

## CHAPTER 214: CLINICAL SERVICES ADMINISTRATION

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## 1 PURPOSE AND SCOPE

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

## 2 DEFINITIONS

Accessible: A site, building, facility, or portion thereof that complies with provisions outlined in the Architectural Barriers Act of 1968 (ABA).

Architectural Barriers Act (ABA): A set of standards developed to insure that all buildings financed with federal funds are designed and constructed to be fully accessible to everyone. This law requires all construction, renovation, or leasing of sites, facilities, buildings, and other elements, financed with federal funds, to comply with the Architectural Barriers Act Accessibility Standards (ABAAS). The ABAAS replaces the Uniform Federal Accessibility Standards (UFAS).

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

### Clinical Service Levels:

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

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

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

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.

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

Input Data Statement(s): A set of questions designed to elicit information about the healthcare project in order to create a Program for Design (PFD) based on the criteria parameters set forth in this document. Input Data Statements could be Mission related, based in the project's Concept of Operations; and Workload or Staffing related, based on projections and data provided by the VHA or the VISN about the estimated model of operation. This information is processed through mathematical and logical operations in SEPS.

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.

SEPS (VA-SEPS): Acronym for Space and Equipment Planning System, a digital tool developed by the Department of Defense (DoD) and the Department of Veterans Affairs to generate a Program for Design (PFD) and an Equipment List for a VA healthcare project based on specific information entered in response to Input Data Questions. VA-SEPS incorporates the propositions set forth in all VA space planning criteria chapters. VA-SEPS has been designed to aid healthcare planners in creating a space plan based on a standardized set of criteria parameters.

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

### 3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Workload Projections or planned services / modalities for a specific VA medical center, hospital or satellite outpatient clinic project are provided by the VA Central Office (VACO) / VISN CARES Capacity Projection Model. The workload projections are generated by methodology based upon the expected veteran population in the respective market / service area. Healthcare planners working on VA medical center, hospital or satellite outpatient clinic projects will utilize and apply the workload based criteria set forth herein for identified services and modalities to determine room requirements for each facility.
- B. Space planning criteria have been developed on the basis of an understanding of the activities involved in the functional areas of the Clinical Services Administration and its relationship with other services of a medical facility. These criteria are predicated on established and/or anticipated best practice standards, as adapted to provide environments supporting the highest quality health care for Veterans.

### 4 INPUT DATA STATEMENTS

- A. Is Medical Service authorized? (M)
  - 1. How many Medical Service Assistant Chief FTE positions are authorized? (S)
  - 2. How many Medical Service Administrative Officer FTE positions are authorized? (S)
  - 3. How many Medical Service Clerical FTE positions are authorized? (S)
  - 4. How many Medical Service Staff Physician FTE positions are authorized? (S)
  - 5. How many Medical Service Resident FTE positions are authorized? (S)
- B. Is Hospital Medicine authorized? (M)
  - 1. How many Hospital Medicine Assistant Chief FTE positions are authorized? (S)
  - 2. How many Hospital Medicine Administrative Officer FTE positions are authorized? (S)
  - 3. How many Hospital Medicine Clerical FTE positions are authorized? (S)
  - 4. How many Hospital Medicine Staff Physician FTE positions are authorized? (S)
  - 5. How many Hospital Medicine Resident FTE positions are authorized? (S)
- C. Is Endocrinology authorized? (M)
  - 1. How many Endocrinology Assistant Chief FTE positions are authorized? (S)
  - 2. How many Endocrinology Clerical FTE positions are authorized? (S)
  - 3. How many Endocrinology Staff Physician FTE positions are authorized? (S)
  - 4. How many Endocrinology Resident FTE positions are authorized? (S)

- D. Is Rheumatology authorized? (M)
  - 1. How many Rheumatology Assistant Chief FTE positions are authorized? (S)
  - 2. How many Rheumatology Clerical FTE positions are authorized? (S)
  - 3. How many Rheumatology Staff Physician FTE positions are authorized? (S)
  - 4. How many Rheumatology Resident FTE positions are authorized? (S)
- E. Is Infectious Disease authorized? (M)
  - 1. How many Infectious Disease Assistant Chief FTE positions are authorized? (S)
  - 2. How many Infectious Disease Clerical FTE positions are authorized? (S)
  - 3. How many Infectious Disease Staff Physician FTE positions are authorized? (S)
  - 4. How many Infectious Disease Resident FTE positions are authorized? (S)
- F. Is Homeless / Compensated Work Therapy (CWT) authorized? (M)
  - 1. How many Homeless / Compensated Work Therapy (CWT) Assistant Chief FTE positions are authorized? (S)
  - 2. How many Homeless / Compensated Work Therapy (CWT) Clerical FTE positions are authorized? (S)
  - 3. How many Homeless / Compensated Work Therapy (CWT) Staff Physician FTE positions are authorized? (S)
  - 4. How many Homeless / Compensated Work Therapy (CWT) Resident FTE positions are authorized? (S)
- G. Is Neurology Service authorized? (M)
  - 1. How many Neurology Service Assistant Chief FTE positions are authorized? (S)
  - 2. How many Neurology Service Clerical FTE positions are authorized? (S)
  - 3. How many Neurology Service Staff Physician FTE positions are authorized? (S)
  - 4. How many Neurology Service Resident FTE positions are authorized? (S)
- H. Is Dermatology Service authorized? (M)
  - 1. How many Dermatology Service Assistant Chief FTE positions are authorized? (S)
  - 2. How many Dermatology Service Clerical FTE positions are authorized? (S)
  - 3. How many Dermatology Service Staff Physician FTE positions are authorized? (S)
  - 4. How many Dermatology Service Resident FTE positions are authorized? (S)
- I. Is Geriatrics Home Based Primary Care (HBPC) authorized? (M)
  - 1. How many Geriatrics HBPC Assistant Chief FTE positions are authorized? (S)
  - 2. How many Geriatrics HBPC Clerical FTE positions are authorized? (S)
  - 3. How many Geriatrics HBPC Staff Physician FTE positions are authorized? (S)
  - 4. How many Geriatrics HBPC Resident FTE positions are authorized? (S)
- J. Is Oncology authorized? (M)
  - 1. How many Oncology Assistant Chief FTE positions are authorized? (S)
  - 2. How many Oncology Clerical FTE positions are authorized? (S)
  - 3. How many Oncology Staff Physician FTE positions are authorized? (S)
  - 4. How many Oncology Resident FTE positions are authorized? (S)
- K. Is Mental Health Telepsychiatry authorized? (M)
  - 1. How many Mental Health Telepsychiatry Assistant Chief FTE positions are authorized? (S)
  - 2. How many Mental Health Telepsychiatry Clerical FTE positions are authorized? (S)
  - 3. How many Mental Health Telepsychiatry Staff Physician FTE positions are authorized? (S)

4. How many Mental Health Telepsychiatry Resident FTE positions are authorized?  
(S)
- L. Is Mental Health Service authorized? (M)
  1. How many Mental Health Service Assistant Chief FTE positions are authorized?  
(S)
  2. How many Mental Health Service Clerical FTE positions are authorized? (S)
  3. How many Mental Health Service Staff Physician FTE positions are authorized?  
(S)
  4. How many Mental Health Service Resident FTE positions are authorized? (S)

## 5 SPACE CRITERIA

### A. FA 1: Medical Service Area:

1. **Interview Room (OFDC2)** ..... 120 NSF (11.2 NSM)  
*Provide one if Medical Service is authorized.*
2. **Office, Medical Service Chief (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one if Medical Service is authorized.*
3. **Office, Medical Service Assistant Chief (OFA09)** ..... 100 NSF (9.3 NSM)  
*Provide one per each Medical Service Assistant Chief FTE position authorized.*
4. **Office, Administrative Officer (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one per each Medical Service Administrative Officer FTE position authorized.*
5. **Workstation, Secretary (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one if Medical Service is authorized.*
6. **Workstation, Clerical (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Medical Service Clerical FTE position authorized.*
7. **Workstation, Staff Physician (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one per each Medical Service Staff Physician FTE position authorized.*
8. **Workstation, Resident (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Medical Service Resident FTE position authorized.*
9. **Toilet, Staff (TNP1)**..... 60 NSF (5.6 NSM)  
*Minimum one if total number of Medical Service FTE positions authorized is between two and fifteen; provide an additional one if the total number of Medical Service positions is greater than fifteen.*  
  
*Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.*
10. **Storage Room (SRS01)** ..... 80 NSF (7.5 SM)  
*Provide one if Medical Service is authorized.*

### B. FA 2: Hospital Medicine Area:

1. **Interview Room (OFDC2)** ..... 120 NSF (11.2 NSM)  
*Provide one if Hospital Medicine is authorized.*
2. **Office, Hospital Medicine Chief (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one if Hospital Medicine is authorized.*

3. **Office, Hospital Medicine Assistant Chief (OFA09)** .....100 NSF (9.3 NSM)  
*Provide one per each Hospital Medicine Assistant Chief FTE position authorized.*
4. **Office, Administrative Officer (OFA09)**.....100 NSF (9.3 NSM)  
*Provide one per each Hospital Medicine Administrative Officer FTE position authorized.*
5. **Workstation, Secretary (OFA07)** .....56 NSF (5.3 NSM)  
*Provide one if Hospital Medicine is authorized.*
6. **Workstation, Clerical (OFA07)**.....56 NSF (5.3 NSM)  
*Provide one per each Hospital Medicine Clerical FTE position authorized.*
7. **Workstation, Staff Physician (OFA07)**.....56 NSF (5.3 NSM)  
*Provide one per each Hospital Medicine Staff Physician FTE position authorized.*
8. **Workstation, Resident (OFA07)** .....56 NSF (5.3 NSM)  
*Provide one per each Hospital Medicine Resident FTE position authorized.*
9. **Toilet, Staff (TNP1)** .....60 NSF (5.6 NSM)  
*Minimum one if total number of Hospital Medicine FTE positions authorized is between two and fifteen; provide an additional one if the total number of Hospital Medicine positions is greater than fifteen.*  
  
Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
10. **Storage Room (SRS01)** ..... 80 NSF (7.5 SM)  
*Provide one if Hospital Medicine is authorized.*

**C. FA 3: Endocrinology Area:**

1. **Interview Room (OFDC2)** .....120 NSF (11.2 NSM)  
*Provide one if Endocrinology is authorized.*
2. **Office, Endocrinology Chief (OFA09)**.....100 NSF (9.3 NSM)  
*Provide one if Endocrinology is authorized.*
3. **Office, Endocrinology Assistant Chief (OFA09)**.....100 NSF (9.3 NSM)  
*Provide one per each Endocrinology Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07)** .....56 NSF (5.3 NSM)  
*Provide one if Endocrinology is authorized.*
5. **Workstation, Clerical (OFA07)**.....56 NSF (5.3 NSM)  
*Provide one per each Endocrinology Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07)**.....56 NSF (5.3 NSM)  
*Provide one per each Endocrinology Staff Physician FTE position authorized.*
7. **Workstation, Resident (OFA07)** .....56 NSF (5.3 NSM)  
*Provide one per each Endocrinology Resident FTE position authorized.*
8. **Toilet, Staff (TNP1)** .....60 NSF (5.6 NSM)  
*Minimum one if total number of Endocrinology FTE positions authorized is between two and fifteen; provide an additional one if the total number of Endocrinology positions is greater than fifteen.*  
  
Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

9. **Storage Room (SRS01)** ..... 80 NSF (7.5 SM)  
*Provide one if Endocrinology is authorized.*

**D. FA 4: Rheumatology Area:**

1. **Interview Room (OFDC2)** ..... 120 NSF (11.2 NSM)  
*Provide one if Rheumatology is authorized.*
2. **Office, Rheumatology Chief (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one if Rheumatology is authorized.*
3. **Office, Rheumatology Assistant Chief (OFA09)** ..... 100 NSF (9.3 NSM)  
*Provide one per each Rheumatology Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one if Rheumatology is authorized.*
5. **Workstation, Clerical (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Rheumatology Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one per each Rheumatology Staff Physician FTE position authorized.*
7. **Workstation, Resident (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Rheumatology Resident FTE position authorized.*
8. **Toilet, Staff (TNP1)**..... 60 NSF (5.6 NSM)  
*Minimum one if total number of Rheumatology FTE positions authorized is between two and fifteen; provide an additional one if the total number of Rheumatology positions is greater than fifteen.*  
  
Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
9. **Storage Room (SRS01)** ..... 80 NSF (7.5 SM)  
*Provide one if Rheumatology is authorized.*

**E. FA 5: Infectious Diseases Area:**

1. **Interview Room (OFDC2)** ..... 120 NSF (11.2 NSM)  
*Provide one if Infectious Diseases is authorized.*
2. **Office, Infectious Diseases Chief (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one if Infectious Diseases is authorized.*
3. **Office, Infectious Diseases Assistant Chief (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one per each Infectious Diseases Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one if Infectious Diseases is authorized.*
5. **Workstation, Clerical (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Infectious Diseases Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one per each Infectious Diseases Staff Physician FTE position authorized.*
7. **Workstation, Resident (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Infectious Diseases Resident FTE position authorized.*

8. **Toilet, Staff (TNPG1)** .....**60 NSF (5.6 NSM)**  
*Minimum one if total number of Infectious Diseases FTE positions authorized is between two and fifteen; provide an additional one if the total number of Infectious Diseases positions is greater than fifteen.*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

9. **Storage Room (SRS01)** ..... **80 NSF (7.5 SM)**  
*Provide one if Infectious Diseases is authorized.*

**F. FA 6: Homeless / Compensated Work Therapy (CWT) Area:**

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

2. **Office, Homeless / Compensated Work Therapy (CWT) Chief (OFA09)**.....**100 NSF (9.3 NSM)**  
*Provide one if Homeless / Compensated Work Therapy (CWT) is authorized.*

3. **Office, Homeless / Compensated Work Therapy (CWT) Assistant Chief (OFA09)**.....**100 NSF (9.3 NSM)**  
*Provide one per each Homeless / Compensated Work Therapy (CWT) Assistant Chief FTE position authorized.*

4. **Workstation, Secretary (OFA07)** .....**56 NSF (5.3 NSM)**  
*Provide one if Homeless / Compensated Work Therapy (CWT) is authorized.*

5. **Workstation, Clerical (OFA07)**.....**56 NSF (5.3 NSM)**  
*Provide one per each Homeless / Compensated Work Therapy (CWT) Clerical FTE position authorized.*

6. **Workstation, Staff Physician (OFA07)**.....**56 NSF (5.3 NSM)**  
*Provide one per each Homeless / Compensated Work Therapy (CWT) Staff Physician FTE position authorized.*

7. **Workstation, Resident (OFA07)** .....**56 NSF (5.3 NSM)**  
*Provide one per each Homeless / Compensated Work Therapy (CWT) Resident FTE position authorized.*

8. **Toilet, Staff (TNPG1)** .....**60 NSF (5.6 NSM)**  
*Minimum one if total number of Homeless / Compensated Work Therapy (CWT) FTE positions authorized is between two and fifteen; provide an additional one if the total number of Homeless / Compensated Work Therapy (CWT) positions is greater than fifteen.*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

9. **Storage Room (SRS01)** ..... **80 NSF (7.5 SM)**  
*Provide one if Homeless / Compensated Work Therapy (CWT) is authorized.*

**G. FA 7: Neurology Service Area:**

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

2. **Office, Neurology Service Chief (OFA09)**.....**100 NSF (9.3 NSM)**  
*Provide one if Neurology Service is authorized.*



3. **Office, Neurology Service Assistant Chief (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one per each Neurology Service Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one if Neurology Service is authorized.*
5. **Workstation, Clerical (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Neurology Service Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one per each Neurology Service Staff Physician FTE position authorized.*
7. **Workstation, Resident (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Neurology Service Chief Resident FTE position authorized.*
8. **Toilet, Staff (TNPg1)**..... 60 NSF (5.6 NSM)  
*Minimum one if total number of Neurology Service FTE positions authorized is between two and fifteen; provide an additional one if the total number of Neurology Service positions is greater than fifteen.*  
  
Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
9. **Storage Room (SRS01)** ..... 80 NSF (7.5 SM)  
*Provide one if Neurology Service is authorized.*

**H. FA 8: Dermatology Service Area:**

1. **Interview Room (OFDC2)** ..... 120 NSF (11.2 NSM)  
*Provide one if Dermatology Service is authorized.*
2. **Office, Dermatology Service Chief (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one if Dermatology Service is authorized.*
3. **Office, Dermatology Service Assistant Chief (OFA09)**..... 100 NSF (9.3 NSM)  
*Provide one per each Dermatology Service Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one if Dermatology Service is authorized.*
5. **Workstation, Clerical (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Dermatology Service Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07)** ..... 56 NSF (5.3 NSM)  
*Provide one per each Dermatology Service Staff Physician FTE position authorized.*
7. **Workstation, Resident (OFA07)**..... 56 NSF (5.3 NSM)  
*Provide one per each Dermatology Service Resident FTE position authorized.*
8. **Toilet, Staff (TNPg1)**..... 60 NSF (5.6 NSM)  
*Minimum one if total number of Dermatology Service FTE positions authorized is between two and fifteen; provide an additional one if the total number of Dermatology Service positions is greater than fifteen.*  
  
Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
9. **Storage Room (SRS01)** ..... 80 NSF (7.5 SM)  
*Provide one if Dermatology Service is authorized.*

**I. FA 9: Geriatrics Home Based Primary Care (HBPC) Area:**

1. **Interview Room (OFDC2)** .....120 NSF (11.2 NSM)  
*Provide one if Geriatrics Home Based Primary Care (HBPC) is authorized.*
2. **Office, Geriatrics Home Based Primary Care (HBPC) Chief (OFA09)** .....100 NSF (9.3 NSM)  
*Provide one if Geriatrics Home Based Primary Care (HBPC) is authorized.*
3. **Office, Geriatrics Home Based Primary Care (HBPC) Assistant Chief (OFA09)** .....100 NSF (9.3 NSM)  
*Provide one per each Geriatrics Home Based Primary Care (HBPC) Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07)** .....56 NSF (5.3 NSM)  
*Provide one if Geriatrics Home Based Primary Care (HBPC) is authorized.*
5. **Workstation, Clerical (OFA07)**.....56 NSF (5.3 NSM)  
*Provide one per each Geriatrics Home Based Primary Care (HBPC) Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07)**.....56 NSF (5.3 NSM)  
*Provide one per each Geriatrics Home Based Primary Care (HBPC) Staff Physician FTE position authorized.*
7. **Workstation, Resident (OFA07)** .....56 NSF (5.3 NSM)  
*Provide one per each Geriatrics Home Based Primary Care (HBPC) Resident FTE position authorized.*
8. **Toilet, Staff (TNP1)** .....60 NSF (5.6 NSM)  
*Minimum one if total number of Geriatrics Home Based Primary Care (HBPC) FTE positions authorized is between two and fifteen; provide an additional one if the total number of Geriatrics Home Based Primary Care (HBPC) positions is greater than fifteen.*  
  
*Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.*
9. **Storage Room (SRS01)** ..... 80 NSF (7.5 SM)  
*Provide one if Geriatrics Home Based Primary Care (HBPC) is authorized.*

**J. FA 10: Oncology Service Area:**

1. **Interview Room (OFDC2)** .....120 NSF (11.2 NSM)  
*Provide one if Oncology Service is authorized.*
2. **Office, Oncology Service Chief (OFA09)**.....100 NSF (9.3 NSM)  
*Provide one if Oncology Service is authorized.*
3. **Office, Oncology Service Assistant Chief (OFA09)**.....100 NSF (9.3 NSM)  
*Provide one per each Oncology Service Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07)** .....56 NSF (5.3 NSM)  
*Provide one if Oncology Service is authorized.*
5. **Workstation, Clerical (OFA07)**.....56 NSF (5.3 NSM)  
*Provide one per each Oncology Service Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07)**.....56 NSF (5.3 NSM)  
*Provide one per each Oncology Service Staff Physician FTE position authorized.*

7. **Workstation, Resident (OFA07)**..... **56 NSF (5.3 NSM)**  
*Provide one per each Oncology Service Resident FTE position authorized.*
8. **Toilet, Staff (TNP1)**..... **60 NSF (5.6 NSM)**  
*Minimum one if total number of Oncology Service FTE positions authorized is between two and fifteen; provide an additional one if the total number of Oncology Service positions is greater than fifteen.*  
  
*Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.*
9. **Storage Room (SRS01)** ..... **80 NSF (7.5 SM)**  
*Provide one if Oncology Service is authorized.*

**K. FA 11: Mental Health Telepsychiatry Area:**

1. **Interview Room (OFDC2)** ..... **120 NSF (11.2 NSM)**  
*Provide one if Mental Health Telepsychiatry is authorized.*
2. **Office, Mental Health Telepsychiatry Chief (OFA09)**..... **100 NSF (9.3 NSM)**  
*Provide one if Mental Health Telepsychiatry is authorized.*
3. **Office, Mental Health Telepsychiatry Assistant Chief (OFA09)**..... **100 NSF (9.3 NSM)**  
*Provide one per each Mental Health Telepsychiatry Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07)** ..... **56 NSF (5.3 NSM)**  
*Provide one if Mental Health Telepsychiatry is authorized.*
5. **Workstation, Clerical (OFA07)**..... **56 NSF (5.3 NSM)**  
*Provide one per each Mental Health Telepsychiatry Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07)** ..... **56 NSF (5.3 NSM)**  
*Provide one per each Mental Health Telepsychiatry Staff Physician FTE position authorized.*
7. **Workstation, Resident (OFA07)**..... **56 NSF (5.3 NSM)**  
*Provide one per each Mental Health Telepsychiatry Resident FTE position authorized.*
8. **Toilet, Staff (TNP1)**..... **60 NSF (5.6 NSM)**  
*Minimum one if total number of Mental Health Telepsychiatry FTE positions authorized is between two and fifteen; provide an additional one if the total number of Mental Health Telepsychiatry positions is greater than fifteen.*  
  
*Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.*
9. **Storage Room (SRS01)** ..... **80 NSF (7.5 SM)**  
*Provide one if Mental Health Telepsychiatry is authorized.*

**L. FA 12: Mental Health Service Area:**

1. **Interview Room (OFDC2)** ..... **120 NSF (11.2 NSM)**  
*Provide one if Mental Health Service is authorized.*
2. **Office, Mental Health Service Chief (OFA09)** ..... **100 NSF (9.3 NSM)**  
*Provide one if Mental Health Service is authorized.*

3. **Office, Mental Health Service Assistant Chief (OFA09).....100 NSF (9.3 NSM)**  
*Provide one per each Mental Health Service Assistant Chief FTE position authorized.*
4. **Workstation, Secretary (OFA07) .....56 NSF (5.3 NSM)**  
*Provide one if Mental Health Service is authorized.*
5. **Workstation, Clerical (OFA07).....56 NSF (5.3 NSM)**  
*Provide one per each Mental Health Service Clerical FTE position authorized.*
6. **Workstation, Staff Physician (OFA07).....56 NSF (5.3 NSM)**  
*Provide one per each Mental Health Service Staff Physician FTE position authorized.*
7. **Workstation, Resident (OFA07) .....56 NSF (5.3 NSM)**  
*Provide one per each Mental Health Service Resident FTE position authorized.*
8. **Toilet, Staff (TNP1) .....60 NSF (5.6 NSM)**  
*Minimum one if total number of Mental Health Service FTE positions authorized is between two and fifteen; provide an additional one if the total number of Mental Health Service positions is greater than fifteen.*  
  
*Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.*
9. **Storage Room (SRS01) ..... 80 NSF (7.5 SM)**  
*Provide one if Mental Health Service is authorized.*

## 6 DESIGN CONSIDERATIONS

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

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

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

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

**7 FUNCTIONAL RELATIONSHIPS**

Relationship of Clinic Services Administration to services listed below:

**TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX**

SERVICES	RELATIONSHIP	REASON
Cardiovascular Laboratory	3	
Hemodialysis Center	3	
Inhalation Therapy Unit	3	
Patient Care Units – CCU, MICU	3	
Patient Care Units – Medical	3	
Patient Care Units - Respiratory	3	
Pulmonary Function Lab	3	
Ambulatory Care	4	
Laboratory		
Library	4	
MAS - Medical Information	4	
Nuclear Medicine Service	4	
Patient Care – Neurology	4	
Patient Care Units – SCI	4	
Patient Care Units – Surgical	4	
Radiology - Main Suite	4	
Rehabilitation Medicine	4	
Social Work Svc. - Admin. Off	4	
Surgical Service Admin.	4	

Legend:

Relationships:

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

Reasons:

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

## 8 FUNCTIONAL DIAGRAM

