CHAPTER 214: VETERANS HEALTH ADMINISTRATION: CLINICAL SERVICES ADMINISTRATION

1   PURPOSE AND SCOPE

This document outlines space planning criteria for Chapter 214: Clinical Services Administration. It applies to all medical facilities at the Department of Veterans Affairs (VA). Clinical Services are those units responsible for special segments of healthcare activities.

2   DEFINITIONS

A   Affiliated: An arrangement whereby a school of medicine agrees to staff a VA facility with faculty physicians, residents and interns / externs. In return, the VA provides the medical school with a venue to train new physicians. In this arrangement, the VA retains responsibility for the care of its patients while the school of medicine retains responsibility for all graduate level education and training.

B   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.

C   Clinical Service Levels:

Level A: An affiliated service with at least 80 patient beds or, in the case of a Mental Health Clinic, at least 60 patient beds.

Level B: Non-bed clinical services with an affiliated program, or clinical service with less than 80 patient beds or, in the case of Mental Health Clinic, less than 60 patient beds.

Level C: non-affiliated service with at least 80 patient beds or, in the case of a Mental Health Clinic, at least 60 patient beds.

D   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 **Clinical Services Administration** is **1.30.**

E   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.

F   Functional Area: The grouping of rooms and spaces based on their function within a clinical service. Typical Functional Areas are Reception Areas, Patient Areas, Support Areas, Staff and Administrative Areas, Residency and / or Externship Program Areas.

G   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.

H   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.

I   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.

J   Workload: Workload is the anticipated number of procedures or suite stops that is processed through a department/service area. The total workload applied to departmental operational assumptions will determine overall room requirements by modality.

3   OPERATING RATIONALE AND BASIS OF CRITERIA

A   Workload Projections or planned services / modalities for a specific VA medical center, hospital or satellite outpatient clinic project are provided by the VA Central Office (VACO) / VISN CARES Capacity Projection Model. The workload projections are generated by methodology based upon the expected veteran population in the respective market / service area. Healthcare planners working on VA medical center, hospital or satellite outpatient clinic projects will utilize and apply the workload based criteria set forth herein for identified services and modalities to determine room requirements for each facility.

B   Space planning criteria have been developed on the basis of an understanding of the activities involved in the functional areas of the Clinical Services Administration 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 heath care for Veterans.

4   PROGRAM DATA REQUIRED (Input Data Questions)

A   Is Medical Service authorized? (M)
   1   How many Medical Service Assistant Chief FTE positions are authorized? (S)
   2   How many Medical Service Administrative Officer (AO) FTE positions are authorized? (S)
   3   How many Medical Service Administration Clerk FTE positions are authorized? (S)
   4   How many Medical Service Staff Physician FTE positions are authorized? (S)
   5   How many Medical Service Chief Resident FTE position authorized? (S)

B   Is Hospital Medicine authorized? (M)
   1   How many Hospital Medicine Assistant Chief FTE positions are authorized? (S)

    2   How many Hospital Medicine Administrative Officer (AO) FTE positions are authorized? (S)

    3   How many Hospital Medicine Administration Clerk FTE positions are authorized? (S)

    4   How many Hospital Medicine Staff Physician FTE positions are authorized? (S)

    5   How many Hospital Medicine Chief Resident FTE position authorized? (S)

C   Is Endocrinology authorized? (M)

    1   How many Endocrinology Assistant Chief FTE positions are authorized? (S)

    2   How many Endocrinology Administration Clerk FTE positions are authorized? (S)

    3   How many Endocrinology Staff Physician FTE positions are authorized? (S)

    4   How many Endocrinology Chief Resident FTE position authorized? (S)

D   Is Rheumatology authorized? (M)

    1   How many Rheumatology Assistant Chief FTE positions are authorized? (S)

    2   How many Rheumatology Administration Clerk FTE positions are authorized? (S)

    3   How many Rheumatology Staff Physician FTE positions are authorized? (S)

    4   How many Rheumatology Chief Resident FTE position authorized? (S)

E   Is Infectious Disease authorized? (M)

    1   How many Infectious Disease Assistant Chief FTE positions are authorized? (S)

    2   How many Infectious Disease Administration Clerk FTE positions are authorized? (S)

    3   How many Infectious Disease Staff Physician FTE positions are authorized? (S)

    4   How many Infectious Disease Chief Resident FTE position authorized? (S)

F   Is Homeless / Compensated Work Therapy (CWT) authorized? (M)

    1   How many Homeless / CWT Assistant Chief FTE positions are authorized? (S)

    2   How many Homeless / CWT Administration Clerk FTE positions are authorized? (S)

    3   How many Homeless / CWT Staff Physician FTE positions are authorized? (S)

    4   How many Homeless / CWT Chief Resident FTE position authorized? (S)

G   Is Neurology Service authorized? (M)

    1   How many Neurology Service Assistant Chief FTE positions are authorized? (S)

    2   How many Neurology Service Administration Clerk FTE positions are authorized? (S)

    3   How many Neurology Service Staff Physician FTE positions are authorized? (S)

    4   How many Neurology Service Chief Resident FTE position authorized? (S)

H   Is Dermatology Service authorized? (M)

    1   How many Dermatology Service Assistant Chief FTE positions are authorized? (S)

    2   How many Dermatology Service Administration Clerk FTE positions are authorized? (S)

    3   How many Dermatology Service Staff Physician FTE positions are authorized? (S)

    4   How many Dermatology Service Chief Resident FTE position authorized? (S)

I   Is Geriatrics Home Based Primary Care (HBPC) authorized? (M)

    1   How many Geriatrics HBPC Assistant Chief FTE positions are authorized? (S)

    2   How many Geriatrics HBPC Administration Clerk FTE positions are authorized? (S)

    3   How many Geriatrics HBPC Staff Physician FTE positions are authorized? (S)

    4   How many Geriatrics HBPC Chief Resident FTE position authorized? (S)

J   Is Oncology authorized? (M)
    1   How many Oncology Assistant Chief FTE positions are authorized? (S)
    2   How many Oncology Administration Clerk FTE positions are authorized? (S)
    3   How many Oncology Staff Physician FTE positions are authorized? (S)
    4   How many Oncology Chief Resident FTE position authorized? (S)

K   Is Mental Health Telepsychiatry authorized? (M)
    1   How many Mental Health Telepsychiatry Assistant Chief FTE positions are authorized? (S)
    2   How many Mental Health Telepsychiatry Administration Clerk FTE positions are authorized? (S)
    3   How many Mental Health Telepsychiatry Staff Physician FTE positions are authorized? (S)
    4   How many Mental Health Telepsychiatry Chief Resident FTE position authorized? (S)

L   Is Mental Health Service authorized? (M)
    1   How many Mental Health Service Assistant Chief FTE positions are authorized? (S)
    2   How many Mental Health Service Administration Clerk FTE positions are authorized? (S)
    3   How many Mental Health Service Staff Physician FTE positions are authorized? (S)
    4   How many Mental Health Service Chief Resident FTE position authorized? (S)

M Are other services (not included in the list above) authorized? (M)
    1   How many Assistant Chief FTE positions are authorized? (S)
    2   How many Administration Clerk FTE positions are authorized? (S)
    3   How many Staff Physician FTE positions are authorized? (S)
    4   How many Chief Resident FTE position authorized? (S)

5 SPACE CRITERIA

A. <u>Medical Service</u>

    1. **Interview Room (OFDC2)**..**120 NSF (11.2 NSM)**
        Provide one if Medical Service is authorized in Concept of Operations.

    2. **Office, Chief of Service (OFM01)**..**150 NSF (14.0 NSM)**
        Provide one if Medical Service is authorized in Concept of Operations.

    3. **Office, Assistant Chief (OFA01 / OFA02)**............................**120 NSF (11.2 NSM)**
        Provide one per each Medical Service Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Administrative Officer (OFA01 / OFA02)** .... 120 NSF (11.2 NSM)
Provide one per each Medical Service Administrative Officer FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

5. **Office, Secretary (SEC01)**.. 120 NSF (11.2 NSM)
Provide one if Medical Service is authorized in Concept of Operations.

6. **Cubicle, Clerical (OFA03)** .... 80 NSF (7.5 NSM)
Provide one per each Medical Service Administration Clerk FTE position authorized

7. **Office, Staff Physician (OFD03)** .... 120 NSF (11.2 NSM)
Provide one per each Medical Service Staff Physician FTE position authorized.

8. **Office, Chief Resident (OFD03)**.. 120 NSF (11.2 NSM)
Provide one per each Medical Service Chief Resident FTE position authorized.

9. **Toilet, Staff (TLTU1)**.. 50 NSF (4.7 NSM)
Minimum one if total number of Medical Service FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Medical Service positions is greater than thirteen.

10. **Storage (SRE01)**..80 NSF (7.5 SM)
Provide one if Medical Service is authorized in Concept of Operations.

B. Hospital Medicine

1. **Interview Room (OFDC2)**.. 120 NSF (11.2 NSM)
Provide one if Hospital Medicine is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)** .... 120 NSF (11.2 NSM)
Provide one if Hospital Medicine is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**............................ 120 NSF (11.2 NSM)
Provide one per each Hospital Medicine Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Administrative Officer (OFA01 / OFA02)** .... 120 NSF (11.2 NSM)
Provide one per each Hospital Medicine Administrative Officer FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

5. **Office, Secretary (SEC01)**.. 120 NSF (11.2 NSM)
Provide one if Hospital Medicine is authorized in Concept of Operations.

6. **Cubicle, Clerical (OFA03)** .... 80 NSF (7.5 NSM)
Provide one per each Hospital Medicine Administration Clerk FTE position authorized

7. **Office, Staff Physician (OFD03)**..**120 NSF (11.2 NSM)**
   Provide one per each Hospital Medicine Staff Physician FTE position authorized.

8. **Office, Chief Resident (OFD03)** ....**80 NSF (7.5 NSM)**
   Provide one per each Hospital Medicine Chief Resident FTE position authorized.

9. **Toilet, Staff (TLTU1)**..**50 NSF (4.7 NSM)**
   Minimum one if total number of Hospital Medicine FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Hospital Medicine positions is greater than thirteen.

10. **Storage (SRE01)**...**80 NSF (7.5 SM)**
    Provide one if Hospital Medicine is authorized in Concept of Operations.

C. Endocrinology

1. **Interview Room (OFDC2)**...**120 NSF (11.2 NSM)**
   Provide one if Endocrinology is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)**...**120 NSF (11.2 NSM)**
   Provide one if Endocrinology is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**............................**120 NSF (11.2 NSM)**
   Provide one per each Endocrinology Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)**...**120 NSF (11.2 NSM)**
   Provide one if Endocrinology is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)** ....**80 NSF (7.5 NSM)**
   Provide one per each Endocrinology Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)**...**120 NSF (11.2 NSM)**
   Provide one per each Endocrinology Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)** ....**80 NSF (7.5 NSM)**
   Provide one per each Endocrinology Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)**..**50 NSF (4.7 NSM)**
   Minimum one if total number of Endocrinology FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Endocrinology positions is greater than thirteen.

9. **Storage (SRE01)**...**80 NSF (7.5 SM)**
   Provide one if Endocrinology is authorized in Concept of Operations.

D. Rheumatology

1. **Interview Room (OFDC2)**...**120 NSF (11.2 NSM)**
   Provide one if Rheumatology is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)** ....120 NSF (11.2 NSM)
   Provide one if Rheumatology is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**.............................120 NSF (11.2 NSM)
   Provide one per each Rheumatology Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)**..120 NSF (11.2 NSM)
   Provide one if Rheumatology is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)**..80 NSF (7.5 NSM)
   Provide one per each Rheumatology Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)**...120 NSF (11.2 NSM)
   Provide one per each Rheumatology Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)**..80 NSF (7.5 NSM)
   Provide one per each Rheumatology Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)**...50 NSF (4.7 NSM)
   Minimum one if total number of Rheumatology FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Rheumatology positions is greater than thirteen.

9. **Storage (SRE01)**..80 NSF (7.5 SM)
   Provide one if Rheumatology is authorized in Concept of Operations.

E. Infectious Diseases

1. **Interview Room (OFDC2)**..120 NSF (11.2 NSM)
   Provide one if Infectious Diseases is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)** ....120 NSF (11.2 NSM)
   Provide one if Infectious Diseases is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**.............................120 NSF (11.2 NSM)
   Provide one per each Infectious Diseases Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)**..120 NSF (11.2 NSM)
   Provide one if Infectious Diseases is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)**..80 NSF (7.5 NSM)
   Provide one per each Infectious Diseases Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)**...120 NSF (11.2 NSM)
   Provide one per each Infectious Diseases Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)** ....80 NSF (7.5 NSM)
Provide one per each Infectious Diseases Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)** ....50 NSF (4.7 NSM)
Minimum one if total number of Infectious Diseases FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Infectious Diseases positions is greater than thirteen.

9. **Storage (SRE01)** .... 80 NSF (7.5 SM)
Provide one if Infectious Diseases is authorized in Concept of Operations.

F. Homeless / Compensated Work Therapy

1. **Interview Room (OFDC2)** ....120 NSF (11.2 NSM)
Provide one if Homeless / Compensated Work Therapy is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)** ....120 NSF (11.2 NSM)
Provide one if Homeless / Compensated Work Therapy is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)** ....120 NSF (11.2 NSM)
Provide one per each Homeless / Compensated Work Therapy Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)** ....120 NSF (11.2 NSM)
Provide one if Homeless / Compensated Work Therapy is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)** ....80 NSF (7.5 NSM)
Provide one per each Homeless / Compensated Work Therapy Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)** ....120 NSF (11.2 NSM)
Provide one per each Homeless / Compensated Work Therapy Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)** ....80 NSF (7.5 NSM)
Provide one per each Homeless / Compensated Work Therapy Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)** ....50 NSF (4.7 NSM)
Minimum one if total number of Homeless / Compensated Work Therapy FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Homeless / Compensated Work Therapy positions is greater than thirteen.

9. **Storage (SRE01)** .... 80 NSF (7.5 SM)
Provide one if Homeless / Compensated Work Therapy is authorized in Concept

of Operations.

G. Neurology Service

1. **Interview Room (OFDC2)**...120 NSF (11.2 NSM)
    Provide one if Neurology Service is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)** ....120 NSF (11.2 NSM)
    Provide one if Neurology Service is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**.............................120 NSF (11.2 NSM)
    Provide one per each Neurology Service Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)**..120 NSF (11.2 NSM)
    Provide one if Neurology Service is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)** ....80 NSF (7.5 NSM)
    Provide one per each Neurology Service Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)** ....120 NSF (11.2 NSM)
    Provide one per each Neurology Service Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)**...80 NSF (7.5 NSM)
    Provide one per each Neurology Service Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)**...50 NSF (4.7 NSM)
    Minimum one if total number of Neurology Service FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Neurology Service positions is greater than thirteen.

9. **Storage (SRE01)**...80 NSF (7.5 SM)
    Provide one if Neurology Service is authorized in Concept of Operations

H. Dermatology Service

1. **Interview Room (OFDC2)**...120 NSF (11.2 NSM)
    Provide one if Dermatology Service is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)** ....120 NSF (11.2 NSM)
    Provide one if Dermatology Service is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**.............................120 NSF (11.2 NSM)
    Provide one per each Dermatology Service Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)**..120 NSF (11.2 NSM)
    Provide one if Dermatology Service is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)** ....**80 NSF (7.5 NSM)**
Provide one per each Dermatology Service Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)**...**120 NSF (11.2 NSM)**
Provide one per each Dermatology Service Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)** ....**80 NSF (7.5 NSM)**
Provide one per each Dermatology Service Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)** ....**50 NSF (4.7 NSM)**
Minimum one if total number of Dermatology Service FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Dermatology Service positions is greater than thirteen.

9. **Storage (SRE01)** ....**80 NSF (7.5 SM)**
Provide one if Dermatology Service is authorized in Concept of Operations

I. Geriatrics Home Based Primary Care

1. **Interview Room (OFDC2)** ....**120 NSF (11.2 NSM)**
Provide one if Geriatrics Home Based Primary Care is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)**...**120 NSF (11.2 NSM)**
Provide one if Geriatrics Home Based Primary Care is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**..............................**120 NSF (11.2 NSM)**
Provide one per each Geriatrics Home Based Primary Care Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)** ....**120 NSF (11.2 NSM)**
Provide one if Geriatrics Home Based Primary Care is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)** ....**80 NSF (7.5 NSM)**
Provide one per each Geriatrics Home Based Primary Care Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)**...**120 NSF (11.2 NSM)**
Provide one per each Geriatrics Home Based Primary Care Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)** ....**80 NSF (7.5 NSM)**
Provide one per each Geriatrics Home Based Primary Care Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)**..50 NSF (4.7 NSM)
Minimum one if total number of Geriatrics Home Based Primary Care FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Geriatrics Home Based Primary Care positions is greater than thirteen.

9. **Storage (SRE01)**...80 NSF (7.5 SM)
Provide one if Geriatrics Home Based Primary Care is authorized in Concept of Operations

J. Oncology Service

1. **Interview Room (OFDC2)**..120 NSF (11.2 NSM)
Provide one if Oncology Service is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)** ....120 NSF (11.2 NSM)
Provide one if Oncology Service is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**............................120 NSF (11.2 NSM)
Provide one per each Oncology Service Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)**..120 NSF (11.2 NSM)
Provide one if Oncology Service is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)**...80 NSF (7.5 NSM)
Provide one per each Oncology Service Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)** ....120 NSF (11.2 NSM)
Provide one per each Oncology Service Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)**...80 NSF (7.5 NSM)
Provide one per each Oncology Service Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)**..50 NSF (4.7 NSM)
Minimum one if total number of Oncology Service FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Oncology Service positions is greater than thirteen.

9. **Storage (SRE01)**...80 NSF (7.5 SM)
Provide one if Oncology Service is authorized in Concept of Operations.

K. Mental Health Telepsychiatry

1. **Interview Room (OFDC2)**..120 NSF (11.2 NSM)
Provide one if Mental Health Telepsychiatry is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)** ....120 NSF (11.2 NSM)
Provide one if Mental Health Telepsychiatry is authorized in Concept of

Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)............................120 NSF (11.2 NSM)**
Provide one per each Mental Health Telepsychiatry Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01) ....120 NSF (11.2 NSM)**
Provide one if Mental Health Telepsychiatry is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03) ....80 NSF (7.5 NSM)**
Provide one per each Mental Health Telepsychiatry Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)..120 NSF (11.2 NSM)**
Provide one per each Mental Health Telepsychiatry Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03) ....80 NSF (7.5 NSM)**
Provide one per each Mental Health Telepsychiatry Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1) ....50 NSF (4.7 NSM)**
Minimum one if total number of Mental Health Telepsychiatry FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Mental Health Telepsychiatry positions is greater than thirteen.

9. **Storage (SRE01)... 80 NSF (7.5 SM)**
Provide one if Mental Health Telepsychiatry is authorized in Concept of Operations.

L. Mental Health Service

1. **Interview Room (OFDC2)..120 NSF (11.2 NSM)**
Provide one if Mental Health Service is authorized in Concept of Operations.

2. **Office, Chief of Service (OFM01)...120 NSF (11.2 NSM)**
Provide one if Mental Health Service is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)............................120 NSF (11.2 NSM)**
Provide one per each Mental Health Service Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01) ....120 NSF (11.2 NSM)**
Provide one if Mental Health Service is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03) ....80 NSF (7.5 NSM)**
Provide one per each Mental Health Service Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)** .... 120 NSF (11.2 NSM)
   Provide one per each Mental Health Service Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)**.............................. 80 NSF (7.5 NSM)
   Provide one per each Mental Health Service Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)**.. 50 NSF (4.7 NSM)
   Minimum one if total number of Mental Health Service FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Mental Health Service positions is greater than thirteen.

9. **Storage (SRE01)**.. 80 NSF (7.5 SM)
   Provide one if Mental Health Service is authorized in Concept of Operations.

M. <u>Other Areas (not included in list above)</u>

1. **Interview Room (OFDC2)**.. 120 NSF (11.2 NSM)
   Provide one if Other Areas is authorized in Concept of Operations.

2. **Office, Chief of Areas (OFM01)** .... 120 NSF (11.2 NSM)
   Provide one if Other Areas is authorized in Concept of Operations.

3. **Office, Assistant Chief (OFA01 / OFA02)**............................ 120 NSF (11.2 NSM)
   Provide one per each Other Areas Assistant Chief FTE position authorized; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.

4. **Office, Secretary (SEC01)**...................................... 120 NSF (11.2 NSM)
   Provide one if Other Areas is authorized in Concept of Operations.

5. **Cubicle, Clerical (OFA03)** .... 80 NSF (7.5 NSM)
   Provide one per each Other Areas Administration Clerk FTE position authorized

6. **Office, Staff Physician (OFD03)** .... 120 NSF (11.2 NSM)
   Provide one per each Other Areas Staff Physician FTE position authorized.

7. **Office, Chief Resident (OFD03)**.............................. 80 NSF (7.5 NSM)
   Provide one per each Other Areas Chief Resident FTE position authorized.

8. **Toilet, Staff (TLTU1)**.. 50 NSF (4.7 NSM)
   Minimum one if total number of Other Areas FTE positions authorized is between two and thirteen; provide an additional toilet if total number of Other Areas positions is greater than thirteen.

9. **Storage (SRE01)**.. 80 NSF (7.5 SM)
   Provide one if Other Areas is authorized in Concept of Operations.

6 PLANNING AND DESIGN CONSIDERATIONS

A Net-to-department gross factor (**DNTG**) for **Clinical Services Administration** is **1.30**. This number when multiplied by the programmed Net Square Foot (NSF) area determines the Departmental Gross Square Feet (DGSF).

B Each service administration should be conveniently located to vertical transportation, main corridor systems, and adjacent to programs supervised.

C Due to the constant interaction among Service in all sections, all office space should be contiguous and the whole Department should be located on the same floor.

D Do not duplicate Staff Physician offices with these listed for nursing units.

7 FUNCTIONAL RELATIONSHIPS

Relationship of Clinic Services Administration to services listed below:

TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX

SERVICES	RELATIONSHIP	REASON
Cardiovascular Laboratory	3	
Hemodialysis Center	3	
Inhalation Therapy Unit	3	
Patient Care Units – CCU, MICU	3	
Patient Care Units – Medical	3	
Patient Care Units - Respiratory	3	
Pulmonary Function Lab	3	
Ambulatory care	4	
Laboratory		
Library	4	
MAS - medical information	4	
Nuclear medicine service	4	
Patient care – Neurology	4	
Patient care units – SCI	4	
Patient care units – Surgical	4	
Radiology - main suite	4	
Rehabilitation medicine	4	
Social work svc. - admin. Off	4	
Surgical service admin.	4	

Legend:

Relationship

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

Reasons:

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