

Appendix 2.4 – Standards and Guidelines Sub-Committee Terms of Reference

Health Capital Joint Steering Committee Sub-Committee for Standards and Guidelines Terms of Reference

Overview

The standards and guidelines for health care facility design and construction are constantly evolving due to improvements in service delivery methodologies and building science. While most standards are mandatory, there may be flexibility concerning guideline application. In the interests of providing the best health care solutions to Albertans, it is imperative that the standards and guidelines are jointly reviewed to ensure that relevant updates or improvements are implemented within health capital projects. Given their impact on service delivery and capital costs, all three parties will have a role in the review and implementation of new standards and guidelines (Alberta Health and Wellness, Alberta Health Services and Alberta Infrastructure). The Committee will act as an advisory body that reviews and makes recommendations for the implementation of standards and guidelines in the interests of promoting safe, high performance and sustainable buildings.

Purpose

The purpose of the Committee is to provide a forum for the review of guidelines and standards that relate to health facility design and construction, and following this review provide advice and recommendations to the Joint Operations Committee concerning their implementation.

Scope

Broadly, the scope of the Standards and Guidelines Sub-committee follows:

- (a) Supporting the three parties to emphasise the importance of a common understanding on the usage of standards and guidelines in health facility design and construction;

(b) Developing a prioritized work plan for the purpose of formulating recommendations concerning relevance and the impacts or consequences of approval, to include as a minimum the following documents;

- CSA documents including the Z317 and Z8000, with a particular focus on Infection Prevention and Control,
- Grossing Factors and Net Areas,
- Building Performance Evaluation methodology and implementation;
- Continuing Care Design Guidelines, and
- Other standards and guidelines relevant to design and construction of health facilities;

(c) Identifying impacts, opportunities and obstacles concerning the implementation of standards and guidelines;

(d) Making recommendations concerning the standardisation of terminology, definitions, classifications, performance requirements, methods and best practices in relation to the implementation of standards and guidelines;

(e) Where there is flexibility in application, making recommendations on how to select acceptable performance parameters including consistency in application province wide;

(f) Preparing reports or submissions for decision items that require executive consideration, respecting organizational authorities/legislation for policy matters; and

(g) Identifying any additional matters that impact the development of health infrastructure.

Guiding Principles

The following general principles will govern the committee:

- Committee members have full opportunity to voice their opinions and participate;
- Discussions and decisions should be made acknowledging the range of viewpoints from various stakeholders who are participating;
- Discussions will take place in the spirit of cooperation and in recognition of the shared goal of identifying and promoting appropriate high standards and guidelines;

- Committee members are encouraged to discuss and share information on overlapping issues and recommendations;
- Committee members agree to work towards consensus wherever possible (where, in the opinion of the chair, consensus cannot be reached, the chair will refer those issues to the Joint Operations Committee via the Executive Director of Health Facilities Branch for the final decision); and
- The Committee members will meet at the call of the chair to ensure work plan timelines are met.

Deliverables

A draft work plan for review and approval by the Joint Operations Committee. Thereafter, providing research and recommendations on the implementation of standards and guidelines, according to the milestones and timelines described in the work plan.

Core Members

The core members of the Committee are responsible for developing the work plan for presentation to the Joint Operations Committee as well as coordinating the implementation of the plan once approved by the Joint Operations Committee. The core members of the Subcommittee for Standards and Guidelines are:

Director, Program Management and Integration, Alberta Infrastructure (Chair)

Director, Health Facilities South, Alberta Infrastructure

Director, Health Facilities North, Alberta Infrastructure

Manager, Process Development and Integration, Alberta Infrastructure

Director, Process and Facilities Planning, Alberta Health Services

Guidelines and Evaluation Specialist, Capital Management, Alberta Health Services

Senior Manager, Capital Planning, Alberta Health

Manager, Capital Planning, Health Facilities Planning, Alberta Health

Sponsor

Brian Fedor, Executive Director, Health Facilities Branch, Alberta Infrastructure

Reporting

The Committee will report to the Joint Operations Committee through the Committee Sponsor: the Executive Director of the Health Facilities Branch, Alberta Infrastructure. The Sponsor will be responsible for advising the Committee on the implementation of the work plan as well as reviewing reports and presenting recommendations to the Joint Operations Committee for their approval or determination of next steps. The role of the sponsor does not supersede organizational responsibilities.

Membership

Organization representatives		Phone Number	Email address
Alberta Health			
Michael Mah	Senior Manager, Capital Planning	780-427-0571	Michael.Mah@gov.ab.ca
Deborah Storlien	Manager, Capital Planning, Health Facilities Planning	780-638-3300	deborah.storlien@gov.ab.ca
Alberta Health Services (AHS)			
Janice Cullen	Director, Process and Facilities Planning	403-943-0927	Janice.Cullen@albertahealthservices.ca
Bev Knudtson	Guidelines and Evaluation Specialist, Capital Management	403-943-0958	Bev.Knudtson@albertahealthservices.ca
Alberta Infrastructure (AI)			
Vince Farmer - CHAIR	Director, Program Management and Integration, Health Facilities Branch (Edmonton)	780-644-2739	Vince.Farmer@gov.ab.ca
David Baker	Director, Health Facilities South	403-297-7714	David.Baker@gov.ab.ca

Organization representatives		Phone Number	Email address
Ted Lang	Director, Health Facilities North	780-427-2167	Ted.Lang@gov.ab.ca
Anna Ellert	Manager, Process Development and Integration	780-415-2570	Anna.Ellert@gov.ab.ca

Meetings

- Meetings will be called and arranged by the Chair.
- Agenda *will* be prepared by the Chair in consultation with the membership and distributed to the committee prior to the meeting.
- Meetings shall be scheduled for no more than 3 hours.
- The meetings will be held in the AI offices in Edmonton or other convenient location, and will include teleconferencing.
- Minutes including action items and member responsible will be taken and distributed within three working days of the meeting.