

Moving Hospital Services

Information for Royal Hobart Hospital Staff

Introduction

A number of areas in the RHH are moving so that B-Block can be decanted and demolished and K-Block constructed.

The RHH Redevelopment and these areas are working together to help the move go smoothly.

Staff will be kept up-to-date during the planning and get information on the move at least four weeks beforehand.

This provides some information about what to expect.

Planning the Move

To prepare for the move of a ward (or office), the RHH Redevelopment will prepare an action plan with representatives from the area that is moving.

As each refurbished area is close to being commissioned, the following will occur:

hold decanting meeting with user group

establish a unit contact - 'the lead'.

complete a relocation (the lead) and

develop an action plan (RHH Redevelopment and the lead).

Who Does What?

The action plan will identify the tasks needed for the move and the person responsible for completing each task. Many tasks are standard for each move.

Medical orderlies are organised for patient relocation.

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The action plan includes:

- construction handover
- planning the actual move
- infection control assessment and planning
- communication with staff, patients and other stakeholders
- staff orientation
- organising removalists
- ICT requirements
- emergency management planning
- security issues
- booking medical orderlies
- equipment audit
- supply department, pharmacy and PIMS assistance
- advising the mail room
- and more.

Removalists will be booked to move furniture and equipment.

Representatives from the supply department will move sterile stock.

Staples will move photocopiers.

Security will organise keys and/or swipe cards.

IT services will assist with the location and set-up of all IT hardware like computers and printers.

A move date will be agreed between the RHH Redevelopment and the area moving.

The New Location

While refurbishments are underway, the new area will be a construction site. Construction sites are under the control of the contractor. Access can be arranged at an appropriate time.

Staff will have opportunities to see the new area before the moving day however. This will be organised by the RHH Redevelopment and the manager.

A seating plan will be developed with 'the lead' from each unit beforehand so staff will know the layout of their new area before they move.

Moving Items

There are a few things to know about the move.

Packing boxes and tape will be provided beforehand.

Each item to be moved needs to have the following information written on it –

- floor and room number
- staff member's name and
- an overview of the contents.

Filing cabinets can be moved with contents intact but the drawers will need to be locked or the drawers taped securely closed.

The contents of bookcases are to be packed in boxes.

All personal and breakable items are to be moved by the owner or the RHH Redevelopment can supply bubble wrap for packing. These items will need to be marked as fragile.

Pictures/whiteboards/notice boards will be moved by a carpenter and installed in the new area.

Computers are not packed in boxes but are labelled with floor, room number and staff member's name on each item.

Printers are not packed and are labelled with floor, room number, or a staff member's name.

Building Defects

It is not uncommon to find small defects or things that could be changed, after the new area is occupied.

Staff should let their managers know if this is the case.

If a defect has been found, then the RHH Redevelopment will work with the builder to rectify it. Other change requests will require approval.

Definitions

Some of the words that might be used during redevelopment works include:

- *decanting* – the relocation of services including people, furnishings and equipment from one location to another
- *building commissioning* – when the builder completes what is required in their contract. It can include installation of furniture, fittings and equipment and induction on how to use equipment eg use of new air conditioning units
- *operational commissioning* – when the area is prepared for occupation. It includes an infection control review, stocking of supplies and relocation of patients and staff.

Questions?

If you have a question about your service moving please email reddevelopment.rhh@dhhs.tas.gov.au or call the RHH Redevelopment project team on 61 66 6782.