

### 3 Prequalification Process for Health Facility Design Consultants

#### 1 The Prequalification Process

##### *What is "Prequalification" and what is its Purpose*

The prequalification of Health Facility Design Consultants is a further initiative by the local Health Authority Licensing Department to ensure new Health Facilities within the region are designed to the appropriate standards by competent consultants. Furthermore they will give the local Health Authority confidence that the design outcome will be in line with the Standards and Guidelines which subsequently will reduce the processing time of the Health Facility Approval Process.

A Prequalified Health Facility Design Consultant (HFDC) will be permitted to participate in the development of Health Facilities and is therefore automatically permitted to lodge Schematic and Detailed Submissions to the local Health Authority as part of the Health Facility Approval Process.

##### *Definition of the Health Facility Design Consultant*

A Health Facility Design Consultant may be an individual, a company or a similar.

In the assessment of prequalification, the following requirements will apply:

- An individual may apply for prequalification if he/she has the minimum necessary experience as described in this section.
- A company may apply for prequalification if at least 50% of its Directors are prequalified.
- Companies and Individuals may form a consortium to combine the skills of different entities for the purpose of designing Health Facilities. A consortium may act as a Health Facility Design Consultant if it includes members (being individuals or companies) who are already prequalified.
- The local Health Authority may prequalify only legally recognised entities. Should a consortium or Joint Venture (JV) form a legal entity recognised in the local Health Authority, it may apply for prequalification as a separate entity to its individual members.
- A consortium or JV may carry out Health Facility Design work, however, in the context of the local Health Authority applications requiring prequalified consultants, only those portions of the Consortia or JV's which are prequalified will be recognised.

A Health Facility Design Consultant may be prequalified in the following disciplines:

- Healthcare Architecture
- Healthcare Mechanical and HVAC including Medical Gases
- Healthcare Electrical (Power, lighting, ELV, lightning protection) , IT and Communications
- Public Health (Plumbing, drainage, LPG gas)
- Biomedical Engineering

The local Health Authority requirements for prequalification are in addition to any other legal or professional requirements for practice under these disciplines.

A Healthcare project may require many more consultants including (but not restricted to):

- Landscape Architect
- Traffic Engineer
- Civil and Structural Engineer
- Signage Consultant
- Quantity Surveyor
- Façade Engineer
- Radiation Shielding
- Catering
- Sterilising

The local Health Authority may not prequalify consultants for these disciplines.

### *How can a Design Consultant become Prequalified*

Design Consultants can become prequalified by filling out a Prequalification Questionnaire and lodging a signed copy with the local Health Authority. This document will collect important information which will be used to assess the capability of the Design Consultant.

The Design Consultant's expertise will be assessed on multiple criteria. Some examples are as follows:

- The experience of the organisation applying for prequalification, both outside and within the local Health Authority. The consultant will be assessed on the number and type of Health Facilities designed and completed. The size and complexity of the Health Facilities will also be taken into consideration.
- The experience and prequalification of the key individuals within the organisation. The individual expertise is important because key staff may leave the organisation, leaving the applicant without any experienced staff.
- The resources within the organisation. Since the level of prequalification is partly based on the size of projects undertaken, obviously only organisations with sufficient staffing will be permitted to undertake large scale projects. The staff may include those working in Qatar or from other countries.
- The methodology and systems used within the organisation. To a large degree, the successful completion of a Health Facility is dependent on using internationally recognised tools and systems.
- Consultants currently working with or under the local Health Authority and considered to be performing to an acceptable standard will be given priority for prequalification for a period of 12 months from the publication of these Guidelines.

## 2 The Level of Prequalification linked to the Type of Health Facility

### *A Tier Based System*

For the purpose of prequalification, Health Facilities are divided into different types. Each type will require a minimum level of prequalification based on the complexity of the facility as follows:

- Design Consultants with a prequalification level of Tier 1 will only be permitted to undertake the smallest and least complex Health Facilities.
- Design Consultants with a higher level of prequalification (Tier 2-4) will be permitted to undertake the more complex Health Facilities.

### *Lowering the Barrier to Entry*

The local Health Authority prequalification system aims to lower the barrier to entry into the Health Facility Design field experienced by local consultants. The typical path for an individual General-practice Architect wishing to specialise in this field would be to work for a prequalified company on a range of healthcare projects under the supervision of experienced specialists. The individual can then apply for prequalification, initially at low Tier levels and subsequently at higher Tier levels.

Prequalified individuals can then form new companies, employ support staff and apply for the prequalification of the company.

### *Increasing the level of prequalification*

Individual Consultants may apply for higher Tiers of prequalification based on the experience they gain at lower Tiers as well as work under the supervision of others on higher tiers.

The local Health Authority at its sole discretion may consider these applications and progressively increase the prequalification Tier of the consultants.

Companies may also apply for higher Tiers of prequalification based on the experience and prequalification of specialist staff that they employ as well as a minimum of 50% of the directors.

This experience is demonstrated through the application forms listing the experience and responsibility for such projects at higher Tier levels.

### *Frequency of Application*

The first applications for the local Health Authority Health Facility Consultant Prequalification may be submitted at any time. Subsequent applications may be submitted for a number of reasons at the following intervals:

- Submission after the expiry of prequalification- at any time
- Re-submission with better information, if requested by the local Health Authority - at any time
- Re-submission due to the rejection of a previous application- 6 months after the original application
- Application for increase in the Tier of prequalification- 6 months after the original application

### *Duration of Prequalification*

The local Health Authority prequalification for the current Tier, will be valid for a period of 3 years after approval.

During the period of validity, the Consultants are required to inform the local Health Authority of any major changes to the information supplied to them on the prequalification forms including changes to directorship and departure of key specialist staff.

Consultants may apply for the renewal of the prequalification for a further period of 3 years by the submission of a new prequalification application. A new prequalification application may be lodged up to 2 months before the expiry of the current prequalification.

A renewed application may be a copy of the previous application with updated information unless the local Health Authority requirements for prequalification change in the interim period. The applicant may also request an increase in the Tier level at the time of renewal.

The local Health Authority at its sole discretion may renew the application at the new or a different Tier level.

### *Prequalification Tier based on building types*

Tier levels are based broadly on the experience of different Health Facility Building Types as listed below. The Health Facilities in turn include one or more Functional Planning Units (FPU's) as defined under these Guidelines.

The information supplied by the applicants will be used by the local Health Authority to assess the broad range of skills in the design for the relevant FPU's forming these building types and therefore the appropriate Tier level of prequalification.

Type	Classification	Prequalification Requirement
Hospital	Research and Teaching Hospital	Tier 4
	General Hospital	Tier 4
	Specialised Hospital	Tier 4
	Rehabilitation Hospital	Tier 4
	Nursing Home	Tier 3
	Acute Aged Care Centre	Tier 3
	Dementia Care Centre	Tier 3

Type	Classification	Prequalification Requirement
Day Procedure Centre	Day Surgery Hospital Invasive Imaging Centre Radiotherapy and Chemotherapy Centre Dialysis Centre Plastic Surgery Centre Dental Surgery Centre	Tier 3 Tier 3 Tier 3 Tier 3 Tier 3 Tier 3
Diagnostic Centre	Medical Diagnostic Imaging Centre Nuclear Medicine Centres (not involving treatment) Medical Laboratory	Tier 2 Tier 2 Tier 2
Rehabilitation Centre	Day Rehabilitation Centre Physiotherapy, Occupational Therapy & Hydrotherapy Centre Prosthetics and Orthotics Centre Allied Health Service Centre Dental Laboratory Optical Shop Audiometric Shop	Tier 2 Tier 2 Tier 2 Tier 1 Tier 1 Tier 1 Tier 1
Clinics	Medical Centre Dental Centre General Clinic General Dental Clinic Specialised Clinic Specialised Dental Clinic Medical Polyclinic Dental Polyclinic School Clinic First Aid Post	Tier 2 Tier 2 Tier 1 Tier 1 Tier 1 Tier 1 Tier 1 Tier 1 Tier 1 Tier 1 Tier 1
Pharmaceutical Facilities	Scientific Offices Drug Stores 24 Hours Pharmacy	Tier 1 Tier 1 Tier 1
Mobile Health Units	Refer to the nearest category above	Tier 1-4

### *Co-Existing and Integrated Facilities and their Classification*

Portions of Health Facility types (as listed above) may perform services which are separately covered under these Guidelines. Where these services operate as an integrated service within the overall Health Facility and benefit from the overall common services, staff and patient flows, they will be regarded as part of the overall Health Facility and therefore fall under its prequalification level.

The services which are relatively independent of the overall Health Facility will be regarded as separate facilities under these Guidelines and therefore fall under their separate prequalification levels.

Here are some examples:

- A Medical Diagnostic Imaging Service within a Hospital will fall under the Hospital's prequalification Level.
- A Dental Clinic on the same grounds as a Day Procedure Centre but operating independently will fall under its own prequalification Level.

Good indicators of integrated services are:

- Common facilities for patient flow management
- Common staff and support facilities

- Requirement for direct, internal patient transfer
- Common paper based medical records
- Common building services including central energy facilities
- Common services equipment such as air handling units

The purpose of this requirement is to ensure that the Design Consultants who's work can potentially affect the functionality of other, more complex and critical areas of Health Facilities are prequalified at the appropriate level.

### 3 Definition of Building Types

For the purpose of this section of the Guidelines, Health Facility Building Types are defined as follows:

#### *Hospitals*

Hospitals are defined as Health Care Facilities intended for the diagnosis and treatment of patients. For the purpose of these Guidelines, all Health Facilities which provide overnight care of patients will be classified as Hospitals.

Hospital Types may include:

- Research and Teaching Hospital
- General Hospital
- Specialist Maternity Hospital
- Specialist Paediatric Hospital
- Specialist Cancer Care Hospital
- Specialist Rehabilitation Hospital
- Specialist Mental Health Hospital
- Any combination of the above or other specialities

Some facilities will be treated in a similar manner to Hospitals however due to their lesser complexity; their prequalification level will be reduced. Types may include:

- Nursing Homes
- Dementia Care Centres

#### *Day Procedure Centre*

Day Procedure Centres are defined as Health Care Facilities intended for the diagnosis and treatment of patients. For the purpose of these guidelines, where these types of facilities do not provide overnight care of patients, they will be classified as Day Procedure Centres.

Day Procedure Centre Types may include:

- Day Surgery Hospital
- Specialist Dental Surgery Centre
- Specialist Eye Surgery Centre
- Specialist Orthopaedic Centre
- Specialist Plastic Surgery Centre
- Specialist Radiotherapy Centre
- Specialist Chemotherapy Centre
- Specialist Dialysis Centre
- Specialist Invasive Imaging Centre
- Any combination of the above or other specialities

### *Diagnostic Centre*

Diagnostic Centres are defined as Health Care Facilities intended for the diagnosis of patients through specialist services and equipment. For the purpose of these Guidelines, where these types of facilities are stand alone and do not provide treatment services, they will be classified as Diagnostic Centres.

Diagnostic Centre Types may include:

- Medical Imaging Centres
- Nuclear Medicine Centres (not involving treatment)
- Phlebotomy Centres
- General Diagnostic Centres – EEG, ECG, etc.
- Any combination of the above or other specialities

### *Rehabilitation Centre*

Rehabilitation Centres are defined as Health Care Facilities intended for the treatment of patients with disabilities or injuries which require long term care. For the purpose of these Guidelines, where these types of facilities do not provide overnight care of patients, they will be classified as Rehabilitation Centres.

Rehabilitation Centre Types may include:

- Specialist Physiotherapy Centres
- Specialist Occupational Therapy Centres
- Specialist Hydrotherapy Centres
- Specialist Prosthetics and Orthotics Centres
- Any combination of the above or other specialities

### *Clinic and Centre*

Clinics are defined as Health Care Facilities intended for the diagnosis and minor treatment of patients. For the purpose of these Guidelines, generally, all Health Care Facilities not classified under Hospitals, Day Procedure Centres, Rehabilitation Centres or Diagnostic Centres will be classified as a Clinic.

A Centre is a Clinic with the addition of support services such as a Laboratory and a Radiology Department.

Clinic Types may include:

- General Practice or Group Practice Primary Health Centres
- General and Specialised Clinics - Medical Polyclinics – School Clinics
- General and Specialised Dental Clinics - Dental Polyclinics
- Community Health Centres

### *Pharmaceutical Facility*

Pharmaceutical facilities will always be reviewed as part of the above Health Facility Types. Only where they are stand alone, the design can be completed by a Tier 1 Design Consultant

### *Mobile Unit*

Mobile Units can accommodate any of the Health Facilities mentioned above and are therefore covered under their own prequalification level.



The International Health Facility Guidelines recommends the use of HFBS “Health Facility Briefing System” to edit all room data sheet information for your project.

HFBS provides edit access to all iHFG standard rooms, and departments, and more than 100 custom report templates.

## HFBS Health Facility Briefing System



### Briefing Module

The Health Facility Briefing System (HFBS) has numerous modules available via annual subscription. It suits healthcare Architects, Medical Planners, Equipment Planners Project Managers and Health Authorities.

Use the HFBS Briefing Module to quickly drag in health facility departments or pre-configured room templates from the iHFG standard, edit the room features such as finishes, furniture, fittings, fixtures, medical equipment, engineering services. The system can print or download as PDF more than 100 custom reports including room data sheets, schedules, and more...

To learn more about the HFBS web-based Healthcare Briefing and Design Software and to obtain editable versions of the “Standard Components” including Room Data Sheets (RDS) and Room Layout Sheets (RLS) offered on the iHFG website, signup for HFBS using the link below.

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