and the opportunity to practice unexpected events that a learner may face in real-life clinical situations. This may include virtual reality surgical simulators for learners to practice skills of complicated surgical or medical procedures.

Control Room

The Control Room for Clinical skills areas is located adjacent to the simulation rooms and is used to control, observe and record clinical procedures undertaken in the simulation rooms. The room requires:

- Viewing window to simulation rooms, may be one-way vision
- Microphone to simulation rooms
- Recording equipment that may be connected to meeting rooms for training and discussion

6 Schedule of Accommodation

The Schedule of Accommodation (SOA) provided below represents generic requirements for this unit. It identifies the rooms required along with the room quantities and the recommended room areas. The simple sum of the room areas is shown as the Sub Total. The Total area is the Sub Total plus the circulation percentage. The circulation percentage represents the minimum recommended target area for internal corridors in an efficient and appropriate design.

Within the SOA, room sizes are indicated for typical units and are organised into the functional zones. Not all rooms identified are mandatory therefore, optional rooms are indicated in the Remarks. These guidelines do not dictate the size of the facilities such as the total number of education spaces. Therefore, the SOA provided represents a limited sample based on assumed unit sizes. The actual size of the facilities is determined by Service Planning or Feasibility Studies. Quantities of rooms need to be proportionally adjusted to suit the desired unit size and service needs.

The table below shows a SOA for role delineations 5 to 6 to suit a large teaching/ referral hospital. At other RDL's refer to de-centralised facilities in other FPU's of the guidelines.

Any proposed deviations from the mandatory requirements, justified by innovative and alternative operational models may be proposed within the departure forms included in Part A of these guidelines for consideration by the health authority for approval.

Education Unit

Room/ Space	Standard Component Room Codes	RDL 5/6 Qty x m²			Remarks
Entry/ Reception					
Reception/ Information	recl-20-i	1	x	20	
Breakout Lobby	NS	1	x	30	
Toilet – Public (Male & Female)	wcpu-3-i	10	x	3	May share public amenities if located close
Toilet – Accessible (Male & Female)	wcac-i	2	x	6	May share public amenities if located close
Pantry	ptry-i	1	x	8	Size to suit food services requirement
Training & Education Areas					
Library & Study/ Reading Area	lsra-50-i	2	x	50	
Meeting/ Tutorial Room - Medium	meet-l-15-i	2	x	15	12 seats
Store - Photocopy/ Stationery	stps-8-i	1	x	8	
Store - General	stgn-10-i	1	x	10	
Store - Equipment	steq-10-i	1	x	10	
Students Workroom	NS	2	x	30	Post grad, Under grad, Medical, Nursing, Allied Health students.
Computer Training Room	cotr-i	2	x	24	Post grad, Under grad, Medical, Nursing, Allied Health students.
Meeting/ Seminar Room - Large	meet-l-55-i similar	2	x	65	50 seats, May be co-located with operable wall between 2 rooms.
Lecture Room	lec-100-i similar	1	x	120	100 seats
Auditorium	NS	1	x	250	200 seats, Optional
Clinical Skills Learning Areas					
Consult Room / Clinical Skills	cons-i	2	x	14	All medical Gases are to be simulated with Tool Air; Nurse call system is to be simulated only within room.
Clinical Skills Room - Large	NS	1	x	50	Simulates Operating & Procedure rooms
Clean-Up Room	clup-7-i	1	x	7	
Store - General	stgn-20-i	1	x	20	
Simulated Learning Areas					This may also be a separate Unit with full scale facilities
Simulation Room	NS	2	x	25	Simulates ICU, Resuscitation, Operating Room environments
Control Room	NS	2	x	10	1 per simulation room
Debriefing / Breakout Room	meet-12-i	2	x	12	
Equipment Preparation Room	prep-s-i similar	1	x	20	
Meeting Room	meet-l-20-i	2	x	20	
Staff Areas					
Office - Head of Department	off-s12-i similar	1	x	12	
Office - Single Person	off-s9-i	2	x	9	Clinical Instructors; Qty according to staffing numbers
Office - 4 Person Shared	off-4p-i	1	x	20	Qty according to staffing numbers
Store - General	stgn-10-i	2	x	10	Education resources and equipment
Store - Photocopy/ Stationery	stps-10-i	1	x	10	
Staff Lounge	srm-15-i	2	x	15	
Change - Staff (Male/Female)	chst-10-i	2	x	10	Toilet, Shower, Lockers
Cleaner's Room	clrm-6-i	1	x	6	
Sub Total				1261	
Circulation %				30	
Area Total				1639	

Notes:

- At RDL 1 to 4, refer to de-centralised facilities like Meeting rooms provided in the Standard Components.
- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the Standard Components.
- All the areas shown in the SOA follow the '4 Floor Area Measurement Methodology, Definitions and Diagrams' as described in these Guidelines. Refer to Part B, Complete Part.
- Exact requirements for room quantities and sizes shall reflect Key Planning Units (KPU) identified in the Clinical Service Plan and the Operational Policies of the Unit.
- Room sizes indicated should be viewed as a minimum requirement; variations are acceptable to reflect the needs of individual Unit.
- Offices are to be provided according to the number of approved full-time positions within the Unit.

7 Further Reading

- International Health Facility Guideline (iHFG) www.healthdesign.com.au/ihfg
- The Facility Guidelines Institute (US), Guidelines for Design and Construction of Hospitals, 2022. Refer to website www.fgiguideines.org
- The Facility Guidelines Institute (US), Guidelines for Design and Construction of Outpatient Facilities, 2022. Refer to website www.fgiguideines.org