

Part Q Equipment Planning Guidelines

1 Preface

This equipment planning guideline provides assistance to those who are involved in the planning, procurement and management of Furniture & Fittings, Fixtures & Equipment (FF&E) including budgeting, selection and installation planning.

It outlines the methodology for the planning, procurement, placement, and management of all the FF&E requirements for both new and existing healthcare capital works projects.

The goal is to:

- Provide information that helps ensure that the FF&E process is cost effective and well-planned; policies are followed; pitfalls are avoided, and a successful outcome is achieved.
- Ensure that the FF&E procurement process affords an on time, on budget and fit for purpose outcome.

2 Introduction to Equipment Planning

Healthcare Equipment Planning is a specialised process and requires not only a clear understanding of the clinical need but also an intricate knowledge of budgeting, architectural design and building process.

Effective project planning can only be achieved by a successful team process. This cohesive team generally consists of user groups, project managers, architects, and other associated healthcare planners such as equipment planners, whose responsibility is to balance the requirements of the clinical users and the clients against available healthcare technology, budgetary targets and the realities of the design and construction process.

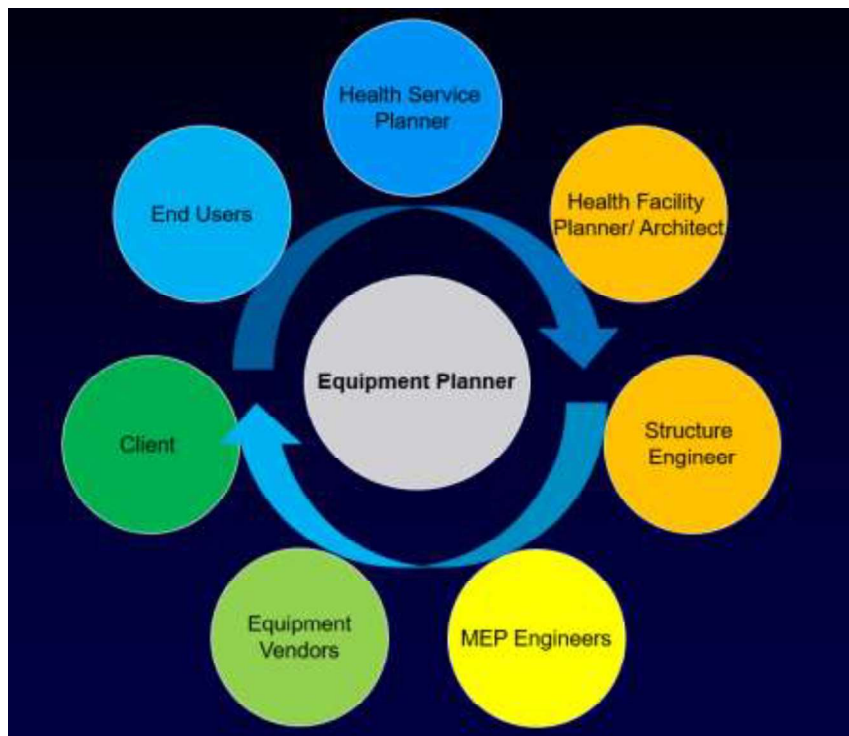


Figure 1: Project Team

Equipment planners are highly qualified equipment managers who are generally part of an equipment management group responsible for the overall management of the FF&E process. The outline of this process is shown in figure 2. The ultimate objective is to ensure all products selected are fit for purpose, within budget and, procured, delivered, and commissioned in accordance with projects build programme.

Depending on the project's requirements, the equipment planner may be required to manage either the medical only or both the medical and non-medical equipment. This requirement may cover the full spectrum of FF&E, irrespective of who has the overall responsibility for it.

To bring the best information on healthcare equipment and related management to the project team, an equipment planner should ideally be engaged, no later than the project's design phase

Some value can also be added by having an equipment planner involved in the master planning phase. The equipment planner can provide clinical consultancy on medical equipment as well as providing a more accurate preliminary FF&E budget.



Figure 2: The process of FF&E Management

3 Objectives and Outcomes

The objectives and outcomes of the equipment planning methodology are to:

- Ascertain types and complexity of medical equipment technology intended to be used to meet the project requirements
- Establish and finalise FF&E Schedules
- Undertake current FF&E inventory process (if required)
- Develop budget information for all agreed FF&E
- Provided support and assistance to both the architectural and engineering teams to ensure all selected equipment can be effectively placed and operated within the building design and fit
- Provide expert assistance with the selection of fit for purpose FF&E
- Manage or assist with the procurement and delivery process of new items
- Manage the delivery, installation and sign-off of new equipment

- Assist with the process and planning of any FF&E that needs to be relocated from an existing facility
- Assist with the management of the selected transferrable FF&E

4 Process of Medical Equipment Planning

The proper process of Medical Equipment Planning should help the managing contractor (MC) define and measure progress toward the project's goals in relation to the expected objectives and outcomes.

The following should be considered when determining that the FF&E management team's objectives and outcomes are achieved through the project phases:

- An FF&E schedule is compiled from the endorsed project service/ functional and technical briefs, schedules of accommodation, and existing equipment database
- The master FF&E database is formulated and is capable of breakdown into a minimum of, individual hospital departments, rooms and product groups
- An FF&E cost analysis and reporting process against the agreed FF&E budget is developed and maintained
- The responsibilities matrix is developed, and all parties involved in the FF&E management process are identified and the individual responsibilities in the FF&E process defined and agreed upon
- Architecturally and engineering significant, FF&E items are confirmed to ensure appropriate location provision, spacial and service requirements are identified
- An appropriate database/s is being used within the project which is capable of providing connectivity between the FF&E and the rest of the project build requirements
- Generic equipment specifications are developed to confirm product type and an equipment services package has been developed
- A timeline for the FF&E procurement has been developed in line with the project build schedule
- The equipment procurement plan is developed and is fully integrated into the project build plan
- The procurement plan has been developed and subsequent procurement methodology is undertaken on a best-for-project basis and complies with identified procurement policies, processes and documentation
- Grouped purchasing (i.e. minimise piecemeal buying) where ever possible is undertaken
- Relocation of existing equipment if relevant is undertaken with minimal impact on ongoing service delivery
- Site supervision including delivery, installation, testing and commissioning of medical equipment takes place, with proper documentation for each equipment kept on record, to ensure an effortless and smooth handover to the Client