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# EFFECTIVE DECANTING FOR HEALTHCARE FACILITIES

A step-by-step guide

# What Is Decanting?

Decanting (or move management) refers to the process of relocating patients, staff, and equipment from one healthcare facility to another.

It involves temporary accommodation whilst works are carried out to replace, extend or refurbish existing accommodation.

There are seven phases to managing decanting:

## 1 - Setting up a Project Board

From the outset, you will need to establish a group of people who can help you decide whether the decanting space is adequate – and to make judgements on suitability of the space from the patients and staff viewpoints.

This will include senior clinicians, nurses, anaesthetists, heads of departments and all people required to assess the adequacy of the decanting arrangements.

## 2 – Considering the extent and phasing of the decanting

This depends on multiple factors, particularly the size of the space being renovated or upgraded. The larger the space to be decanted, the more complex and time-consuming it is. Phasing will depend on the relative sizes of the decanting space and the existing accommodation.

The more phasing you require, the more expensive it will be. At this stage, you should consider appointing a project manager and an architect to help the senior hospital staff to plan the decanting.



### 3 - Exploring the Options for Decanting Space

Whilst the facilities you are decanting may not fit into an alternate space, you may be able to “make do” for a short time.

Therefore you need to look at options including your own facilities, other healthcare facilities or other (non-hospital) facilities. Initially, you will look at “near-matches” for space. Otherwise you will have to do the decanting and the renovations in a series of phases.

Consult with other parties, to ensure the practicality of the different spaces from a patient safety point of view.

### 4 - Keeping the End Date in Mind

Remember that the purpose of decanting is to facilitate the final renovations or extension and therefore you must keep the end date of the final renovations in mind.

Decanting can be categorised as:

1. Short term – you may be able to compromise or even adjust your patient list to suit.
2. Long-term – this makes it less likely that you can compromise the quality of the accommodation.

To establish the end date of the works you will need to estimate the length of time to complete the decanting works, together with the final works.

### 5 - Estimating the Initial Costs for Each Option

At this stage you should consider adding a quantity surveyor or costs specialist to your project team (if they haven't been appointed already), to cost each option. This enables you to ensure that you can do the value-for-money exercise that will be demanded by your business case.

This will include:

1. Cost associated with the timing of the decanting and phasing.
2. Capital costs for the facilities.

### 6 - Selecting the Preferred Option

Select the preferred option from a shortlist, considering:

- Suitability and availability of decanting space.
- Capital costs of the decanting works – including the cost of the site, if not already within the ownership of the client.
- Safety of the decanting space for each option – given a “green light” by the full project team.
- Capital costs of the final works.
- Relative completion dates for the final works.

### 7 - Preparing a Business Case

Once you have a preferred option, you can go ahead and prepare a business case, secure in the knowledge that it has been done with the input of all senior members of the project team, the project manager and the design team.





## Conclusion

In conclusion, planning effective decanting for healthcare facilities can be an essential component of any renovation or upgrading component. To ensure a successful transition, it is important to follow a structured approach that includes setting up a project team, assessing the extent and possible phasing of the decanting process, exploring options for decanting space and estimating initial costs of each option.

Keeping the end date in mind and selecting a preferred option is also crucial to the success of the decanting process. Once a preferred option is selected, preparing a business case that outlines the benefits, risks and costs of the plan can help to secure the necessary resources and support from stakeholders.

By following these seven phases the project team can effectively plan and execute a decanting process that minimises disruption to patient care and hospital operations, and leads to a final project that can be celebrated.



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