



**MEDICAL BRIEF OF
REQUIREMENTS (MBOR)**



Types of documents

a) Project Brief

b) Statement of Needs (SON)

c) Medical Brief of Requirements (MBOR)

d) Design Brief =

(MBOR+ Architectural Brief+ Engineering Brief+ Equipment Brief+ IT Brief)

e) Pre-bid Documents

f) Contract Documents



Definition

- **Project:**
'the development of a physical facility to serve specified health needs of an identified population group in a specific geographical location, with a defined level of care and service capacity'
- **Brief:** Latin word 'brevis' (short or concise).
Verb : 'to give instructions, necessary information to'.
- **Project Brief:** a very detailed letter of instruction from those who require a facility, to those who will plan, design and build it.





a) Project Brief

■ Past:

- The earliest documents (before the beginning of 5 years Malaysia Plan)

- To get approval of project from central agency (allocation)

- For preparation of Book III

■ Present:

- RMK-10, rolling plan (RP) 1-5

- Yearly submission of project brief

Format of Project Brief

- Title
- Background
- Objectives
- Components:
 - land (size location, status, acquisition)
 - buildings (demolition works)
 - equipment (relocate- Group 2)
- Scopes
- Cost- estimates (construction & operation)
- Output and Benefit

- Project Justification- evidence based



Title

- A description of the project which will reflect its function, scope and location.
 - Hospital Kemaman Baru (300 katil) dan Kuarters (16 D, 30 F, 30 G)
 - Naiktaraf Unit Rawatan Rapi Hospital Tengku Ampuan Afzan, Kuantan.
 - Klinik Kesihatan Jenis 3 Piawai dengan Kuarters (2D, 8 F, 16 G) Tumpat , Kelantan



b) Statement of Needs (SON)

- A preliminary document that must be sent to:
 - EPU for approval of cost and scope.
 - Programs owner for approval of services.
(Hospital Division, Public Health Division
etc.)





Format: Statement of Needs

- Background
- Situational Analysis
 - Geographical
 - Population
 - Economic Status
 - Health Facilities and Health Status
- Scope of services of project



c) Medical Brief of Requirements (MBOR)

- A set of statements about **NEEDS**, purposes and limitations.
- Represents user's requirements, serve as a bridge between the client and the designer
- A set of guidelines & instructions for the designer.



- The **NEEDS** has to be stated *clearly* so that the designer can understand:
 - WHAT** the design is intended to do?
 - HOW** it may be used?
 - WHO** is likely to use it?
 - WHERE** it is likely to be used?




What is the purpose and use of MBOR

- It help designer/ architect to understand as completely as possible the client's needs.
- It is intended to describe the health facility as it will operate at the completion of the facility.
- It provides a record of decision made by planning team.
- It helps in evaluation of the design in use.





Format : Medical Brief of Requirements (MBOR)

- Section 1- Introduction (**SON**)
 - Section 2- Institution General Policies
 - Section 3- Departmental Briefs
 - Section 4- List of Rooms
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Section 1: Introduction

- Health Services- Situational Analysis
- Scope and level of services
- Justification



Section 2: Institution General Policies

- Role Statement
 - an outline of the services of every department in the hospital.
- Operation & Management.
 - a simple description of the proposed organisation that will be in operation.
- Whole Operational Policies
 - policies/ systems/ practices which relate to matters affecting all or most of the hospital.
 - not concerned with the internal organisation of the department.





Whole Hospital Policies

■ Why needed?

- enable efficient and economical systems to be devised.
- provide perspective and consistency to all parts of the hospital organisation.
- some indication of the zoning of the hospital and its site.

■ When needed?

- at an early stage of the project
(to contribute to the formulation of the departmental policies).



The systems covered will be:

- Patient, Staff and Public Flows
- Medical & Non Medical Supplies
- Linen Distribution
- Food Distribution
- Cleaning and Housekeeping
- Visitor Control
- Solid Waste Handling
- Porterage Systems etc.

Section 3- Departmental Brief

- will describe in detail the department that will be newly built or extensively renovated.
- the departments should be grouped according to the way they would usually be operated and therefore ideally located within the same building.
- the chapter headings must reflect this grouping.



Chapter Headings:

- A) Outpatient Services
- B) Inpatient Services
- C) Diagnostic & Treatment Services
- D) Support Services
- E) Public and Administrative Services
- F) Training and Staff Services
- G) Residential Accommodation





A) Outpatient Services

- Outpatient Clinics
- Specialists Clinics
- Accident & Emergency Units
- Ambulatory Care Unit
- Haemodialysis Unit

B) Inpatient Services

- All inpatient units by discipline
- Other special care units (ICU, CCU and SCN)





C) Diagnostic & Treatment Services

- Operating Theatres
- Radiology
- Obstetrical Suite
- Laboratory/ Pathology Department
- Respiratory Technology
- Rehabilitation Services etc.



D) Support Services (Medical & Non-Medical)

■ Non-Medical

-Kitchen, Linen & Laundry, Stores, Housekeeping (cleaning) and Engineering/ Maintenance.

■ Medical

-CSSD (location: diagnostic and treatment services zone)

-Pharmacy

E) Public and Administrative Services

- Services that usually need an interaction with the public.
- Administration, Medical Records, Admission, Social services.



F) Training and Staff Services

- Auditorium
- Lecture Hall
- Library



G) Residential Accommodation

- To be built according to government standards (EPU Guidelines).





Subsection of 'Departmental Brief'

- 1) Functional Description
- 2) Operational Policies
- 3) Workload
- 4) Planning Concept
- 5) Workflow- patients/ staffs/ materials.
- 6) Management and staffing
- 7) Space Requirements & Functional Descriptions




Subsection of 'Departmental Brief'




1) Functional Description

- scope of the department as it is expected to operate upon completion.



ED: The department will provide emergency care to those with acute illness and injury including emergency diagnostic and treatment, resuscitation, intermediate care and initiation of definitive care.”





2) Operational Policies

- It should provide a description of the operational principles which govern this particular department and the philosophy of the service.

eg: hours of operation

- 8 hours (Outpatient services)
- 24 hours(Inpatient Services)



3) Workload

- the summary of the workload for this department defining the size of service and the factors which influence this.



4) Planning Concept

- specific requirements.
- relationship within department that need to maintain.

“ED: The department will have a **dedicated gate entrance and route** to this department, separate from the main common gate and hospital road. A close by **dedicated parking area** for the patients going to this department is to be provided yet avoiding heavy traffic flow”



5) Workflow- patients, staff and materials.

6) Management & staffing

7) Space Requirements & Functional Description

- to describe components of each department and its function.



**7) Space Requirements &
Functional Description
- to describe
components of each
department and its
function.**

How to prepare a medical brief?

- Form a Planning Team at a facility level.
- Team leader divides the sections of Model Medical Brief (MOH) to those in-charge of a section.
- He/she will form an investigation subgroup and leads discussions to consider the framework of the section to avoid conflict and duplication.





- The leader ensures that there is user input from the various departments/ units in a facility such as hospital.
- He/ she then writes one section of the document e.g. Introduction/ Background, Health Services, etc.
- He/ she edits the final documents.

Role of Team Members

- Prepare framework of the relevant section and getting clearance from the team leader.
- Discuss each section to identify any conflict or duplication.
- Amend and make decisions as a group.
- Record joint decisions and documents them.
- Identify research policies, standards, norms and other materials.
- Refer to “model” medical brief to ensure uniformity in brief of the same type.



Upgrading Projects

- Decanting works
- Existing Infrastructure need to be upgraded or not:
Water supply/ medical gas/
Electricity/ STP
- Equipments- relocate/ transfer





THANK YOU