



Joan Kirner Women's and Children's Quick Reference Guide

Physical Move – Overview

We are moving into to our new state-of-the-art Joan Kirner Women's and Children's (JKWC) building on the Sunshine Hospital site. Moving in a hospital environment is a complex project and requires detailed planning and preparation.

The move itself will consist of two distinct parts, the physical move and the clinical move. The physical move involves the relocation of equipment and goods. This move will start before we move our patients. The clinical move is when we start relocating patients to the JKWC.

This QRG includes frequently asked questions about the physical move. There are 3 other key documents that will be available on the JKWC live site. These are

- QRG – Safe Packing
- QRG – Box information
- Detailed move plan

The detailed move plan describes times for carton delivery, packing support and physical move days for your area throughout the move period. Many areas will have more than one move time so that non-essential items can be moved early and the move of essential items is coordinated with the clinical move.

When will the physical relocation occur?

The physical move will commence from 6th May and will continue during the clinical move and finish on 21st May.

The greatest level of relocation activity will occur during the one week period commencing the week prior to the clinical move.

Who is coordinating the physical relocation?

Relocation specialist *The Relocation Company* (TRC) has been appointed to coordinate, schedule and facilitate the transfer of equipment, devices and other items to the new JKWC.

Physical move key contacts have been identified across departments to support local move preparations and who will act as the primary contact for The Relocation Company and will work to ensure items in their area are effectively scheduled and moved to the new JKWC. These are typically the NUM / MUM, line manager or project lead for each area.

Are strategies in place to minimise impact on day-to-day operations and the clinical move?

Yes, a Lift Strategy and Traffic Management Plan have been developed to ensure a safe and coordinated approach to the move period and to minimise any impact on day-to-day operations.

The strategy outlines lifts which are to be used for both the clinical and physical move, while the Traffic Management Plan identifies the transfer routes, loading and offloading locations.

TRC will primarily utilise 'back of house' lifts in JKWC and the basement link corridor throughout the physical move period.

Traffic controllers, signage and safety barriers will be utilised as needed to support the safe movement of goods in and out of the buildings.

Who is responsible for organising the packing in my area?

This responsibility will be shared between TRC, JKWC project leads, line managers and WH staff.

The move key contact needs to ensure the correct items in their area are packed, labelled and effectively scheduled and moved to the new JKWC.

TRC will supply all packaging materials, including boxes, cartons, tape, zip-lock bags and labels, and will assist with some packing. Packaging materials will be distributed to local areas in early May.

What role will I play in supporting the physical relocation?

Staff will be required to pack and clean their individual workspace, take home any personal belongings and, where advised, prepare their computing devices for transfer.

Line Managers may also call on staff to assist with other relocation activities, including cleaning, packing team resources and labelling items.

When will staff begin to transfer to the JK?

Staff who do not require access to clinical areas to support their daily work or who are required in JKWC to support operational readiness will be moving from Monday 6th of May.

How will I know when I am moving?

You will be advised of your scheduled move date well in advance or you can view the detailed move plan when available on the live site.

I have further queries about the physical move, who can I speak to?

Any questions about the physical relocation should be directed to your line manager or project lead

Getting ready for the physical move

