

**DRAFT for Interim Use**  
(Official Concurrence Pending)

**CHAPTER 265: VETERANS HEALTH ADMINISTRATION: OUTPATIENT CLINIC**  
**(Satellite OPC / Community Based OPC)**

<b>1</b>	Purpose and Scope .....	265-4
<b>2</b>	Definitions .....	265-4
<b>3</b>	Operating Rationale and Basis of Criteria .....	265-5
<b>4</b>	Global Program Data Required (Input Data Questions) .....	265-8
<b>5</b>	Program Data Required and Space Criteria for Individual Programs / Services.....	265-9
5.1	Functional Area 1: Acquisition and Materiel Management Services.....	265-9
	A. Program Data Required	
	B. Space Determinations	
5.2	Functional Area 2: Ambulatory Care.....	265-11
	A. Program Data Required	
	B. Space Determinations	
5.3	Functional Area 3: Audiology and Speech Pathology .....	265-22
	A. Program Data Required	
	B. Space Determinations	
5.4	Functional Area 4: Canteen .....	265-25
	A. Program Data Required	
	B. Space Determinations	
5.5	Functional Area 5: Cardiovascular Laboratories-Cardiology Clinic.....	265-26
	A. Program Data Required	
	B. Space Determinations	
5.6	Functional Area 6: Clinic Management Suite .....	265-26
	A. Program Data Required	
	B. Space Determinations	
5.7	Functional Area 7: Dental Service .....	265-27
	A. Program Data Required	
	B. Space Determinations	
5.8	Functional Area 8: Education Facilities .....	265-29
	A. Program Data Required	
	B. Space Determinations	
5.9	Functional Area 9: EEG Laboratory .....	265-30
	A. Program Data Required	
	B. Space Determinations	

5.10 Functional Area 10: Endoscopy Suite – Digestive Diseases Program .....	265-30
A. Program Data Required	
B. Space Determinations	
5.11 Functional Area 11: Engineering Service.....	265-32
A. Program Data Required	
B. Space Determinations	
5.12 Functional Area 12: Environmental Management Service .....	265-32
A. Program Data Required	
B. Space Determinations	
5.13 Functional Area 13: Eye Clinic .....	265-33
A. Program Data Required	
B. Space Determinations	
5.14 Functional Area 14: Lobby.....	265-34
A. Program Data Required	
B. Space Determinations	
5.15 Functional Area 15: Lockers, Toilets and Showers .....	265-35
A. Program Data Required	
B. Space Determinations	
5.16 Functional Area 16: Medical Administration Service .....	265-36
A. Program Data Required	
B. Space Determinations	
5.17 Functional Area 17: Outpatient Psychiatric Clinics .....	265-37
A. Program Data Required	
B. Space Determinations	
5.18 Functional Area 18: Pathology and Laboratory Medicine.....	265-41
A. Program Data Required	
B. Space Determinations	
5.19 Functional Area 19: Pharmacy Service.....	265-43
A. Program Data Required	
B. Space Determinations	
5.20 Functional Area 20: Physical Medicine and Rehabilitation Medicine.....	265-46
A. Program Data Required	
B. Space Determinations	
5.21 Functional Area 21: Police and Security Service .....	265-49
A. Program Data Required	
B. Space Determinations	
5.22 Functional Area 22: Prosthetic and Sensory Aids Service .....	265-49
A. Program Data Required	
B. Space Determinations	

5.23	Functional Area 23: Pulmonary Medicine.....	265-50
	A. Program Data Required	
	B. Space Determinations	
5.24	Functional Area 24: Radiology Service .....	265-50
	A. Program Data Required	
	B. Space Determinations	
5.25	Functional Area 25: Service Organizations .....	265-54
	A. Program Data Required	
	B. Space Determinations	
5.26	Functional Area 26: Supply, Processing and Distribution.....	265-55
	A. Program Data Required	
	B. Space Determinations	
5.27	Functional Area 27: Surgery Service .....	265-57
	A. Program Data Required	
	B. Space Determinations	
5.28	Functional Area 28: Voluntary Service .....	265-62
	A. Program Data Required-	
	B. Space Determinations	
6	Planning and Design Considerations .....	265-63
7	Functional Relationships Matrix.....	265-64
8	Functional Diagram .....	265-65

## 1 PURPOSE AND SCOPE

- A This document outlines space planning criteria for VA Handbook 7610 Chapter 265: Outpatient Clinic. It applies to all medical facilities at the Department of Veterans Affairs (VA).
- B An Outpatient Clinic (Satellite Outpatient Clinic, Community Based Outpatient Clinic ,CBOC) is a freestanding ambulatory care facility that is physically separated, but usually administratively associated with a VA medical Center (parent facility).
- C This criteria chapter identifies functional and space requirements for all services and programs which may typically be provided in VA Outpatient Clinics. These requirements are based on individual space planning criteria chapters for hospital-based services. Where necessary in individual chapters, functions and/or space for hospital-based services have been modified to reflect the requirements in Outpatient Clinics.
- D Refer to the following Space Planning Criteria chapters for those services not typically provided in Outpatient Clinics but which may receive VA Central Office approval for inclusion of space for specific functions:

- 208 - Chaplain Service.
- 218 - Veterans Assistance Unit.
- 248 - Medical Media Service.
- 252 - Nuclear Medicine Service.
- 275 - Magnetic Resonance Imaging.
- 316 - Dialysis Center.
- 400 - Library Service.

## 2 DEFINITIONS

- A Clinic Stop: A clinic stop is one encounter of a patient with a healthcare provider. Per these criteria, the clinic stop is the workload unit of measure for space planning. One individual patient can have multiple procedure / suite stops in a single visit or in one day.
- 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 services to be provided in the new or remodeled space.
- 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 clinical service. Typical Functional Areas are Reception Areas, Patient Areas, Support Areas, Staff and Administrative Areas, and Residency Program.

- 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 VA-SEPS.
- F Medical Administration Services (MAS): For the purposes of these criteria denotes spaces for integral administrative functions of an Outpatient Clinic, and may have different designations throughout VA facilities.
- FG Net-to-department gross factor (NTDG): This number, when multiplied by the programmed net square foot (NSF) area, determines the departmental gross square feet (DGSF) The **NTDG** factor adopted for **Outpatient Clinic** is **1.65**.
- GH Outpatient Clinic: An Outpatient Clinic is a freestanding ambulatory care facility that is physically separated but administratively attached to a VA medical center commonly referred to as a "parent facility". It is usually located in a highly populated area so that a large concentration of veterans may obtain primary, secondary, and in some cases tertiary outpatient health care services
- HJ 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.
- IJ Provider (Primary/Specialty Care): A medical professional, such as a physician, nurse practitioner, or physician assistant, who provides care in the Outpatient Clinic.
- JK 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 Statements. VA-SEPS incorporates the propositions set forth in this chapter as well as all chapters in VA's Handbook 7610. VA-SEPS has been designed to aid healthcare planners in creating a space plan based on a standardized set of criteria parameters.
- KL Visit: (Outpatient Clinic): Patient arrivals and/or a "stop" at the main reception desk. Patients may have multiple clinic stops during one Outpatient Visit
- LM Workload: Workload is the anticipated number of procedures or suite stops that are processed through a department/service area. The total workload applied to departmental operational assumptions will determine overall room requirements by modality.

Formatted: No underline, Font color: Black

### 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. Workload projections are generated by methodology based upon the expected veteran population in the respective market / service area. Health care planners working on new or renovation projects for VA

medical centers, hospitals or outpatient clinics, shall utilize workload and other criteria set forth herein to generate a space program for each project.

B. Space Planning Criteria have been developed on the basis of an understanding of the activities involved in the functional areas of Outpatient Clinics and their relationship with other services of a medical facility. These criteria are based on established and/or anticipated best practice standards as adapted to provide environments supporting the highest quality health care for Veterans.

C. Room capacity calculation per year should be based on:

$$\frac{\text{Operating days per year} \times \text{Hours of operation per day}}{\text{Minutes per clinic stop} / 60 \text{ minutes}} = \text{Number of annual clinic stops}$$

1. The general planning model for VA facilities assumes 250 Operating Days per Year and 8 Hours of Operation per Day. Room capacity will fluctuate as hours of operation are modified, i.e., additional capacity may be generated by extending the daily hours of operation within the same physical setting.
2. Basic Room Efficiency Factor selected is 80%.

Example: Assume a clinic stop that averages 32 minutes per clinic stop

$$\frac{250 \text{ operating days per year} \times 8 \text{ hours of operation per day}}{32 \text{ minutes per clinic stop} / 60 \text{ minutes}} = 3,750 \text{ annual clinic stops}$$

A maximum capacity of 3,750 clinic stops per year, assuming 100% utilization. However, 100% utilization is not realistic. Apply an 80% Efficiency Factor as a design standard for Ambulatory Care.

$$3,750 \times 80\% = 3,000 \text{ annual clinic stops.}$$

FUNCTIONAL AREA	SERVICE / ROOM	WORKLOAD TYPE	PROJECTED WORKLOAD (MINIMUM)
Ambulatory Care	Urgent Care: Emergency / Admit	Clinic Stop	3,000
	Treatment Module Exam Room: Admit/Screen, Primary Care, Medicine, Oncology, Preventive, Geriatric and Gastroenterology	Clinic Stop	1,730
	Treatment Module Exam Room: Compensation and Pension	Clinic Stop	1,000

	Treatment Module Exam Room: Surgery, Orthopedic and Urology	Clinic Stop	3,000
	Treatment Module Exam Room: Dermatology	Clinic Stop	1,760
	Treatment Module Exam Room: Podiatry	Clinic Stop	3,000
	Medicine / Surgery Sub-Specialty Clinic Space: Gastroenterology	Clinic Stop	500
	Medicine / Surgery Sub-Specialty Clinic Space: Dermatology	Clinic Stop	4,000
	Medicine / Surgery Sub-Specialty Clinic Space: Oncology	Clinic Stop	500
	Medicine / Surgery Sub-Specialty Clinic Space: Patient Education	Outpatient Visits	50,000
Audiology and Speech Pathology	n/a	Clinic Stop	2,000
Canteen	n/a	Outpatient Visits	50,000
Clinic Management Suite	n/a	Outpatient Visits	100,000
Lobby	n/a	Outpatient Visits	100,000
MAS	n/a	Outpatient Visits	50,000
Endoscopy Suite	n/a	Annual Procedures	2,000
Outpatient Psychiatric	Administration	Clinic Stop	8,400
	Social Activities Space: Dining / Multipurpose Day Treatment	Clinic Stop	3,400
	Social Activities Space: Kitchen Day Treatment	Clinic Stop	17,500
Pharmacy Service	Waiting Area, Filling and Assembly, Dispensing, Storage, and Drug Receiving	Outpatient Prescriptions	100,000
	Mail out, and Refrigeration	Outpatient Prescriptions	200,000
	Prepackaging, and Controlled Substance Storage	Outpatient Prescriptions	300,000
Physical Medicine and Rehabilitation Service	Whirlpool Area	Clinic Stop	5,000
	PT Clean Utility Area, and PT Dressing Room	Clinic Stop	7,500

	PT Waiting Area, PT Treatment and Exercise Area, and PT Equipment Storage, and OT Treatment	Clinic Stop	9,000
--	---	-------------	-------

3. Physician / Provider Offices: Divide the total number of multi-purpose examination and special purpose examination rooms by 2.5, rounding down to the nearest whole number to determine the number of Physician Provider Offices.

#### 4 GLOBAL PROGRAM DATA REQUIRED (INPUT DATA QUESTIONS)

##### A Mission Input Data Statements

- 1 Are Educational Facilities authorized for this Outpatient Clinic (OPC)? (M)
- 2 Are EEG Laboratories authorized for this OPC? (M)
- 3 Are Lockers, Toilets and Showers authorized for this OPC? (M)
- 4 Are Outpatient Psychiatric Clinics authorized for this OPC? (M)
- 5 Is Acquisition and Materiel Management Department authorized for this OPC? (M)
- 6 Is Ambulatory Care Clinic authorized for this OPC? (M)
- 7 Is Audiology and Speech Pathology Clinic authorized for this OPC? (M)
- 8 Is Canteen Service authorized for this OPC? (M)
- 9 Is Cardiovascular Laboratory / Cardiology Clinic authorized for this OPC? (M)
- 10 Is Clinic Management Suite authorized for this OPC? (M)
- 11 Is Dental Clinic authorized for this OPC? (M)
- 12 Is Endoscopy Suite - Digestive Diseases Program authorized for this OPC? (M)
- 13 Is Engineering Service authorized for this OPC? (M)
- 14 Is Environmental Management Service authorized for this OPC? (M)
- 15 Is Eye Clinic authorized for this OPC? (M)
- 16 Is Lobby authorized for this OPC? (M)
- 17 Is Medical Administration Service authorized for this OPC? (M)
- 18 Is Pathology and Laboratory Medicine Service authorized for this OPC? (M)
- 19 Is Pharmacy Service authorized for this OPC? (M)
- 20 Is Physical Medicine and Rehabilitation Service authorized for this OPC? (M)
- 21 Is Police and Security Service authorized for this OPC? (M)
- 22 Is Prosthetic and Sensory Aids Service authorized for this OPC? (M)
- 23 Is Pulmonary Medicine clinic authorized for this OPC? (M)
- 24 Is Radiology Service authorized for this OPC? (M)
- 25 Is Service Organizations authorized projected for this OPC? (M)
- 26 Is Supply, Processing and Distribution Service authorized for this OPC? (M)
- 27 Is Surgery Service authorized for this OPC? (M)
- 28 Is Voluntary Service authorized for this OPC? (M)

##### B Workload Input Data Statements

- 1 How many annual outpatient visits (excluding psychiatric visits) are projected? (W)
- 2 How many annual psychiatric visits are projected? (W)
- 3 Total number of annual outpatient visits (Sum of 1. & 2.) (VA-SEPS calculated value, no user input required) (W)



C Staffing Input Data Statements

- 1 How many Dietitians are projected for this clinic? (S)
- 2 How many FTE employees are projected for this clinic? (S)
- 3 How many FTE Nurses are projected for this clinic? (S)
- 4 How many FTE Physicians are projected for this clinic? (S)
- 5 How many House Staff are projected for this clinic? (S)
- 6 How many MTOT Students / Trainees are projected for this clinic? (S)
- 7 How many Staff Nurses are projected for this clinic? (S)
- 8 How many Staff Physicians are projected for this clinic? (S)

**5.1 FUNCTIONAL AREA 1: OPC: ACQUISITION AND MATERIEL MANAGEMENT (AMM)**

Refer to VHA Space Planning Criteria Chapters 284 and 291 for supplemental information.

A Mission Input Data Statements

1. Will parent VAMC accommodate less than 50% of the clinic's medical and general storage? (M)
2. Is an AMM Supply Management Section Supervisor position authorized? (M)

B. Staffing Input Data Statements

1. How many AMM Administrative Employee positions are authorized? (S)
2. How many AMM Clerical Employees are projected? (S)
3. How many AMM Technical Employees are projected? (S)
4. How many additional clerks are projected for the Acquisition and Distribution Section? (S)
5. Is a full-time AMM Storekeeper position authorized? (S)
6. Is an AMM Chief position authorized? (S)
7. Is an AMM Procurement Section Supervisor position authorized? (S)
8. Is an AMM Secretary position authorized? (S)

C. Space Determinations

1. Administration
  - a. **Office, Chief (OFA01)** ..... **150 NSF (13.9 NSM)**  
*Provide one if in Concept of Operations.*
  - b. **Office, Secretary and Waiting (SEC01)**..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
  - c. **Office, Supervisor, Procurement Section (OFA01)**..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
  - d. **Office, Supervisor, Supply Management Section (OFA01)** ..... **100 NSF (9.3 NSM)**  
*Provide one if in Concept of Operations.*

- e. **Open Office (OFA03)**..... **80 NSF (7.5 NSM)**  
*Minimum NSF, one, if authorized. Provide an additional 64 NSF per each Clerical, Technical and clerk positions authorized.*

This office to accommodate all other clerical, technical, and administrative employees.

2. Acquisition and Distribution

*Provide office space in OPC only for those staffed full time at the clinic.*

- a. **Office, Storekeeper (OFA02)** ..... **100 NSF (9.3 NSM)**  
*Minimum NSF. Provide an additional 64 NSF per clerk position authorized greater than one.*
- b. **Storage, Medical and General (MMGS1)**..... **See Formula Below**  
*Provide 0.01 NSF per annual outpatient visit (excluding psychiatric visits).  
Provide 0.02 NSF per annual outpatient visit (excluding psychiatric visits) if parent VAMC accommodates less than 50% of the clinic's medical and general storage.*
- c. **Receiving and Issue Area (MMRP1)**..... **100 NSF (9.3 NSM)**  
*Provide one per Acquisition and Material Management Services.*
- d. **Un-posted Stock Holding Area (MMCR2)** ..... **100 NSF (9.3 NSM)**  
*Provide one per Acquisition and Material Management Services.*
- e. **Storage, Flammable (SRHM1)** ..... **50 NSF (4.7 NSM)**  
*Provide none if projected number of annual outpatient visits is less than or equal to 50,000. Provide one if projected number of annual outpatient visits is greater than 50,000.*
- f. **Storage, Medical Gas (SRGC1)** ..... **80 NSF (7.4 NSM)**  
*Provide one per Acquisition and Material Management Services.*
- g. **Storage, Equipment (SRE01)**..... **See Formula Below**  
*Provide one. Multiply total NSF of Medical and General Storage times 0.2.*  
  
Medical and General Storage space.
- h. **Forms Storage / Processed Stores (SRS01)** ..... **50 NSF (4.7 NSM)**  
*Minimum NSF. Provide one if projected number of annual outpatient visits is less than or equal to 50,000. Provide an additional 100 NSF if projected number of annual outpatient visits is greater than 50,000.*  
  
Storage for Office Supplies.
- i. **Receiving and Shipping Dock (DOCK1)** ..... **130 NSF (12.1 NSM)**

*Provide one per Acquisition and Material Management Services.*

- j. **Bio-hazard Waste Storage (SRHM1) ..... 50 NSF (4.6 NSM)**  
*Provide one per Acquisition and Material Management Services.*

## 5.2 FUNCTIONAL AREA 2: OPC: AMBULATORY CARE

Refer to VHA Space Planning Criteria Chapter 262 for supplemental information.

### A. Mission Input Data Statements

1. Is an Ambulatory Care Medicine / Surgery Cardiology Clinic authorized? (M)
2. Is an Ambulatory Care Medicine / Surgery Clinic Based Home Care Clinic authorized? (M)
3. Is an Automated Medical Information Exchange (AMIE) System authorized? (M)
4. Is an Ambulatory Care Medicine / Surgery Geriatric Evaluation Unit (GEU) authorized? (M)
5. Is an Ambulatory Care Medicine / Surgery Neurology Clinic authorized? (M)
6. Is an Ambulatory Care Medicine / Surgery Nutrition Clinic authorized? (M)
7. Is an Ambulatory Care Medicine / Surgery Orthopedic Clinic authorized? (M)
8. Is an Ambulatory Care Medicine / Surgery Pulmonary / Chest Clinic authorized? (M)
9. Is an Ambulatory Care Medicine / Surgery Women's Health / GYN Clinic authorized? (M)
10. Is an Ambulatory Care Patient Education authorized? (M)
11. Is an Ambulatory Care Pulmonary / Chest Clinic authorized? (M)
12. Is phototherapy treatment performed in the Dermatology Clinic? (M)

### B. Workload Input Data Statements

1. How many annual Ambulatory Care Admit / Screen Clinic Stops are projected? (W)
2. How many annual Ambulatory Care Compensation and Pension (C&P) Clinic Stops are projected? (W)
3. How many annual Ambulatory Care Dermatology Clinic Stops are projected? (W)
4. How many annual Ambulatory Care Emergency / Admit Clinic Stops are projected? (W)
5. How many annual Ambulatory Care Gastroenterology Clinic Stops are projected? (W)
6. How many annual Ambulatory Care Geriatric Clinic Stops are projected? (W)
7. How many annual Ambulatory Care Oncology Clinic Stops are projected? (W)
8. How many annual Ambulatory Care Orthopedic Clinic Stops are projected? (W)
9. How many annual Ambulatory Care Podiatry Clinic Stops are projected? (W)
10. How many annual Ambulatory Care Primary Care Clinic Stops are projected? (W)
11. How many annual Ambulatory Care Surgery Clinic Stops are projected? (W)
12. How many annual Ambulatory Care Urology Clinic Stops are projected? (W)

C. Staffing Input Data Statements

1. Is an Ambulatory Care File Unit Supervisor position authorized? (S)
2. Is an Ambulatory Care MAS Medical Information Section Assistant Chief position authorized? (S)
3. Is an Ambulatory Care MAS Medical Information Section Medical Records Administrator position authorized? (S)
4. Is an Ambulatory Care MAS Supervisor authorized? (S)
5. Is an Ambulatory Care Medicine / Surgery Clinic Based Home Care Nurse authorized? (S)
6. Is an Ambulatory Care Medicine / Surgery Clinic Based Home Care Physician authorized? (S)
7. Is an Ambulatory Care Medicine / Surgery Clinic Based Home Care Social Worker authorized? (S)
8. Is an Ambulatory Care Medicine / Surgery Geriatric Evaluation Unit (GEU) Nurse Practitioner authorized? (S)
9. Is an Ambulatory Care Medicine / Surgery Geriatric Evaluation Unit (GEU) Physician authorized? (S)
10. Is an Ambulatory Care Medicine / Surgery Geriatric Evaluation Unit (GEU) Social Worker authorized? (S)
11. Is an Ambulatory Care Nursing Service Physician Extender authorized? (S)
12. Is an Ambulatory Care Urgent Care Head Nurse authorized? (S)
13. Is an Ambulatory Care Urgent Care Physician authorized? (S)
14. How many FTE medical care staff (physician, physician extender or nurse) positions are permanently assigned to Urgent Care in this clinic? (S)
15. How many Ambulatory Care File Unit FTE clerk positions are authorized? (S)
16. How many Ambulatory Care MAS clerk positions are authorized? (S)
17. How many Ambulatory Care MAS Compensation and Pension (C&P) clerk positions are authorized? (S)
18. How many Ambulatory Care MAS Health Benefits Advisers / Patient Services Assistant positions are authorized? (S)
19. How many Ambulatory Care MAS Health Benefits Advisers / Patient Services Assistant positions are authorized? (S)
20. How many Ambulatory Care MAS Medical Information Section Medical Record Technician / Clerk positions are authorized? (S)
21. How many Ambulatory Care MAS Medical Information Section Supervisor positions are authorized? (S)
22. How many Ambulatory Care MAS Travel Agent positions are authorized? (S)
23. How many Ambulatory Care MAS Travel Clerk positions are authorized? (S)
24. How many Ambulatory Care Medicine / Surgery Clinic Based Home Care Clerical Support Staff positions are authorized? (S)
25. How many Ambulatory Care Medicine / Surgery Geriatric Evaluation Unit (GEU) Clerical Support Staff positions are authorized? (S)
26. How many Ambulatory Care Medicine / Surgery Nutrition Clinic Dietitian positions are authorized? (S)
27. How many Ambulatory Care Nursing Service FTE Social Worker positions are authorized? (S)
28. How many Ambulatory Care Nursing Service Nurse positions are authorized? (S)
29. How many Ambulatory Care Nursing Service Pharmacist positions are authorized? (S)
30. How many Ambulatory Care Nursing Service Physician positions are authorized? (S)

31. How many Ambulatory Care Nursing Service Resident Physician positions are authorized? (S)
32. How many Ambulatory Care Nursing Service Telephone Triage Nurse positions are authorized? (S)
33. How many Ambulatory Care Patient Education FT clerk positions are authorized? (S)
34. How many Ambulatory Care Transcription Unit Supervisor positions are authorized? (S)
35. How many Ambulatory Care Transcription Unit Transcriptionist positions are authorized? (S)

D. Miscellaneous Input Data Statements

1. How many FTE MAS clerks will be assigned to Central Reception? (MISC)
2. What is the projected total linear foot of records on hand? (MISC)

E. Space Criteria

1. MAS Ambulatory Care Section

- a. **MAS: Central Reception Counter (RECP1)..... 150 NSF (NSM)**  
*Provide one if number of MAS clerk positions authorized is five or less. Provide an additional 150 NSF if number of MAS clerk positions authorized is greater than five.*

This area includes Supplemental Office Equipment.

- b. **MAS: Workstation, Clerical (OFA03)..... 80 NSF (7.5 NSM)**  
*Provide an additional 80 NSF per FT MAS clerk position authorized assigned to Central reception greater than two.*
- c. **MAS: Interview Room / Clerical Workstation (OFA03)..... 120 NSF (11.2 NSM)**  
*Provide one if number of MAS clerk positions authorized assigned to Central Reception is five or less. Provide two if number of MAS clerk positions authorized assigned to Central Reception is greater than five.*
- d. **MAS: Office, MAS Supervisor (OFA01) ..... 100 NSF (9.3 NSM)**  
*Provide one if in Concept of Operations.*
- e. **MAS: Office, Health Benefits Advisor / Patient Services Asst. (OFA01)..... 120 NSF (11.2 NSM)**  
*Minimum NSF, if in Concept of Operations. Provide an additional 85 NSF per each Health Benefits position authorized greater than one.*
- f. **MAS: Office, Travel Clerk (OFA01)..... 120 NSF (11.2 NSM)**  
*Minimum NSF, if in Concept of Operations. Provide an additional 80 NSF per each Travel Clerk position authorized greater than.*

- g. **MAS: Office, Agent (OFA01)**..... **120 NSF (11.2 NSM)**  
*Minimum NSF, if in Concept of Operations. Provide an additional 80 NSF per each Agent position authorized greater than one.*

Medical Information Section (MIS)

- h. **MAS: Office, Medical Records Administrator (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
- i. **MAS: Office, Assistant Chief, MIS (OFA01)**..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
- j. **MAS: Workstation, Supervisor (OFA03)**..... **100 NSF (9.3 NSM)**  
*Provide one if in Concept of Operations.*
- k. **MAS: Workstation, Medical Records Technical Clerk (OFA03)**..... **80 NSF (7.5 NSM)**  
*Provide one if in Concept of Operations.*
- l. **MAS: Supplemental Equipment Space (SRE01)** ..... **75 NSF (7.0 NSM)**  
*Minimum NSF. Provide an additional 70 NSF if number of MIS Technician / clerk positions authorized is between three and six; provide an additional 150 NSF if number of MIS Technician / clerk positions authorized is greater than seven.*
- m. **MAS: AMIE System (CMP01)**..... **70 NSF (6.7 NSM)**  
*Provide one if in Concept of Operations.*

AMIE: Automated Medical Information Exchange

Transcription Unit (TU)

- n. **MAS: TU Workstation, Supervisory Transcriptionist (OFA03)**..... **100 NSF (9.3 NSM)**  
*Provide one if in Concept of Operations.*
- o. **MAS: TU Workstation, Transcriptionist (OFA03)**..... **64 NSF (5.9 NSM)**  
*Provide one if in Concept of Operations.*
- p. **MAS: TU Supplemental Equipment Space (SRE01)** ..... **70 NSF (7.0 NSM)**  
*Provide one if in Concept of Operations. Provide an additional 40 NSF if number of MIS Transcriptionist positions authorized is equal to or greater than four.*
- q. **MAS: TU Transcription System Controller/Records (OFA03)**..... **75 NSF (7.0 NSM)**  
*Provide one if in Concept of Operations.*

File Unit (FU)

- r. **MAS: FU Office, Supervisor (OFA01)**..... **100 NSF (9.3 NSM)**  
*Provide one if in Concept of Operations.*
- s. **MAS: FU Workroom (WRCH1)**..... **60 NSF (5.6 NSM)**  
*Minimum NSF. Provide an additional 60 NSF per each full time file clerk position authorized and if in Concept of Operations.*
- t. **MAS: FU Storage, Medical Records (FILE1)**..... **See Formula Below**  
*If in Concept of Operations. Total projected linear feet of records multiplied by 0.63 (0.059) equals total NSF (NSM) medical records storage space.*
- u. **MAS: FU Storage, Medical Records, Veteran Volunteers and Employ (FILE 1)** ..... **35 NSF (3.3 NSM)**  
*Provide one if in Concept of Operations.*
- v. **MAS: Waiting Area (WRC01)** ..... **200 NSF (18.6 NSM)**  
*Provide one if in Concept of Operations.*

Provides space for 10 standard seats and 2 accessible seats.

- w. **MIS: Toilets, Public (TLTU1)**..... **50 NSF (4.7 NSM)**  
*Provide one male and one female at 50 NSF each.*

2. Urgent Care

Area is not equipped or staffed for emergency care service. Accommodates only patients with medical conditions warranting constant observation while at the clinic, and those who, while at the clinic, develop complications that require immediate resuscitation and/or temporary stabilization until they can be transported to a emergency care medical facility. Ambulances will not bring patients in need of emergency care services to the clinic.

Urgent Care will utilize clean and soiled utility rooms located in an adjacent clinic examination/treatment module.

Basic Service:

*Provide when no full-time medical care staff will be permanently assigned to Urgent Care*

- a. **UC: Observation / Treatment Room (OOHR1)**..... **150 NSF (13.9 NSM)**  
*Provide one if FT medical care staff (physician, physician extender or nurse) positions permanently assigned to the Clinic are not authorized.*

Expanded Service:

*Provide when full-time medical care staff permanently assigned and number of annual Urgent Care stops is greater than 3,000.*

- b. **UC: Nurse/Communication Station (NSTA4)..... 150 NSF (13.9 NSM)**  
*Provide one if FT medical care staff (physician, physician extender or nurse) positions permanently assigned to the Clinic are authorized and the projected number of annual Emergency/Admit clinic stops seen in UC is greater than 3,000.*

Includes crash cart and locked cabinet for medications.

- c. **UC: Office, Head Nurse (OFA01)..... 120 NSF (11.2 NSM)**  
*If in Concept of Operations. Provide one if FT medical care staff (physician, physician extender or nurse) positions permanently assigned to the Clinic are authorized and the projected number of annual Emergency/Admit clinic stops seen in UC is greater than 3,000.*

- d. **UC: Office, Physician (OFA01) ..... 120 NSF (11.2 NSM)**  
*Provide one if FT medical care staff (physician, physician extender or nurse) positions permanently assigned to the Clinic are authorized and the projected number of annual Emergency/Admit clinic stops seen in UC is greater than 3,000.*

e. **Observation Treatment Area:**

- (1) **UC: Infectious Isolation Room (BRIT1)..... 120 NSF (12.1 NSM)**  
*Provide one if FT medical care staff (physician, physician extender or nurse) positions permanently assigned to the Clinic are authorized and the projected number of annual Emergency/Admit clinic stops seen in UC is greater than 3,000.*

This room must be designed to meet TB isolation requirements.

- (2) **UC: Monitored Beds (BRUN1) ..... 100 NSF (9.3 NSM)**  
*Provide three minimum if FT medical care staff (physician, physician extender or nurse) positions permanently assigned to the Clinic are authorized and the projected number of annual Emergency/Admit clinic stops seen in UC is greater than 3,000. Exclusive of infectious isolation beds, total number of monitored beds required equals number of UC stops divided by 1,280. Maximum of six monitored beds.*

- f. **UC: Storage, Wheelchair and Stretcher (SRLW1)..... 100 NSF (9.3 NSM)**  
*Provide one if FT medical care staff (physician, physician extender or nurse) positions permanently assigned to the Clinic are authorized and the projected number of annual Emergency/Admit clinic stops seen in UC is greater than 3,000.*

- g. **UC: Storage, Medical Equipment (SRE01) ..... 120 NSF (11.2 NSM)**  
*Provide one if FT medical care staff (physician, physician extender or nurse) positions permanently assigned to the Clinic are authorized and the projected number of annual Emergency/Admit clinic stops seen in UC is greater than 3,000.*



3. Clinic Examination/Treatment Modules (ETM)

Primary Care and Multi-clinic Medical Service and Surgery Service modules accommodating the following clinics: General Medicine, Primary Care, Allergy/Immune, Cardiology, Endo/Metab, Diabetes, Hematology, Hypertension, Infectious Disease, Pacemaker, Pulmonary/Chest, Renal/Nephrology, Rheumatology/Arthritis, Coumadin, Geriatric, Persian golf Counsel. Dermatology, Gastroenterology, Oncology, Neurology, Nutrition, General Surgery, Cardiac, ENT, Hand, Neuro, Plastic, Thoracic, Vascular, Orthopedics, Urology, Amputation, Women's' Health/GYN, Podiatry, and Compensation and Pension. (C&P)

Exam Rooms

- a. **ETM: Multi-purpose Exam Room (EXRG3)..... 120 NSF (11.2 NSM)**  
*Provide one per 1,730 Admit/Screen, Primary Care, Medicine, Oncology, Preventive, Geriatric and Gastroenterology Clinic Stops. Provide one per 1000 Compensation and Pension visits. Provide one per 3,000 Surgery, Orthopedic and Urology clinic stops.*
- b. **ETM: Special Purpose Dermatology Exam Room (EXRG3) ..... 120 NSF (11.2 NSM)**  
*Provide one per 1,760 Dermatology Clinic-stops.*
- c. **ETM: Special Purpose Podiatry Exam Room (EXP01)..... 120 NSF (11.2 NSM)**  
*Provide one per 3,000 Podiatry clinic-stops.*

Modules

- d. **Total Number of Modules Required ..... See Formula Below**  
*For 16 or fewer exam rooms provide one module; 17 – 32 exam rooms provide two modules; 33 - 48 exam rooms provide three modules; 49 - 64 exam rooms provide four modules; 65 – 80 exam rooms provide five modules; 81 – over exam rooms provide one module for each whole increment of 16 exam rooms.*
- e. **ETM: Waiting Area (WRC01)..... 60 NSF (5.6 NSM)**  
*Minimum NSF; For one exam room. Provide an additional 55 NSF per each Multipurpose Exam and Special Purpose Exam Room (within the Examination / Treatment Module) greater than one. Allocates 25 NSF for one accessible seat and 30 NSF for two general waiting standard seats.*
- f. **ETM: Public Toilet (TLTU1)..... 50 NSF (4.7 NSM)**  
*Provide one male and one female at 50 NSF each.*
- g. **ETM: Multipurpose Conference /**

**Classroom (CRA02) ..... 200 NSF (18.6 NSM)**  
*Provide one per module.*

Includes patient education.

h. **ETM: Storage, Linen, Stretcher,  
and Med. Equip. (SRSE1) ..... 100 NSF (9.3 NSM)**  
*Provide one per module.*

i. **ETM: Clean Utility Room (UCCL1) ..... 100 NSF (9.3 NSM)**  
*Minimum NSF. Provide one per module. Provide an additional 40 NSF for each whole increment of 5 Multipurpose and Special Purpose Exam Rooms (in the module) greater than ten.*

j. **ETM: Soiled Utility Room (USCL1)..... 80 NSF (7.5 NSM)**  
*Minimum NSF. Provide one per module. Provide an additional 30 NSF for each whole increment of 5 Multipurpose and Special Purpose Exam Rooms (in the module) greater than ten.*

k. **ETM: Multipurpose Procedure Room (TRGM1)..... 175 NSF (16.3 NSM)**  
*Provide one per each increment of two modules or fraction thereof.*

Provides 150 NSF for procedure, plus 25 NSF for sink/work area

4. Module Support Space

MAS

a. **MAS: Clinic Module Reception Area (RECP1)..... 150 NSF (13.9 NSM)**  
*Minimum NSF. For up to 10 Multi-purpose and Special Purpose exam rooms.. For 11-14 Exam Rooms, provide an additional 50 NSF; for 15-20 Exam Rooms provide an additional 100 NSF.*

b. **MAS: Office, Health Benefits Adviser (OFA01) ..... 120 NSF (11.2 NSM)**  
*Minimum NSF, if in Concept of Operations. Provide an additional 80 NSF per each FTE employee position authorized greater than one.*

Includes Patient Services Assistant

c. **MAS: Office,  
Compensation and Pension Clerks (OFA01) ..... 120 NSF (11.2 NSM)**  
*Minimum NSF, if in Concept of Operations. Provide an additional 64 NSF per each FTE employee position authorized greater than one.*

Nursing Service

d. **NS: Nurse Station (NSTA4) ..... 200 NSF (18.6 NSM)**

*Divide total Clinic nursing staff (excluding telephone triage) by three. Provide one per every whole increment.*

- e. **NS: Medication Room (MEDP1)** ..... 60 NSF (5.6 NSM)  
*Provide one per Nurse Station.*  
  
Locate adjacent to Nurse Station.
  - f. **NS: Storage, Crash Cart (RCA01)** ..... 20 NSF (1.9 NSM)  
*Provide one per Nurse Station.*  
  
Locate adjacent to Nurse Station.
  - g. **NS: Staff Toilet (TLTU1)**..... 50 NSF (4.7 NSM)  
*Provide one per Nurse Station.*  
  
Locate adjacent to Nurse Station.
  - h. **NS: Nurse Triage Room (EXRG4)**..... 100 NSF (9.3 NSM)  
*Provide one per Nursing Service.*
  - i. **NS: Office, Telephone Triage Nurse (OFA01)**..... 80 NSF (7.5 NSM)  
*Provide one per each FTE Triage Nurse position authorized.*
  - j. **NS: Nurse Case Manager (OFA01)**..... 100 NSF (9.3 NSM)  
*Provide one per Nursing Service.*
  - k. **NS: Office, Physician (OFD01)** ..... 120 NSF (11.2 NSM)  
*Provide one per each FTE Physician authorized.*
  - l. **NS: Office, Physician Extender (OFA01)** ..... 120 NSF (11.2 NSM)  
*If in Concept of Operations. Provide one per each FTE Physician Extender authorized.*
  - m. **NS: Office, Social Worker (OFA01)** ..... 120 NSF (11.2 NSM)  
*One per each FTE Social Worker position authorized.*
  - n. **NS: Office, Resident Physicians (OFA01)** ..... 64 NSF (5.9 NSM)  
*One per each FTE Resident Physician position authorized.*
  - o. **NS: Prescription Receiving Station (PHDS1)** ..... 100 NSF (9.3 NSM)  
*Provide one station per FTE Pharmacist position authorized.*
5. Medicine / Surgery Sub-specialty Clinic Space
- Gastroenterology (GI):
- a. **GI: Screening Proctoscopy / Sigmoidoscopy Room (TRPE1)** ..... 175 NSF (16.3 NSM)

*Provide one if number of projected annual Gastroenterology Clinic stops is greater than 500.*

- b. **GI: Toilet (TTU1)**..... **50 NSF (4.7 NSM)**  
*Provide one per Screening Proctoscopy / Sigmoidoscopy Room.*

Dermatology (Derm):

- c. **DERM: Dermatology Procedure / Treatment Room (TRGS1)** ..... **175 NSF (16.3 NSM)**  
*Provide one if number of projected annual Dermatology Clinic stops is greater than 4,000.*
- d. **DERM: Dermatology Laboratory (LBDE1)** ..... **100 NSF (9.3 NSM)**  
*Minimum NSF. Provide one if number of projected annual Dermatology Clinic stops is between 2,000 and 4,000. Provide an additional 50 NSF if greater than 4,000.*
- e. **DERM: Dermatology Medication Prep / Storage Room (MEDP1)**..... **90 NSF (8.4 NSM)**  
*Provide one if number of projected annual Dermatology Clinic stops is greater than 4,000.*
- f. **DERM: Dermatology Phototherapy Treatment Room (OPDU1)**..... **175 NSF (16.3 NSM)**  
*If in Concept of Operations. Provide one if number of projected annual Dermatology Clinic stops is greater than 4,000..*
- g. **DERM: Dermatology Phototherapy Shower Room (SHWR1)**..... **50 NSF (4.7 NSM)**  
*If in Concept of Operations. Provide one if number of projected annual Dermatology Clinic stops is greater than 4,000.*

Oncology (ONC):

- h. **ONC: Chemotherapy Treatment Room- 3 Stations (OPTC1)** ..... **330 NSF (30.7 NSM)**  
*If in Concept of Operations. Provide one if number of projected annual outpatient chemotherapy treatments is greater than 500. Provide an additional 100 NSF (one Treatment Station) per each additional 300 projected annual outpatient chemotherapy treatments. Maximum of eight stations per Treatment Room.*
- i. **ONC: Patient Toilet (TLTU1)**..... **50 NSF (4.7 NSM)**  
*Provide one for each 3 Station Chemotherapy Treatment Room. Provide two if more than 3 treatment stations.*
- j. **ONC: Office, Data Coordination / Tumor Registry (OFA01)**..... **120 NSF (11.2 NSM)**  
*Provide one if number of projected annual outpatient chemotherapy treatments is greater than 500.*

- k. **ONC: Oncology Lab (LBVP1)** ..... **80 NSF (7.4 NSM)**  
*Provide one if number of projected annual outpatient chemotherapy treatments is greater than 500.*

Women's Health / GYN

- l. **GYN: Exam Room (EXRG8)** ..... **120 NSF (11.2 NSM)**  
*Provide one per Women's Health / GYN Clinic.*
- m. **GYN: Patient Toilet (TLTU1)** ..... **50 NSF (4.7 NSM)**  
*Provide one per GYN Exam Room.*

Orthopedics (Ortho)

- n. **ORTHO: Cast Room (OPCR1)** ..... **175 NSF (16.3 NSM)**  
*Provide one if Orthopedic Clinic is scheduled on a weekly basis.*
- o. **ORTHO: Dressing Room (DR001)** ..... **35 NSF (3.3 NSM)**  
*Provide two per ORTHO: Cast Room.*
- p. **ORTHO: Storage, Plaster and Splints (ORPC1)** ..... **100 NSF (9.3 NSM)**  
*Provide one per ORTHO: Cast Room.*

Nutrition (Diet):

- q. **DIET: Office, Dietitian (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
- r. **DIET: Classroom (CLRO2)** ..... **250 NSF (23.2 NSM)**  
*Provided one if a FTE Dietitian position is authorized.*

Cardiology

See Functional Area 5: Cardiovascular Laboratories.

Neurology

See Functional Area 9: EEG Laboratory.

Pulmonary / Chest

See Functional Area 23: Pulmonary Medicine.

Clinic Based Home Care (CBHC)

- s. **CBHC: Office, Nurse (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
- t. **CBHC: Office, Social Worker (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations*
- u. **CBHC: Office, Physician (OFD01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations*

- v. **CBHC: Office, Clerical Support Staff (OFA01) ..... 120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 64 NSF per each FTE Clerical Support Staff position authorized greater than one and if in Concept of Operations.*

Geriatric Evaluation Unit (GEU)

- w. **GEU: Office, Nurse Practitioner (OFD01) ..... 120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*

- x. **GEU: Office, Physician (OFD01) ..... 120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations*

- y. **GEU: Exam Room**  
*Provide none.*

Use Multi-Purpose Exam Rooms in clinic modules.

- z. **GEU: Office, Social Worker (OFA01) ..... 120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*

- aa. **GEU: Office, Clerical Support Staff (OFA01) ..... 120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 64 NSF per FTE Clerical Support Staff position authorized greater than one and if in Concept of Operations.*

Patient Education (Pat EDU)

- bb. **PAT EDU: Information Resource Center (LIBV1) ..... 400 NSF (37.2 NSM)**  
*Provide one if at least one FTE Information Resource Center Clerk position authorized.*

- cc. **PAT EDU: Classroom (CLR01) ..... 300 NSF (27.9 NSM)**  
*Provide one if projected annual number of total outpatient visits is greater than 50,000 and if the clinic does not have an Educational Conference Room.*

**5.3 FUNCTIONAL AREA 3: OPC: AUDIOLOGY AND SPEECH PATHOLOGY**

Refer to VHA Space Planning Criteria Handbook 7610 Chapter 204 for detailed information.

A. Mission Input Data Statements

1. Is a Hearing Aid Fabrication / Modification Room authorized? (Expanded Service only) (M)
2. Is a Posturography Room authorized? (Expanded Service only) (M)
3. Is a Speech Analysis Laboratory authorized? (Expanded Service only) (M)
4. Is a Speech Analysis Laboratory with a biofeedback station authorized? (Expanded Service only) (M)
5. Is a Vestibulography Room authorized? (Expanded Service only) (M)
6. Is an Eletrophysiology Room authorized? (Expanded Service only) (M)
7. Will Audiology and Speech Pathology be a Basic Service? If "No", it will be considered an Expanded Service. (M)

B. Workload Input Data Statements

1. How many annual Audiology and Speech Pathology stops are projected? (W)

C. Staffing Input Data Statements

1. How many additional clerks are projected for the Secretary / Receptionist area? (Expanded Service only) (S)
2. How many Audiologists are projected? (Expanded Service only) (S)
3. How many Speech Pathologists are projected? (Expanded Service only) (S)

D. Miscellaneous Input Data Statements

1. How many additional Audiometric Examination Suites are projected? (Expanded Service only) (MISC)

E. Space Criteria

1. Basic Service: If one FTE Audiologist position and one FTE Speech Pathologist are authorized.

- a. **Waiting Area (WRC01) ..... 100 NSF (9.3 NSM)**  
*Provide one per Audiology and Speech Pathology.*

Audiology (AUD)

- b. **AUD: Office / Therapy Room, Audiologist (EXOS1) ..... 130 NSF (12.1 NSM)**  
*Provide one if Basic Service is authorized.*

- c. **AUD: Suite, Audiometric Exam (PEHS4) ..... 260 NSF (24.2 NSM)**  
*Provide one if Basic Service is authorized.*

Prefabricated, double-walled sound booth.

- d. **AUD: Group Therapy Room (OPMH1) ..... 240 NSF (22.3 NSM)**  
*Provide one if Basic Service is authorized and projected number of annual Audiology clinic stops is greater than 2,000.*

Speech Pathology (SP)

- e. **SP Office/ Therapy Room, Speech Pathologist (EXOS1)..... 130 NSF (12.1 NSM)**  
*Provide one if Basic Service is authorized.*

2. Expanded Service: If more than one FTE Audiologist position and one FTE Speech Pathologist are authorized.

- a. **Office, Chief of Service (OFA01) ..... 150 NSF (13.9 NSM)**  
*Provide one if Expanded Service is authorized.*

- b. **Office, Secretary / Receptionist (SEC01)..... 120 NSF (11.2 NSM)**

*Minimum NSF. Provide one if Expanded Service is authorized. Provide an additional 64 NSF per each FTE Secretary / Receptionist position authorized greater than one.*

- c. **Office, Administrative Assistant (OFA03) ..... 100 NSF (9.3 NSM)**  
*Provide one if Expanded Service is authorized.*
- d. **Equipment Area (OFA03)..... 50 NSF (4.7 NSM)**  
*Provide one if Expanded Service is authorized.*
- e. **Office, Patient Receptionist / Control Clerk (RECP1) .. 120 NSF (11.2 NSM)**  
*Provide one if Expanded Service is authorized.*
- f. **Waiting Area (WRC01) ..... 100 NSF (9.3 NSM)**

*Minimum NSF. Multiply the projected number of annual Audiology and Speech Pathology clinical stops times 0.002 to calculate the number of seats; allocate 25 NSF for 20% of the calculated total number of seats for wheelchair accessible waiting, and 15 NSF for the remaining 80%.*

Audiology (AUD)

- g. **AUD: Office / Therapy Room (EXOS1)..... 130 NSF (12.1 NSM)**  
*Provide one if Expanded Service is authorized.*
- h. **AUD: Group Therapy Room (OPMH1) ..... 240 NSF (22.3 NSM)**  
*Provide one if Expanded Service is authorized.*
- i. **AUD: Instrument Calibration and Storage Room (SRCH1) ..... 140 NSF (13.0 NSM)**  
*Provide one if Expanded Service is authorized.*
- j. **AUD: Suite, Audiometric Exam (PEHS4) ..... 260 NSF (24.2 NSM0)**  
*Provide one if Expanded Service is authorized.*

Additional suites must be justified on an individual project basis.

- k. **AUD: Booth, Audiometric Exam (PEHS1)..... 130 NSF (12.1 NSM)**  
*Provide one if Expanded Service is authorized.*
- l. **AUD: Immittance Room (TREN2) ..... 80 NSF (7.4 NSM)**  
*Provide one if Expanded Service is authorized and if in Concept of Operations.*
- m. **Electrophysiology Room (XXXX) ..... 120 NSF (11.2 NSM)**  
*Provide one if Expanded Service is authorized and if in Concept of Operations.*

Authorized program official approval is required.

- n. **AUD: Hearing Aid Fabrication / Modifying Room (HATL1) ..... 120 NSF (11.2 NSM)**



*Provide one if Expanded Service is authorized and if in Concept of Operations.*

Authorized program official approval is required.

- o. AUD: Posturography Room (EXRG3) ..... 150 NSF (13.9 NSM)**  
*Provide one if Expanded Service is authorized.*

Authorized program official approval is required.

- p. AUD: Vestibulography Room (EXEV1) ..... 150 NSF (13.9 NSM)**  
*Provide one if Expanded Service is authorized.*

Authorized program official approval is required.

- q. Vestibulography Patient Toilet (TLTU1) ..... 50 NSF (4.7 NSM)**  
*Provide one if Expanded Service is authorized.*

Speech Pathology (SP)

- r. SP: Office / Therapy Room,  
Speech Pathologist (EXOS1)..... 130 NSF (12.1 NSM)**  
*Provide one if Expanded Service is authorized.*

- s. SP: CAT (Computer Assisted Training)Workroom  
(WRCH1) ..... 120 NSF (11.2 NSM)**  
*Provide one if Expanded Service is authorized.*

For Computer Assisted Training.

- t. SP: Speech Pathology Group  
Therapy Room (OPMH1)..... 225 NSF (20.9 NSM)**  
*Provide one if Expanded Service is authorized.*

- u. SP: Speech Analysis Laboratory (EXOS1)..... 200 NSF (18.6 NSM)**  
*Minimum NSF. Provide one if Expanded Service is authorized and if in Concept of Operations. Provide an additional 100 NSF if a Biofeedback Station is authorized. Authorized program official approval is required.*

**5.4 FUNCTIONAL AREA 4: OPC: CANTEEN**

Refer to VHA Space Planning Criteria Chapter 206 for supplemental information.

A. Mission Input Data Statements

- 1. Is a Canteen space authorized? (M)

B. Space Criteria

- 1. **Vending Machine Area (BX001) ..... 150 NSF (13.9 NSM)**

*Minimum NSF; for up to 50,000 projected total annual Outpatient Visits. For Outpatient Visits greater than 50,000 provide an additional 210 NSF.*

2. **Staff Lunch / Break Room (SL001)** ..... **240 NSF (22.3 NSM)**  
*Minimum NS; for less than 100 total FTE clinic positions (all categories). For 100 or more FTE clinic positions provide an additional 240 NSF.*
3. **Canteen (FSCD1)** ..... **TBD**  
*Provide justification on a project basis if clinic will be in a remote location from commercial food establishments. When justified, space for Canteen will be determined on an individual project basis.*

### 5.5 FUNCTIONAL AREA 5: OPC: CARDIOVASCULAR LABORATORIES (CARDIOLOGY)

Refer to VHA Space Planning Criteria Chapter 210 for supplemental information.

#### A. Staffing Input Data Statement

1. Is an FTE Cardiologist position authorized? (S)

#### B. Space Determinations

##### 1. Basic Service:

*Provide when the clinic has no full-time cardiologist on staff.*

- a. **ECG Testing Cubicle (OPEC1)** ..... **100 NSF (9.3 NSM)**  
*Provide one if an FTE Cardiologist position is not authorized.*

Includes dressing area and storage alcove

##### 2. Expanded Service:

*Provide when the clinic has a full-time cardiologist on staff.*

- a. **ECG Testing Cubicle (OPEC1)** ..... **100 NSF (9.3 NSM)**  
*Provide one for Expanded Service. Additional cubicles must be justified on individual project basis.*

Includes dressing area and storage alcove.

- b. **Pacemaker / Holter Monitor Technology Room (OPHM1)**..... **120 NSF (11.2 NSM)**  
*Provide one for Expanded Service.*

- c. **Echocardiography Room (OPPE1)** ..... **200 NSF (18.6 NSM)**  
*Provide one for Expanded Service*

- d. **Exercise Room (Stress**

**Laboratory Facility (OPTM1) ..... 240 NSF (22.3 NSM)**  
*Provide one for Expanded Service.*

## 5.6 FUNCTIONAL AREA 6: OPC: CLINIC MANAGEMENT

Refer to VHA Space Planning Criteria Chapter 238 for supplemental information.

### A. Staffing Input Data Statements

1. Is a Chief Administrative Officer position authorized? (S)
2. Is a Medical Administrative Officer position authorized? (S)
3. Is a Secretary to the Chief Administrative Officer position authorized? (S)
4. Is a Secretary to the Medical Administrative Officer position authorized? (S)
5. How many Support Staff positions are authorized? (Include personnel management specialist and finance and accounting staff) (S)

### B. Space Criteria

1. **Office, Chief Administrative Officer (OFC01)..... 150 NSF (13.9 NSM)**  
*Minimum NSF. Provide one per Clinic Management Suite. Provide an additional 50 NSF if total number of projected outpatient visits is 100,000 or more.*
2. **Office, Secretary and Waiting (SEC01)..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Secretary to the Chief Administrative Officer position authorized.*
3. **Office, Medical Administrative Officer (MAO)(OFA01)..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Medical Administrative Officer position authorized.*
4. **Secretary to the MAO and Waiting (SEC01)..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Medical Administrative Officer Secretary position authorized.*
5. **Office, Clinic Management Support Staff (OFA01) ..... 100 NSF (9.3 NSM)**  
*Provide one per FTE Clinic Management Support Staff position authorized.*  
  
Includes personnel management specialist and finance and accounting staff.
6. **Support Equipment (OFA02)..... 100 NSF (9.3 NSM)**  
*Minimum NSF. Provide one per Functional Area. Provide an additional 50 NSF if total number of projected outpatient visits is 100,000 or more.*
7. **Conference Room (CRA02)..... 300 NSF (27.9 NSM)**  
*Provide one per Clinic Management Suite.*
8. **Toilet, Staff (TLTU1)..... 50 NSF (4.7 NSM)**  
*Provide one per Clinic Management Suite.*

## 5.7 FUNCTIONAL AREA 7: OPC: DENTAL

Refer to VHA Space Planning Criteria Chapter 222 for supplemental information.

A. Mission Input Data Statements

1. Is a combined Dental Hygiene Operator / Preventive Dentistry Operator authorized? (M)
2. Is an additional Oral Surgery Room authorized? (M)
3. Is an Oral Surgery Suite authorized? (M)
4. Will Dental Service be required to perform sterilization for other clinic services? (M)

B. Staffing Input Data Statements

1. How many FTE clerical staff positions are authorized? (S)
2. How many FTE Dentist positions are authorized? (S)

C. Space Criteria

1. **Waiting Area (WRC01)..... 60 NSF (5.6 NSM)**  
*Minimum NSF. for one General Treatment Operatory; provides two standard seats and one accessible. Provide 55 NSF (3 seats) per each additional General Treatment Operatory. Accommodates 25 NSF for 1 accessible seat, and 30 NSF for 2 standard seats.*
2. **Patient Toilet (TLTU1)..... 50 NSF (4.7 NSM)**  
*Provide one per Dental Service.*
3. **Office, Chief (OFC01)..... 150 NSF (13.9 NSM)**  
*Provide one per Dental Service.*
4. **Office, Administrative Assistant (OFA01) ..... 100 NSF (9.3 NSM)**  
*Provide one if in Concept of Operations.*
5. **Office, Secretary / Reception / Files / Additional Clerk (SEC01)..... 120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 80 NSF per FTE clerical staff position authorized greater than one.*
6. **Office, Dentist (OFD03)..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Dentist position authorized.*
7. **General Treatment Operatory (DNTG1)..... 120 NSF (11.2 NSM)**  
*Provide two if one FTE Dentist position authorized. Provide three if two FTE Dentist positions authorized. Provide five if three FTE Dentist positions authorized.*
8. **Combined Dental Hygiene Operatory (DNTG1) ..... 150 NSF (13.9 NSM)**  
*Provide one if in Concept of Operations.*  
  
*Includes Preventive Dentistry Operatory.*
9. **X-Ray Area (DNXD1) ..... 230 NSF (21.4 NSM)**

*Provide one per Dental Service.*

10. **Darkroom (DNXF1)**..... **80 NSF (7.4 NSM)**  
*Provide one if in Concept of Operations.*

Oral Surgery Suite:

11. **Oral Surgery Room (DNST1)**..... **150 NSF (13.9 NSM)**  
*Provide one if in Concept of Operations. Provide an additional room if authorized.*

12. **Recovery Room (DNTR1)** ..... **110 NSF (10.2 NSM)**  
*Provide one if in Concept of Operations.*

13. **Dental Prosthetic Laboratory (DNPL1)**..... **100 NSF (9.3 NSM)**  
*Provide one if in Concept of Operations.*

Additional space must be approved by the authorized official and will be determined on an individual basis.

14. **Instrument Preparation and Sterilization Room (DNST2)**..... **80 NSF (7.4 NSM)**  
*Minimum NSF. Provide an additional 10 NSF per General Treatment Operatory, and an additional 30 NSF if Dental Service is authorized to perform sterilization for other clinic services.*

15. **Storage Room (SRE01)**..... **80 NSF (7.4 NSM)**  
*Provide one per Dental Service..*

16. **Linen Room and Clean SPD Cart (LCCL1)** ..... **80 NSF (7.4 NSM)**  
*Provide one if in Concept of Operations.*

17. **Soiled SPD Cart Holding (LCSL1)**..... **60 NSF (5.6 NSM)**  
*Provide one if in Concept of Operations.*

18. **Mechanical Room (MECH1)** ..... **80 NSF (7.4 NSM)**  
*Provide one per Dental Service.*

19. **Locker Room / Changing Area (LR002)**..... **Refer to Section 18**  
*Provide one if in Concept of Operations.*

20. **Conference Room (CRA01)**..... **220 NSF (20.4 NSM)**  
*Provide one if in Concept of Operations.*

**5.8 FUNCTIONAL AREA 8: OPC: EDUCATION FACILITIES**

Refer to VHA Space Planning Criteria Chapter 402 for supplemental information.

A. Input Data Statements

None needed. Criteria calculations are based on Global Data at the Department Level.

B. Space Determinations

1. **Educational Conference Room (CRA03) ..... 350 NSF (32.5 NSM)**  
*Minimum NSF. Provide one if: resident physicians are on staff and total physician and nursing staff is greater than 20; or total FTE physician and nursing staff is greater than 40. Provide an additional 10 NSF per seat, total number of seats required equals total FTE Staff Physician positions, FTE Nursing Staff positions, FTE House Staff positions, and MTOT Student / Trainee positions authorized. Maximum 1050 NSF.*
2. **Instruction Area (OFA03) ..... 150 NSF (13.9 NSM)**  
*Minimum NSF. Provide an additional 100 NSF if total number of calculated seats is greater than 50.*

**5.9 FUNCTIONAL AREA 9: OPC: ELECTRO-ENCEPHALOGRAPHY LABORATORY (EEG)**

Refer to VHA Space Planning Criteria Chapter 226 for supplemental information.

A. Staffing Input Data Statements

1. Is a full-time EEG Technician position authorized? (S)
2. How many additional EEG Technician positions are authorized? (S)

B. Workload Input Data Statements

1. How many EEG Exam Rooms are authorized? (W)

C. Space Determinations

The clinic must staff at least one full-time EEG technician to justify the following space:

1. **EEG Exam Room (OPEE1) ..... 120 NSF (11.2 NSM)**  
*Provide the number of Exam Rooms authorized and if an FTE EEG Technician position is authorized.*
2. **EEG Instrument and Work Room (OPEE2) ..... 180 NSF (16.7 NSM)**  
*Minimum NSF. Provide an additional 25 NSF if total number of EEG Exam Rooms is greater than one and if an FTE EEG Technician position is authorized.*
3. **Storage, EEG Record (MRS01) ..... 100 NSF (9.3 NSM)**  
*Minimum NSF. Provide an additional 50 NSF if total number of EEG Exam Rooms is greater than one and if an FTE EEG Technician position is authorized.*
4. **Office, EEG Technician (OFA01)..... 100 NSF (9.3 NSM)**

*Provide one per authorized FTE EEG Technician position.*

### 5.10 FUNCTIONAL AREA 10: OPC: DIGESTIVE DISEASES PROGRAM-ENDOSCOPY

Refer to VHA Space Planning Criteria Chapter 287 for supplemental information. Space for this suite may be incorporated into a clinic module or surgery suite.

#### A. Mission Input Data Statements

1. Will the Endoscopy Suite be incorporated into a clinic module or the surgery suite? (M)

#### B. Workload Input Data Statements

1. How many annual EGD procedures are projected? (W)
2. How many annual Colonoscopy procedures are projected? (W)

#### C. Staffing Input Data Statements

1. Is a GI Assistant position authorized? (S)

#### D. Space Criteria

*A basic Endoscopy Suite requires 2,000 total annual procedures (EGD plus colonoscopy).*

1. **Waiting Area (WRC01)..... 120 NSF (11.2 NSM)**  
*Minimum NSF. for one EGD / Colonoscopy Procedure Room; provides four standard seats and two accessible. Provide 55 NSF (3 seats) each additional Procedure Room. Accommodates 25 NSF for 1 accessible seat, and 30 NSF for 2 standard seats.*
2. **Reception Area (RECP1) ..... 120 NSF (11.2 NSM)**  
*Provide one if Endoscopy Suite is not incorporated into a clinic module.*
3. **Nurse Station (NSTA4) ..... 100 NSF (9.3 NSM)**  
*Provide one per Endoscopy Suite.*
4. **Patient Changing Area (DR001) ..... 60 NSF (5.6 NSM)**  
*Provide two per EGD / Colonoscopy Procedure Room.*
5. **Patient Recovery Cubicle (RROP1) ..... 100 NSF (9.3 NSM)**  
*Provide four two per EGD / Colonoscopy Procedure Room.*
6. **Patient Toilet (TLTU1)..... 50 NSF (4.7 NSM)**  
*Provide three per Endoscopy Suite.*
7. **Storage, Crash Cart (RCA01) ..... 20 NSF (1.9 NSM)**

*Provide one per Endoscopy Suite.*

8. **EGD Procedure Room (TREE1)** ..... **300 NSF (27.9 NSM)**  
*Provide two per Endoscopy Suite.*
9. **Scopes Clean-up,  
Sterilization and Storage Room (USCL2)**..... **120 NSF (11.2 NSM)**  
*Provide one per Endoscopy Suite.*
10. **Dictation / Viewing Room (XVC01)** ..... **120 NSF (11.2 NSM)**  
*Provide one per Endoscopy Suite.*
11. **Office, GI Assistant (OFD01)**..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
12. **Clean Utility Room (UCCL1)**..... **100 NSF (9.3 NSM)**  
*Provide one per Endoscopy Suite.*
13. **Soiled Utility Room (USCL1)**..... **80 NSF (7.4 NSM)**  
*Provide one per Endoscopy Suite.*
14. **Housekeeping Aids Closet (JANC1)**..... **40 NSF (3.8 NSM)**  
*Provide one per Endoscopy Suite.*

#### 5.11 FUNCTIONAL AREA 11: OPC: ENGINEERING

Refer to VHA Space Planning Criteria Chapter 230 for supplemental information.

##### A. Mission Input Data Statements

1. Will biomedical engineering repairs for the clinic be performed in-house? (M)

##### B. Space Criteria

1. **Biomedical Engineering Repair Shop (BMER1)**..... **200 NSF (18.6 NSM)**  
*Provide one if biomedical engineering repairs will be performed in-house.*

#### 5.12 FUNCTIONAL AREA 12: OPC: ENVIRONMENTAL MANAGEMENT (EMS)

Refer to VHA Space Planning Criteria Chapter 406 for supplemental information.

##### A. Staffing Input Data Statements



1. Is an Environmental Management Service Chief Officer position authorized? (S)
2. Is an Environmental Management Service Secretary to the Chief position authorized? (S)
3. How many FTE Environmental Management Service clerk positions are authorized? (S)

B. Miscellaneous Input Data Statements

1. How many female Environmental Care Service and Maintenance personnel positions are anticipated? (used to calculate number of showers in LLTS) (MISC)
2. How many male Environmental Care Service and Maintenance personnel are anticipated? (used to calculate number of showers in LLTS) (MISC)

C. Space Criteria : Provide office space in OPC only for FTE's located at the clinic.

1. **Office, Chief (OFA01)**..... **150 NSF (13.9 NSM)**  
*Provide one per Environmental Management Service.*
2. **Office, Secretary and Waiting (SEC01)**..... **120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 64 NSF for each FTE Secretary position authorized greater than one and if in Concept of Operations.*
3. **Storage, Environmental Management Supplies and Large Equipment (SRSE1)**..... **150 NSF (13.9 NSM)**  
*Minimum NSF; for up to 29,999 total OPC area (NSF).*

*Provide an additional 150 NSF if total OPC area (NSF) is between 30,000 and 39,999 NSF.*

*Provide an additional 300 NSF if total OPC area (NSF) is between 45,000 and 64,999 NSF.*

*Provide an additional 450 NSF if total OPC area (NSF) is between 65,000 and 99,999 NSF.*

*Provide an additional 600 NSF if total OPC area (NSF) is between 100,000 and 149,999 NSF.*

*Provide an additional 750 NSF if total OPC area (NSF) is between 150,000 and 199,999 NSF.*

*Provide an additional 900 NSF if total OPC area (NSF) is 200,000 NSF or greater.*

For single-level facility divide total Storage NSF equally and provide one room per 51,000 NSF; no room less than 100 NSF.

For multi-level facility, divide total Storage NSF equally provide one room per floor; no room less than 100 NSF.

4. **Housekeeping Aids Closet-HAC (JANC1)**..... **40 NSF (3.7 NSM)**  
*Provide one per every whole increment of 13,000 total OPC NSF.*  
  
*Do not duplicate space provided with each service.*
5. **Soiled Linen Cart Storage Room (LCCL1)**..... **100 NSF (9.3NSM)**  
*Provide one per Environmental Management Service.*
6. **Clean Linen Cart Storage Room (LCCL1)** ..... **100 NSF (9.3 NSM)**

*Provide one per Environmental Management Service.*

- 7. **Infectious / Hazardous Waste (SRHM1)**..... **120 NSF (11.2 NSM)**  
*Provide one per Environmental Management Service.*
- 8. **Recyclable Waste (UTC01)**..... **120 NSF (11.2 NSM)**  
*Provide one per Environmental Management Service.*
- 9. **Dumpsters (UTC01)** ..... **150 NSF (13.9 NSM)**  
*Provide one per Environmental Management Service.*

**5.13 FUNCTIONAL AREA 13: OPC: EYE CLINIC**

Refer to VHA Space Planning Criteria Chapter 233 for supplemental information.

A. Mission Input Data Statements

- 1. How many additional Exam / Treatment Rooms are projected? (Provide justification) (M)

B. Staffing Input Data Statements

- 1. Is a Blind Rehabilitation (VIST) Counselor positions authorized? (S)
- 2. How many MDs and ODs are projected? (S)

C. Space Criteria

- 1. **Reception Area** ..... **0 NSF (0 NSM)**  
*Provide none.*  
  
Use clinic module reception.
- 2. **Waiting Area (Dilation) (WRC01)**..... **60 NSF (5.6 NSM)**  
*Provide one per Eye Clinic. Provides two standard seats and one accessible.*  
  
All other patients will use clinic module waiting.
- 3. **Office, Eye Care Provider (OFD03)** ..... **120 NSF (11.2 NSM)**  
*Provide one per FTE Eye Care Provide position authorized.*
- 4. **Exam / Treatment Room (TREY1)** ..... **130 NSF (12.1 NSM)**  
*Provide one per Eye Clinic.*  
  
Additional rooms must be justified on an individual project basis.
- 5. **Visual Fields Room (EYVF1)** ..... **130 NSF (12.1 NSM)**  
*Provide one per Eye Clinic.*
- 6. **Photography Room (EYFC1)**..... **150 NSF (13.9NSM)**  
*Provide one per Eye Clinic.*

7. **Fitting and Dispensing Room (EYFD1)** ..... 120 NSF (11.2 NSM)  
*Provide one per Eye Clinic.*
  
8. **Office, Blind Rehabilitation (VIST) Counselor (OFA01)**..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*

#### 5.14 FUNCTIONAL AREA 14: OPC: LOBBY

Refer to VHA Space Planning Criteria Chapter 244 for supplemental information.

A. Input Data Statements

None needed. Criteria are based on Global Data at the Department Level.

B. Space Determinations

1. **Waiting Area (WRC01)**..... 200 NSF (18.6 NSM)  
*Provide one if total number of projected annual Satellite Outpatient Clinic visits is 100,000 or greater.*  
  
Space provided accommodates 10 seats and 2 wheelchair spaces.
  
2. **Public Telephones (LOB01)** ..... 30 NSF (2.8 NSM)  
*Provide one per Lobby.*
  
3. **Public Toilet-Male (TLTU1)**..... 50 NSF (4.7 NSM)  
*Provide one per Lobby.*
  
4. **Public Toilet-Female (TLTU1)**..... 50 NSF (4.7 NSM)  
*Provide one per Lobby.*
  
5. **Information Desk (RECP3)** ..... 100 NSF (9.3 NSM)  
*Provide one if Voluntary Service is authorized.*
  
6. **Escort Room (OFA01)** ..... 150 NSF (13.4 NSM)  
*Provide one per Lobby.*
  
7. **Storage, Wheelchair (SRLW1)**..... 100 NSF (9.3 NSM)  
*Provide one per Lobby.*

#### 5.15 FUNCTIONAL AREA 15: OPC: EMS: LOCKERS, LOUNGES, TOILETS, AND SHOWERS (LLTS)

Refer to VHA Space Planning Criteria Chapter 410 for supplemental information.

A. Miscellaneous Input Data Statements

1. How many female FTE staff are projected? (MISC)
2. How many male FTE staff are projected? (MISC)

B. Space Determinations

1. **Locker Room (LR002)**.....**6 NSF (0.6 NSM)**  
*Provide one (locker space) for all FTE Nurse, Dietitian, and all other FTE positions for whom office space is not provided.*

If Dental Service is provided at the clinic, consideration should be given to locating locker room / changing area space for dentists, dental assistants, and hygienists within the Dental Clinic.

2. **Staff Toilet (TLTU1)**..... **See Formula Below**  
*Provide one set of water closet and sink at 50 NSF per each increment of 20 projected male FTE, and one for each increment of projected 15 female FTE, or fraction thereof. Provide one urinal at 15 NSF for each increment of 40 projected male FTE, or fraction thereof..*

3. **Single Showers (TLTS1)**.....**50 NSF (4.7 NSM)**  
*Provide one per each increment of 30 projected male Environmental Management Service (EMS) FTE, or fraction thereof, maximum of four. Provide one per each increment of 30 projected female EMS FTE or fraction thereof, not to exceed four.*

Showers are provided for Environmental Care Service and maintenance personnel.

**5.16 FUNCTIONAL AREA 16: OPC: MEDICAL ADMINISTRATION (MAS)**

Refer to VHA Space Planning Criteria Chapter 246 for supplemental information. MAS denotes spaces for integral administrative functions of the Outpatient Clinic.

A. Staffing Input Data Statements

1. Is a MAS Chief position authorized? (S)
2. Is a MAS Administrative Assistant position authorized? (S)
3. Is a MAS Assistant Chief position authorized? (S)
4. Is a MAS Fee Services Section Supervisor position authorized? (S)
5. Is a MAS Medical Administration Assistant position authorized? (S)
6. Is a MAS Medical Care Cost Recovery (MCCR) Supervisor position authorized? (S)
7. Is a MAS Secretary position authorized?
8. How many FTE clerk positions are authorized for the MAS Fee Services Section? (S)
9. How many FTE clerk positions are authorized for the MAS Medical Care Cost Recovery (MCCR) Section? (S)
10. How many FTE clerk positions are authorized for the MAS Office of the Chief? (S)

B. Miscellaneous Input Data Statements

1. How many telephone lines are projected for this facility? (MISC)

C. Space Criteria

Office of the Chief

1. **Office, Chief (OFC02)**..... **150 NSF (13.9 NSM)**  
*Provide one if in Concept of Operations*
2. **Office, Assistant Chief (OFA01)**..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations*
3. **Office, Secretary and Waiting (SEC01)**..... **120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 80 NSF per FTE Clerk position greater than one and if in Concept of Operations.*
4. **Office, Administrative Assistant (OFA01)** ..... **100 NSF (8.3 NSM)**  
*Provide one if in Concept of Operations.*

Fee Services Section

5. **Fee Services Workstation, Supervisor (OFA01)** ..... **100 NSF (8.3 NSM)**  
*Provide one if in Concept of Operations.*
6. **Fee Services Workstation, Clerical (OFA01)**..... **80 NSF (7.5 NSM)**  
*Provide one if in Concept of Operations.*
  
7. **Fee Services Supplemental Equipment Space (OFA01)**..... **50 NSF (2.8 NSM)**  
*Minimum NSF. Provide an additional 30 NSF per FTE Clerk position greater than one.*

Medical Care Cost Recovery (MCCR) Section

8. **MCCR Workstation, Supervisor (OFA01)** ..... **100 NSF (8.3 NSM)**  
*Provide one if in Concept of Operations.*
9. **MCCR Workstation, Clerical (OFA01)**..... **80 NSF (7.5 NSM)**  
*Provide one if in Concept of Operations.*
10. **MCCR Services Supplemental Equipment Space (OFA01)**..... **50 NSF (2.8 NSM)**  
*Minimum NSF. Provide an additional 30 NSF per FTE Clerk position greater than one.*

Office Operations (Support Services) Section

11. **Support: Copy Room (RPR01)** ..... **150 NSF (13.9 NSM)**

*Provide one if total annual projected outpatient visits is 50,000 outpatient visits or greater..*

Use Mailroom space if less than 50,000 annual projected outpatient visits.

12. **Support: Mail Room and Distribution Center (MRMB1)**..... **150 NSF (13.9 NSM)**  
*Minimum NSF. Provide an additional 50 NSF if total annual projected outpatient visits is 50,000 or greater..*
13. **Support: Telephone Equipment Room (COMC1)**..... **150 NSF (13.9 NSM)**  
*Minimum NSF; for 100 lines or less. Provide an additional 150 NSF if total number of projected phone lines is between 101 and 400. Provide an additional 250 NSF if total number of projected phone lines is between 401 and 600.*
14. **Support: Telephone Room Vestibule (XXYYC)**..... **100 NSF (9.3 NSM)**  
*Provide one per Telephone Equipment Room.*

#### 5.17 FUNCTIONAL AREA 17: OPC: MENTAL HEALTH

Refer to VHA Space Planning Criteria Chapters 261, 260, and 202 for supplemental information.

##### A. Mission Input Data Statements

1. Is a Compensated Work Therapy program authorized? (M)
2. Is a Methadone Maintenance Program (MMP) authorized? (M)
3. Is an Occupational Therapy program authorized? (M)
4. Is a Day Treatment Center (DTC) be authorized? (M)
5. Is a Day Treatment Center Clinic Chief authorized? (M)
6. Is a Mental Health Clinic (MHC) authorized? (M)
7. Is a Mental Health Clinic Chief authorized? (M)
8. Is a Substance Abuse Clinic (SAC) authorized? (M)

##### B. Workload Input Data Statements

1. How many annual Day Treatment stops are projected? (W)
2. How many annual Mental Health Clinic stops are projected? (W)
3. How many annual Substance Abuse Clinic stops are projected? (W)
4. How many Mental Health Clinic Staff Counselors will be provided? (W)

##### C. Staffing Input Data Statements

1. Is a Substance Abuse Clinic Chief position authorized? (S)
2. Is a Substance Abuse Clinic Nurse position authorized? (S)
3. Is a Substance Abuse Clinic Pharmacist position authorized? (S)
4. Is a Substance Abuse Clinic Physician position authorized? (S)
5. Is a Substance Abuse Clinic Rehabilitation Counselor position authorized? (S)
6. Is a Substance Abuse Clinic Secretary position authorized? (S)
7. Is a Substance Abuse Clinic Statistical Clerk position authorized? (S)
8. Is an Outpatient Psychiatric Clinic Director position authorized? (S)

9. Is an Outpatient Psychiatric Clinic Secretary position authorized? (S)
10. How many additional Outpatient Psychiatric clerk positions are authorized? (S)
11. How many additional Substance Abuse Clinic clerk positions are authorized? (S)
12. How many Day Treatment Center staff Counselor positions are authorized? (S)
13. How many Methadone Maintenance Program (MMP) Nurse Practitioner positions are authorized? (S)
14. How many Methadone Maintenance Program (MMP) Technician positions are authorized? (S)
15. How many Psychologist positions are authorized? (S)
16. How many Social Worker positions are authorized? (S)

D. Space Criteria

Administration

1. **Office, Director (OFA01)**..... **150 NSF (13.9 NSM)**  
*Provide one if in Concept of Operations*
2. **Office, Secretary / Clerical (SEC01)**..... **120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 64 NSF for each additional FTE Clerk position authorized greater than one and if in Concept of Operations.*
3. **Toilet, Staff (TLTU1)**..... **50 NSF (4.7 NSM)**  
*Provide on per Outpatient Psychiatric Clinic.*
4. **Reception / Control Unit (RECP1)**..... **120 NSF (11.2 NSM)**  
*Provide on per Outpatient Psychiatric Clinic.*
5. **Waiting Area (WRC01)**..... **120 NSF (11.2 NSM)**  
*Minimum NSF. Seat calculation: Multiply the projected number of annual Mental Health, Day Treatment and Substance Abuse Clinic stops by 0.0006 to calculate the number of seats; Allocate 25 NSF for 20% of the calculated total number of seats for wheelchair accessible waiting, and 15 NSF for the remaining 80%.*
6. **Patient Toilet, Male (TLTU1)**..... **50 NSF (1.4 NSM)**  
*Minimum NSF. Provide an additional 100 NSF if waiting area is greater than 230 NSF.*
7. **Patient Toilet, Female (TLTU1)**..... **50 NSF (4.7 NSM)**  
*Provide on per Outpatient Psychiatric Clinic.*
8. **Group Therapy Room (OPMH1)**..... **300 NSF (27.9 NSM)**  
*Provide one if total projected number of Psychiatric Clinic stops is 8,400 or less. Provide two if total projected number of Psychiatric Clinic stops is between 8,401 and 29,400. Provide three if total projected number of Psychiatric Clinic stops is greater than 29,400.*

Group therapy rooms will be shared by all psychiatric outpatient programs. Clinic stops generating group therapy space include Mental Health (Group) plus Day Treatment plus Substance Abuse (Group)

Mental Health Clinic

- 9. **MHC: Office, Chief (OFDC1)**..... 150 NSF (13.9 NSM)  
*Provide one if in Concept of Operations.*
- 10. **MHC: Office, Counseling Staff (OFDC1)**..... 120 NSF (11.2 NSM)  
*Provide one per FTE counseling staff position authorized.*
- 11. **MHC: Exam / Treatment Room (EXRG3)** ..... 120 NSF (11.2 NSM)  
*Provide on per Mental Health Clinic.*

This room will be available for use by the Day Treatment Program.

- 12. **MHC: Biofeedback Treatment Room (OPMH3)** ..... 120 NSF (11.2 NSM)  
*Provide on per Mental Health Clinic.*
- 13. **MHC: Biofeedback Control Room/Tech Office (OPMH3)** .. 120 NSF (11.2 NSM)  
*Provide on per Mental Health Clinic.*

Day Treatment Center

- 14. **DTC: Office, Chief (OFDC1)**..... 150 NSF (13.9 NSM)  
*Provide one if in Concept of Operations.*
- 15. **DTC: Office, Counseling Staff (OFDC1)**..... 120 NSF (11.2 NSM)  
*Provide one per FTE counseling staff position authorized.*
- 16. **DTC: Social Activities / Dining / Multipurpose (FSCD1)**..... 500 NSF ( NSM)  
*Minimum NSF. Provide an additional 14 NSF per every whole increment of 100 projected annual Day Treatment clinic stops greater than 3,500.*
- 17. **DTC: Social Activities Space: Storage (SRS01)**..... 100 NSF ( NSM)  
*Minimum NSF. Provide an additional 0.02 NSF per projected number of annual Day Treatment clinic stops.*
- 18. **DTC: Social Activities Space: Kitchen (FSNP1)**..... 150 NSF (13.9 NSM)  
*Minimum NSF. Provide an additional 50 NSF if total projected number of annual Day Treatment clinic stops is greater than 17,500.*

Compensated Work Therapy

*Provide only when the clinic has authorized program official approval for a Compensated Work Therapy Program. Space requirements will be determined on an individual project basis.*

Occupational Therapy

- 19. **OT: Basic Clinic (OTDL1)** ..... 650 NSF (60.4 NSM)



*Provide one if in Concept of Operations.*

20. **OT: Storage (SRS01)** ..... 100 NSF (9.3 NSM)  
*Provide one if in Concept of Operations.*

Substance Abuse Clinic

21. **SAC: Office, Chief (OFDC1)** ..... 150 NSF (13.9 NSM)  
*Provide one if in Concept of Operations.*

22. **SAC: Office, Secretary / Clerical (SEC01)** ..... 120 NSF (11.2 NSM)  
*Minimum NSF. Provide an additional 64 NSF per FTE Clerk position authorized greater than one and if in Concept of Operations.*

23. **SAC: Office, Physician (OFDC1)**..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*

24. **SAC: Office, Nurse / Pharmacist (OFDC1)** ..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations*

25. **SAC: Office, Psychologist (OFDC1)** ..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*

26. **SAC: Office, Social Worker (OFDC1)**..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*

27. **SAC: Office, Statistical Clerk (OFA01)** ..... 80 NSF (7.5 NSM)  
*Provide one if in Concept of Operations.*

28. **SAC: Office, Rehabilitation Counselor (OFDC1)**..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*

29. **SAC: Utility and Storage (SRS01)**..... 120 NSF (11.2 NSM)  
*Provide one per Substance Abuse Clinic.*

Methadone Maintenance Program:

*Provide only when the clinic has authorized program official approval for a Methadone Maintenance Program.*

30. **MMP: Waiting Area (WRC01)**..... 150 NSF (13.9 NSM)  
*Provide one if in Concept of Operations.*

31. **MMP: Toilet, Urine Specimen Collection (TLTU1)** ..... 50 NSF (4.7 NSM)  
*Provide one if in Concept of Operations.*

32. **MMP: Methadone Dispensing Pharmacy (PHDS1)** ..... 175 NSF (16.3 NSM)  
*Provide one if in Concept of Operations.*

33. **MMP: Storage / Vault (SSV01)**..... 50 NSF (4.7 NSM)  
*Provide one if in Concept of Operations.*

34. **MMP: Medication / Treatment Room (MEDP1)**..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*

35. **MMP: Office / Exam Room,  
Nurse Practitioner (OFDC1)** ..... 130 NSF (12.1 NSM)  
*Provide one if in Concept of Operations.*

**5.18 FUNCTIONAL AREA 18: OPC: PATHOLOGY AND LABORATORY MEDICINE (PLM)**

Refer to Space Planning Criteria VA Handbook 7610 Chapter 240 for detailed information.

A. Mission Input Data Statements

1. Will diagnostic testing be limited to use of a mobile laboratory unit? (M)
2. Will diagnostic tests be performed at this clinic? (M)

B. Staffing Input Data Statements

1. Is a Chief Medical Technologist position authorized? (S)
2. Is a Pathology and Laboratory Medicine Service Secretary position authorized? (S)
3. How many additional Pathology and Laboratory Service clerk positions are authorized? (S)
4. How many additional Pathology and Laboratory Service clerk positions are authorized? (S)
5. How many FTE Pathologist positions are authorized? (S)

C. Space Determinations

1. Basic Service:  
*Provide when no diagnostic tests are performed at the clinic or when diagnostic testing at the clinic is limited to the use of a mobile lab.*
  - a. **Blood Specimen Collection Room (LBVP1)** ..... 120 NSF (11.2 NSM)  
*Minimum NSF. Provide and additional 80 NSF if Mobile Lab is in Concept of Operations.*
  - b. **Bulk Storage Area (SRS01)** ..... 50 NSF (4.7 NSM)  
*Minimum NSF. Provide an additional 50 NSF if Mobile Lab is authorized and if in Concept of Operations.*
  - c. **Urine Specimen Collection Toilet (TLTU1)** ..... 50 NSF (4.7 NSM)  
*Provide one if in Concept of Operations.*
  - d. **Waiting Area** ..... 0 (0)  
*Provide none*

Use Radiology Service Waiting Space

2. Expanded Service

*Provide when diagnostic tests are performed at the clinic and/or when mobile lab is not used for diagnostic testing at the clinic.*

- a. **Office, Pathologist and Microscope Area (OFD03) ..... 120 NSF (11.2 NSM)**  
*Provide one per each FTE Pathologist position authorized and if in Concept of Operations.*
- b. **Office, Secretary / Clerical (SEC01)..... 120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 80 NSF per each clerk position greater than one and if in Concept of Operations.*
- c. **Office, Chief Medical Technologist (OFA01)..... 120 NSF (11.1 NSM)**  
*Provide one per Pathology and Laboratory Medicine Service and if in Concept of Operations.*

Laboratories

- d. **Clinical Chemistry (LMCH3)..... 400 NSF (37.2 NSM)**  
*Provide one per Pathology and Laboratory Medicine Service, if in Concept of Operations.*  
  
Includes Chemistry, Urinalysis, and Hematology
- e. **Clinical Microbiology (LMM03)..... 150 NSF (13.9 NSM)**  
*Provide one per Pathology and Laboratory Medicine Service, if in Concept of Operations.*
- f. **Patient Waiting Area (WRC01).....0 (0)**  
*Provide none*  
  
Use Radiology Service Waiting Space
- g. **Blood Specimen Collection Room (LBVP1) ..... 120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 50 NSF if Mobile Lab is authorized and if in Concept of Operations.*
- h. **Urine Specimen Collection Toilet (TLTU1) ..... 50 NSF (4.7 NSM)**  
*Provide one per Pathology and Laboratory Medicine Service and if in Concept of Operations.*
- i. **Sterilization and Solution Prep. Room (LBSM1) ..... 100 NSF (9.3 NSM)**  
*Provide one per Pathology and Laboratory Medicine Service and if in Concept of Operations.*
- j. **Bulk Storage (SRS01) ..... 200 NSF (18.6 NSM)**  
*Provide one per Pathology and Laboratory Medicine Service and if in Concept of Operations.*
- k. **Refrigerated Storage (SRR02)..... 50 NSF (4.7 NSM)**

*Provide one per Pathology and Laboratory Medicine Service and if in Concept of Operations.*

### 5.19 FUNCTIONAL AREA 19: OPC: PHARMACY

Refer to VHA Space Planning Criteria Chapter 268 for supplemental information.

#### A. Mission Input Data Statements

1. Is this clinic authorized to handle Oncology Drugs? (M)
2. Will the parent VAMC perform all mail out for the clinic? (M)

#### B. Workload Input Data Statements

1. How many annual outpatient prescriptions filled are projected? (W)

#### C. Staffing Input Data Statements

1. Is a Pharmacy Assistant / Associate Chief authorized? (Expanded Service only) (S)
2. Is a Pharmacy Chief authorized? (Expanded Service only) (S)
3. Is a Pharmacy Chief Secretary authorized? (Expanded Service only) (S)
4. Is a Pharmacy Inventory Control / Stock Management Clerk authorized? (Expanded Service only) (S)
5. Is a Pharmacy Supervisory Pharmacist authorized? (Expanded Service only) (S)
6. How many full time pharmacy staff positions are authorized? (S)

#### D. Space Criteria

1. Basic Service

*Provide when no more than three full-time pharmacy staff are provided at the clinic, the total annual outpatient prescriptions filled at the clinic do not exceed 100,000 and the parent VAMC performs all mailout for the clinic.*

##### Non-secure Areas

- a. **Waiting Area**..... 150 NSF (13.9 NSM)  
*Provide one for Basic Service Pharmacy*
- b. **Office, Pharmacist/Consultation Room**..... 120 NSF (11.2 NSM)  
*Provide one for Basic Service Pharmacy*
- c. **Prescription Receiving**.....80 NSF (7.4 NSM)  
*Provide one for Basic Service Pharmacy*

##### Secure Areas

- d. **Filing and Assembly** ..... 160 NSF (14.9 NSM)  
*Provide one for Basic Service Pharmacy*
- e. **Dispensing** ..... 135 NSF (12.5 NSM)

*Provide one for Basic Service Pharmacy*

- f. **Storage, Active**..... **150 NSF (13.9 NSM)**  
*Provide one for Basic Service Pharmacy*
- g. **Refrigeration** ..... **40 NSF (3.7 NSM)**  
*Provide one for Basic Service Pharmacy*
- h. **Drug Receiving**..... **95 NSF (8.8 NSM )**  
*Provide one for Basic Service Pharmacy*
- i. **Storage, Prosthetic and Medical Supplies** ..... **75 NSF (7.0 NSM )**  
*Provide one for Basic Service Pharmacy*
- j. **Toilet, Staff** ..... **50 NSF (4.7 NSM )**  
*Provide one for Basic Service Pharmacy*

2. Expanded Service:

*Provide when more than three full-time pharmacy staff are provided at the clinic, the total annual outpatient prescriptions filled at the clinic exceed 100,000 and the parent VAMC does not perform mailout for the clinic.*

Waiting Area – Non-secure Areas

- a. **Waiting Area (WRC01)** ..... **150 NSF (13.9 NSM)**  
*Minimum NSF. Provide an additional 55 NSF per each 100,000 projected annual outpatient prescriptions.*
- b. **Prescription Receiving (OFA03)** ..... **140 NSF (13.0 NSM)**  
*Provide one per Pharmacy Service.*
- c. **Consultation Room (OFA01)** ..... **100 NSF (9.3 NSM)**  
*Provide one per Pharmacy Service.*

Administration – Secure Areas

- d. **Office, Chief (OFA01)** ..... **150 NSF (13.9 NSM)**  
*Provide one if in Concept of Operations.*
- e. **Office, Secretary and Waiting (SEC01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
- f. **Office, Assistant / Associate Chief (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations.*
- g. **Office, Supervisory Pharmacist (OFA01)** ..... **100 NSF (9.3 NSM)**  
*Provide one if in Concept of Operations.*
- h. **Toilet, Staff (TLTU1)**..... **50 NSF (4.7 NSM)**

Provide on per Outpatient Pharmacy.

Outpatient Pharmacy – Secure Areas

- i. **Filling and Assembly (PHOD1)..... 60 NSF (5.6 NSM)**  
*Minimum NSF. Provide an additional 60 NSF for each 100,000 projected annual outpatient number of prescriptions, or fraction thereof.*
- j. **Data Processing Space (OFA03)..... 144 NSF (13.4 NSM)**  
*Provide one per Pharmacy Service.*
- k. **Dispensing (PHOD2)..... 135 NSF (12.5 NSM)**  
*Minimum NSF. Provide an additional 135 NSF for each 100,000 projected annual outpatient number of prescriptions between 100,000 and 600,000, or fraction thereof. Provide an additional 100 NSF for each 100,000 projected annual outpatient prescriptions greater than 600,000, or fraction thereof..*
- l. **Storage, Active (PHOD2) ..... 150 NSF (13.9 NSM)**  
*Minimum NSF. Provide an additional 150 NSF for each 100,000 projected annual number of outpatient prescriptions is greater than 100,000., or fraction thereof.*
- m. **Prepackaging (PHMP2)..... 135 NSF (12.5 NSM)**  
*Minimum NSF. Provide an additional 135 NSF if projected annual number of outpatient prescriptions is greater than 300,000.*
- n. **Controlled Substance Storage and Secured Dispensing (SSS01) ..... 150 NSF (13.9 NSM)**  
*Minimum NSF. Provide an additional 150 NSF if projected annual number of outpatient prescriptions is greater than 300,000.*
- o. **Storage, Flammable (SRHM1) ..... 30 NSF (2.8 NSM)**  
*Provide one per Pharmacy Service.*
- p. **Extemporaneous Compounding (PHIV2) ..... 80 NSF (7.4 NSM)**  
*Provide one per Pharmacy Service.*
- q. **Mail Out (PHMP2)..... 120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 120 NSF for each additional 200,000 projected annual outpatient prescriptions, or fraction thereof, and if Pharmacy Service at parent VAMC does not perform all mail out.*
- r. **Refrigeration / Freezer Area (SRR02) ..... 70 NSF (6.5 NSM)**  
*Minimum NSF. Provide an additional 35 NSF for each 200,000 projected annual outpatient prescriptions greater than 200,000.*

Drug Receiving - Secure

- s. **Drug Receiving,**

**Breakdown and Verification Area (PHBS1) ..... 95 NSF (8.8 NSM)**  
*Minimum NSF. Provide an additional 25 NSF for each additional 100,000 projected annual outpatient prescriptions greater than 100,000.*

- t. **Drug Receiving, Inventory Control / Stock Manager Clerk (OFA01) ..... 80 NSF (7.4 NSM)**  
*Provide one if in Concept of Operations.*
- u. **Storage, Prosthetic and Medical supplies (SRE01) ..... 150 NSF (13.9 NSM)**  
*Minimum NSF. Provide an additional 100 NSF for each 200,000 projected annual outpatient prescriptions, or fraction thereof greater than 100,000. Maximum 350 NSF.*

Oncology Drugs - Secure

- v. **Preparation Area (PHIV3) ..... 180 NSF (16.7 NSM)**  
*Provide one if in Concept of Operations.*
- w. **Preparation Area Anteroom (XXYYZ) ..... 35 NSF (3.3 NSM)**  
*Provide one if in Concept of Operations.*  
  
Required by USP 797.
- x. **Reference Area (OFA03)..... 80 NSF (7.4 NSM)**  
*Provide one if in Concept of Operations.*
- y. **Storage and Clean / Decontamination Area (PHBS2)..... 60 NSF (5.6 NSM)**  
*Provide one if in Concept of Operations.*

**5.20 FUNCTIONAL AREA 20: OPC: PHYSICAL MEDICINE AND REHABILITATION (PMR)**

Refer to VHA Space Planning Criteria Chapter 270 for supplemental information.

A. Mission Input Data Statements

- 1. Is an Electromyography (EMG) Room authorized? (M)
- 2. Is Occupational Therapy Services authorized at the Day Treatment Center? (M)

B. Workload Input Data Statements

- 1. How many annual Occupational Therapy clinic stops are projected? (W)
- 2. How many annual Physical Therapy clinic stops are projected? (W)

C. Staffing Input Data Statements

1. How many Occupational Therapist positions are authorized? (S)
2. How many Physical Therapist positions are authorized? (S)

D. Space Criteria

1. Basic Service

*Provide Basic Service when no more than one full-time Physical Therapist is in concept of operations, and projected annual PT Clinic Stops is less than 2,500.*

- a. **PT: Clinic Office (OFA01)**..... **120 NSF (11.1 NSM)**  
*Provide one per Basic Service PT.*
- b. **PT: Treatment Exercise Area (PTEW1)**..... **690 NSF (64.1 NSM)**  
*Provide one per Basic Service PT.*
- c. **PT: Storage, Equipment (SRE01)**..... **690 NSF (64.1 NSM)**  
*Provide one per Basic Service PT.*
- d. **PT: Utility Area (UCCL1)**..... **30 NSF (2.8 NSM)**  
*Provide one per Basic Service PT.*
- e. **PT: Waiting Area (PTEW1)**..... **60 NSF (5.52 NSM)**  
*Provide one per Basic Service PT.*
- f. **PT: Dressing Room (DR001)** ..... **35 NSF (3.3 NSM)**  
*Provide one per Basic Service PT.*
- g. **PT: Patient Toilet, Wheelchair (TLTU1)**..... **50 NSF (4.7 NSM)**  
*Provide one per Physical Therapy.*

2. Expanded Service:

*Provide Expanded Service when 2,500 or more annual PT Clinic stops are projected.*

Physical Therapy (PT)

- a. **PT: Office, Administration (OFA01)** ..... **120 NSF (11.1 NSM)**  
*Minimum NSF; for up to two Physical Therapists. Provide an additional 100 NSF if total number of FTE Physical Therapist positions authorized is between 3 and 6. Maximum 200 NSF.*
- b. **PT: Whirlpool Area (PTEW1)** ..... **150 NSF (13.9 NSM)**  
*Minimum NSF. Provide none if total number of projected annual Physical Therapy clinic stops is less than 5,000. Provide one if total number of projected annual Physical Therapy clinic stops is between 5,000 and 7,500. Provide an additional 30 NSF if total number of projected annual Physical Therapy clinic stops is between 7,500 and 15,000. Provide an additional 90 NSF if total number of projected annual Physical Therapy clinic stops is greater than 15,000.*
- c. **PT: Patient Toilet, Wheelchair (TLTU1)**..... **50 NSF (4.7 NSM)**



*Provide one per Physical Therapy.*

- d. **PT: Treatment Exercise Area (PTES1)**..... **1000 NSF (93.0 NSM)**  
*Minimum NSF. Provide an additional 100 NSF for each 2,000 or fraction thereof. annual Physical Therapy clinic stops projected greater than 9,000.*
- e. **PT: Storage, Equipment (SRE01)**..... **75 NSF (7.0 NSM)**  
*Minimum NSF. Provide an additional 5 NSF for each additional 2,000 or fraction thereof. annual Physical Therapy clinic stops projected greater than 9,000.*
- f. **PT: Clean Utility Area (UCCL1)** ..... **100 NSF (9.3 NSM)**  
*Minimum NSF. Provide an additional 5 NSF for each additional 5,000 or fraction thereof. annual Physical Therapy clinic stops projected greater than 7,500.*
- g. **PT: Dressing Room (DR001)** ..... **35 NSF (3.3 NSM)**  
*Minimum NSF. Provide two additional rooms for each whole increment of 5,000 annual Physical Therapy clinic stops projected greater than 7,500.*
- h. **PT: Waiting Area (WRC01)**..... **60 NSF (5.52 NSM)**  
*Minimum NSF. Provide an additional 55 NSF for each 2,000 annual Physical Therapy clinic stops projected greater than 9,000, or fraction thereof.*

Electromyography (EMG)

- i. **PT: Electromyography Room (EMG) (PTM1)** ..... **150 NSF (13.9 NSM)**  
*Provide one if in Concept of Operations.*

Occupational Therapy (OT):

*Do not duplicate OT space when it is provided in the Day Treatment Center. OT space is provided only when 2,500 or more annual OT clinic stops are planned.*

- j. **OT Clinic Office (OFA01)** ..... **120 NSF (11.1 NSM)**  
*Provide one per Occupational Therapy and if in Concept of Operations.*
- k. **OT Treatment Clinic (OTGC1)** ..... **600 NSF (55.7 NSM)**  
*Minimum NSF. Provide an additional 75 NSF for each whole increment of 2,000 annual Occupational Therapy clinic stops projected greater than 9,000 and if in Concept of Operations.*
- l. **OT Storage, Equipment (SRE01)**..... **100 NSF (9.3 NSM)**  
*Provide one per Occupational Therapy and if in Concept of Operations.*

**5.21 FUNCTIONAL AREA 21: OPC: POLICE AND SECURITY**

Refer to VHA Space Planning Criteria Chapter 279 for supplemental information.

A. Mission Input Data Statements

- 1. Is a Holding Room authorized? (M)

B. Space Criteria

1. **Operations Room (CROP1)** ..... **120 NSF (11.2 NSM)**  
*Provide one per Police and Security Service.*
2. **Holding Room (OPMH4)** ..... **60 NSF (5.6 NSM)**  
*Provide one per Police and Security Service.*

Must be justified on an individual project basis.

**5.22 FUNCTIONAL AREA 22: OPC: PROSTHETICS AND SENSORY AIDS**

Refer to VHA Space Planning Criteria Chapter 270 for supplemental information.

A. Staffing Input Data Statements

1. How many FTE Prosthetic Clerk positions are authorized? (S)
2. Is a Prosthetic Representative authorized? (S)

B. Space Determinations

1. **Office, Chief (OFA01)** ..... **150 NSF (13.9 NSM)**  
*Provide one per Prosthetics and Sensory Aids Service.*
2. **Office, Secretary and Waiting (SEC01)** ..... **120 NSF (11.2 NSM)**  
*Provide one per Prosthetics and Sensory Aids Service.*
3. **Office, Prosthetic Representative (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if in Concept of Operations*
4. **Office, Dispensing Prosthetic Clerk (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 64 NSF for each FTE Clerk position greater than one.*
5. **Reception and Waiting (RECP1)** ..... **60 NSF (5.6 NSM)**  
*Provide one per Prosthetics and Sensory Aids Service.*

6. **Prosthetic Appliance Storage:**  
**Storage Room (SRCS1)** ..... **150 NSF (13.9 NSM)**  
*Provide one per Prosthetics and Sensory Aids Service.*

Additional space must be justified on an individual project basis.

7. **Prosthetic Appliance Storage:**  
**Mailing Room (SRCS1)** ..... **80 NSF (7.5 MSM)**

*Provide one per Prosthetics and Sensory Aids Service.*

### 5.23 FUNCTIONAL AREA 23: OPC: PULMONARY MEDICINE (PM)

Refer to VHA Space Planning Criteria Chapter 212 for supplemental information.

#### A. Mission Input Data Statements

1. Is a Special Procedures / Bronchoscopy Room authorized? (M)
2. Is a Ventilatory Test Room / Spirometry authorized? (M)
3. Is an Exercise Room authorized? (M)

#### B. Staffing Input Data Statements

1. Is a 5/8 time or more Pulmonologist position authorized? (S)

#### C. Space Criteria

1. **Ventilary Test Room, Spirometry (OPPF1)..... 312 NSF (29.0 NSM)**  
*Provide one if a 5/8-time Pulmonologist position is authorized.*

2. **Exercise Room (OPPF5)..... 240 NSF (22.3 NSM)**  
*Provide one per Pulmonary Medicine.*

Requires authorized program official approval.

3. **Special Procedures / Bronchoscopy Room (TRPE2)..... 240 NSF (22.3 NSM)**  
*Provide one per Pulmonary Medicine.*

Requires authorized program official approval.

### 5.24 FUNCTIONAL AREA 24: OPC: RADIOLOGY

Refer to Space Planning Criteria VA Handbook 7610 Chapter 276 for detailed information.

#### A. Mission Input Data Statement

1. Is a Computed Tomography (CT) suite authorized? (M)
2. Is a Mammography Room authorized? (M)
3. Is an Ultrasound Room authorized? (M)

#### B. Staffing Input Data Statements

1. Is a Chief Radiologist position authorized? (S)
4. Is a Chief Radiologist Secretary position authorized? (S)
5. Is a Professional, Non Physician position authorized? (S)
6. Is a Radiology Receptionist position authorized? (S)
7. How many full time Radiology Technician positions are authorized? (S)
8. How many Reception Clerk positions are authorized? (S)
9. How many Staff Radiologist positions are authorized? (S)

C. Space Determinations

1. Basic Service:

*Provide Basic Service for a clinic having no more than one full-time radiology tech and no radiologists staffed full-time at the clinic.*

- a. **Waiting Area (WRC01)** ..... **120 NSF (11.2 NSM)**  
*Provide one if Basic Service is authorized.*

Shared with Laboratory Blood Specimen Collection Waiting.

- b. **General Purpose (G.P.) X-Ray Room (XDRO1)** ..... **300 NSF (27.9 NSM)**  
*Provide one if Basic Service is authorized.*

Includes control area and wall bucky unit.

- c. **Radiographic/Fluoroscopic (R/F) Room (XDRF1)**..... **320 NSF (29.8 NSM)**  
*Provide one if Basic Service is authorized.*

Includes control area. To be authorized on an individual project basis.

- d. **Patient Toilet (TLTU1)**..... **50 NSF (4.7 NSM)**  
*Provide one if Basic Service is authorized.*

Required only when an R/F Room is provided.

- e. **Film Processing Room (XFP01)** ..... **100 NSF (9.3 NSM)**  
*Minimum NSF. Provide one if Basic Service is authorized and if in Concept of Operations. Add 30 NSF (2.8 NSM) when tele-radiology is used.*

- f. **Film Library (XFFA1)**..... **175 NSF ( 16.2 NSM)**  
*Provide one if Basic Service is authorized and if in Concept of Operations.*

- g. **Dressing Room (DR001)** ..... **35 NSF (3.3 NSM)**  
*Provide two if Basic Service is authorized.*

- h. **Storage, Unexposed Film (SRS01)**..... **30 NSF (2.8 NSM)**  
*Provide one if Basic Service is authorized and if in Concept of Operations.*

- i. **Storage, Chemicals (SRHM1)**..... **30 NSF (2.8 NSM)**

*Provide one if Basic Service is authorized and if in Concept of Operations.*

- j. **Housekeeping Aids Closet -HAC (JANC1) ..... 40 NSF (3.7 NSM)**  
*Provide one if Basic Service is authorized.*
- k. **Office, Staff Radiologist (OFDR1) ..... 120 NSF (11.2 NSM)**  
*Provide one if Basic Service is authorized.*

2. Expanded Service

*Provide Expanded Service for a clinic having more than one full-time radiology tech and at least one FTE Radiologist at the clinic.*

- a. **Office, Chief Radiologist (OFDR1) ..... 150 NSF (13.9 NSM)**  
*Provide one if Expanded Service is authorized.*
- b. **Office, Secretary and Waiting (SEC01)..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Secretary position authorized and if Expanded Service is authorized.*
- c. **Office, Reception (OFA03)..... 120 NSF (11.2 NSM)**  
*Minimum NSF. Provide an additional 80 NSF per FTE Receptionist position authorized greater than one and if Expanded Service is authorized.*
- d. **Office, Staff Radiologist (OFDR1) ..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Staff Radiologist position authorized and if Expanded Service is authorized.*
- e. **Office, Professional, Non Physician (OFA01) ..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Profession, Non Physician position authorized and if Expanded Service is authorized.*
- f. **General Purpose (G.P.) X-Ray Room (XDRO1) ..... 300 NSF (27.9 NSM)**  
*Provide one if Expanded Service is authorized.*
- g. **Radiographic / Fluoroscopic (R/F) Room (XDRF1)..... 320 NSF (29.8 NSM)**  
*Provide one if Expanded Service is authorized.*

Includes control area.

- h. **Chest Room - Dedicated (XDCS1)..... 250 NSF (23.2 NSM)**  
*Provide one if Expanded Service is authorized.*

Includes control area.

CT Imaging Suite:

Applicable when authorized by Radiology Service, VACO

- i. **CT Scanning Room (XCTS1) ..... 400 NSF (37.2 NSM)**  
*Provide one if in Concept of Operations.*

- j. **CT Control Room (XCTC1)** ..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*
- k. **CT Computer and Power Equipment Room (XCTC1)** .. 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*
- l. **Storage Room (SRE01)**..... 80 NSF (7.4 NSM)  
*Provide one if in Concept of Operations.*
- m. **Patient Toilet (TLTU1)**..... 50 NSF (4.7 NSM)  
*Provide one if in Concept of Operations.*
- n. **Film Processing Room (XFP01)** ..... 75 NSF (7.0 NSM)  
*Provide one if in Concept of Operations.*

Ultrasound

- o. **Ultrasound Room (XDUS1)**..... 180 NSF (16.8 NSM)  
*Provide one if in Concept of Operations.*
- p. **Patient Toilet (TLTU1)**..... 50 NSF (4.7 NSM)  
*Provide one if in Concept of Operations.*

Mammography

- q. **Mammography Room (XDM01)** ..... 160 NSF (14.9 NSM)  
*Provide one if in Concept of Operations.*

Film Processing:

- r. **Film Processing Room (XFP01)** ..... 245 NSF (22.8 NSM)  
*Minimum NSF. for two to four Diagnostic Rooms Provide none if total number of Diagnostic Rooms is less than two. Provide an additional 45 NSF if total number of Diagnostic Rooms is between five and eight and if in Concept of Operations.*
- s. **Darkroom (XFP01)**..... 120 NSF (11.2 NSM)  
*Provide one if in Concept of Operations.*
- t. **Common Viewing Room (XVC01)** ..... 150 NSF (13.9 NSM)  
*Provide one if in Concept of Operations.*
- u. **Film Library (XFFA1)**..... 175 NSF (16.3 NSM)  
*Provide one per Diagnostic Room and if in Concept of Operations.*
- v. **Waiting Area (WRC01)** ..... 120 NSF (11.2 NSM)  
*Minimum NSF. for up to two Diagnostic Rooms. Provide an additional 55 NSF per each diagnostic room over two rooms.*
- w. **Wheelchair and Stretcher Waiting Space (SRLW1)** ..... 25 NSF (2.3 NSM)  
*Provide one per Diagnostic Room.*

- x. **Dressing Room (DR001)** ..... **35 NSF (3.3 NSM)**  
*Provide one per Radiographic / Fluoroscopic Room, Ultrasound Room, CT Suite, and Mammography Room each. Provide two per dedicated Chest Room. Provide one per two General Purpose Rooms.*
- y. **Patient Toilet (TLTU1)** ..... **50 NSF (4.7 NSM)**  
*Provide one per Radiographic / Fluoroscopic Room plus one per every two additional Diagnostic Room (excluding Ultrasound and CT)..*
- z. **Central Silver Collection Area (USCL1)** ..... **80 NSF (7.4 NSM)**  
*Provide one if in Concept of Operations.*
- aa. **Storage, Unexposed Film (SRS01)** ..... **75 NSF (6.9 NSM)**  
*Minimum NSF. Provide an additional 25 NSF if number of Diagnostic Rooms id greater than six and if in Concept of Operations.*
- bb. **Storage, Chemicals (SRHM1)** ..... **60 NSF (5.6 NSM)**  
*Provide one if in Concept of Operations.*
- cc. **Clean Utility Room (UCCL1)** ..... **100 NSF (9.3 NSM)**  
*Provide one if Expanded Service is authorized.*
- dd. **Soiled Utility Room (USCL1)** ..... **80 NSF (7.4 NSM)**  
*Provide one if Expanded Service is authorized.*
- ee. **Housekeeping Aids Closet-HAC (JANC1)** ..... **40 NSF (3.7 NSM)**  
*Provide one per Radiographic / Fluoroscopic (R/F) Room.*

## 5.25 FUNCTIONAL AREA 25: OPC: SERVICE ORGANIZATIONS

Refer to VHA Space Planning Criteria Chapter 280 for supplemental information.

### A. Staffing Input Data Statements

1. Is a Service Organizations Secretary position authorized? (S)
2. How many FTE Service Organizations Representative positions are authorized? (S)
3. How many full or 5/8 time Service Organizations Representatives are projected? (S)

### B. Space Criteria

1. **Office, Service Organization Representative FT (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one per full or 5/8 time Service Organizations Representative positions authorized. Maximum four offices.*
2. **Office, Service Organization Representative PT (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one per FTE Service Organizations Representative positions authorized.*
3. **Office, Secretary (SEC01)** ..... **80 NSF (7.4 NSM)**

*Provide one per FTE Service Organizations Secretary positions authorized.*

- 4. **Storage (SRS01)**..... **40 NSF (3.7 NSM)**  
*Provide one per Service Organizations.*
- 5. **Waiting Area (WRC01)**..... **60 NSF (5.6 NSM)**  
*Minimum NSF. Provide an additional 110 NSF if number of offices is greater than two.*

### 5.26 FUNCTIONAL AREA 26: OPC: SUPPLY, PROCESSING AND DISTRIBUTION (SPD)

Refer to Space Planning Criteria Chapter 285 for supplemental information.

#### A. Mission Input Data Statements

- 1. Is an ambulatory or minor surgery suite authorized for this SOPC? (M)
- 2. Will decontamination and sterilization be performed at this SOPC? (If no; level of service will be basic) (M)
- 3. Will SPD at this SOPC use ADP equipment? (M)

#### B. Staffing Input Data Statements

- 1. Is a Dispatcher position authorized for SPD? (S)

#### C. Space Criteria

- 1. Basic SPD Service

*Provide Basic Service when the OPC has an ambulatory (minor) surgery suite and SPD at the parent VAMC performs all decontamination and sterilization.*

- a. **Sterile/Nonsterile Storage Areas** ..... **240 NSF (22.3 NSM)**
- b. **Clean Receiving and Bulk Storage Area** ..... **80 NSF (7.4 NSM)**

- 2. Expanded SPD Service

*Provide Expanded SPD Service when clinic has an ambulatory or minor surgery suite and performs all decontamination and sterilization on site.*

- a. **Soiled: Receiving and Decontamination Area (CSDE2)**..... **300 NSF (27.9 NSM)**  
*Provide one per Supply, Processing and Distribution.*

Includes space for and loading zone/access to 3 pass-thru sterilizers: (one washer/sterilizer, one steam, and one ethylene oxide sterilizer), and one ultrasonic washer.

- b. **Soiled: Manual Equipment Wash (CWSH1)**..... **80 NSF (7.4 NSM)**  
*Provide one per Supply, Processing and Distribution.*



- c. **Soiled: Housekeeping Aids Closet-HAC (JANC1) ..... 40 NSF (3.7 NSM)**  
*Provide one per Supply, Processing and Distribution.*
- d. **Soiled: Lockers, Toilet, and Shower Facility (TLTS1)..... 80 NSF (7.4 NSM)**  
*Provide one per Supply, Processing and Distribution.*
- e. **Clean: Preparation Area (CSSS2) ..... 300 NSF (27.9 NSM)**  
*Provide one per Supply, Processing and Distribution.*  
  
Includes loading zone/access pass-thru sterilizers and one ultrasonic washer and sink.
- f. **Clean: Storage, Ethylene Oxide Gas Cylinder (SRHM1) ..... 30 NSF (2.8 NSM)**  
*Provide one per Supply, Processing and Distribution.*
- g. **Clean: Sterile / Nonsterile Storage Areas (ORSS1) ..... 240 NSF (18.6 NSM)**  
*Minimum NSF. Provide an additional (Total number of Outpatient Visits (excluding Psychiatric Visits) projected times 0.0035) NSF. Maximum 500 NSF.*
- h. **Clean Receiving and Bulk Storage Area (ORSS1)..... 80 NSF (7.4 NSM)**  
*Provide one per Supply, Processing and Distribution.*
- i. **Clean: Dispatch Area (OFA01) ..... See Formula**  
*NSF of Clean: Sterile/Nonsterile Storage Area times 0.1*
- j. **Clean: Equipment Storage and Testing Room (SRSE1) ..... 80 NSF (7.4 NSM)**  
*Provide one per Supply, Processing and Distribution.*
- k. **Clean: Housekeeping Aids Closet-HAC (JANC1) ..... 40 NSF (3.7 NSM)**  
*Provide one per Supply, Processing and Distribution.*

## 5.27 FUNCTIONAL AREA 27: OPC: SURGERY

Refer to Space Planning Criteria VA Handbook 7610 Chapter 286 for detailed information.

### A. Mission Input Data Statements

1. Will Surgery Service be a Minor Surgery Center? (for surgery procedures requiring local anesthesia) (M)
2. Will Surgery Service be an Ambulatory Surgery Center? (Requires validation of Ann Arbor Model and surgery requiring the use of general anesthesia) (M)
3. Is a Cystoscopy Suite authorized? (M)
4. Is a Head Nurse office authorized for the Minor Surgery Center? (M)
5. Is a Head Nurse office authorized for Ambulatory Surgery Center? (M)

6. Is an OR Supervisor office authorized for the Minor Surgery Center? (M)
7. Is an OR Supervisor office authorized for Ambulatory Surgery Center? (M)

B. Mission Input Data Statements

1. Is a full time Pathologist position authorized? (S)
2. How many FTE Clerical positions are projected? (S)
3. How many FTE Staff Anesthesiologist / Anesthetist positions are projected? (S)
4. How many FTE Staff Nurse Anesthetist positions are projected? (S)
5. How many FTE Staff Resident positions are projected? (S)
6. How many FTE Staff Surgeon positions are projected? (S)

C. Space Criteria

1. Ambulatory Surgery Center:

*Requires validation of Ann Arbor Model and surgery requiring the use of general anesthesia.*

Administrative Offices

- a. **Office, Staff Surgeon (OFD03)..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Surgeon position authorized.*
- b. **Office, Anesthesiologist / Anesthetist (OFDO3) ..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Anesthesiologist / Anesthetist position authorized.*
- c. **Office, Resident (OFD03)..... 120 NSF (11.2 NSM)**  
*Provide one per FTE Resident position authorized.*
- d. **Office, Clerical (OFA03) ..... 80 NSF (7.5 NSM)**  
*Provide one per FTE Clerical position authorized.*

Operating Rooms and Operating Room Support

- e. **General Operating Room - OR (ORGS1)..... 450 NSF (41.8 NSM)**  
*Provide two per Surgery.*  
  
*Additional Operating Rooms must be justified on an individual project basis.*
- f. **Clean Core-Staff Workroom (ORCW1)..... 640 NSF (59.5 NSM)**  
*Provide one per Operating Rooms and Operating Room Support.*
- g. **Scrub-up Area (ORSA1)..... 110 NSF (10.3 NSM)**  
*Minimum NSF. Provide an additional 55 NSF per operating room greater than two.*
- h. **Sub-sterile Room (ORSR1)..... 100 NSF (9.3 NSM)**  
*Provide one per Operating Rooms and Operating Room Support.*
- i. **Radiographic Film Processing Room (XFP01)..... 120 NSF (11.2 NSM)**

*Provide one if in Concept of Operations*

- j. **Frozen Section Laboratory (LBBP1)**..... **100 NSF (9.3 NSM)**  
*Provide one per FTE Pathologist position authorized.*
- k. **Storage, Equipment and Apparatus (SRE01)**..... **100 NSF (9.3 NSM)**  
*Provide two per Operating Rooms and Operating Room Support.*
- l. **Storage, Clean and Sterile Supplies (UCCL1)**..... **100 NSF (9.3 NSM)**  
*Provide one per Operating Rooms and Operating Room Support.*
- m. **Soiled Holding / Disposal Room (USCL1)** ..... **100 NSF (9.3 NSM)**  
*Provide one per Operating Rooms and Operating Room Support.*
- n. **Anesthesia Work Room and Equipment Storage (ANCW1)**..... **280 NSF (26.0 NSM)**  
*Provide one per Operating Rooms and Operating Room Support.*
- o. **Office, Head Nurse (OFA01)** ..... **120 NSF (11.2 NSM)**  
*Provide one per Operating Room and if in Concept of Operations*  
  
Office for Head Nurse and/or Supervisor
- p. **Control and Communication Center (NSTA4)** ..... **120 NSF (11.2 NSM)**  
*Provide one per Operating Rooms and Operating Room Support.*
- q. **Patient Holding area (ORPH2)**..... **80 NSF (7.5 NSM)**  
*Provide one per General Procedure, Cysto and Minor Procedure OR.*
- r. **Storage, Gas Cylinder Room (SRGC1)** ..... **35 NSF (3.3 NSM)**  
*Provide one per General Procedure, Cysto and Minor Procedure OR.*
- s. **Storage, Gurney (SRLW1)** ..... **24 NSF (2.2 NSM)**  
*Provide one per General Procedure, Cysto and Minor Procedure OR.*
- t. **Housekeeping Aids Closet-Small-HAC 1 (JANC1)**..... **60 NSF (5.6 NSM)**  
*Provide one per Operating Rooms and Operating Room Support.*
- u. **Housekeeping Aids Closet-Large-HAC 2 (JANC1)** ..... **100 NSF (9.3 NSM)**  
*Provide one per Operating Rooms and Operating Room Support.*
- v. **Staff Locker Room Male (LR002)** ..... **48 NSF (4.5 NSM)**  
*Minimum NSF; per General Procedure, Cysto and Minor OR; accommodates 6 lockers. Provide an additional 8 NSF per FTE position authorized greater than 6.*
- w. **Staff Locker Room Female (LR002)** ..... **48 NSF (4.5 NSM)**  
*Minimum NSF ; per General Procedure, Cysto and Minor OR; accommodates 6 lockers. Provide an additional 8 NSF per FTE position authorized greater than 6.*
- x. **Staff Toilet / Shower Rooms – Male (TLTS2)**..... **125 NSF (11.6 NSM)**

*Provide one per Operating Rooms/ Operating Room Support Suite.*

Accommodates one water closet, one urinal, two lavatories, and one shower.

- y. **Staff Toilet / Shower Rooms – Female (TLTS1) ..... 125 NSF (11.6 NSM)**  
*Provide one per Operating Rooms/ Operating Room Support Suite.*

Accommodates two water closets, two lavatories, and one shower.

- z. **Lounge, Surgeons, Residents,  
and Students (SL001) ..... 130 NSF (12.1 NSM)**  
*Minimum NSF. Provide an additional 25 NSF for each OR greater than three.*

- aa. **Lounge, Nurses and other OR Staff (SL001) ..... 130 NSF (12.1 NSM)**  
*Minimum NSF. Provide an additional 25 NSF for each OR greater than four.*

- bb. **Dictation Cubicle (OFA03) ..... 15 NSF (1.4 NSM)**  
*Provide one per Operating Rooms/ Operating Room Support Suite.*

Postanesthesia Recovery Room (PAR)

- cc. **PAR: Recovery Bed (RROP1) ..... 140 NSF (13.0 NSM)**  
*Provide three beds per General Procedure and Minor Procedure OR.*

- dd. **PAR: Nurse's Station (NSTA4) ..... 120 NSF (11.2 NSM)**  
*Provide one per PAR.*

- ee. **PAR: Toilet, Staff (TLTU1) ..... 50 NSF (4.7 NSM)**  
*Provide one per PAR.*

- ff. **PAR: Clean Utility Room (UCCL1) ..... 100 NSF (9.3 NSM)**  
*Provide one per PAR.*

- gg. **PAR: Soiled Utility Room (USCL1) ..... 80 NSF (7.4 NSM)**  
*Provide one per PAR.*

- hh. **PAR: Storage (SRS01) ..... 70 NSF (6.5 NSM)**  
*Provide one per PAR.*

- ii. **PAR: Medication Preparation Room (MEDP1) ..... 55 NSF (5.1 NSM)**  
*Provide one per PAR.*

Ambulatory Surgery Support

- jj. **Reception Counter (RECP1) ..... 120 NSF (11.2 NSM)**  
*Provide one per Ambulatory Surgery Support.*

- kk. **Patient / Family Waiting Room (WRF01) ..... 140 NSF (13.0 NSM)**  
*Provide one per Ambulatory Surgery Support.*

- ll. **Patient Changing Room (DR001) ..... 180 NSF (16.7 NSM)**

*Provide one per Ambulatory Surgery Support.*

Accommodates 3 changing cubicles, lockers, and circulation space.

**mm. Patient Toilet (TLTU1)..... 50 NSF (4.7 NSM)**  
*Provide two per Ambulatory Surgery Support.*

**nn. Post Operative Recovery Lounge (RRSS1)..... 200 NSF (18.6 NSM)**  
*Minimum NSF. Provide an additional 100 NSF per OR greater than two.*

**oo. Nurse Station (NSTA1)..... 75 NSF (7.0 NSM)**  
*Provide one per Ambulatory Surgery Support.*

**pp. Storage, Crash Cart (RCA01) ..... 20 NSF (1.9 NSM)**  
*Provide one per Surgery Center Support.*

Cystoscopy Suite and Cystoscopy Suite Support:

*Provide only when approved for the clinic.*

**qq. Cystoscopy Room (ORCS1)..... 450 NSF (41.8 NSM)**  
*Provide one per Cystoscopy Suite and if in Concept of Operations.*

**rr. External Radiographic Control Room (XDCY1)..... 100 NSF (9.3 NSM)**  
*Provide one per Cystoscopy Suite and if in Concept of Operations.*

**ss. Housekeeping Aids Closet-HAC (JANC1) ..... 40 NSF (3.7 NSM)**  
*Provide one per Cystoscopy Suite and if in Concept of Operations.*

**tt. Instrument Prep. and Storage Room (ORCW1)..... 80 NSF (7.4 NSM)**  
*Provide one per Cystoscopy Suite and if in Concept of Operations.*

**uu. Radiographic Film Processing Room (XDCY1) ..... 120 NSF (11.2 NSM)**  
*Provide one per Cystoscopy Suite and if in Concept of Operations.*

**vv. Scrub Area (ORSA1) ..... 30 NSF (2.8 NSM)**  
*Provide one per Cystoscopy Suite and if in Concept of Operations.*

2. Minor Surgery Center:

*Provide Minor Surgery Center when surgery requiring only local anesthesia is performed.*

Minor Procedure Rooms and Support

**a. Minor Procedure / Operating Room-OR (TRGS1) ..... 250 NSF (23.3 NSM)**  
*Provide two per Minor Surgery Center.*

**b. Scrub Room / Sterilizer Area (ORSA1) ..... 100 NSF (9.3 NSM)**

*Provide one per Minor Surgery Center.*

- c. **Storage, Equipment and Apparatus (SRE01)** ..... 80 NSF (7.4 NSM)  
*Provide one per Minor Surgery Center..*
- d. **Storage, Clean and Sterile Supplies (UCCL1)** ..... 80 NSF (7.4 NSM)  
*Provide one per Minor Surgery Center.*
- e. **Soiled Holding / Disposal Room (USCL1)** ..... 80 NSF (7.4 NSM)  
*Provide one per Minor Surgery Center..*
- f. **Housekeeping Aids Closet-HAC 1 (JANC1)** ..... 60 NSF (5.6 NSM)  
*Provide one per Minor Surgery Center..*
- g. **Office, Head Nurse (OFA01)** ..... 120 NSF (11.2 NSM)  
*Provide one per Minor Surgery Center and if in Concept of Operations*  
  
Office for Head Nurse and/or Supervisor
- h. **Staff Locker Room Male (LR002)** ..... 48 NSF (4.5 NSM)  
*Minimum NSF. Provide one per Minor Surgery Center; accommodates 6 lockers.*
- i. **Staff Locker Room Female (LR002)** ..... 48 NSF (4.5 NSM)  
*Minimum NSF Provide one per Minor Surgery Center; accommodates 6 lockers.*
- j. **Toilet, Staff (TLTU1)**..... 50 NSF (4.7 NSM)  
*Provide one male and one female per Minor Surgery Center*
- k. **Control and Communication Center (NSTA4)**..... 90 NSF (8.4 NSM)  
*Provide one per Minor Surgery Center..*

Minor Surgery Center Support

- l. **Reception Counter (RECP1)**..... 120 NSF (11.2 NSM)  
*Provide one per Ambulatory Surgery Support.*
- m. **Patient / Family Waiting Room (WRF01)**..... 120NSF (11.2 NSM)  
*Provide one per Ambulatory Surgery Support.*
- n. **Patient Changing Room (DR001)** ..... 180 NSF (16.7 NSM)  
*Provide one per Ambulatory Surgery Support.*  
  
Accommodates 3 changing cubicles, lockers, and circulation space.
- o. **Patient Toilet (TLTU1)**..... 50 NSF (4.7 NSM)  
*Provide two per Minor Surgery Center Support.*
- p. **Post Operative Recovery Lounge (RRSS1)**..... 200 NSF (18.6 NSM)  
*Minimum NSF. Provide an additional 100 NSF per OR greater than two.*

- q. **Nurse Station (NSTA1)**..... **75 NSF (7.0 NSM)**  
*Provide one per Ambulatory Surgery Support.*
- r. **Storage, Crash Cart (RCA01)** ..... **20 NSF (1.9 NSM)**  
*Provide one per Surgery Center Support.*

**5.28 FUNCTIONAL AREA 28: OPC: VOLUNTARY SERVICE**

Refer to VHA Space Planning Criteria Chapter 290 for supplemental information.

A. Mission Input Data Statements

- 1. Is a Volunteer Sign-in Area authorized? (M)

B. Staffing Input Data Statements

- 1. Is a Voluntary Service Chief position authorized? (S)
- 2. Is a Voluntary Service Secretary position authorized? (S)
- 3. How many Voluntary Service Officer positions are authorized? (S)
- 4. How many Clerical Staff positions are authorized? (S)
- 5. How many FTE Voluntary Service Officer positions are authorized? (S)

C. Space Criteria

- 1. **Office, Chief (OFA01)**..... **150 NSF (13.9 NSM)**  
*Provide one if in Concept of Operations*
- 2. **Office, Service Officer (OFA01)**..... **120 NSF (11.2 NSM)**  
*Minimum NSF. Provide one if Service Officer authorized.  
Provide an additional 80 NSF for each FTE Service Officer position greater than one.*
- 3. **Office, Secretary (SEC01)**..... **120 NSF (11.2 NSM)**  
*Provide one if in Service Secretary position is authorized.*
- 4. **Office, Clerical Support (OFA03)** ..... **80 NSF (7.5 NSM)**  
*Provide one per Clerical Staff position authorized.*
- 5. **Volunteer Sign-in Area (OFA03)** ..... **60 NSF (5.6 NSM)**  
*Provide one if in Concept of Operations*

Space for the following functions should be considered only when a Voluntary service Offices is staffed full-time at the clinic:

- 6. **Organization Workstations (OFA03)**..... **120 NSF (11.2 NSM)**  
*Provide one per Voluntary Service Officer position authorized.*
- 7. **Volunteer Multipurpose Room (WRCH1)**..... **150 NSF (13.9 NSM)**  
*Provide one per Voluntary Service.*

8. **Storage (SRS01)**..... **80 NSF (7.4 NSM)**  
*Provide one per Voluntary Service.*

## 6. PLANNING AND DESIGN CONSIDERATIONS

- A. Net-to-department gross factor (**NTDG**) for **Outpatient Clinic** is **1.65**. This number, when multiplied by the programmed net square foot (NSF) area, determines the departmental gross square feet (DGSF).
- B. Provide 2.5 examination rooms per each Outpatient Care Provider. Refer to Tables in Section 3 – OPERATING RATIONALE AND BASIS OF CRITERIA for calculations for number of exam rooms and clinic modules. Refer to VHA Directive 2004-031.
- C. Minimize walking distances for patients from building main entrance to clinical destination and from clinical waiting area to clinical exam or procedure space.
- D. Centralize check-in/check-out for more efficient use of staff.
- E. Per HIPPA, patient confidentiality should be maintained when providing personal information to interview clerks and/or other staff.
- F. Configure patient waiting areas to provide clustered seating in order to eliminate expansive waiting rooms, reduce noise and confusion, and improve the general patient environment.
- G. Locate the Travel Office in vicinity of main check-in/check/out or other central location.
- H. Patient care functional areas should be designed to provide flexibility in order to accommodate the widest variety of patient visit types. Treatment modules should be configured to provide the opportunity for other service teams to use adjacent space not currently being used as patient demand fluctuates.
- I. Create clinic modules with connecting corridors to allow internal circulation of patients and staff, avoid crossing public circulation patterns to the greatest extent possible.
- J. Exam rooms require a minimum clear dimension of 10'-0". Minimum corridor width is 6'-0".



7 FUNCTIONAL RELATIONSHIPS MATRIX

	Acquisition and Material Management Services	Ambulatory Care	Audiology and Speech Pathology	Canteen	Cardiovascular Laboratories - Cardiology Clinic	Clinic Management Suite	Dental Service	Education Facilities	EEG Laboratory	Endoscopy Suite	Engineering Service	Environmental Management Service	Eye Clinic	Lobby	Lockers, Toilets and Showers	Medical Administration Service	Outpatient Psychiatric Clinics	Pathology and Laboratory Medicine	Pharmacy Service	Physical Medicine and Rehabilitation Service	Police and Security Service	Prosthetic and Sensory Aids Service	Pulmonary Medicine	Radiology Service	Service Organizations	Supply, Processing, and Distribution	Surgery Service	Voluntary Service
Acquisition and Material Management Services													3								3					2		
Ambulatory Care		2	2	2	4	3			3				1	1		1						3	4	2	1	3	3	3
Audiology and Speech Pathology	2		X				3		X	X				X			3	X		2				3				
Canteen	2																4	X									X	3
Cardiovascular Laboratories - Cardiology Clinic	2																						2				1	
Clinic Management Suite	4			3												4	4		4				3	4			4	
Dental Service	3									4	4					3			4			4			3			
Education Facilities																												
EEG Laboratory	3	X		4														4					4		4	3	4	
Endoscopy Suite																									2	2		
Engineering Service			X	2															X			2	2				X	
Environmental Management Service																												
Eye Clinic	3	1																		2		3		2	3			
Lobby					3												4										X	3
Lockers, Toilets and Showers																												
Medical Administration Service	1	3	3			3	3				3								3	2		2	2	2				
Outpatient Psychiatric Clinics																												
Pathology and Laboratory Medicine																												
Pharmacy Service	1	3											2	2		2						3		2		3	3	
Physical Medicine and Rehabilitation Service	3																					2						3
Police and Security Service	3	2		2						3	3				1	2	3			2						3	3	
Prosthetic and Sensory Aids Service	3	3		4																3	2						X	
Pulmonary Medicine	4																									4	4	
Radiology Service	2	X	X	3					3														3				3	
Service Organizations	1													2														2
Supply, Processing, and Distribution	2	3		3		3				3	3	3								3							1	
Surgery Service	3		3	3					2	3													3		1			
Voluntary Service	3												3							3	3							

Legend:

**Relationship**

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

8 FUNCTIONAL DIAGRAM : OUTPATIENT CLINIC

