



Non-Hospital Medical and Surgical Facilities Accreditation Program

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 in advance of the commencement of any renovations or construction. 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).

RESPONSIBILITIES

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 NHMSFAP 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

CRD [Internet]. Victoria, BC: Capital Regional District. Frequently asked questions; [cited 2020 Feb 25]. Available from: <https://www.crd.bc.ca/service/building-permits-inspections/permits-inspections/frequently-asked-questions>

Richmond: city of Richmond, British Columbia, Canada [Internet]. Richmond, BC: City of Richmond; 2020. Frequently asked questions; [cited 2020 Feb 25]. Available from: <https://www.richmond.ca/plandev/building/faqs.htm>

Thompson-Nicola Regional District [Internet]. Kamloops, BC: Thompson-Nicola Regional District; 2020. Frequently asked questions; [cited 2020 Feb 25]. Available from: <https://www.tnrd.ca/content/frequently-asked-questions>

College of Physicians and Surgeons of British Columbia. Bylaws [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2009 [revised 2018 Mar 13]. [cited 2020 Feb 25]. 103 p. Available from: <https://www.cpsbc.ca/files/pdf/HPA-Bylaws.pdf>

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 2020 Feb 25]. 3 p. Available from: <https://www.cpsbc.ca/files/pdf/NHMSFAP-P-Renovations-New-Construction.pdf>

Canadian Standards Association. Canadian health care facilities –2nd ed. Toronto: Canadian Standards Association; 2018. 518 p. CSA Standard: Z8000-18.