

POLICY

Construction and/or Renovation Time Limit

Purpose

The Non-Hospital Medical and Surgical Facilities Accreditation Program (NHMSFAP) Committee is responsible for establishing accreditation standards for non-hospital facilities and ensuring that facilities meet required standards for the quality and safety of service delivery in an accredited non-hospital facility.

This policy addresses the time limit for new construction and/or renovations.

Policy

Non-hospital facility design standards

All major renovations and new construction are required to meet the edition of the Canadian Standards Association (CSA) Z8000 *Canadian health care facilities* standard in effect at the time of the proposed major renovations or new construction.

CSA Z8000 is the overarching standard for health-care facility planning, design and construction. As the overarching standard, it references other applicable standards including but not limited to; heating, ventilation and air-conditioning (HVAC), electrical, and medical gas pipelines.

New non-hospital facility

The medical director and owner of a new facility must apply in writing to the NHMSFAP Committee expressing their intention to seek accreditation of a new facility and submit an application.

Renovation or construction to existing non-hospital facility

The medical director of the facility must provide written notification to the committee at least 180 days in advance of the commencement of any renovations or construction, together with copies of the proposed construction or renovations plans and such other information, and any records that the NHMSFAP Committee may request. Following notification, the medical director may be directed to submit an application.

Application time limit

As health-care facility design standards evolve over time to improve the safety and quality for staff and patients, it is expected that construction and/or renovations are completed within a reasonable amount of time. This will ensure that the facility continues to meet the key objectives of current physical design standards such as accessibility, safety, security, and infection prevention and control when the construction is completed.

Therefore, an application will be presumed abandoned and the application file closed if

- six months have passed since a project update or any correspondence was received; and/or
- two years have passed since the date of the application, unless the medical director of the facility has submitted a time limit extension request and a time limit extension, not exceeding twelve months, has been granted by the NHMSFAP Committee (i.e. a total of three years from the date of the application).

Time limit extensions

Upon receiving a written request, the committee, in its sole discretion may deny an extension request. Should an extension request be denied, the committee must give written notice of the reason(s) for its decision.

In making its decision, reasons considered by the committee which may affect the completion of construction and/or renovations within a reasonable amount of time include but are not limited to:

- Blueprints/layout drawings developed and signed off by all core members of the interdisciplinary design team (IDT) confirming design conformance with CSA Z8000 have not been submitted to the NHMSFAP for limited verification.
- Construction and/or renovations, following NHMSFAP limited verification of the blueprints/layout drawings, has not be commenced or is in early stages (i.e. demolition, framing).
- Construction and/or renovations have been completed or substantially completed, yet for whatever reason(s), the medical director and/or facility has not completed the NHMSFAP accreditation process.
- After a preliminary walk through of the facility, following construction and/or renovation completion, whereby nonconformance(s) in materials, finishing and fixtures are identified, the medical director and/or facility for whatever reason(s) have not resolved the nonconformances within a reasonable amount of time.
- After completion of the on-site assessment, following construction and/or renovation completion, the facility is denied accreditation for nonconformance(s) in materials, finishing and fixtures and the medical director and/or facility for whatever reason(s) have not resolved the nonconformances within a reasonable amount of time.

Facilities denied a construction and/or renovation time limit extension will be given the option of reapplying with such application being subject to the new facility application fee.

Responsibility

Role	Responsibility
Medical director	<ul style="list-style-type: none"> provide written notification to the NHMSFAP Committee of the intent to commence renovations for the purpose of modifying and/or upgrading the existing facility or new construction submit an application as directed provide project updates or correspondence every six months at a minimum apply for a time limit extension as necessary ensure construction is completed according to the <i>Construction and/or Renovation Time Limit</i> policy
NHMSFAP staff	<ul style="list-style-type: none"> maintain records of renovations or new construction applications update the NHSMFAP Committee on the status of the application
NHMSFAP Committee	<ul style="list-style-type: none"> establish standards, rules, policies and guidelines for applications for renovations or new construction consider time limit extension applications

References

1. CRD [Internet]. Victoria, BC: Capital Regional District. Frequently asked questions; [cited 2022 Jun 14].
2. Richmond: city of Richmond, British Columbia, Canada [Internet]. Richmond, BC: City of Richmond; 2020. Frequently asked questions; [cited 2022 Jun 14].
3. Thompson-Nicola Regional District [Internet]. Kamloops, BC: Thompson-Nicola Regional District; 2020. Frequently asked questions; [cited 2022 Jun 14].
4. College of Physicians and Surgeons of British Columbia. Bylaws [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2009 [revised 2021 Dec 31]. [cited 2022 Jun 14]. 107 p.
5. Non-Hospital Medical and Surgical Facilities Accreditation Program; College of Physicians and Surgeons of British Columbia. Policy: Renovations and new construction to a facility [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2019 Dec 16 [cited 2022 Jun 14]. 3 p.
6. Canadian Standards Association. Canadian health care facilities -2nd ed. Toronto: Canadian Standards Association; 2018. 518 p. CSA Standard: Z8000-18.

7. Non-Hospital Medical and Surgical Facilities Accreditation Program; College of Physicians and Surgeons of British Columbia. Policy: Interdisciplinary design team membership [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2021 Oct 20 [cited 22 June 14]. 3 p.