

**CHAPTER 208: VETERANS HEALTH ADMINISTRATION: CHAPLAIN SERVICE**

1	Purpose and Scope .....	208-2
2	Definitions.....	208-2
3	Operating Rationale and Basis of Criteria.....	208-3
4	Program Data Required (Input Data Questions) .....	208-3
5	Space Criteria.....	208-4
6	Planning and Design Considerations .....	208-6
7	Functional Relationships.....	208-7
8	Functional Diagram .....	208-9

## 1 PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter 208: Chaplain Service. It applies to all medical facilities at the Department of Veterans Affairs (VA).

VA Chaplains are the professional health care providers on the interdisciplinary health care teams that are qualified, employed, and endorsed by their faith group endorsers to provide spiritual and pastoral care. VA chaplains have a three-fold responsibility to the patients at every VA facility; to ensure that patients (both inpatients and outpatients) receive appropriate clinical pastoral care, to ensure that hospital, domiciliary, and nursing home patients' constitutional right to free exercise of religion is protected, and to protect patients from having religion imposed upon them. The spiritual dimension of health must be integrated into all aspects of patient care, research, emergency preparedness, and health care education. Chaplains minister to the patients' family and loved ones, as appropriate and may provide limited counseling services to VA staff members through employee assistance

## 2 DEFINITIONS

- A. Concept of Operations: A user-developed guide to the functional operation of the VA healthcare facility. It defines the function of the facility and the scope of medical or optometric services to be provided in the new or remodeled space.
- B. Departmental Net to Gross (DNTG) Conversion Factor: A parameter, determined by the VA for each space planning criteria chapter, used to convert the programmed Net Square Foot (NSF) area to the Department Gross Square Foot (DGSF) area. The **DNTG** Departmental Conversion Factor for **Chaplain Service** is **1.30**.
- C. Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose total time commitment equals that of a full-time employee. One FTE equals a 40 hours per week.
- D. Functional Area: The grouping of rooms and spaces based on their function within a specific service. Typical functional areas for Chaplain Service include Reception Area, Staff and Administrative Area, Chapel / Worship Area, and Education / Training Area.
- E. Input Data Statement: A set of questions designed to elicit information about the healthcare project in order to create a Program for Design (PFD) based on the criteria parameters set forth in this document. Input Data Statements could be Mission related, based in the project's Concept of Operations; and Workload or Staffing related, based on projections and data provided by the VHA or the VISN about the estimated model of operation. This information is processed through mathematical and logical operations in SEPS.
- F. Program for Design (PFD): A space program based on criteria set forth in this document and specific information about Concept of Operations, workload projections and staffing levels authorized.
- G. SEPS (VA-SEPS): Acronym for Space and Equipment Planning System, a digital tool developed by the Department of Defense (DoD) and the Department of Veterans

Affairs to generate a Program for Design (PFD) and an Equipment List for a VA healthcare project based on specific information entered in response to Input Data Questions. VA-SEPS incorporates the propositions set forth in all VA Space Planning Criteria chapters. VA-SEPS has been designed to aid healthcare planners in creating a space plan based on a standardized set of criteria parameters.

### 3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Space planning criteria have been developed on the basis of an understanding of the activities involved in the functional areas of the Chaplain Service and its relationship with other services of a medical facility. These criteria are predicated on established and/or anticipated best practice standards, as adapted to provide environments supporting the highest quality health care for Veterans.
- B. These criteria are subject to modification relative to development in the equipment, medical practice, vendor requirements, and subsequent planning and design. Space allocations will also take into account the requirements of organizations with which VA have formal affiliation agreements, such as the Association for Clinical Pastoral Education. The selection of the size and type of Chaplain Service equipment is determined by VACO and upon Veterans Health Administration (VHA) anticipated medical needs.

### 4 PROGRAM DATA REQUIRED (Input Data Questions)

- A. Mission Input Data Statements
  - 1. Is a MS&N Patient Care Unit authorized for this facility? (M)
  - 2. Is a Mental Health and Behavioral Patient Care Unit authorized for this facility? (M)
- B. Workload Input Data Statements
  - 1. How many patient beds in total are projected for this facility? (W) (Do not include SCI)
  - 2. How many MS&N patient beds are projected? (W)
  - 3. How many Mental Health and Behavioral Patient Care Unit patient beds are projected? (W)
  - 4. How many SCI patient beds are projected? (W)
  - 5. How many Muslim faith worshippers are projected? (W)
  - 6. How many Buddhist faith worshippers are projected? (W)
  - 7. How many worshippers of other faiths are projected? (W)
- C. Staffing Input Data Statements
  - 1. How many Staff Chaplain FTE positions are authorized? (S)
  - 2. How many Intermittent Chaplain FTE positions are authorized? (S)
  - 3. How many Contract Chaplain FTE positions are authorized? (S)
  - 4. How many Fee-basis Chaplain FTE positions are authorized? (S)
  - 5. How many Clerical FTE positions are authorized? (S)
  - 6. How many Chaplain Student FTE positions are authorized? (S)
- D. Miscellaneous Input Data Statements
  - 1. What is the percentage of Protestant worshippers? (Misc)
  - 2. What is the percentage of Catholic worshippers? (Misc)

**5 SPACE CRITERIA**

A. Reception Area:

1. **Waiting (WRC01)**.....**60 NSF (5.6 NSM)**  
*Provide one per Chaplain Service.*
2. **Toilet, Public (TLTU1)**.....**50 NSF (4.7 NSM)**  
*Provide one for Male and one for Female.*

Ablutions and cleansing may be performed here.

B. Worship Areas:

1. **Chapel / Worship Room (RAS01)**..... **See Formulae Below**

The number of fixed seating is determined by the following formulas:

- a. If the percentage of Protestant Patients is 63% or greater:

Total number of projected patient beds (do not include SCI) x 0.23 x  
percentage of Protestant patients = Number of Seats

- b. If the percentage of Protestant Patients is less than 63%:

Total number of projected patient beds (do not include SCI) x 0.29 x  
percentage of Catholic patients = Number of Seats

**TABLE 1: SEAT CALCULATION**

<b>TOTAL NUMBER OF SEATS</b>	<b>NSF REQUIRED</b>
64 Seats or less	7.6 NSF / seat + 100 NSF
65 -105 Seats	7.2 NSF / seat + 400 NSF
106 – 409 Seats	7.0 NSF / seat + 600 NSF
410 and Greater Seats	8.4 NSF / seat

Plus Accessible Space calculated as follows:

- a. MS&N Hospitals:  $0.14 \times \text{Total Seats} = \text{MS\&N spaces}$
- b. Mental Health Hospitals:  $0.05 \times \text{Total Seats} = \text{MH spaces}$
- c. MS&N spaces + MH spaces + total number of projected SCI patient beds =  
Total number of Accessible spaces.
- d. Total Accessible spaces x 20 NSF per space = Total Accessible Space.

2. **Eucharistic Room (RABS1)**.....**120 NSF (11.2 NSM)**  
*Provide one per Chaplain Service.*

The Eucharistic Room will be reserved for the Blessed Sacrament and private

meditation. It must have room for 4 chairs and free-standing kneelers, an altar, tabernacle and an electric sanctuary lamp.

3. **Multi Denominational (RAMR1)** ..... **180 NSF (16.7 NSM)**  
*Minimum NSF; provide an additional 120 NSF per each increment of 8 Muslim, Buddhist, or other faith worshipers.*

This space is provided for worshipers of faiths other than Christian.

4. **Quiet Room (RAMR1)**..... **120 NSF (11.2 NSM)**  
*Provide one per Chaplain Service.*

This area is provided for families in need of a place for private prayer, private consultation with clergy, and for grieving.

C. Staff and Administrative Areas:

1. **Office, Chaplain (OFA01 / OFA02)**..... **120 NSF (11.2 NSM)**  
*Provide one per Staff Chaplain FTE position authorized, and one per each increment of two 0.5 FTE positions authorized. Provide one per each increment of four Intermittent, Contract, and Fee-basis Chaplain positions authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.*
2. **Office, Secretary / Waiting (SEC01)** ..... **120 NSF (11.2 NSM)**  
*Provide one per Chaplain Service if authorized in Concept of Operations.*
3. **Cubicle, Clerical (OFA03)** ..... **64 NSF (5.9 NSM)**  
*Provide one per Clerical FTE position authorized.*
4. **Cubicle, Student (OFA03)**..... **64 NSF (5.9 NSM)**  
*Provide one per Chaplain Student FTE position authorized.*
5. **Storage (SRS01)**..... **40 NSF (3.7 NSM)**  
*Provide one per Chaplain Service.*

Provide space for office supplies and informational material.

D. Support Areas:

1. **Storage, Multi-denominational Room (SRS01)** ..... **60 NSF (5.6 NSM)**  
*Provide one per Chaplain Service.*
2. **Housekeeping Aides Closet - HAC (JANC1)** ..... **40 NSF (3.8 NSM)**  
*Provide one per Chaplain Service.*

E. Education and Training Areas:

1. **Education / Training Room (CLR01)** ..... **180 NSF (16.7 NSM)**  
*Provide one per Chaplain Service.*

Provides space for 12 persons. Larger groups should use Chapel / Worship Room.

## 6 PLANNING AND DESIGN CONSIDERATIONS

- A. Net-to-department gross factor (NTDG) for Chaplain Service is **1.30**. This number when multiplied by the programmed Net Square Foot (NSF) area determines the Departmental Gross Square Feet (DGSF).
- B. The first priority in the placement of Chaplains' Offices is the proximity to patient care areas so that Chaplains may provide pastoral care and counseling. When feasible, Chaplain Staff and administrative space should be close to the chapel / worship space.

**7 FUNCTIONAL RELATIONSHIPS**

Relationship of Chaplain Service to services listed below:

**TABLE 2: FUNCTIONAL RELATIONSHIP MATRIX**

SERVICES	RELATIONSHIP	REASON
Chapel	1	G,H,I
Ambulatory Care	3	G,H,I
Day Treatment Center	3	G,H,I
Mental Health Hygiene Clinic	3	G,H,I
Patient Care Units – Nursing Home	3	G,H,I
Cardiac Laboratory	4	G,H,I
Day Hospital	4	G,H,I
Drug Dependency Clinic	4	G,H,I
Hemodialysis Center	4	G,H,I
Hospital Director’s Suite	4	G,H,I
Patient Care Units – Substance Abuse	4	G,H,I
Patient Care Units – CCU, MICU,SICU	4	G,H,I
Patient Care Units – MS&N	4	G,H,I
Patient Care Units – Mental Health	4	G,H,I
Patient Care Units – Respiratory	4	G,H,I
Patient Care Units – SCI	4	G,H,I
Psychology Service Administration	4	G,H,I
Service Organizations	4	G,H,I
Veterans Assistance Unit	4	G,H,I
Voluntary Services	4	G,H,I
Engineering Shops	X	D,E

Legend:

Relationship

1. Adjacent
2. Close / Same Floor
3. Close / Different Floor Acceptable
4. Limited Traffic
- X. Separation Desirable

Reasons:

(Use as many as appropriate)

- A. Common use of resources
- B. Accessibility of supplies
- C. Urgency of contact
- D. Noise or vibration
- E. Presence of odors or fumes
- F. Contamination hazard
- G. Sequence of work
- H. Patient's convenience
- I. Frequent contact
- J. Need for security
- K. Others (specify)
- L. Closeness inappropriate



## 8 FUNCTIONAL DIAGRAM

