



## MEETING RECORD

**PROJECT: Heart of the Rockies Regional Medical Center Facility Master Plan**

**PROJECT NO: 2022-013.00**

**DATE: 12-14-2022**

**ATTENDANCE:**

**HRRMC Attendees:** Bob Morasko, Leslie Fagerberg, Heather Roberts, April Asbury, Desirae Westphal, Dave Colarelli

**RTA Attendees:** Mike Malloy, Joey Bahnsen, Paul Reu, Susan Brock, Natalia Acosta, Kalyn Henderson

**SUBJECT: Facility Master Plan – Website and Content Review**

- General
  - Website is around 85% complete, expected to be complete mid-late January
  - Next meeting with CEO/VPs ideally in early January
  - Compile the pdfs of departments for them to print out and look at closer, in order to give RTA feedback
  - Website is helpful – beneficial to not have to flip through pages like a traditional master plan booklet or PDF
  - Patient, family, and staff flow (each department) needs to be developed
- Emergency Department
  - Need to develop workflow of decon shower
  - Better understand nurse station through further meetings
  - Overall sizing felt appropriate
  - Beneficial to have alignment with the Observation Unit
- Observation Unit
  - Sleep lab concern: it is shown above the ED ambulance entry (will it be too loud)
  - Functionality for staffing, 5 or 10 Observation rooms (6 could be a possibility)
  - 2 ICU beds and 5 or 6 Observation rooms (Bob)
  - 10 is good because 5 or 6 could be hard for nurses/staffing
    - Could be isolating for staff if there are less rooms
  - Look at additional ICU beds without adding or going above 25 bed maximum
  - April wants 10 observation beds (works better with staffing)
  - Med surg beds could be part of observation now
    - Average daily census is 12
  - Elevator connection between ED and Obs is ideal
- Surgery
  - Pain Suite not Pain Clinic
  - SPD and Locker Room area was recently renovated so we need to identify ideal adjacencies.
  - Moving the SPD is a big move and one that needs to be assessed further.
  - Potential Option 2 leave locker room and spd where it is, but this leaves OR far from PACU
  - Make women's locker room larger (staff demographics)
- Imaging

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- Need to add an MRI over a CT in this facility
  - They need another MRI, ideally back to back with the other MRI
  - MRI has long waiting list and it is a longer procedure
- 2 CT would be good for strokes (if one goes down)
- Existing MRI could be a new CT and put both MRIs on the exterior expansion (this would allow for proper zoning (magnet would be easier with MRI on the exterior)
- MRI to CT is easier than inverse
- MRI construction is in progress, moving it is not ideal if the expansion is to be done in the next 2 years
- Reception/ Main Entrance
  - Option 1
    - They are jammed in Medical Records, adding it to registration was well received
    - Vestibule: is there an opportunity to separate the reception desk from welcome desk
      - Gets backed up when people think there is only one place to get information from
    - When people wait in line for registration desk could get congested and block entrance
      - Buzzer system could take care of this
    - Registration desk is changed to information desk or greeting desk on plans and program!
    - Might need more registration bays (they have 2 now and they are planning on building another)
    - They currently have 4 registration spots this option one only shows three,
    - They need 5 or 6 registration spots/ bays
    - Registration supervisor space? Registration switch board would like a window?
  - Option 2
    - 6 Check in stations are needed with registration booths
    - 1 person at front assigning to registration bays
    - The med records on the second floor is not big enough for them currently
    - Supervisor office is needed for registration
    - Currently coffee in option 2 could turn into more check in bays
    - Focus on more registration space instead of more healing garden.
    - More room for HR and registration and medical records
    - 4 HR people on staff currently (need space for 5 HR) all private rooms (they all have different functions and meet with people)
    - Med records on the first floor: easier for patients to come in and pick up
    - Current medical records: HR, med records to first floor (this takes up current foot print and HR/consult rooms in option 2)
  - C Suite
    - There is a need for C-Section OR
      - Industry standard is to have it right by the unit
      - Is this needed in addition to the two new ORs? Yes
    - Option 2 for c suite could lead to difficult staffing with administrative assistants.
    - This could grow if we go with option 2 and continue to expand into garden
    - Restroom for c suite, coffee alcove
    - Need to payroll office (2 people) private
    - Space for medical staff offices (medical director) 3 people: 2 right now, in hallway with no windows
    - Existing foundation office needs to be medical staff office
    - Copy machine needs to be in a room (too loud) this should be directly behind admin/ reception/ check in people (big copy machine)
    - Need 3 receptionist/ admin and copy room for c suite
    - Likes the design that you can't get into c suite unless you pass receptionist
    - 1 at front other two receptionists right next to the VP/CEO that they work for

- They want to move forward with option 2 as their primary option (C suite and registration)
- Marketing and Foundation need spaces/needs to be defined
- Marketing should be in c suite
- MSS stay, potentially try to keep existing but move people to right locations
- C-Section OR/Nursery
  - Nursey is not a nursery: they put babies in the room
  - Nursery could be used for C-Section OR or something related to that
  - They need another meeting room c suite and med surg
    - (existing medical records)
    - Existing medical records is actually dialysis and file storage is actually med records
  - Nursery could be C section
- Site Plan
  - Radiation Oncology relocating to a separate building.
  - No need for a PET scan yet
  - Long-term care on the left side of the site
  - Employee parking at the back of the building needs to extend out away from the building.
- Deliverables To Client:
  - Flow diagrams (finish overall and do more detailed departmental circulation)
  - Assess options for a C-Section OR
  - RTA to develop a site plan with future expansions such as the senior living and future medical office buildings

Attachments:

CC:

REPORTED BY:

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Signature

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Printed Name