

# ACADEMIC SPACE PROTOCOL

October 2002

# ACADEMIC SPACE

## MEMORANDUM OF UNDERSTANDING

The attached two (2) pages outline the Roles and Responsibilities in the Capital Planning Process for Academic Space in the Health Authorities of British Columbia Protocol for the on going management of Academic Space. This is a successor document to the Academic Space Protocol of March 2000.

These have been reviewed and agreed by the Ministry of Health Services, the Health Authority and the University of British Columbia.

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Signature for British Columbia  
Ministry of Health Services

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Name and Title

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Date

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Signature for \_\_\_\_\_ Health  
Authority

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Name and Title

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Date

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Signature (1) for  
University of British Columbia

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Name and Title

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Date

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Signature (2) for  
University of British Columbia

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Name and Title

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Date

# ACADEMIC SPACE PROTOCOL

## PURPOSE:

The purpose of the Academic Space Protocol is:

- a) to determine the working relationships between the Hospitals<sup>1</sup> and the University of British Columbia (UBC) to conduct their legal and mandated functions on jointly occupied sites and spaces; and
- b) to define the principles and procedures to be applied by the Health Authority (HA) concerning the planning, development, maintenance and management of Academic Space within its jurisdiction.

## DEFINITIONS:

ACADEMIC SPACE<sup>2</sup> - means hospital facilities *and any other health care facilities* used for the mandated purposes of the affiliated post secondary education partner (UBC) and dedicated primarily to:

- a) teaching medicine, nursing or another health discipline, and
- b) conducting research in medicine, nursing or another health discipline and includes lecture halls, laboratory space and academic offices

HEALTH AUTHORITY – means an authority incorporated under the Health Authorities Act or the Societies Act to effect the Hospital Act, Hospital Insurance Act Regulations and other related statutes; and all corporations and affiliates of the corporations, inclusive of all Health Authorities and the Provincial Health Services Authority.

## PRINCIPLES:

1. The Ministry of Health Services (MHS) assumes responsibility for the provision of government capital funding of Academic Space; subject to available funding and approvals.
2. HAs manage and operate hospital programs in clinical facilities.
3. Universities manage and operate the post secondary academic teaching and research programs in Academic Space.
4. HAs are responsible for the building occupancy costs associated with approved Academic Space.
5. The HAs will ensure the integrity of the Academic Space through the application of the appropriate procedures and processes.
6. Academic Space capital projects will follow the same planning processes and be subjected to the same procedures and approvals as other capital projects.
7. The UBC, through the implementation of a space utilization protocol that recognizes other academic and service agencies, will ensure that the Academic Space is used efficiently.

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<sup>1</sup> Hospitals refers to those hospitals in the HAs with academic affiliation agreements with the UBC Faculty of Medicine

<sup>2</sup> As per the Hospital Insurance Act Regulations, September 1995

## PROCEDURES AND PROCESSES:

1. The UBC Faculty of Medicine will maintain an inventory of those Academic Spaces, situated within the jurisdiction of all HA, that are used or funded through capital and/or operating grants from the MHS.
2. Annually an Academic Space inventory report will be provided to the HA indicating location, size, current occupancy or use, an assessment of the facility condition and recommendations for capital improvements, maintenance, alternate utilization and management of the Academic Spaces situated within the jurisdiction of the HA.
3. The 'need' for additional or replacement Academic Space will be determined by UBC based on recognized academic standards. Need assessments will involve the affected affiliates and or agencies. UBC will participate as a full voting partner on those facility-planning committees that involve agencies with academic affiliation agreements.
4. UBC, with the assistance of the affected affiliate(s) or agency(s), will complete the planning aspect of any proposed addition, replacement or renovation of Academic Space. Resources for such planning will be determined by HA in consultation with UBC, and any affected affiliate or agency. The planning will define the scope of the project, estimated capital, equipment and operational costs.
5. When the UBC, the HA and any affected affiliate (or agency) have approved a proposed Academic Space project, the Faculty of Medicine will submit this capital request to the HA.
6. The HA will process Academic Space capital requests as part of its annual Capital Plan. Academic Space capital project requests will be included in the HA annual Capital Plan that is submitted to the MHS. Academic Space requests, like all other requests, are subject to the prioritization processes of the MHS and Treasury Board.
7. When an Academic Space capital project request is approved and a Certificate of Approval is issued to the HA, it will be implemented using the same processes as all other HA capital projects. To ensure the intended scope is being achieved, the HA may request advice from UBC, or their attendance on any Building Committees.
8. Upon completion of the Academic Space capital project, the Faculty of Medicine, after consultation with HA and the appropriate affiliates and agencies will assign the space to the appropriate occupants.
9. The HA will ensure that all the Academic Space that is situated within its jurisdiction is properly maintained.
10. UBC, in cooperation with the HA, will determine the use and occupancy of the Academic Space. Any disputes in this matter will be referred to the agreed upon dispute resolution processes or to the relevant Ministries for resolution or in an extreme situation to Lieutenant Governor in Council.

## ROLES AND RESPONSIBILITIES IN THE CAPITAL PLANNING PROCESS RE: ACADEMIC SPACE

(October 2002)

The following table describes the capital planning responsibilities of various organizations involved in health services and in planning and developing academic capital projects. Capital planning and communications/issues management related to academic space are functions of the Ministry of Health Services (MHS), Health Authority (HA), and UBC Faculty of Medicine. These descriptions clarify the differences in functions and how they are carried out.

Ministry of Health Services	Health Authority	UBC Faculty of Medicine (Lead Role)
<p><b><i>Strategic Direction:</i></b></p> <ul style="list-style-type: none"> <li>◆ Design and maintain the health system's legislative, governance and regulatory framework;</li> <li>◆ Set provincial strategic directions, priorities, policy, standards and accountability frameworks;</li> <li>◆ Develop instructions and approve Health Services Plans from health authorities.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Set strategic direction for the regional services;</li> <li>◆ Develop Health Services Plans as instructed by the MHS.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Set strategic direction for academic programs at teaching hospitals following consultation with the HA;</li> <li>◆ Submit strategic plan for academic space HA.</li> </ul>

<b>Ministry of Health Services</b>	<b>Health Authority</b>	<b>UBC Faculty of Medicine (Lead Role)</b>
<p><b><i>Capital Planning</i></b></p> <ul style="list-style-type: none"> <li>◆ Establish and communicate capital planning requirements, including Private Public Partnership Guidelines;</li> <li>◆ Provide direction and format for health authority Capital Project Requests and Capital Plan;</li> <li>◆ Coordinate processes to resolve issues pertaining to the capital planning process as they arise.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Consult with and obtain input from the UBC Faculty of Medicine about academic capital project needs to support medical teaching and research and develop a system for identifying priorities;</li> <li>◆ Review capital academic needs to ensure compliance with Health Service Plan;</li> <li>◆ Develop Regional Capital Plan and submit to MHS.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assess input from hospitals/agencies about academic capital needs in consultation with HA;</li> <li>◆ Establish planning forums with the HA to develop a system for identifying priorities for capital academic projects;</li> <li>◆ Submit academic capital plan to the HA for inclusion in the HA Regional Capital Plan.</li> </ul>

Ministry of Health Services	Health Authority	UBC Faculty of Medicine (Lead Role)
<p><b><i>Issues Management and Communications:</i></b></p> <ul style="list-style-type: none"> <li>◆ Establish the UBC Faculty of Medicine as the primary link to the MHS for issues management and communications regarding capital academic issues;</li> <li>◆ Communicate MHS expectations about linkages between UBC Faculty of Medicine and the HA;</li> <li>◆ Communicate MHS strategic goals, directions and perception of compliance with these.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Ensure intra-regional issues are addressed and resolved;</li> <li>◆ Maintain linkages between UBC Faculty of Medicine and HA;</li> <li>◆ Ensure that appropriate HA processes are in place to coordinate Hospital/Agency capital submissions, and that they are consistent with MHS processes, including Private Public Partnership guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Initiate issue resolution and communication forums as necessary with the HA;</li> <li>◆ Ensure capital project program scope changes are approved by the MHS prior to initiation of project;</li> <li>◆ Ensure the Ministry is involved when the interests of the MHS must be engaged;</li> <li>◆ Establish the MHS Capital Services Branch as the primary link for issues management and communications;</li> <li>◆ Assume responsibility for managing academic space in consultation with the HA.</li> </ul>