



# King's Fund Hospital Centre

Glossary of Terms,  
Acronyms and Abbreviations  
used in Hospital Planning.

SPECIMEN SELECTION ONLY.

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*KIN*

28th March, 1967.

ABNORMALS

These are exceptional factors which may increase the cost of individual schemes, such as site difficulties, e.g. soil conditions. Demolition works and alteration to existing buildings are included under this heading. (M.o.H. Hospital Building Note 2 - 1961)

ABSENCE TIME

Any period when a worker is absent from work during the normal working day or week. (No. A4003 - B.S. 3138 : 1959)

ACCESS BALCONY

A balcony intended to give access to a number of separate spaces above the first storey. (No. 30009 - B.S. 3589 : 1963)

ACCESS TIME

Of a store. The time interval between the instant the control unit calls for a transfer of data to or from the store and the instant this operation is completed; thus the 'access time' is the sum of the transfer time and the waiting time.

Note In some kinds of store the access time depends upon the location specified or upon preceding events.

(No. 35009 - B.S. 3527 : 1962)

ACCOUNTABILITY

In most organisations the top directorate, whether as a group or an individual, is answerable to some body which has ultimate sanction over its tenure of office and is concerned with the well-being and continuity of the organisation, rather than with ordering its day to day affairs. This obligation of the top directorate is generally called accountability.

(Hosp. Admin. Staff College - Project 2).

ADDER

In analogue or incremental representation. A unit with two or more input variables and one output variable which is equal to the sum, or a weighted sum, of the input variables, e.g. summing amplifier, differential gear.  
(No. 42004 - B.S. 3527 : 1962)

ADDITIONAL ACCOMMODATION Space which is required extra to the basic accommodation to serve a particular need.

(M.o.H. Hospital Building Note 2 - 1961)

ADDITIONAL ENGINEERING Special engineering works or services which are required extra to those normally provided for a department to serve some special need, e.g. extensive use of piped oxygen.

(M.o.H. Hospital Building Note 2 - 1961)

AISLE

A passageway in an auditorium sometimes between or beside seats and sometimes separated from the auditorium proper by a row of columns.

(No. 30001 - B.S. 3589 : 1963)

ALCOVE

A recess in a wall extending to the floor. Compare niche.

(No. 30002 - B.S. 3589 : 1963)

AMENITY BED

Bed in single room or small ward for which patient pays part cost under Section 4 of the 1946 Act.

(Hosp. Admin. Staff College - A Hospital Glossary)

ANAESTHESIA

Loss of feeling or sensation; insensibility.

(Shorter Oxford English Dictionary)

X ANCILLARY ACCOMMODATION A descriptive term only, indicating the service rooms supporting major accommodation.

(M.o.H. Hospital Building Note 2 - 1961)

AREA OF A BUILDING

The area of a horizontal section of a building taken at the level of its greatest area inclusive of external walls and such portions of party walls as belong to the building.

(No. 80001 - B.S. 3589 : 1963)

AREA MONITORING

The survey and measurement of types of ionizing radiation and dose levels in an area in which radiation hazards are present or suspected.

(No. 4410 - B.S. 2597 : Section 4 : 1955)

ARITHMETIC UNIT

A section of a computer where arithmetical, logical or shift operations are performed.

(No. 34004 - B.S. 3527 : 1962)

ASSEMBLY

A combination of components forming the whole or part of a building.

(M.o.H. Hospital Design Note 1 - Feb. 1964).

ATTENDANCE TIME

The total time spent by a worker at the place or places of employment whether working or available for work, for which payment is made.

(No. A4004 - B.S. 3138 : 1959).

AUDIOMETRY

The measurement of hearing capacity.

(Hosp. Admin. Staff College - A Hospital Glossary).

AUTHORITY

Sometimes defined as "The right or permission to act and require actions from others". Does it mean authority of knowledge, as is employed in such an expression as "he is an authority on butterflies", or does it mean some sort of intangible quality which may be expressed by saying "so-and-so" possesses an authoritative manner?" Or again, by authority we may mean that by virtue of his position within an organisation he has been endowed with authority. There can be then three different types of

AUTHORITY (CONT.)

authority:-

Authority of knowledge  
Authority of person  
Authority of position

To which are we referring when we say authority must be defined? If we mean either of the first two, then immediately we are faced with the problem of defining qualities which are directly connected with the person, they must inevitably contain a considerable subjective element. If we mean the third type of authority, then we have to face another difficulty. Authority endowed upon persons by virtue of their positions within the organisation does not in the ultimate analysis exist, unless it is accepted by those over whom the authority is intended to be exercised. Just to say that a person has an organisational authority, does not, in fact, infuse him with authority. Authority only exists if continued evidence shows that it is accepted.

(Hosp. Admin. Staff College - Project 2 )

AUTOMATIC CONTROL

A method of control in which, by a momentary pressure of a button, the lift-car is set in motion and caused to stop automatically at any required lift-landing.

(No. 10157 - B.S. 205 : Part 7 : 1943)

AUTOMATIC-FEED PUNCH

A key punch having a hopper, a card track and a stacker; the movement of each card through the card track arises automatically from the keyboard operations or under programme control.

Note 1. Sometimes a buffer store with a capacity adequate for one card is provided.

Note 2. The keyboard may have either 12 keys or be a conventional typewriter keyboard.

Note 3. Machines in current use can perform the function called skip wherein a field in which no punching is required is rapidly passed under the punch knives, which are not active at the time.

(No. 36405 - B.S. 3527 : 1962)

AUTOMATION

Intensive mechanisation, comprising the co-ordinated automatic control of machine systems, and the automatic transport, testing and treatment of materials and products throughout a sequence of operations. The term also includes automatic data processing when this is employed to monitor and regulate a group of linked activities.

Note 'Automation is commonly used to represent:

- a. the theory, art and techniques of automatic systems for industrial or commercial use.
- b. the processes of investigation, design and conversion to automatic methods.

(No. 10006 - B.S. 3527 : 1962)

AUXILIARY BUILDINGS Separate buildings which are required to serve the main building, e.g.

Cycle sheds.

Electricity sub-stations.

Small boiler-houses or boiler rooms, pump house to serve isolated buildings such as nurses' home.

(M.o.H. Hospital Building Note 2 - 1961)

BACKGROUND

The controllable luminosity of the receiver screen in the absence of that part of the television signal which conveys the picture information.

(No. 74165 - B.S. 204 : 1960)

BALCONY

A platform projecting on or recessed from the face of a wall of a building or structure.

(No. 30008 - B.S. 3589 : 1963)

BALUSTRADE

A row of balusters surmounted by a rail or coping.

(No. 40002 - B.S. 3589 : 1963)

BARIUM CONCRETE

Concrete containing a high proportion of barium compounds. It is used as a protective building material.

(No. 4421 - B.S. 2597 : Section 4 : 1955)

BARIUM PLASTER

Builder's plaster containing a high proportion of barium compounds. It is used as a protective building material.

(No. 4422 - B.S. 2597 : Section 4 : 1955)

BASEMENT

A storey wholly or mainly below ground level.

(No. 30011 - B.S. 3589 : 1963)

BASIC ACCOMMODATION

That part of a hospital department which is common to all departments of that kind.

(M.o.H. Hospital Building Note 2 - 1961)

BASIC LAYOUT

A preliminary design drawing showing the physical relationship of:-

1. Department to department.
2. Room to room within a department.

This will usually be drawn to 1/16" scale or smaller. It will not show as much detail as a sketch plan, e.g. thickness, position of windows, no wall, etc.

X BAY

A space resulting from the division, for architectural, structural or occupational purposes, of a building or structure.

(No. 30012 - B.S. 3589 : 1963)



BLACK LEVEL

In positive transmission, the minimum permissible level of the effective picture signal.  
(No. 74148 - B.S. 204 : 1960)

BLURRING

In television. Reduction of the apparent sharpness of definition of objects in the reproduced scene.  
(No. 74173 - B.S. 204 : 1960)

BREAKDOWN MAINTENANCE (This means planned corrective breakdown maintenance).

Work which is carried out after a failure, but for which advance provision has been made, in the form of spares, materials, labour and equipment.  
(No. 04 - B.S. 3811 : 1964)

BRIEF

The collection and collation of all the relevant information on user-requirements, time and cost for the execution of a commission.  
(R.I.B.A. Handbook of Architectural Practice and Management)

BUILDING

A structure or combination of structures erected where it is to stand and having as one of its main purposes the provision of shelter from the weather.  
(No. 10001 - B.S. 3589 : 1963)

BUILDING LINE

A line beyond which a building (excluding projecting bay windows, porches, window sills, cornices, balconies, shop fronts and similar projections) must not extend. The line is in every case determined by the Local Authority but generally it is the continued line which connects the external faces of front walls of existing buildings in close vicinity on the same side of the road.  
(No. 80002 - B.S. 3589 : 1963)

CALCULATOR

A device that performs primarily arithmetic operations and which can perform modifications upon data but not upon its own programme.

(No. 10008 - B.S. 3527 : 1962)

CAMERA TUBE

An electron-beam tube for deriving from an optical image a corresponding electrical signal, the electron beam usually scanning the surface of a target.

(No. 74102 - B.S. 204 : 1960).

CARCASS

A building or structure that is structurally complete but otherwise unfinished.

(No. 60020 - B.S. 3589 : 1963)

CARD FEED

The mechanism which causes punched cards to be transferred from the hopper to the card track.

Note Various terms are used to indicate the attitude in which a card is placed in the hopper and enters and traverses the card track. Examples of mutually exclusive pairs are verticle feed and horizontal feed, face-up feed and face-down feed, endwise feed and sideways feed, 9-edge leading and Y-edge leading.

(No. 36303 - B.S. 3527 : 1962)

CARDIOLOGY

The science which is concerned with the heart and its functions. Specialist is a Cardiologist.

(The British Medical Dictionary)

CARDIOLOGY

The study of diseases of the heart.

(Hosp. Admin. Staff College - A Hospital Glossary).

CARD PUNCH

A machine which punches holes in a punched card.

Note The part of the mechanism which makes the hole is sometimes called a punch knife.

(No. 36401 - B.S. 3527 : 1962)

CARD READER

A machine which reads the holes in a punched card.  
(No. 36408 - B.S. 3527 : 1962)

CAR-LEVELLING DEVICE

An automatic device designed to cause the lift-car to move at a reduced speed within a limited zone and to stop substantially level with the lift-landing, independently of varying loads.  
(No. 10144 - B.S. 205 - Part 7 : 1943)

CAR-SWITCH CONTROL

A method of control whereby the movement of the car is directly under the control of the attendant by means of a switch in the lift-car.  
(No. 10159 - B.S. 205 : Part 7 : 1943)

CARD TRACK (Card Bed)

That part of a machine which moves and guides the punched card during its passage through the machine.  
(No. 36304 - B.S. 3527 : 1962)

CEILING

A construction covering the underside of a floor or roof to provide the overhead surface of a room or other enclosed space.  
(No. 40004 - B.S. 3589 - 1963)

CHARACTER READER

In automatic data processing. A device which converts data represented in one of the founts or scripts read by human beings into machine language.  
(No. 34030 - B.S. 3527 : 1962).

CHECK

A partial or complete test for:  
1. The absence of errors in a set of data, or  
2. The correct performance of a group of machine processes.  
(No. 23501 - B.S. 3527 : 1962)

CHECK STUDY (Proof Study)

A time study of relatively short duration taken with the object of confirming an existing or proposed standard time.  
(No. 36013 - B.S. 3138 : 1959)

CIRCULATION The spaces provided to link together the rooms of a department.  
(M.o.H. Hospital Building Note 2 - 1961)

CODING In programming. The expression of a procedure in terms in which it can be accepted and executed by an automatic system.  
(No. 24104 - B.S. 3527 : 1962)

COLLATER (Interpolator) A machine which feeds and compares two packs of punched cards in order to match or to merge them or to check their sequence. The cards which match can be separated from those that do not match, thereby making it possible to select as well as to file cards automatically.  
(No. 36411 - B.S. 3527 : 1962)

COLLECTIVE CONTROL A method of automatic control in which calls from the lift-car and lift-landings are registered and are answered by the lift-car stopping in floor sequence at each lift-landing for which a call has been registered, until all calls have had attention.  
(No. 10162 - B.S. 205 : Part 7 : 1943)

COLOUR PICTURE The displayed colour television picture resulting from the presentation of one complete cycle of scanning in accordance with the system standards.  
(No. 74203 - B.S. 204 : 1960)

COLOUR TELEVISION A form of television in which the reproduced picture simulates the natural colours of the original scene.  
(No. 74201 - B.S. 204 : 1960)

COLUMN An upright (vertical or near-vertical) loadbearing member whose length on plan is not more than four times its width.  
(No. 60025 - B.S. 3589 : 1963)

COMMUNICATIONS

The enclosed spaces providing access to or communication between the various departments of the hospital. This term includes:

- a. floors, including staircases
- b. lifts.

(M.o.H. Hospital Building Note 2 - 1961)

COMPARATOR

1. A device for comparing two different transcriptions of the same data to verify the accuracy of transcription.
2. A device for comparing two signals and giving an output dependent upon some relation between them, e.g. of numerical quantities, whether one is larger than, equal to, or less than the other.

(No. 34024 - B.S. 3527 : 1962)

COMPATIBILITY

Of a colour television system. The attribute which permits existing monochrome receivers to reproduce a monochrome signal from a transmitted colour signal.

(No. 74204 - B.S. 204 : 1960)

COMPONENT

A section, unit or compound unit.

(No. 10002 - B.S. 3589 : 1963)

COMPONENT

1. (a) A unit contributing to the composition of the whole.  
(b) A building material manufactured in a form for which certain dimensions are specified.
2. A section, unit or compound unit contributing to the composition of a whole building.

(M.o.H. Hospital Design Note 1 - Feb. 1964)

COMPOUND UNIT

Building material which is formed as a composite article complete in itself, but which is intended to be part of a complete building or structure. Examples are door with door frame, window, sink unit.

(No. 10003 - B.S. 3589 - 1963)

COMPOUND UNIT

Building material formed as a complex article with all three dimensions specified, complete in itself, but intended to be part of a complete building.

(M.o.H. Hospital Design Note 1 - Feb. 1964)

COMPREHENSIVE SITE APPRAISAL

A thorough investigation of the chosen site giving detailed information on physical and topographical data, legal implications, and local authority services which are a necessary requirement prior to development planning.

COMPUTER

Any device capable of automatically accepting data, applying a sequence of processes to the data, and supplying the results of these processes.

Note The term computer is widely used as a synonym for stored programme computer, and in this sense is contrasted with calculator.

(No. 10007 - B.S. 3527 : 1962)

CONSORTIUM

A grouping of firms specialising in various aspects of building design and construction to carry out a joint undertaking through one composite organisation whilst still retaining their identity.

(R.I.B.A. Handbook of Architectural Practice and Management)

CONSULTANT

A specialist in a particular branch of medicine or surgery who accepts full personal responsibility for the treatment of patients without supervision in professional matters. The most senior medical rank.

(Hosp. Admin. Staff College - A Hospital Glossary).

CONTRACT

An agreement or promise which the law recognises as binding on the parties to it.

(R.I.B.A. Handbook of Architectural Practice and Management)

- CONTRACTOR A firm of builders which, as a party to a building Contract, is responsible for the organisation, management and execution of the whole of the work comprised in that Contract.  
(R.I.B.A. Handbook of Architectural Practice and Management)
- CONTRAST RANGE In television. The ratio of the luminance of the whitest portion of a picture to that of the blackest portion.  
(No. 74169 - B.S. 204 : 1960)
- CONTROL To discharge his applications to the superiors - as well as for other reasons - the manager at each level within an undertaking needs to know what is happening, to assess performance against intention and, where necessary, apply correctives. This process is known as control.  
(Hosp. Admin. Staff College - Project 2)
- CONTROLLED WORK Work for which standards have been set as a basis for control, i.e. control standards. It includes:  
Measured work  
Estimated work  
Allocated work.  
(No. A4009 - B.S. 3138 : 1959)
- CONTROL UNIT That portion of an automatic data processing equipment which directs the sequence and timing of operations, interprets the code instructions, and stimulates the proper circuits to execute the instructions.  
Note An automatic data processing equipment may have more than one control unit, possibly subordinated to a central control unit.  
(No. 34001 - B.S. 3527 : 1962)
- CONVERTER A unit which changes the representation of data from one form to another so as to make it available or acceptable to another machine, e.g. a unit which changes data punched on cards to data recorded on magnetic tape. A converter may also edit the data.  
(No. 34025 - B.S. 3527 : 1962)

- CORE (Magnetic core) A small piece of magnetic material, often toroidal in shape.  
(No. 33401 - B.S. 3527 : 1962)
- CORE STORE An array of storage cores used as a magnetic store.  
(No. 33501 - B.S. 3527 : 1962)
- CORRIDOR A comparatively narrow enclosed thoroughfare within a building.  
(No. 30015 - B.S. 3589 : 1963)
- COST ANALYSIS This is the systematic breakdown of costs, according to the sources from which they arise, into factors convenient for the purpose of examining and comparing costs. The factors may be elements, techniques, trades, etc.  
(M.o.H. Hospital Building Note 2 - 1961)
- COST CHECKING This is a process of estimating the cost of the proposed design of each factor and checking it against the cost target set in the cost plan.  
(M.o.H. Hospital Building Note 2 - 1961)
- COST CONTROL This is a generic term embracing all techniques of controlling costs throughout the various stages of a project from its inception to completion.  
(M.o.H. Hospital Building Note 2 - 1961)
- COST LIMIT A cost limit is a financial ceiling representing what the cost of a scheme ought to be, and to which the design detail should conform. It is prepared at two stages:  
Provisional cost limit - which accompanies schedules of accommodation  
Final cost limit - which accompanies sketch plans.  
(M.o.H. Hospital Building Note 2 - 1961)



COST PLAN

The cost plan is a statement of how much it is intended to spend on each factor of a proposed building within the cost limit.

(M.o.H. Hospital Building Note 2 - 1961)

COST PLANNING

This is a process of controlling the cost of a project within the cost limit during the design stage. It includes the preparation of a cost plan and the subsequent process of cost checking.

(M.o.H. Hospital Building Note 2 - 1961)

COUNTER CEILING

A ceiling fixed independently on its own framework below a structural floor or flat roof.

(No. 60022 - B.S. 3589 : 1963)

X COURT (Courtyard) An unroofed space with access wholly or mainly enclosed by a building or buildings.

(No. 30016 - B.S. 3589 : 1963)

CRAWL SPACE (Crawlway) An under-floor space providing access to ducts, pipes and other services hung or laid therein and of a height sufficient for crawling.

(No. 30017 - B.S. 3589 : 1963)

CRITICAL PATH

The sequence of activities between the start and the completion of a project that governs the time in which the project can be completed.

(Network Analysis term)

(R.I.B.A. Handbook of Architectural Practice and Management)

CROSS-WALL

A wall that gives lateral support to another.

(No. 60096 - B.S. 3589 : 1963)

CUBIC CONTENT

The space contained within the external surfaces of the walls and roof and the upper surface of the lowest floor.

Note The term has special definitions for statutory purposes and for estimating cost.

(No. 80003 - B.S. 3589 : 1963)

CURTAIN WALL

A non-loadbearing wall constructed outside and continuously over the structural frame to enclose a building or structure.

(No. 60097 - B.S. 3589 : 1963)

CURVE FOLLOWER

A device for reading data represented in the form of a graph.

(No. 34031 - B.S. 3527 : 1962)

CYBERNETICS

The study of communication and control mechanisms in machines and living creatures.

(No. A7006 - B.S. 3138 : 1959)

DATA All, or any reduction of, the results involved in any operation or set of operations.  
(R.I.B.A. Handbook of Architectural Practice and Management)

DATA All, or any selection of, the operands and results involved in any operation or set of operations.

Note 1. The word 'data' although plural in form is commonly treated as a collective noun and may therefore be used with a singular verb.

Note 2. It is often convenient to contrast data with instructions.

Note 3. The use of the word 'information' to mean 'data' is deprecated. In its ordinary sense the information associated with data is what the data conveys to the person receiving it.  
(No. 10001 - B.S. 3527 : 1962)

DATA PROCESSING A systematic sequence of operations performed on data, e.g. merging, sorting, computing, manipulation of files, with the object of extracting information or of revising it.  
(No. 10002 - B.S. 3527 : 1962)

DATA PROCESSING A systematic sequence of operations performed on data, e.g. merging, sorting, computing, manipulation of files, with the object of extracting information or of revising it.  
(R.I.B.A. Handbook of Architectural Practice and Management)

DEAD LOAD The load represented solely by the weight of walls, partitions, roofs floors and other permanent constructions including finishings.  
(No. 90001 - B.S. 3589 : 1963)

DECKING Prefabricated units for the construction of a floor or roof.  
(No. 60033- B.S. 3589 : 1963)

DECODER

1. A device capable of decoding a group of signals and generating other signals which may initiate an operation.

2. In data-processing equipment. A device with a number of input and output lines in which a specified combination of input signals causes a particular output line to give a signal.

Note Some types of decoder are called trees because their diagrammatic representation can resemble the branching of a tree.

(No. 34026 - B.S. 3527 : 1962)

DERMATOLOGY

That branch of medicine which is concerned with the skin and diseases affecting the skin.

(The British Medical Dictionary)

DERMATOLOGY

The study of skin diseases.

(Hosp. Admin. Staff College - A Hospital Glossary).

DELEGATION

Administrators or Managers at each level are likewise completely answerable to their superiors, but all from the top downwards, while retaining some matters in their own hands, need to give subordinates freedom within limits to exercise initiative.

This process of entrusting subordinates with authority to act in a given field, using their own discretion on behalf of their superiors is described as delegation.

(Hosp. Admin. Staff College - Project 2)

DEPARTMENT

A division of organisation by speciality.

(R.I.B.A. Handbook of Architectural Practice and Management)

DEPARTMENTAL COST ALLOWANCES

These are the figures to be used in calculating the cost limits for hospital departments. They are sub-divided into:

a. Initial allowance - the cost allowed for a minimum number of functional units.

b. Additional allowance - the cost allowed for additional functional units.

c. Square foot rate - to be applied to the area of additional accommodation.

(M.o.H. Hospital Building Note 2 - 1961)

DESIGN TEAM

Those engaged on a design operation.

(R.I.B.A. Handbook of Architectural Practice and Management)

DETAILED LAYOUT

1. An architect's drawing showing the planning details within the area concerned. It is generally a room layout and will show the position and size of fixtures and fittings, and probably the moveable furniture also; the positions of windows and doors and fires or heating panels, etc., and extent of door swings, etc. This drawing will usually be  $\frac{1}{4}$ " scale or larger.
2. Architect's drawing showing the position and size of fixtures and possibly the furniture, within rooms; positions of windows and doors, etc. and extent of door swings, etc. will be shown. This drawing will usually be done to  $\frac{1}{4}$ " scale or larger.

DEVELOPMENT BLOCK PLAN

1. The plan of the site with all buildings and other works proposed to be executed shown on it.
2. The plan of the site showing the layout of the buildings, site works, roads, drainage and other services, and landscaping.

DEVELOPMENT CONTROL PLAN

1. A plan showing the content of a project and the location of plan elements in approximately correct size and shape on the site. It also shows the framework of the services and communications, and indicates traffic routes for people, goods and waste within the hospital and pedestrians and vehicles outside the hospital.
2. Illustrates the inter-department arrangements and the size and shape of the departments in relation to the site layout, the general pattern of services, supply routes, flow of persons and external traffic. It should include an outline of the engineering services, the positions of energy producing facilities and the methods of distributing energy. It should show the retention of existing hospital buildings.

- DEVELOPMENT PLANNING The process of planning and predicting the form, content, order of building, and phasing of schemes and projects based on the decisions made and data derived in producing the outline of functions, site appraisal and operational policies.
- DIAGNOSTIC X-RAY The normal X-ray department in which X-rays are used as an aid to diagnosis and treatment.  
(Hosp. Admin. Staff College - A Hospital Glossary)
- DIATHERMY The treatment of diseases by the use of high-frequency sustained and undamped current oscillations of about 300 metres in length. The term owes its derivation to the marked heating effect which is produced throughout the tissues by such oscillations.  
(No. 10508 - B.S. 205 : Part 7 : 1943)
- DIATHERMIC COAGULATION The use of current at diathermic frequency for producing destruction of parts of the human body by raising the temperature to a point where albumen coagulates.  
(No. 10510 - B.S. 205 : Part 7 : 1943)
- DIATHERMIC SURGERY The use of current at diathermic frequency for performing operations by cutting the human body by means of an electric arc.  
(No. 10509 - B.S. 205 : Part 7 : 1943)
- DIGIT PLANE In an array of cells ordered in three dimensions, the plane containing corresponding bits of every word.  
(No. 33502 - B.S. 3527 : 1962)
- DIMENSIONAL CO-ORDINATION 1. The organising of dimensions to enable components to be used together without modification.  
(R.I.B.A. Handbook of Architectural Practice and Management)
2. Co-ordination of dimensions to enable components to be used together and without modification.  
(M.o.H. Hospital Design Note 1 - Feb. 1964)

DIVERTED TIME

That part of attendance time when a worker is engaged on other than productive or ancillary work, e.g. committee work, accidents, etc.

(No. A4005 - B.S. 3138 : 1959)

DIVIDER

In analogue or incremental representation. A unit with two input variables and one output variable which is proportional to the quotient of the input variables with certain restrictions on the magnitudes of the input variables.

Example 1. A multiplier with negative feedback can be used as a divider.

Example 2. The input resistor of a scaler amplifier can be made proportional to the divisor input variable.

(No. 42007 - B.S. 3527 : 1962)

DOOR

A hinged, pivoted or sliding construction for closing and opening intended primarily for access.

(No. 50017 - B.S. 3589 : 1963)

DOOR FRAME

The frame in which a door is hung and which forms a seal between the closed door and the surrounding wall.

(No. 50018 - B.S. 3589 : 1963)

DOORWAY

An opening provided with a door for access through a wall.

(No. 50020 - B.S. 3589 : 1963)

DUAL CONTROL

A method of alternative automatic or car-switch control, so arranged that either may be used but not both at the same time.

(No. 10160 - B.S. 205 : Part 7 : 1943)

DUPLICATING CARD PUNCH

An automatic-feed punch which has in its card track a reading station which each card passes after being punched, at the same time as the following card is passing under the punch knives. The punch knives can be controlled by the reading station so that common data can be duplicated from each card to the following one.

(No. 36406 - B.S. 3527 : 1962)

EFFLUVE The corona discharge from high-frequency apparatus, or an electrostatic generator, used for the stimulation of the human skin.

(No. 10512 - B.S. 205 : Part 7 : 1943)

ELECTRIC CAUTERY The burning of parts of the human body for surgical purposes by means of metallic wires or bits which are heated to red or white heat by an electric current.

(No. 10522 - B.S. 205 : Part 7 : 1943)

ELECTRICAL DEPILATION The removal of hair from the human body by means of direct current or X-rays.

(No. 10521 - B.S. 205 : Part 7 : 1943)

ELECTROCARDIOGRAM A tracing of the electrical impulses produced by the heart beats. The electrocardiograph and the technician who works it may in some hospitals be regarded as a separate department.

(Hosp. Admin. Staff College - A Hospital Glossary).

ELECTRO-CARDIOGRAPH A sensitive recording apparatus for obtaining a curve of the electric current produced in the human body by the action of the heart. Such a record is sometimes known as an electro-cardiogram.

(No. 10519 - B.S. 205 : Part 7 : 1943)

ELECTROCONVULSIVE THERAPY A form of treatment used in dealing with some forms of mental illness.

(Hosp. Admin. Staff College - A Hospital Glossary)

ELECTROENCEPHALOGRAPH A tracing of the electric impulses produced by the brain: A large and expensive machine is required - not found in all hospitals.

(Hosp. Admin. Staff College - A Hospital Glossary)

ELECTRO-THERAPY The treatment of diseases by electric currents or by radiation in the application of which electricity is the primary form of energy.

(No. 10505 - B.S. 205 : Part 7 : 1943)



ELEMENTS

These are the component parts of a building and are broadly:

- a. Non-constructional items
- b. Structure
- c. Partitioning
- d. Finishings
- e. Fittings
- f. Services
- g. External works.

These broad elements can again be sub-divided e.t. external walls and the roof are part of the structure. A list and description of the elements used by the Ministry are in Appendix B.

(M.o.H. Hospital Building Note 2 - 1961)

ELEMENT OF CONSTRUCTION Part of a building or structure having its own functional identity. Examples are foundation, floor, roof, wall.  
(No. 10004 - B.S. 3589 : 1963)

ENCODER

In data-processing equipment. A device with several inputs in which only one input is excited at a time and each input produces a specified combination of outputs.

(No. 34027 - B.S. 3527 : 1962)

ENDOCRINOLOGY

The science of the endocrine glands and their secretions.  
(The British Medical Dictionary)

ENDOSCOPE

An instrument carrying an electric lamp and so arranged as to give a view of some internal part of the body through a natural cavity.

(No. 10520 - B.S. 205 : Part 7 : 1943)

ERGONOMICS

The study of the relation of a worker and the environment in which he works, particularly the application of anatomical, physiological and psychological knowledge to the problems arising therefrom.

(No. A7007 - B.S. 3138 : 1959)

ESTIMATION

A means for assessing the time required to carry out work, based on knowledge and experience of similar types of work, without a detailed breakdown of the work into elements and their corresponding times at a defined level of performance.

(No. 31005 - B.S. 3138 : 1959)

EXCHANGE

A switching centre for interconnecting the lines which terminate therein.

(No. 71201 - B.S. 204 : 1960)

EXCLUSIVE EXCHANGE LINE

A subscriber's line upon which only one subscriber's station is connected to an exchange. It may, if required, have one or more extension stations.

(No. 71109 - B.S. 204 : 1960)

EXTERNAL WORKS

Comprise:

1. Building:
  - (a) Drainage
  - (b) Roads, paths, pavings, boundary walls and fences
  - (c) Builder's work in connection with engineering mains
  - (d) Site layout and planting
2. Engineering
  - (a) Supplies: This will include the whole of the engineering mains outside the confines of particular departments including any new or reinstated mains which are required in existing buildings to serve new work. It includes cold water mains and storage, steam and condense mains, electricity cables and additional works such as calorifiers, pumps or new boilers or sections to an existing installation. A complete new boiler installation, whether in the building or outside, is treated as a hospital department. For cost limit purposes the items are to be shown separately.
  - (b) Other engineering: This will include street lighting, static water tanks and external fire hydrants.

(M.o.H. Hospital Building Note 2 - 1961)

FALSE CEILING

A ceiling fixed so as to give sufficient space above it for services or to change the proportions of a room.

(No. 60023 - B.S. 3589 : 1963)

FARADISM

The treatment of diseases by the use of an interrupted current for the stimulation of muscles and nerves. Such a current is derived from an induction-coil, usually from the secondary, though occasionally from the primary.

(No. 10513 - B.S. 205 : Part 7 : 1943)

FEEDBACK

The transmission of a signal from a late stage to an earlier stage. Where used the term should be qualified.

(No. 3202 - B.S. 1523 : Section 3 : 1954)

The review, appraisal, recording and communication of results into the process to control future cycles.

(R.I.B.A. Handbook of Architectural Practice and Management)

FILM BADGE

A photographic film used as a radiation monitor. It is often partially shielded to differentiate between types and qualities of ionizing radiation.

(No. 4411 - B.S. 2597 : Section 4 : 1955)

FILM RING

A film badge worn as a ring to measure the dose of radiation, usually beta radiation, received by the fingers.

(No. 4412 - B.S. 2597 : Section 4 : 1955)

FINISHINGS

Fixtures to and treatment of surfaces to convert the carcass into a complete building, excluding services.

(No. 70011 - B.S. 3589 : 1963)

FIRE BARRIER

A wall, floor or ceiling or other element so constructed as to delay the passage of fire from one part of a building to another.

(No. 40007 - B.S. 3589 : 1963)

FIRE LOBBY

A space within a building designed to delay the passage or facilitate the control of fire.

(No. 30032 - B.S. 3589 : 1963)

FIXTURE

A functional or decorative object built into, rather than fixed to, the carcass of a building but not forming part of it.

(No. 70013 - B.S. 3589 : 1963)

FLAG

A specially prepared piece of red semi-stiff paper stamped with one letter from A to H which can be pinned to the top edge of a paper or file for quick reference.

(Ministry of Health - Notes for Newcomers).

FLICKER

In the reproduced image. The unwanted rhythmic variation in the luminosity of the picture.

(No. 74172 : B.S. 204 : 1960)

FLOAT

Spare time available for the completion of an activity or sequence of activities, not on the critical path, use of which will not delay completion of the project.

(Network Analysis term)

(R.I.B.A. Handbook of Architectural Practice and Management)

FLOOR

A construction that provides the surface on which one walks in a building or structure.

(No. 40008 - B.S. 3589 : 1963)

FLOOR AREA

When applied to a whole building, the aggregate area of the surfaces of all its floors contained within the internal finished surfaces of its external enclosures. Compare net floor area.

(No. 80004 - B.S. 3589 : 1963)

FLOOR SELECTOR

A mechanism which forms part of the control-equipment, in certain automatic lifts, and is designed to operate controls which cause the car to stop at the required floor.

(No. 10145 - B.S. 205 : Part 7 : 1943)

FLOOR SLAB

A slab forming the continuous loadbearing structure of a floor and spanning between supports or laid on the ground.

(No. 60037 - B.S. 3589 : 1963)

FLOW DIAGRAM

A diagram or model, substantially to scale, which shows the location of specific activities carried out and the routes followed by workers, materials or equipment in their execution.

(No. 21301 - B.S. 3138 : 1959)

A diagram constructed to indicate the general system and flow of events. Each block represents a physical element and each line represents a physical link. The operating signals may be shown by arrows on the lines with accompanying symbols if desired, and the characteristic of any element may be shown by a mathematical operator marked on the block.

(No. 3117 - B.S. 1523 : Section 3 : 1954)

A conventional drawing of a programme or process intended to bring out the sequence of individual steps.

(No. 24107 - B.S. 3527 : 1962)

FLOW PROCESS CHART

A process chart setting out the sequence of the flow of a product or a procedure by recording all events under review using the appropriate process chart symbols.

- a. Man type.                      A flow process chart which records what the worker does.
- b. Material type                A flow process chart which records what happens to material.
- c. Equipment type              A flow process chart which records how the equipment is used.

(No. 21103 - B.S. 3138 : 1959)

FLUOROSCOPY

The use of a fluorescent screen which is activated by X-rays, for diagnosis testing etc.

(No. 10435 - B.S. 205 : Part 7 : 1943)

FOUNDATION A construction to spread loads applied to the supporting soil.  
(No. 60044 - B.S. 3589 : 1963)

FREE MONIES, AMENITY FUNDS Non-exchequer funds derived from the Central  
Endowments Fund, legacies, gifts, etc.  
(Hosp. Admin. Staff College - A Hospital Glossary)

FRAME (Framework) An assembly of parts designed solely to provide the strength and  
stability of a construction but excluding any covering or infilling.  
(No. 60048 - B.S. 3589 : 1963)

FRAMED BUILDING A building that relies wholly or mainly on a frame rather than on  
loadbearing walls for strength and stability.  
(No. 60049 - B.S. 3589 : 1963)

FUNCTION Of a computer. Any operation for which the computer instruction  
code provides, e.g. multiplication, transference of data to store.  
(No. 24305 - B.S. 3527 : 1962)

FUNCTIONAL UNIT Basic accommodation is provided to serve a particular purpose  
and that purpose or function can usually be defined by reference  
to the number of units which it is to accommodate or provide.  
Each unit becomes the functional unit, e.g.  
Ward block - beds  
Kitchen - meals  
In the above example the bed and the meal are the functional units.  
(M.o.H. Hospital Building Note 2 - 1961)

GASTRO-ENTEROLOGY

That branch of medical science which is concerned with the stomach and intestines, and the diseases especially affecting them.

Specialist is a gastro-enterologist.

(The British Medical Dictionary)

GERIATRICS

The medical care of the elderly.

(Hosp. Admin. Staff College - A Hospital Glossary).

GRID

Envelope for circulating papers within the department.

(Ministry of Health - Notes for Newcomers)

GROSS FLOOR AREA

This is the total floor area of the building in square feet, within and excluding the external walls.

(M.o.H. Hospital Building Note 2 - 1961)

GROSS SITE AREA

The area of a site considered as including half the width of any public way(s) on which it abuts up to a maximum distance of 20 ft. from the frontage line(s). Compare net site area.

(No. 80007 - B.S. 3589 : 1963)

GYNAECOLOGY

The study of diseases peculiar to women.

(Hosp. Admin. Staff College - A Hospital Glossary).

Broadly speaking the study of disease in the female. Generally used to indicate a disease of the pelvic organs in particular, and occasionally diseases involving adjacent organs such as the urinary tract and rectum.

Specialist is a Gynaecologist.

(The British Medical Dictionary)

HALF-LANDING (Half-space Landing) A landing at which a half-turn (180°) is made between two flights of stairs.  
(No. 30026 - B.S. 3589 : 1963)

HALL

1. An entrance space, often containing a staircase.
2. A large assembly room.

(No. 30024 - B.S. 3589 : 1963)

HAND-FEED PUNCH (Hand Punch) A key punch into which punched cards have to be fed manually one at a time; then each card is moved as a result of punching; at the conclusion of punching, the card is removed from the machine by hand.  
(No. 36404 - B.S. 3527 : 1962)

HANDSET

A rigid combination of microphone and receiver, in a form convenient for holding simultaneously to mouth and ear.  
(No. 71125 - B.S. 204 : 1960)

HARDWARE

A colloquial term for the apparatus, as opposed to the programme or method of use.  
(No. 10025 - B.S. 3527 : 1962)

HEADROOM

The vertical distance at any given point from a finished floor or staircase to the finished soffit immediately above.  
(No. 80008 - B.S. 3589 : 1963)

HEIGHT OF BUILDING

The vertical distance from the ground to the top of the external wall including any parapet.  
Note The term has special statutory definitions.  
(No. 80009 - B.S. 3589 : 1963)

HEPATOLOGY

That branch of medical science which is concerned particularly with the liver and its diseases.  
(The British Medical Dictionary)



HIGH-FREQUENCY TREATMENT The treatment of diseases by the use of high-frequency intermittent and isolated trains of heavily damped oscillations of high voltage and relatively low current. (No. 10511 - B.S. 205 : Part 7 : 1943)

HISTORY CARD A document on which information about all work done on and/or by a particular facility is recorded. (No. 13 - B.S. 3811 : 1964)

HOPPER (Magazine) That part of a machine where the punched cards are placed immediately prior to being fed into the machine. (No. 36302 - B.S. 3527 : 1962)

HOSPITAL DEPARTMENT Any group of accommodation which has a separate function within a hospital. (M.o.H. Hospital Building Note 2 - 1961)

HOUSE EXCHANGE SYSTEM A system without a central switchboard, for providing direct connection between any station and any other station(s) in the system, by means of a multiple cable. The system includes means for direct connection to the public exchange. (No. 71114 - B.S. 204 : 1960)

HOUSE TELEPHONE SYSTEM A system without a central switchboard, for providing direct connection between any station and any other station(s) in the system, by means of a multiple cable. The system is not connected to the public exchange. (No. 71113 - B.S. 204 - 1960)

IMPACT LOAD (Impulsive load) An imposed load whose effect is increased due to its sudden application.

(No. 90002 - B.S. 3589 : 1963)

IMPOSED LOAD

The load on a structure arising from its position and function, other than dead load.

(No. 90003 - B.S. 3589 : 1963)

INDUSTRIALISATION

A continuity of production implying a steady flow of demand; standardisation; integration of the different stages of the whole production process; a high degree of organisation of work; mechanisation to replace manual labour wherever possible; research and organised experimentation integrated with production. It includes the organisational changes which such continuity may require from the traditional divisions of responsibility in building, e.g. client consortium, 'all in' design service, package deal, system of building.

(R.I.B.A. Handbook of Architectural Practice and Management)

INFRA-RED THERAPY

The treatment of diseases by heat-rays of wavelengths longer than 7000 Angstrom Units.

(No. 10504 - B.S. 205 : Part 7 : 1943)

INPUT

1. The process of transferring data from an external store or peripheral equipment to an internal store.
2. The data so transferred.

(No. 23101 - B.S. 3527 : 1962)

INPUT UNIT

That portion of an automatic data processing system used only for input.

(No. 34002 - B.S. 3527 : 1962)

INSPECTION

The process of ensuring by assessment that a facility reaches the necessary standard of quality or performance and that the level is maintained.

(No. 14 - B.S. 3811 : 1964)

INTEGRATOR

1. A device with two input variables (x and y) and one output variable (z) which is proportional to the integral of y with respect to x, e.g. integrating gear.
2. A device with one input variable and one output variable which is proportional to the integral of the input variable with respect to elapsed time, e.g. integrating amplifier.

Note Initial conditions are usually imposed on a set-up as the initial values either of integrands or integrals. Extra equipment is sometimes necessary for this purpose.

(No. 42008 - B.S. 3527 : 1962)

INTERCOM

A telephone system enabling personnel to talk to each other within an aircraft, tank, ship, etc.

(No. 71115 - B.S. 204 : 1960)

INTERPRETER

In punched card systems. A machine for printing on a punched card data punched in that card (interpreter) or in another card (transfer interpreter).

(No. 36412 - B.S. 3527 : 1962)

INVENTORY

A list of all facilities, i.e. all parts of a site, building and contents, for purposes of identification.

(No. 15. - B.S. 3811 : 1964)

IRRADIATION

The exposure of a body to X-rays, radium rays, or other radiation.

(No. 10429 - B.S. 205 : Part 7 : 1943)

JOB All the work carried out by a worker or a group of workers in the completion of their prescribed duties and grouped together under one title or definition. In Work Study techniques it may also denote a part of these duties.  
(No. A1002 - B.S. 3138 : 1959)

JOB ANALYSIS The assessment of the requirements of a job in terms of its job factors.  
(No. A1008 - B.S. 3138 : 1959)

The breakdown of a post or appointment into its component parts to distinguish tasks, duties, relationships and responsibilities.  
(R.I.B.A. Handbook of Architectural Practice and Management)

JOB ASSESSMENT The process of ascertaining the relative value of a job by examination of the job analysis and job description.  
(No. A1011 - B.S. 3138 : 1959)

JOB BREAKDOWN A listing of the content of a job by elements.  
(No. 32002 - B.S. 3138 : 1959)

JOB CLASSIFICATION METHOD A development of the job ranking method in which jobs are arranged in previously determined job grades and/or wage levels.  
(No. A1004 - B.S. 3138 : 1959)

JOB DESCRIPTION A statement of the content and requirements of a job.  
(No. A1007 - B.S. 3138 : 1959)

JOB EVALUATION A generic term covering methods of determining the relative worth of jobs.  
(No. A1001 - B.S. 3138 : 1959)

JOB FACTOR

A requirement of the job that can be recognised, defined and assessed (e.g. mental and physical demands, skill required, responsibility and working conditions).

(No. A1009 - B.S. 3138 : 1959)

JOB GRADING

The grouping of jobs with similar contents, requirements, and/or points values, into classes or grades.

(No. A1012 - B.S. 3138 : 1959)

JOB SPECIFICATION

A document describing the work to be done.

(No. 19 - B.S. 3811 : 1964)

KEY PUNCH

A card punch controlled by keyboard operation.

(No. 36403 - B.S. 3527 : 1962)

- LANDING A platform at the termination of one or more flights of stairs.  
(No. 30025 - B.S. 3589 : 1963)
- LARYNGOLOGY That branch of medical science which is concerned with the larynx, its anatomy, and its diseases and their treatment.  
(The British Medical Dictionary)
- LAVATORY A room equipped with basin or basins for washing hands or face.  
(No. 30029 - B.S. 3589 : 1963)
- LEAD EQUIVALENT The thickness of metallic lead ( usually expressed in millimetres) which affords the same protection as a given material under the same conditions of irradiation.  
(No. 4416 - B.S. 2597 : Section 4 : 1955)
- LEAD PROTECTION Protection from ionizing radiation afforded by the use of metallic lead.  
(No. 4415 - B.S. 2597 : Section 4 : 1955)
- LIFT An appliance designed to transport persons or materials between two or more levels in a vertical or substantially vertical direction by means of a guided car or platform.  
(No. 10101 - B.S. 205 : Part 7 : 1943)
- LIFT-CAR The load-carrying unit with its floor or platform, car-frame, or sling, and enclosing body work.  
(No. 10116 - B.S. 205 : Part 7 : 1943)
- LIFT-LANDING That portion of a building or structure used for the reception and discharge of passengers and/or goods into or from a lift-car.  
(No. 10107 - B.S. 205 : Part 7 : 1943)
- LIFT-PIT The space in the lift-well below the level of the lowest lift-landing served.  
(No. 10105 - B.S. 205 - Part 7 : 1943)

- LIFT-WELL ENCLOSURE Any structure which separates the lift-well from its surroundings.  
(No. 10106 - B.S. 205 : Part 7 : 1943)
- LIFT-WELL The unobstructed space within a lift-well enclosure provided for the vertical movement of a lift-car (or cars) and any counterweight(s), including the lift pit and the space for top-clearance.  
(No. 10104 - B.S. 205 : Part 7 : 1943)
- LIFT WELL The space to accommodate a lift.  
(No. 30030 - B.S. 3589 : 1963)
- LOAD The force acting on a structure or a member.  
(No. 90004 - B.S. 3589 : 1963)
- LOBBY A circulation space into which one or more rooms open. A small vestibule.  
(No. 30031 - B.S. 3589 : 1963)
- LOGGER A device which records events and physical conditions automatically, usually with respect to time.  
(No. 34028 - B.S. 3527 : 1962)
- LUMINOSITY The attribute of visual perception in accordance with which an area appears to emit more or less light.  
(No. 74168 - B.S. 204 : 1960)

MAGNETIC CELL (Static Magnetic Cell) A binary storage cell in which the two values of a binary digit are represented by different magnetic flux configurations, and in which means of setting and sensing the contents are stationary with respect to the magnetic material.

A magnetic cell may consist of one or more cores, or of a small region of a larger piece of perforated ferromagnetic material (termed an aperture plate) other small regions of which constitute other cells.

Note Many special forms of multi-aperture cell exist, typical of which is the transfluxor, which consists essentially of a ring of magnetic material with one or more additional holes parallel to the axis of the ring.

(No. 33410 - B.S. 3527 : 1962)

MAGNETIC TAPE UNIT (Tape Deck) A tape transport mechanism together with reading and writing heads and associated electrical circuits used with magnetic tape.

(No. 33335 - B.S. 3527 : 1962)

MAINTENANCE

Work undertaken in order to keep or restore every facility, i.e. every part of a site, building and contents, to an acceptable standard.

(No. 01 - B.S. 3811 : 1964)

MANUFACTURING TOLERANCE An allowance for the lack of accuracy permitted for the production of a component.

(M.o.H. Hospital Design Note 1 - Feb. 1964)

MAXIMUM DEDUCTION

The difference between the basic size and the corresponding minimum size of a component. This is equal to twice the minimum gap plus position tolerance plus manufacturing tolerance.

(M.o.H. Hospital Design Note 1 - Feb. 1964)

MAXILLO-FACIAL SURGERY Surgery of the jaw and mouth.

(Hosp. Admin. Staff College - A Hospital Glossary).



- MAXIMUM SIZE The upper limit of a component; the actual size must not exceed this.  
(M.o.H. Hospital Design Note 1 - Feb. 1964)
- MEDICAL ASSISTANT A senior post held for an indefinite period undertaking responsible work on behalf of a consultant, but under his ultimate supervision.  
(Hosp. Admin. Staff College - A Hospital Glossary)
- MEDICAL ELECTROLYSIS The treatment of diseases by the use of direct current.  
(No. 10514 - B.S. 205 : Part 7 : 1943)
- MEMBER A component of a structural assembly.  
(No. 60057 - B.S. 3589 : 1963)
- METHOD STUDY The systematic recording and critical examination of existing and proposed ways of doing work, as a means of developing and applying easier and more effective methods and reducing costs.  
(No. 10002 - B.S. 3138 : 1959)
- MINIMUM DEDUCTION The difference between the basic size and corresponding maximum size of a component. This is equal to twice the minimum gap plus the position tolerance.  
(M.o.H. Hospital Design Note 1 - Feb. 1964)
- MINIMUM GAP The necessary minimum distance between a component and its bounding planes. This depends on the nature of the components and method used for making its joints.  
(M.o.H. Hospital Design Note 1 - Feb. 1964)
- MINIMUM SIZE The lower limit of a component: the actual size must not be less than this.  
(M.o.H. Hospital Design Note 1 - Feb. 1964).
- MODULAR CO-ORDINATION A system of dimensional co-ordination using a basic module.  
(R.I.B.A. Handbook of Architectural Practice and Management).

MODULE A common unit particularly specified for dimensional co-ordination.  
(No. 80010 - B.S. 3589 : 1963)

A convenient dimension which is used as an increment or coefficient.

(R.I.B.A. Handbook of Architectural Practice and Management)

MULTIPLE ACTIVITY CHART A chart on which the activities of more than one subject (worker, machine or equipment) are each recorded on a common time scale to show their inter-relationship.  
(No. 21201 - B.S. 3138 : 1959)

MULTIPLE IMAGE A defect, apparent in reproduction, in which a succession of outlines of prominent features of a picture may be observed, displaced from the correct position of the outline by a noticeable amount in the direction of the scanning lines.

Note In radio transmission, this may be caused by multi-path distortion.

(No. 74178 - B.S. 204 : 1960).

MULTIPLIER (Variable Multiplier) In analogue or incremental representation. A unit with two input variables and one output variable which is proportional to the product of the input variables, e.g. crossed-fields multiplier.

Note The term may also be applied to a unit which can perform more than one multiplication, e.g. servo multiplier.

(No. 42005 - B.S. 3527 : 1962)

NET FLOOR AREA

The area of a floor or floors **exclusive** of all walls, stair-cases, landings, chimneys, built-in cupboards, and service areas ancillary to the user of the building. Compare floor area.

(No. 80011 - B.S. 3589 : 1963)

NET SITE AREA

The area enclosed by the boundaries of a site. Compare gross site area.

(No. 80012 - B.S. 3589 : 1963)

NETWORK

A flow chart made up of one or more series of events joined by activity lines to depict their inter-dependencies and inter-relationship. Such a network expresses the logical order of procedure for a project as a whole.

(Operational Research term)

(R.I.B.A. Handbook of Architectural Practice and Management)

NETWORK ANALYSIS

A term used to embrace all the methods which break down an overall task into an arrow diagram showing the sequence and inter-relationship of separate activities and events, with time span and resources allocation, so that the critical path can be identified. Critical Path Method (C.P.M.) and other similar terms are included within this general description.

(R.I.B.A. Handbook of Architectural Practice and Management)

NEUROLOGY

Dealing with the brain, spinal cord and the physical nerves, though not specifically with the mind. Specialist physician is a neurologist. Specialist Surgeon is a neuro-surgeon.

The section of medicine that deals with the study and treatment of diseases of the nervous system.

(The British Medical Dictionary)

The study of diseases of the nervous system.

(Hosp. Admin. Staff College - A Hospital Glossary)

NEUROSURGERY      Surgery of the nervous system, notably the brain.  
(Hosp. Admin. Staff College - A Hospital Glossary).

NOMINATED SUB-CONTRACTOR    A person nominated by the architect to execute work  
or to supply and fix materials or goods under or through the  
main contractor.  
(R.I.B.A. Handbook of Architectural Practice and Management)

NOMINATED SUPPLIER    A specialist, merchant, tradesman nominated by the architect  
to supply materials or goods to the main contractor.  
(See Clause 28, R.I.B.A. Standard Form of Contract.)  
(R.I.B.A. Handbook of Architectural Practice and Management)

OBSTETRICS

That branch of medicine and surgery dealing with the care of women during pregnancy, childbirth, and puerperium.

Specialist is an Obstetrician.

(The British Medical Dictionary)

The care of women in pregnancy and childbirth.

(Hosp. Admin. Staff College - A Hospital Glossary).

OPERATIONAL POLICY A statement of the general rules and principles indicating how the hospital or department, etc. is intended to function.

OPERATIONAL RESEARCH The attack of modern science on complex problems arising in the direction and management of large systems of men, machines, materials and money in industry, business, government and defence. The distinctive approach is to develop a scientific model of the system, incorporating measurements of factors such as change and risk, with which to predict and compare the outcomes of alternative decisions, strategies or controls. The purpose is to help management determine its policy and actions scientifically. (No. A7005 - B.S. 3138 : 1959)

OPERATION TIME

The time taken to select, prepare and execute an operation, usually an arithmetical or logical operation, e.g. addition, subtraction, multiplication, comparison time.

Note 1. In quoting operation times it is always desirable to indicate whether or not access to storage of instructions or data has been taken into account, and if so, in what way.

Note 2. The overall time to complete a run may be related only indirectly to the sum of individual operation times; for example, the interval between initiating successive operations may be much less than one operation time due to the overlapping of operations.

(No. 35006 - B.S. 3527 : 1962)

OPHTHALMOLOGY

Surgery of the eye, with sight-testing as a secondary function.

Specialist physician is an oculist.

Specialist surgeon is an ophthalmologist.

- OPHTHALMOLOGY That branch of medical science which deals with the diseases and refractive errors of the eye.  
(The British Medical Dictionary)
- The study of disorders of the eye.  
(Hosp. Admin. Staff College - A Hospital Glossary).
- OPTICIAN A non-medical person trained to test sight and fit spectacles and contact lenses, may teach eye exercises.
- ORTHODONTICS The straightening of displaced teeth.  
(Hosp. Admin. Staff College - A Hospital Glossary).
- ORTHOPAEDICS The surgery of bones and joints.  
(Hosp. Admin. Staff College - A Hospital Glossary).
- ORTHOPAEDIC SURGERY That part of surgery which deals with the abnormalities, diseases, and injuries of the loco-motor system.  
(The British Medical Dictionary)
- ORTHOPTICS The treatment of defects of vision by exercises, often involving the use of specialised equipment.  
(Hosp. Admin. Staff College - A Hospital Glossary)
- OTOLOGY That branch of medicine which deals with the science and treatment of aural diseases.  
(The British Medical Dictionary)
- OTORHINOLARYNGOLOGY That branch of medical science which deals with the structure, functions, and diseases of the ear, nose and larynx.  
(The British Medical Dictionary)

OUTPUT

1. The process of transferring data from an internal store to an external store or to peripheral equipment.

2. The data so transferred.

(No. 23102 - B.S. 3527 : 1962)

OUTPUT UNIT

That portion of an automatic data processing system used only for output.

(No. 34003 - B.S. 3527 : 1962)

OVERHAUL (Recondition, refit, rebuild) A comprehensive examination and restoration

of a facility, or a major part thereof, to an acceptable standard.

(No. 27 - B.S. 3811 : 1964)

OVERTIME

That part of attendance time which is spent by a worker at the place or places of employment in excess of or outside the normal working day or week.

(No. A4002 - B.S. 3138 : 1959)

PACK (Deck, U.S.A.)

In punched card usage. A collection of punched cards bearing data for a particular run.  
(No. 36301 - B.S. 3527 : 1962)

PAEDIATRICS

The medical care of children.  
(Hosp. Admin. Staff College - A Hospital Glossary)

PANEL

A distinct portion of a floor, roof slab or wall supported by a frame, or self-supported.  
(No. 40011 - B.S. 3589 : 1963)

PARAMETER

1. A quantity whose value specifies or partly specifies the process under consideration or the values of other quantities.
  2. A quantity which changes relatively infrequently during a computation; in particular, in a routine, a quantity which may be given a different value each time the routine is used, but which remains unchanged throughout any one such use.
- (No. 21010 - B.S. 3527 : 1962)

PARTITION

A wall whose primary function is to divide space within a building or structure.  
(No. 40012 - B.S. 3589 : 1963)

PARTY LINE

A subscriber's line connecting two or more subscribers' installations to an exchange.  
(No. 71110 - B.S. 204 : 1960)

PATHOLOGIST

A doctor specializing in one of the branches of pathology; most hospital laboratories have at least the following divisions, staffed by technicians of various grades:-  
Haematology = the study of the blood.  
Bacteriology ) = the study of bacteria and other living  
Microbiology ) = organisms.  
Biochemistry = the study of the chemistry of the bodily processes  
Histology = the study of tissue removed from patients.  
(Hosp. Admin. Staff College - A Hospital Glossary)



PERFORMANCE SPECIFICATION A specification which describes what is required of an article or arrangement but does not describe how it is to be designed to any degree.  
(R.I.B.A. Handbook of Architectural Practice and Management)

PERMIT TO WORK A signed document, authorizing access to a facility, which must define conditions, including safety precautions, under which work may be carried out. This may include a document signed on completion of maintenance, stating that a facility is safe and ready for use.  
(No. 28 - B.S. 3811 : 1964)

PHOTO-CONDUCTIVE CAMERA TUBE A camera tube in which the photo-sensitive electrode is photo-conductive. (Examples: Vidicon, Staticon).  
(No. 74104 - B.S. 204 : 1960)

PHOTO-EMISSIVE CAMERA TUBE A camera tube in which the photo-sensitive electrode is photo-emissive. (Examples: Iconoscope, Emitron, Image Iconoscope, Super-emitron, Photicon, Orthicon, C.P.S. Emitron, Image-orthicon).  
(No. 74103 - B.S. 204 : 1960)

PHYSIOTHERAPY Treatment by physical means i.e. massage, exercises, heat and electricity. )  
O/T = Occupational Therapy: treatment by ) known  
purposeful activity related to therapeutic ) collectively as  
need e.g. weaving to exercise the wrist and ) the Department  
fingers. ) of Physical  
Remedial Gymnastics: treatment by gymnasium ) Medicine.  
exercises. )  
(Hosp. Admin Staff College - A Hospital Glossary).

PICTURE In monochrome television. The displayed television image containing the whole of the transmitted information.  
(No. 74125 - B.S. 204 : 1960)

- PICTURE BLACK In television. The signal level corresponding to the blackest part of the material to be transmitted.  
(No. 74129 - B.S. 204 : 1960)
- PICTURE SIGNAL The signal which conveys the picture information, as generated by the scanning device.  
(No. 74125 - B.S. 204 : 1960)
- PICTURE WHITE In television. The signal level corresponding to the lightest (or whitest) part of the material to be transmitted.  
(No. 74130 - B.S. 204 : 1960)
- PLANNED MAINTENANCE Work organised and carried out with forethought, control and records.  
(No. 29 - B.S. 3811 : 1964)
- PLANNING The process of determining a course of action to achieve a desired result.  
(R.I.B.A. Handbook of Architectural Practice and Management)
- PLASTIC EFFECT An appearance of relief in the reproduced picture due to distortion of the picture signal.  
(No. 74175 - B.S. 204 : 1960)
- PLASTIC SURGERY Repair and reconstruction of injured tissues and congenital defects. Work done on the face and breasts is classified as cosmetic.
- PLATFORM -LIFT A lift for the transport of materials, with a platform which has insufficient body-work for the attachment of a gate or door.  
(No. 10103 - B.S. 205 : Part 7 : 1943)
- PLOT RATIO The relationship between the area of the building to be provided and the area of site available for building. Since to hospital projects it includes all building, not only that sited above ground, it is a modification of the ratio originally established by the Ministry of Housing and Local Government and used by the G.L.C. as a means of arriving at a standard of density of building.

- POLICY The general rules and principles laid down to limit and guide all the operational decisions which are to be made in an organisation. (R.I.B.A. Handbook of Architectural Practice and Management)
- POSITION TOLERANCE An allowance for the lack of accuracy which must be accepted for the positioning of a component on site. (M.o.H. Hospital Design Note 1 - Feb. 1964)
- PRE-ASSEMBLED Fixed together on or off the site before incorporation into a building or structure. (No. 70022 - B.S. 3589 : 1963)
- PRECAST Cast on or off the site before incorporation into a building or structure. (No. 70023 - B.S. 3589 : 1963)
- PREFABRICATED Fabricated on or off the site before incorporation into a building or structure. (No. 70024 - B.S. 3589 : 1963)
- PRELIMINARY SITE APPRAISAL An outline investigation of possible sites to determine the final choice of site. This should include an analysis of relationships to Local Authority and G.P. Services, communication routes, public transport facilities, demographic and geographic factors. It should include outline investigations on the physical capacity of the site, Planning Act implications, facilities for access, transport services, noise and whether the public authorities will be able to meet the probable requirements for water, electricity and gas supplies and sewage disposal. (Extracts from M.o.H. Hospital Building Note 1)
- PREVENTIVE MAINTENANCE (This means planned preventive maintenance). Work which is directed to the prevention of failure of a facility. (No. 30 - B.S. 3811 : 1964)

PRINTER

A machine which produces a printed record of the data with which it is fed.

(No. 38001 - B.S. 3527 : 1962)

PROCEDURE

The plan for a series of related activities specifying the sequence of different operations necessary, and the materials and equipment used in each.

(R.I.B.A. Handbook of Architectural Practice and Management)

PROCESS CHARTS

Charts in which a sequence of events is portrayed diagrammatically by means of a set of process chart symbols to help a person to visualize a process as a means of examining and improving it.

(No. 21101 - B.S. 3138 : 1959)

PRODUCTION PLANNING AND CONTROL

Procedures and means by which manufacturing programmes and plans are determined, information issued for their execution and data collected and recorded to control manufacture in accordance with the plans.

(No. A7001 - B.S. 3138 : 1959)

PRODUCTION STUDY

A continuous study of relatively lengthy duration, often extending over a period of one or more shifts, taken with the object of checking an existing or proposed standard time, or obtaining other information affecting the rate of output.

(No. 36014 - B.S. 3138 : 1959)

PROGRAMME

An expression of a plan related to time and to the resources required. It includes such a plan covering a number of similar projects rather than their separate organisation.

(R.I.B.A. Handbook of Architectural Practice and Management)

A set of instructions, expressions and any other necessary data for controlling a computer run.

(No. 24101 - B.S. 3527 : 1962)

PROGRAMME (TO) To devise a programme. In addition to the construction of a main programme, programming may involve: analysis of the problem, preparation of a flow diagram, preparing, testing and developing sub-routines, assignment of locations, specification of input and output formats, incorporation of a computer run into a complete data processing system.  
(No. 24102 - B.S. 3527 : 1962)

PROGRAMME EVALUATION RESEARCH TECHNIQUE (P.E.R.T.) A technique involving the drawing of a network of all the interconnected activities needed to attain a certain objective, together with their estimated minimum, maximum and probably times, to discover which are the longest chain of activities.  
(Operational Research term)  
(R.I.B.A. Handbook of Architectural Practice and Management)

PROGRESS CONTROL The means whereby a continuous check is kept on the actual progress of a project and, when this deviates from the programme originally drawn up, provides an indication as to where and what action is necessary.  
(R.I.B.A. Handbook of Architectural Practice and Management)

PROJECT

1. A 'network' of 'events' and 'activities'  
(Operation Research term)
2. An architectural commission.  
(R.I.B.A. Handbook of Architectural Practice and Management)

PROJECTION TELEVISION A system in which an image, usually enlarged, of the television picture is projected optically on to the viewing screen.  
(No. 74163 - B.S. 204 : 1960)

PROTECTIVE MATERIAL Material which is used to provide protection against ionizing radiation.  
(No. 4413 - B.S. 2597 : Section 4 : 1955)

PSYCHIATRY

The medical treatment of mental disorder.  
(Hosp. Admin. Staff College - A Hospital Glossary).

The study of diseases and disorders of the mind.  
(The British Medical Dictionary)

Treatment of diseases and disorders of the mind by use of drugs,  
electro-shock and psychotherapy.  
Specialist is a psychiatrist.

PSYCHOLOGY

That branch of science which deals with the mind and mental  
processes.

Specialist is a psychologist.  
(The British Medical Dictionary)

PUBLIC CALL-OFFICE

A telephone station available for the use of the public on  
payment of a fee, which may be deposited in a coin box or  
paid to the attendant.

(No. 71105 - B.S. 204 : 1960)

PUNCHING STATION

That part of a card track where a punched card is punched.  
(No. 36305 - B.S. 3527 : 1962)

PUPIL MIDWIFE

A nurse (often already state registered) undertaking a training  
course laid down by the Central Midwives Board (C.M.B.) in order  
to become a State Certified Midwife (S.C.M.).

(Hosp. Admin. Staff College - A Hospital Glossary)

PUPIL NURSE

A nurse undertaking a 2 year, predominantly practical training  
for the roll maintained by the G.N.C.

(Hosp. Admin. Staff College - A Hospital Glossary)

QUALITY CONTROL

Procedures and means (including sampling methods based on statistical principles) of measuring and maintaining the quality of products.

(No. A7004 - B.S. 3138 : 1959)

QUARTER-LANDING (Quarter Space Landing) A landing at which a quarter-turn ( $90^\circ$ )

is made between two flights of stairs.

(No. 30027 - B.S. 3589 : 1963)

- RADIATION The emission of radiant energy by an X-ray tube, by radio-active substances, or by other sources.  
(No. 10430 - B.S. 205 : Part 7 : 1943)
- RADIATION DANGER ZONE A zone within which the maximum permissible constant dose rate or concentration is exceeded.  
(No. 4406 - B.S. 2597 : Section 4 : 1955)
- RADIATION HAZARD The danger to health arising from exposure to ionizing radiation. It may be due to external irradiation or to radiation from radio-active materials within the body.  
(No. 4401 - B.S. 2597 : Section 4 : 1955)
- RADIANT-HEAT THERAPY The treatment of diseases by visible radiation of wavelengths between 7000 Angstrom Units and 4000 Angstrom Units.  
(No. 10503 - B.S. 205 : Part 7 : 1943)
- RADIATION MONITOR A device for measuring radiation in order to assess the radiation hazard.  
(No. 4409 - B.S. 2597 : Section 4 : 1955)
- RADIATION SURVEY An investigation of those factors associated with an installation or process which could give rise to a radiation hazard.  
(No. 4402 - B.S. 2597 : Section 4 : 1955)
- RADIATION TRAP An indirect means of access to a room containing an installation which gives rise to radiation hazard. It is intended to permit freedom of access while ensuring that workers in adjacent regions cannot be exposed to more than the maximum permissible constant dose rate.  
(No. 4414 - B.S. 2597 : Section 4 : 1955)
- RADIOGRAPH An image produced on a photographic plate, film or paper by the action of X-rays or gamma rays.  
(No. 10433 - B.S. 205 : Part 7 : 1943)



RADIOGRAPHER A person without medical qualifications, who has specialised in the practice of making radiographs for either medical or industrial purposes.

(No. 10434 - B.S. 205 : Part 7 : 1943)

A technician trained in the use of X-ray and similar plant.  
(Hosp. Admin. Staff College - A Hospital Glossary).

RADIOLOGIST A specialist in the use of X-rays and/or radio-active substances for either medical purposes (Medical radiologist, a registered medical practitioner) or industrial purposes (industrial radiologist).

(No. 10432 - B.S. 205 : Part 7 : 1943)

A doctor specialising in the use of X-rays in diagnosis and treatment.

(Hosp. Admin. Staff College - A Hospital Glossary).

RADIOLOGY The science and practice of X-rays, radium rays, and/or allied radiation.

(No. 10431 - B.S. 205 : Part 7 : 1943)

RADIO-THERAPY The treatment of diseases by radiation.

(No. 10501 - B.S. 205 : Part 7 : 1943)

A department found in a limited number of hospitals only, which makes use of X-rays and radio-active substances therapeutically.

(Hosp. Admin. Staff College - A Hospital Glossary)

RATE PER SQUARE FOOT This is used in calculating the cost of areas other than basic accommodation. Measurement of the area is to the internal face of external walls.

(M.o.H. Hospital Building Note 2 - 1961)

RATING (noun)

- The numerical value or symbol used to denote the rate of working.
- a. Loose rating                      An inaccurate rating which is too high.
  - b. Tight rating                      An inaccurate rating which is too low.
  - c. Inconsistent ratings            A mixture of loose, tight and accurate ratings.
  - d. Flat ratings                      A set of ratings in which the observer has under-estimated the variations in the worker's rate of working.
  - e. Steep ratings.                    A set of ratings in which the observer has over-estimated the variations in the worker's rate of working.

(No. 34012 - B.S. 3138 : 1959)

RATING SCALE

The series of numerical indices given to various rates of working. The scale is linear. The three most commonly used scales start at zero and take 80, 100, 133 respectively as the numerical value of Standard Rating.

(No. 34013 - B.S. 3138 : 1959)

READING STATION (Sensing Station) That part of a card track where the data on a punched card is read.

(No. 36306 - B.S. 3527 : 1962)

REFERENCE SYSTEM

A system of lines, points and planes to which measurements and positions of building components may be related.

(M.o.H. Hospital Design Note 1 - Feb. 1964)

REGISTER

A store, usually of one-word capacity and generally intended for some special purpose or purposes in a computer.

(No. 34005 - B.S. 3527 : 1962)

REGISTRAR

A very important middle grade post normally held for 2 years. A registrar is responsible to a Consultant for the day to day care of his patients: he may already possess a higher qualification or be studying for one.

(Hosp. Admin Staff College - A Hospital Glossary)

RELIABILITY The ability of a component, device unit of equipment or functional section of a system to perform to a specified standard when required, without remedial action.

Note 1. Great care is needed when discussing reliability to ensure that comparisons are valid.

Note 2. Reliability may be measured as the probability of no failure in a specified period, with the usual difficulties of applying a statistical measure to an individual.

Note 3. Reliability is sometimes appraised in terms of the mean time between failures and the mean repair time.

(No. 25001 - B.S. 3527 : 1962)

REVERSE COMPATIBILITY Of a colour television system. The attribute which permits a colour television receiver to reproduce a monochrome picture from a transmitted monochrome signal.

(No. 74205 - B.S. 204 : 1960)

ROOF The construction enclosing a building or structure from above.

(No. 40013 - B.S. 3589 : 1963)

ROOF SLAB A slab forming the continuous loadbearing structure of a roof and spanning between supports.

(No. 60078 - B.S. 3589 : 1963)

RESOURCES Those things which are necessary for carrying out an activity whether they be men, machines, materials or money.

(R.I.B.A. Handbook of Architectural Practice and Management)

RESOURCE ALLOCATION AND MULTI-PROJECT SCHEDULING (R.A.M.P.S.) A technique which is a development of C.P.M. and P.E.R.T. and is appropriate where resources are limited or for the planning of several projects which need to be carried out simultaneously.

(Operational Research term)

(R.I.B.A. Handbook of Architectural Practice and Management)

RESPONSIBILITY

Essentially responsibility is the quality of persons, it is an emotion. It does not make sense to say that a typewriter, or a desk, or a cupboard, is responsible. It is only people who can have the feeling of responsibility. The act of preparing terms of reference or of defining areas of accountability does not automatically produce responsibility in the person occupying the position. It is a quality which has to be developed and nurtured carefully over a long period. We are very apt to confuse accountability with responsibility. We can, to an extent, define the things for which the person may be held accountable, but we can only judge the extent of a person's responsibility by his performance. In this sense, responsibility does not exist until a person's actions cause it to come into being.

(Hosp. Admin. Staff College - Project 2)

RHINOLOGY

The branch of medical science concerned with the nose and the diseases affecting it.

(The British Medical Dictionary)

ROUTINE

A term used to designate the whole or a part of a programme.

(No. 24103 - B.S. 3527 : 1962)

SAMPLING

Connecting a representation of a variable to an automatic data processing system intermittently. Samples may be repeated randomly in time or at regular time intervals; the duration of the sample may or may not be long enough for appreciable change of the quantity being sampled to occur.

Note 1. When the sample is sufficiently short the process is equivalent to quantization of the time variable.

Note 2. Sampling is often required in process control equipment using time sharing.

Note 3. In statistics the term sampling and its derived terms are used in various closely defined senses which are beyond the scope of this glossary.

(No. 23207 - B.S. 3527 : 1962)

SCANNER

In data-processing. A device which automatically samples the state of various processes or physical conditions and transfers the quantities obtained to a recorder or control device.

(No. 34029 - B.S. 3527 : 1962)

SCANNING

In television.

1. In transmission. The process of analysing the scene or object into picture elements which are then represented in succession by the magnitudes of an electric signal.

2. In reception. The process of building up the image from elements derived in succession from the received signal.

(No. 74115 - B.S. 204 : 1960)

SCHEDULE

A tabular or classified description or definition for specific performance, form, quality, quantity, purpose, etc. of value where a number of items of like kind is to be described and recorded.

(R.I.B.A. Handbook of Architectural Practice and Management)

SCHEDULE OF ACCOMMODATION

Details of the accommodation required, measured between walls. This should be expressed in terms of basic accommodation, additional accommodation and circulation.

(M.o.H. Hospital Building Note 2 - 1961)

SECTION

Building material formed to a definite cross section but of unspecified length. Sections are usually manufactured by a continuous process such as rolling, drawing, extruding or machining. Examples are angles, bars, tubes, battens, wire, cable.  
(No. 10005 - B.S. 3589 : 1963)

Building material formed to a definite cross-section but of unspecified length. (e.g. joists, tubes, pipes).  
(M.o.H. Hospital Design Note 1 - Feb. 1964)

SECTION 5 BED (PATIENT) Private pay-bed provided under Section 5 of the N.H.S. Act of 1946.

(Hosp. Admin. Staff College - A Hospital Glossary)

SELECTION RATIO In a process of reading (or writing). The ratio of the magnitude of the read (or write) pulse which switches a magnetic cell to the magnitude of the largest pulse experienced by the cell when it is not being read (or set).

(No. 33505 - B.S. 3527 : 1962)

SEMI-AUTOMATIC CONTROL A method of control in which the momentary manual operation causes the car to start and to continue to travel in the direction corresponding to the button pressed, until stopped by the pressing of a 'stop' button or by the terminal limit switch.

(No. 10158 - B.S. 205 : Part 7 : 1943)

SEMI-DUAL CONTROL A method of alternative control applied primarily to single speed lifts having automatic control so arranged that the landing call pushes may be employed either to call the lift-car or to actuate the call-indicator but not both at the same time.

(No. 10161 - B.S. 205 : Part 7 : 1943)

SENIOR HOUSE OFFICER (S.H.O.) AND HOUSE OFFICER (H.O.) Junior resident posts held for 12 months and 6 months respectively. House Officers are often pre-registration interns i.e. they are doing their compulsory 12 months in recognised hospital posts before becoming legible for full registration by the General Medical Council (G.M.C.)

(Hosp. Admin. Staff College - A Hospital Glossary)

SENIOR NURSING STAFF include Sisters, Charge Nurses (male Sisters), Departmental Sisters (i/c departments such as out-patients and theatre), Night Superintendent (i/c the hospital at night), Midwifery Superintendent (i/c a maternity department), Principal Tutor and Tutors, Assistant Matron(s), Deputy Matron (large hospitals only) and, of course, Matron herself.  
(Hosp. Admin. Staff College - A Hospital Glossary).

SENIOR REGISTRAR A post normally held for at least 4 years by a doctor who is in the final stages of training to become a Consultant.  
(Hosp. Admin. Staff College - A Hospital Glossary)

SERVICES Installations for (1) the introduction into and distribution within a building or structure of water, air, gas, liquid fuel, electricity, heat or other sources of energy (2) the disposal of waste from a building or structure or (3) fire-fighting within a building or structure. The term does not apply to lifts, escalators or similar mechanical equipment.  
(No. 70025 - B.S. 3589 : 1963)

SERVICE-LIFT A lift so constructed, as regards size or otherwise, as to render it impracticable for use to transport a person.  
Note The serving level is usually above the floor level.  
(No. 10102 - B.S. 205 : Part 7 : 1943)

SHORT-WAVE THERAPY The treatment of diseases by heat generated in a patient's body placed in an alternating field of electric force of frequency such that the wavelengths range from approximately 3 to 30 metres.  
(No. 10506 - B.S. 205 : Part 7 : 1943)

SIMULATION The representation of one system by means of another. In particular, the representation of physical phenomena by computers, other equipment or models, to facilitate the study of such systems or phenomena, to train operators, etc.  
(No. 10005 - B.S. 3527 : 1962)

SINUSOIDAL THERAPY The treatment of diseases by alternating current.  
(No. 10507 - B.S. 205 : Part 7 : 1943)

SITE COVER The proportion of the site covered by building. It is necessary to provide a certain amount of free site for access, horizontal growth of buildings, amenities and possible re-development. In rural areas on sites developed to a low plot ratio, site cover can be in the region of 20 - 25%, this figure will rise in urban areas, on sites of high plot ratios to 40 - 50%. Generally site cover values in excess of 40% should be avoided.

SITE FEASIBILITY STUDIES The evaluation of the sites available, considering their physical suitability to contain the hospital development, their functional suitability (e.g. that the resources are in the best position for the catchment area) and that they are economically viable (e.g. maximum use is being made of capital and revenue sums allocated for the resources in the catchment area).

SITE PLAN A plan of the land proposed for building upon.

SITE UTILIZATION STUDIES Consideration of plot ratio and site coverage in relation to the total functional units, and consideration of the shape of the building in relation to the size of the project, the operational policies, the engineering policy, the communications systems and the comprehensive site survey.  
Consideration of the best ways of relating the area of the building to be provided with the area of the site available (plot ratio) and consideration of suitable shapes for the building so that the site cover is not too high a proportion of the total site area.

SKETCH PLANS A presentation of the preliminary design to the client in a form which helps him to understand the problem and its solution.  
(R.I.B.A. Handbook of Architectural Practice and Management)



- SKETCH PLANS (CONT.) These drawings may be plans only or may also include elevations and sections.  
The drawings are usually done to 1/8" or 1/16" scale.  
Position of doors and windows will generally be shown.
- SOFFIT An exposed under-surface, including that of a ceiling.  
(No. 60082 - B.S. 3589 : 1963)
- SORTER A machine having reading facilities and several pockets.  
According to the punching which is read, the card is fed to the corresponding pocket.  
(No. 36410 - B.S. 3527 : 1962)
- SPECIAL CLINIC The section of the out-patients department dealing with venereal diseases.  
(Hosp. Admin. Staff College - A Hospital Glossary)
- SPOT PUNCH A card punch for punching single holes: it somewhat resembles a pair of pliers, and is operated by one hand while the card being punched is held in the other.  
(No. 36402 - B.S. 3572 : 1962)
- STACKER (Receiver) A part of a machine where punched cards are deposited after passing through the machine.  
(No. 36306 - B.S. 3527 : 1962)
- STAFF NURSE A nurse who has completed this training and become a State Registered Nurse (S.R.N.)  
(Hosp. Admin. Staff College - A Hospital Glossary)
- STAIRCASE A series of steps or stairs with or without landings, including necessary handrails and balustrades and giving access from floor to floor.  
(No. 40028 - B.S. 3589 : 1963)
- STAIR WELL A space around which a staircase is disposed.  
(No. 30045 - B.S. 3589 : 1963)

STANDARDS

Agreed definitions of

1. Functional requirements for materials or parts of buildings or for complete buildings.
2. Size, shape, properties and quality of building materials and components of buildings.

(R.I.B.A. Handbook of Architectural Practice and Management).

STATE ENROLLED NURSE (S.E.N.) A nurse who has completed this training and been admitted to the roll.

(Hosp. Admin. Staff College - A Hospital Glossary)

STATEMENT OF NEED The requirements of the hospital or department in order to satisfy the demands of the catchment area to be served, commensurate with the existing provisions of medical services, the relationship to other hospitals, regional facilities and community health services, and the relationship to adjoining regional facilities.

STATIC BRUSH The brush discharge as used in the treatment of disease.

(No. 10516 - B.S. 205 : Part 7 : 1943)

STATIC INDUCED CURRENT In the treatment of diseases. The charging and discharging current of Leyden jars, or other capacitors, which is passed through a patient.

(No. 10517 - B.S. 205 : Part 7 : 1943)

STATIC-WAVE CURRENT In the treatment of diseases. The current resulting from the sudden periodic discharging of a patient who has been raised to a high potential by means of an electro-static generator.

(No. 10518 - B.S. 205 : Part 7 : 1943)

STORAGE CORE A core of magnetic material with a high ratio of residual to saturated flux density, and a threshold value of magnetizing force below which switching does not occur.

(No. 33402 - B.S. 3527 : 1962)

STOREY

The space between two floors or between a floor and a roof.

Note It is recommended that this term be used in preference to floor, alone and in compound terms, for referring to the space as distinct from its lower bounding surface or structure. Basement storeys are numbered downwards 'first basement' being the first below ground level, and so on. A multi-storey building is usually described in terms of the number of storeys above ground. For precision, it is advisable to enumerate in detail, for example: A building with two basement storeys, five storeys above ground, and a tank room and lift motor room on the roof.

(No. 30046 - B.S. 3589 : 1963)

STOREY HEIGHT

The vertical distance from a finished floor level to the next finished floor level.

Note The term has special statutory definitions.

(No. 80016 - B.S. 3589 : 1963)

STRUCTURE

An organized combination of connected units constructed to perform a function or functions requiring some measure of rigidity.

Note A structure need not necessarily provide shelter from the weather.

(No. 10006 - B.S. 3589 : 1963)

STUDENT NURSE

A nurse undertaking a 3 year training course for one of the registers maintained by the General Nursing Council (G.N.C.).

(Hosp. Admin. Staff College - A Hospital Glossary)

STUDIO

A room or hall acoustically treated and equipped for broadcasting.

(No. 75001 - B.S. 204 : 1960)

SUBSCRIBER'S EXTENSION STATION

A station subsidiary to a subscriber's main station or branch exchange. Both incoming and outgoing calls may or may not depend upon the intervention of the main station, or branch exchange.

(No. 71104 - B.S. 204 : 1960)

SUBSTRUCTURE The part of a building or structure below the level of the adjoining ground.

(No. 10008 - B.S. 3589 : 1963)

SYSTEM OF BUILDING Building in which the method of construction and the production drawings it requires are largely or completely determined before the preliminary design of individual projects, in order to achieve continuity of demand on manufacturers and/or contractors.

(R.I.B.A. Handbook of Architectural Practice and Management)

TABULATOR (Accounting Machine) A machine which reads data from a medium, e.g. cards, punched tape, magnetic tape, and produces lists, tables or totals.

(No. 36413 - B.S. 3527 : 1962)

TEAM WORK

Work done by a number of workers in close association, each worker contributing towards a completed unit of production. Individual work opportunities depend on work balancing and the collective output of the team.

(No. 36003 - B.S. 3138 : 1959)

TELEPHONY

A system of telecommunication set up for the transmission of speech or other sounds.

(No. 71001 - B.S. 204 : 1960)

TELEVISION

The art of instantaneously producing at a distance a transient visible image of an actual or recorded scene by means of an electrical system of communication, with or without its accompanying sound. The term is also used adjectivally.

(No. 74101 - B.S. 204 : 1960)

TELEVISION TUBE

A cathode ray tube specifically designed for the reproduction of television images.

(No. 74162 - B.S. 204 : 1960)

TEST

To compare with an acceptable standard by suitable or defined means, whilst the facility is operational.

(No. 36 - B.S. 3811 : 1964)

THORACIC SURGERY

Surgery of the chest.

(Hosp. Admin. Staff College - A Hospital Glossary).

TIME SCALE

In the use of a computer in which time represents the independent variable. The solution time which corresponds to one unit of time in the physical system whose behaviour is being studied. When the time scale is greater than one, the operation is said to be on an extended time scale, or slow-time scale; when less than one, to be on a fast-time scale. When the time scale is equal to one, real-time working results.

(No. 41001 - B.S. 3527 : 1962)

TIME STUDY A work measurement technique for recording the times and rates of working for the elements of a specified job carried out under specified conditions, and for analysing the data so as to obtain the time necessary for carrying out, the job at a defined level of performance.

(No. 31001 - B.S. 3138 : 1959)

TOLERANCE The difference between the upper and corresponding lower limit of the actual size of a component.

(M.o.H. Hospital Design Note 1 - Feb. 1964)

TRADITIONAL BUILDING The basis of design, organisation and execution of building which have come to be recognised as normal practice over a considerable period in any country or region.

(R.I.B.A. Handbook of Architectural Practice and Management).

TRANSFER TIME Of a store. The time interval between the instant the transfer of data to or from the store commences and the instant it is completed.

(No. 35008 - B.S. 3527 : 1962)

TRAVEL The distance between the bottom and top lift-landings served.

(No. 10108 - B.S.205 : Part 7 : 1943)

TRIAL DEVELOPMENT CONCEPTS Different development plans which are drawn and thus appraised for feasibility.

Trial development plans which can be appraised for feasibility.

ULTRA-VIOLET THERAPY The treatment of diseases by ultra-violet radiation of wavelengths between 4000 Angstrom Units and 2500 Angstrom Units.  
(No. 10502 - B.S. 205 : Part 7 : 1943)

UNIT Building material which is formed as a single article complete in itself, but which is intended to be part of a compound unit or building or structure. Examples are brick, block, tile, lintel.  
(No. 10009 - B.S. 3589 : 1963)

Building material formed as a simple article with all three dimensions specified, complete in itself but intended to be part of a compound unit or complete building.  
(M.o.H. Hospital Design Note 1 - Feb. 1964)

UNOCCUPIED TIME The period during machine - or process - controlled time, when a worker is neither engaged on inside work nor in taking authorized rest, the time for carrying out the work being calculated at a defined performance (usually standard performance).  
(No. A4008 - B.S. 3138 : 1959)

URGENT FLAG Orange slips of paper which, in exceptional cases, are pinned to the top edge of files or grids as a warning that the papers must be handled quickly and given priority.  
(Ministry of Health - Notes for Newcomers)

UROLOGY The study of the urinary system.  
(The British Medical Dictionary).

The study of diseases of the male genito-urinary system.  
(Hosp. Admin. Staff College - A Hospital Glossary).

USER Anyone for whom a facility performs its function.  
(No. 37 - B.S. 3811 : 1964)

USER REQUIREMENTS The areas of accommodation, the activities for which a building is required, and the quality and standards it should achieve, as stated by the client.  
(R.I.B.A. Handbook of Architectural Practice and Management)

VARIATION

The alteration or modification of the design, quality or quantity of the work as shown in the Contract Drawings and described by or referred to in the Contract Bills.

(R.I.B.A. Handbook of Architectural Practice and Management).

VENEREOLOGY

The branch of medicine devoted to the study and treatment of venereal disease.

Specialist is a Venereologist, and deals with all sexually-transmitted infections.

(The British Medical Dictionary).

VERIFIER

A machine for checking the accuracy of a transcription of data, usually by comparison with a re-transcription.

(No. 36407 - B.S. 3527 : 1962)



WAITING TIME

The part of attendance time, other than unoccupied time, during which the worker is available but is prevented from working. Waiting time may be analysed under the headings Department Responsible (DR) and Department Not Responsible (DNR).

(No. A4006 - B.S. 3138 : 1959)

Of a store. The time interval between the instant the control unit calls for a transfer of data to or from the store and the instant the transfer commences.

(No. 35007 - B.S. 3527 : 1962)

WALL

A vertical construction (i) enclosing a building or structure or (ii) dividing the internal space of a building or structure or (iii) serving as a fence when of heavy construction.

(No. 40029 - B.S. 3589 : 1963)

WARD

A group of beds superintended by a charge nurse or sister.

("Ward Complexes - a modern approach" by Gainsborough H. and Gainsborough J. - British Hospital Journal & Social Service Review - Jan. 13th , 1967).

An apartment or division in a hospital or lunatic asylum, containing a certain number of beds, or allocated to a particular class of patients.

(Shorter Oxford English Dictionary)

WARD COMPLEX

A number of wards grouped together by functional rather than space determinants. The subdivision of wards is naturally into bays or bedrooms defined by the number of patients they hold.

("Ward Complexes - a modern approach" by Gainsborough H. and Gainsborough J. - British Hospital Journal & Social Service Review - Jan. 13th 1967)

WHITE LEVEL

In positive transmission, the maximum permissible level of the picture signal.

(No. 74149 - B.S. 204 : 1960)

WORK CYCLE The sequence of elements which are required to perform a job or to yield a unit of production. The sequence may sometimes include occasional elements.  
(No. 32003 - B.S. 3138 : 1959)

WORKING DAY/WEEK The normal daily or weekly hours as agreed in the local situation or within the industry and beyond which overtime rates of wages may be payable.  
(No. A4001 - B.S. 3138 - 1959)

WORKING DRAWINGS A generic term for constructional design and production drawings. i.e. Constructional design drawings - drawings used by the architect and his co-designers to establish, test and predict what the building is to be made of, and to make sure that the form and material of every part of the building has been considered and decided. Production drawings - drawings containing information which must be abstracted from the constructional design drawings to tell all the manufacturers and sub-contractors and the main contractor concerned with the building what particular part they have to make, how to make it and how to put it together with all the other parts. (R.I.B.A. Handbook of Architectural Practice and Management).

WORKPLACE LAYOUT A convenient term used to describe the space and the arrangement of facilities and conditions provided for a worker in the performance of a specified job.  
(No. 22302 - B.S. 3138 : 1959)

WORK MEASUREMENT The application of techniques designed to establish the time for a qualified worker to carry out a specified job at a defined level of performance.  
(No. 10003 - B.S. 3138 : 1959)

WORK STUDY A generic term for those techniques, particularly Method Study and Work Measurement, which are used in the examination of human work in all its contexts, and which lead systematically to the

WORK STUDY (CONT.) investigation of all the factors which affect the efficiency and economy of the situation being reviewed, in order to effect improvement.

(No. 10001 - B.S. 3138 : 1959)

WORKING TIME Time taken to do the work including authorized relaxation

(No. A4007 - B.S. 3138 : 1959)

ABBREVIATIONS

Ac.	:	Acute
Aet (at)	:	Aetatis, aged.
A & D	:	Admission and Discharge (register)
A & C Staff	:	Administrative and Clerical Staff.
A.S.C. Staff	:	Ancillary Staffs (Whitley) Council Staff : i.e. Porters, domestics, cooks, etc.
A/L	:	Annual Leave
A.C.	:	Appliance Centre
A.L.A.C.	:	Artificial Limb and Appliance Centre
A.G.D.	:	Accountant General's Department (Ministry of Health)
A.C.O.S.	:	American College of Osteopathic Surgeons
A.C.P.	:	American College of Physicians.
A.C.S.	:	American College of Surgeons.
A.C.S.I.	:	American Cancer Society Inc.
A.C.S.M.H.	:	Association of Clerks and Stewards of Mental Hospitals.
A.C.S.N.	:	Association of Collegiate Schools of Nursing.
ACTH.	:	Adrenocorticotropic hormone.
A.D.M.S.	:	Assistant Director of Medical Services.
A.I.H.A.	:	Associate of the Institute of Hospital Almoners.
A.I.O.W.	:	Association of Independent Optical Wholesalers.
b.d.s.	:	bis per diem sumendum, to be taken twice daily.
Ba.	:	Barium (meal)
B.C.	:	Borough Council
(B).D.U.	:	Bleeding duodenal ulcer
B.G.	:	Board of Governors
B.M.R.	:	Basic Metabolic rate.
B.I.D.	:	Brought in dead.
B.P.	:	Blood pressure.
(B).A.W.O.	:	Bilateral antrum wash-out
B.A.O.	:	Bachelor of Obstetrics.

c̄	:	With (Latin: cum)
Ca.	:	Carcinoma, cancer.
C.C.	:	County Council
C.B.C.	:	County Borough Council.
(C).C.F.	:	Congestive cardiac failure.
C.D.	:	Civil Defence.
C.N.S.	:	Central nervous system.
C.S.S.D.	:	Central Sterile Supply Department.
Ca.	:	Calcium
C.M.B.	:	Central Midwives' Board.
D & C	:	Dilation and curettage
D.D.A.	:	Dangerous Drugs Act.
D.D.A. Cupboard	:	Special cupboard for storing dangerous drugs and scheduled poisons.
D.L.	:	Doctor's letter
D.I.	:	Dangerously ill.
D.M.O.	:	Divisional Medical Officer
D.N.A.	:	Did not attend.
D.O.B.	:	Date of birth.
⊙	:	Discharge, send home.
△	:	Diagnosis.
E.C.G.	:	Electrocardiogram
E.E.G.	:	Electroencephalogram
E.C.T.	:	Electroconvulsive
E.N.T.	:	Ear, nose and throat surgery.
E.U.A.	:	Examination under anaesthetic.
E.B.S.	:	Emergency Bed Service.
E.D.D.	:	Estimated date of delivery (maternity)
E.C.	:	Executive Council
E and A	:	Exchequer and Audit Department (Ministry of Health)

F.F.I.	:	Free from infection.
F.&G.P.	:	Finance and General Purposes Committee.
F.O.	:	File Office (Ministry of Health)
<del>F</del>	:	Fracture
F.A.A.	:	Fatal Accidents Act.
G.A.	:	General anaesthetic
G.R.B.	:	Goods Received Book
G.R.O.	:	Registrar General's Office
G.A.	:	General Administrative Grade (post)
H.C.O.	:	Higher Clerical grade Officer
H.I.P.E.	:	Hospital In-patient Enquiry: 1 in 10 sample of hospital patients made by G.R.O.
H.M.C.	:	Hospital Management Committee
H.M.	:	Hospital Circular issued by the Ministry of Health.
H.P.	:	House Physician
H.S.	:	House Surgeon
H.S.S.D.	:	Health Services Superannuation Division (Ministry of Health)
I.D.	:	Infectious Diseases
I.F.	:	International Health, Food and Nutrition (Ministry of Health)
I.M.P.	:	Institute of Medical Psychology
Inject.	:	Injection
inj. hyp.	:	Hypodermic injection
Intern.	:	Internal
I.U.	:	Immunizing Unit.
I.V.	:	Intravenous.
J.C.C.	:	Joint Consultative Committee
Ⓛ	:	Left
L.A.	:	Local anaesthetic
L.H.A.	:	Local Health Authority

L.A. : Local Authority  
L.F.C. : Limb Fitting Centre  
l.d. : Lethal dose  
l.h. : Luteinizing hormone  
  
M.A.C. : Medical Advisory Committee  
Mane : In the morning (latin)  
M.o.H. : Ministry of Health  
M.O.H. : Medical Officer of Health  
M.P.C. : Medical Practices Committee  
M.P.N.I. : Ministry of Pensions and National Insurance  
M.R.C. : Medical Records Officer  
  
N.A.D. : Nil abnormal detected  
N.A.B. : National Assistance Board.  
N.C. : Not coming  
N.F.A. : No fixed abode  
N.H.S.R. : National Hospital Service Reserve  
Nocte : In the evening  
n.t.p. : Normal temperature and pressure  
  
O.E. : On examination  
Op. : Operation  
O.P.D. : Out Patients Department  
  
Part. : Partial  
P.H. : Past History  
P.M. : Post-mortem  
... P.N.S. : ... post-nasal space  
Post-op. : Post-operative  
P.P.C. : Progressive Patient Care  
Pre-med. : Pre-medication  
P.R.O. : Principal Regional Officer  
P.S.W. : Psychiatric Social Worker  
P.T.S. : Preliminary Training School

P/T	:	Part-time
P.U.O.	:	Pyrexia (fever) of unknown origin
Ⓡ	:	Right
Rad.	:	Radical, complete
R.D.A.	:	Registered drug addict
R.H.B.	:	Regional Hospital Board
R.M.O.	:	Regional Medical Officer
R.M.(S).O.	:	Resident Medical (Surgical) Officer
R.S.	:	Health Services Remuneration and Staffing
R.T.A.	:	Road traffic accident
R <sub>x</sub>	:	Recipe, prescription
̄	:	Without
S.	:	Supply Division, (Ministry of Health)
S.B.	:	Still-born
See 3	:	See in 3 days, weeks
S.H.3.	:	Annual statistical return of patients' treatment, submitted to the Ministry of Health.
(S).F.U.	:	Special follow-up
6/12	:	Six months
S.M.R.	:	Sub-mucous resection
s.o.s.	:	Si opus sit = if necessary
t.d.s.	:	tris p.d.s., to be taken 3 times
T.C.I.	:	To come in, to be admitted to hospital
Ts & As	:	Tonsils and adenoids, removal of
3/52	:	Three weeks
2/7	:	Two days
T.P.R.	:	Temperature, pulse and respiration
V.V.s.	:	Varicose veins
+	:	Very
+++	:	Very much indeed
V.D.	:	Venereal Diseases
W.L.	:	Waiting List
W.H.O.	:	World Health Organisation
W/T	:	Whole time



King's Fund



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