



# Policy

## Facility Design Assessment

### PURPOSE

The Non-Hospital Medical and Surgical Facilities Accreditation Program (NHMSFAP) Committee is responsible for establishing accreditation standards, policies, rules, procedures and guidelines for non-hospital facilities and for ensuring facility compliance with its standards, policies, rules, procedures and guidelines and with the Bylaws.

This policy addresses the design assessment of new non-hospital facilities and existing non-hospital facilities which undertake renovations.

### POLICY

#### Renovations and new construction to a facility

New non-hospital facilities and existing non-hospital facilities that undergo renovations or change of ownership, as defined by the Bylaws, are required to be in conformance with the current edition of the Canadian Standards Association (CSA) Z8000 Canadian health care facilities standard in effect at the time of the proposed new construction, renovations or change of ownership.

CSA Z8000 Canadian health care facilities is the nationally recognized standard for the planning, design and construction of health care facilities in Canada. CSA Z8000 has been adopted by the NHMSFAP Committee as the standard for non-hospital facilities.

#### Operation and maintenance of a facility

Non-hospital facilities should have a building and site maintenance plan to ensure the continued safety of patients, staff and visitors and are required to maintain the facility in conformance with CSA Z8000 Canadian health care facilities, CSA Z8001 Commissioning of health care facilities and CSA Z8002 Operation and maintenance of health care facilities, as amended from time to time.

#### Facility design assessment

A NHMSFAP Facility Design Assessment Tool is made available to new non-hospital facility applicants and existing non-hospital facilities undertaking renovations. The tool is provided when the non-hospital facility confirms that they have obtained their own certified copy of the CSA Z8000 standard. The NHMSFAP Facility Design Assessment Tool is intended only for the non-hospital facility it is made available to and may not be reproduced without the express permission of the NHMSFAP.

The primary purpose of the NHMSFAP Facility Design Assessment Tool is to provide guidance about the construction and/or renovation of a non-hospital facility. The tool is a NHMSFAP **supplement** to the Canadian Standards Association (CSA) Z8000 Canadian health care facilities standard, **does not replace CSA Z8000** and **is not comprehensive of all requirements** specified in CSA Z8000. The NHMSFAP Facility Design Assessment Tool is intended to be used alongside CSA Z8000.

The NHMSFAP Facility Design Assessment Tool groups and translates room-by-room (area-by-area) key requirements of CSA Z8000 to assist facilities in understanding and navigating CSA Z8000 as several clauses in more than one section of CSA Z8000 may be applicable to the room or area.

All of the criteria in the assessment tool are mandatory and verified by the NHMSFAP in one of four ways as indicated by a bold type face letter as follows:

<b>L</b>	Conformance with this criterion is confirmed by submission of letter(s) of assurance
<b>C</b>	Conformance with this criterion is confirmed by submission of mandatory documentation
<b>V</b>	Conformance with this criterion is checked by the NHMSFAP during its limited verification of the facility drawings
<b>A</b>	Conformance with this criterion is checked by the NHMSFAP during the initial accreditation assessment

The NHMSFAP Facility Design Assessment Tool is used throughout the accreditation process including

- limited verification of the proposed facility layout drawings signed off by the interdisciplinary design team (IDT) confirming design conformance with CSA Z8000, prior to building permitting or construction
- review of the mandatory physical design and building commissioning documentation which is submitted by the facility prior to the site assessment, and
- observation of the materials, finishing and fixtures (i.e. sinks, cabinets, flooring, ceilings) during the site assessment to verify **general conformance** with CSA Z8000.

The materials, finishing and fixtures specifications (i.e. specification sheets, dimensions) are not reviewed by the NHMSFAP to verify full conformance with CSA Z8000. **Full conformance with CSA Z8000** including materials, finishing and fixtures is **validated through letters of assurance and other supporting documentation from the registered professionals (e.g. architect, engineer(s))** involved in the planning, design, construction and commissioning of the facility.

Materials, finishing and fixtures observed not to be in general conformance with CSA Z8000 will be cited in the assessment report and must be fully addressed before accreditation is awarded.

## RESPONSIBILITY

Role	Responsibility
Medical director	<ul style="list-style-type: none"> <li>• Provide written notification to the NHMSFAP Committee of the intent to build a new facility or commence renovations for the purpose of modifying and/or upgrading the existing facility or new construction</li> <li>• Submit an application as directed</li> <li>• Confirm acquisition of their own certified copy of CSA Z8000</li> <li>• Safeguard the NHMSFAP Facility Design Assessment Tool</li> <li>• Inform their interdisciplinary design team (IDT) of the requirements for the facility planning, design and construction to be in conformance with the current edition of CSA Z8000 and other CSA health-care infrastructure standards</li> <li>• Selection of materials, finishing and fixtures that are in conformance with CSA Z8000 specifications</li> <li>• Inform their IDT of the requirements for letters of assurance and other mandatory documentation</li> </ul>
NHMSFAP staff	<ul style="list-style-type: none"> <li>• Provide the NHMSFAP Facility Design Assessment Tool</li> <li>• Use the NHMSFAP Facility Design Assessment Tool in its accreditation processes</li> </ul>
NHMSFAP Committee	<ul style="list-style-type: none"> <li>• Establish standards, rules, policies and guidelines for applications for renovations or new construction</li> <li>• Determine criteria for verification of conformance with CSA Z8000</li> </ul>

## REFERENCES

CSA Group. Canadian health care facilities. Toronto (ON): Canadian Standards Association; 2018. 583 p. Standard No.: Z8000-18.

CSA Group. Commissioning of health care facilities. 2015 rev. Toronto (ON): Canadian Standards Association; 2013. 144 p. Standard No.: CAN/CSA-Z8001-13 [revised 2015 Jul; cited 2022 Apr 29].

CSA Group. Operation and maintenance of health care facilities. Toronto (ON): Canadian Standards Association; 2019. 113 p. Standard No.: CSA Z8002:19 [cited 2022 Apr 29].

College of Physicians and Surgeons of British Columbia. Bylaws [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2009 [revised 2019 May 3]. [cited 2022 May 25]. 100 p.

Non-Hospital Medical and Surgical Facilities Accreditation Program; College of Physicians and Surgeons of British Columbia. Bylaw policy: renovations and new construction to a facility [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2017 [cited 2022 May 25]. 3 p.

Non-Hospital Medical and Surgical Facilities Accreditation Program; College of Physicians and Surgeons of British Columbia. Policy: major renovations for reasons of maintenance or restoration [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2019 [cited 2022 May 25]. 4 p.

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 [cited 2022 May 25]. 3 p.