

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 in Department of Veterans Affairs (VA).

2 DEFINITIONS

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.

Space Planning / SEPS

Building Gross (BG) Factor: A Factor applied to the sum of all the Departmental Gross Square Footage (DGSF) in a project to determine the Building Gross Square Footage. This factor accounts for square footage used by the building envelope, structural systems, horizontal and vertical circulation including main corridors, elevators, stairs and escalators, shafts, and mechanical spaces. The Department of Veterans Affairs has set this factor at 1.35 and included guidance in case of variance when developing a Program for Design (PFD) in SEPS.

Department Net to Gross (DNTG) Factor: A parameter, determined by the VA for each clinical and non-clinical department PG-18-9 space planning criteria chapter, used to convert the programmed Net Square Feet (NSF) area to the Department Gross Square Feet (DGSF) area.

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 combined time commitment equals that of one full-time employee (i.e., 40 hours per week).

Functional Area (FA): The grouping of rooms and spaces based on their function within a clinical service or department.



Functional Area Criteria Statement (FACS): A verbalized mathematical / logical formulation assigned to a FA incorporating answers to Input Data Statements (IDSs) to determine the condition for providing the rooms / spaces listed in the FA in the baseline space program or Program for Design (PFD) for a project. Certain rooms / spaces may or may not have additional conditions.

Input Data Statement(s): A question or set of questions designed to elicit information about the healthcare project to generate a Program for Design (PFD) based on the parameters set forth in this set of documents. This information is processed through mathematical and logical operations in the VA Space and Equipment Planning system (SEPS).

JSN (Joint Schedule Number): A unique five alpha-numeric code assigned to each content item in the PG-18-5 Standard. JSNs are defined in DoD's Military Standard 1691 and included in SEPS Content Table.

Net Square Feet / Net Square Meters (NSF/NSM): The area of a room or space derived from that within the interior surface of the bounding walls or boundaries.

Program for Design (PFD): A project specific itemized listing of the spaces, rooms, and square foot area required for the proper operation of a specific service / department, and the corresponding area for each. PFDs are generated by SEPS based on the PG-18-9 Standard.

PG-18-5: A Department of Veterans Affairs' Equipment Guidelist Standard for planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that lists assigned room contents (medical equipment, furniture, and fixtures) to each room in PG-18-9. PG-18-5 follows PG-18-9's chapter organization and nomenclature.

PG-18-9: A Department of Veterans Affairs' Program Guide for the Space Planning Criteria Standard use to develop space planning guidance for the planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that provides space planning guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). PG-18-9 is organized by chapters, as of September 2021 there are 56 clinical and non-clinical PG-18-9 chapters; they are implemented and deployed in SEPS so that space planners working on VA healthcare projects can develop baseline space programs.

PG-18-12: A Department of Veterans Affairs' Design Guide Standard for planning, design and construction of VA healthcare facilities, a Program Guide (PG) that provides design guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). The narrative section details functional requirements and the Room Template section details the planning and design of key rooms in PG-18-9. Not all PG-18-9 chapters have a corresponding PG-18-12 Design Guide; one Design Guide can cover more than one PG-18-9 chapter.



Room Area: The square footage required for a clinical or non-clinical function to take place in a room / space. It takes into account the floor area required by equipment (medical and non-medical), furniture, circulation, and appropriate function / code-mandated clearances. Room area is measured in Net Square Feet (NSF).

Room Code (RC): A unique five alpha-numeric code assigned to each room in the PG-18-9 Standard. Room Codes in PG-18-9 are unique to VA and are the basis for SEPS's Space Table for VA projects.

Room Criteria Statement (RCS): A mathematical / logical formulation assigned to each room / space included in PG-18-9 incorporating answers to Input Data Statements (IDSs) to determine the provision of the room / space in the baseline space program or Program for Design (PFD) for a project.

SEPS: Acronym for Space and Equipment Planning System which produces equipment lists and Program for Design for a healthcare project based on specific information entered in response to Input Data Questions.

SEPS Importer: A style-based format developed to allow upload of RCSs and IDSs to SEPS to implement and operationalize space planning criteria in PG-18-9 in the SEPS digital tool. This format establishes the syntax used in the RCSs and allows the use of Shortcuts. Shortcuts allow developers of space planning criteria statements to simplify RCSs making full use of their logical and mathematical functionality. A shortcut can refer to an RCS, a room in any FA or a formula. Shortcuts are [bracketed] when used in FAs and RCSs and are listed along with their equivalences at the end of the Space Planning Criteria section.

Space Planning Concept Matrix (SPCM): A working document developed during the chapter update process. It lists all the rooms organized by Functional Area and establishes ratios between the directly and the indirectly workload driven rooms for the planning range defined in this document. The matrix is organized in ascending workload values in ranges reflecting existing facilities and potential future increase. Section 5 of this document Space Planning Criteria reflects the values in the SPCM.

VA Room Family (VA RF): An organizational system of rooms / spaces grouped by function, a 'Room Family'. There are two "Orders" in the VA RF: Patient Care and Patient Care Support; Patient Care features four sub-orders: Clinical, Inpatient, Outpatient and Residential Clinical. There are also four sub-orders in the Patient Care Support order: Building Support, Clinical Support, Staff Support and Veteran Support. Each room in a Family has a unique Room Code and NSF assigned based on its Room Contents and function which correspond to the specific use of the room. The same RC can be assigned to different Room Names with the same function in this document and can be assigned an NSF that varies based on the PG-18-5 Room Contents assigned to the room.

VA Technical Information Library (TIL): A resource website maintained by the Facilities Standards Service (FSS) Office of Construction and Facilities Management (CFM) containing a broad range of technical publications related to the planning, design, leasing, and construction of VA facilities. VA-TIL can be accessed at: <https://www.cfm.va.gov/TIL/>



Workload: Workload is the anticipated number of procedures, clinic stops, clinic encounters etc. 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. Space Planning parameters and metrics in this document are based on the Clinical Services Administration Space Planning Criteria Matrix (SPCM) developed as a basis for this chapter. The SPCM lists all the spaces a VA site would require for Clinical Services Administration; the quantity and NSF for each room is calculated based on the projected number of services. The Clinical Service Administration is organized in 10 ranges, corresponding to the following Services:
1. Medical Service
 2. Hospital Medicine
 3. Endocrinology Service
 4. Rheumatology Service
 5. Infectious Disease
 6. Homeless / Compensated Work Therapy (CWT),
 7. Neurology Service,
 8. Dermatology Service,
 9. Geriatrics Home Based Primary Care (HBPC), and
 10. Oncology Service.
- B. The Quantity (Q) and area (NSF) values developed in the SPCM are reflected in the Room Criteria Statements, placed immediately below each room name, room code and NSF/NSM, for each room in Section 5 of this document. The number of FTE positions authorized is included in the Input Data Statement in Section 4. Both Sections are implemented in the Space Planning and Equipment System (SEPS) software accessible through the MAX.gov website. Planners programming a VA Clinical Services Administration project shall develop a baseline Program for Design (PFD) in SEPS.
- C. SEPS incorporates a Net-to-Department Gross factor (NTDG) factor of **1.30** for Clinical Service Administration projects and a Building Gross (BGS) factor of 1.35 to the aggregate Department Gross Square Feet (DGSF) of all the departments included in the project to generate the Building Gross Square Feet (BGSF). Planners can adjust the BGSF factor in SEPS; the NTDG factor is fixed.
- D. The space planning and design Program Guides: PG-18-9, PG-18-5, and PG-18-12 are available at the [Department of Veterans Affairs Office of Construction and Facilities Management \(CFM\) Technical Information Library \(TIL\)](#) website.



4 INPUT DATA STATEMENTS (IDS)

- A. Is Medical Service authorized? (M)
- B. Is Hospital Medicine authorized? (M)
- C. Is Endocrinology Medicine authorized? (M)
- D. Is Rheumatology Medicine authorized? (M)
- E. Is Infectious Disease authorized? (M)
- F. Is Homeless / Compensated Work Therapy (CWT) authorized? (M)
- G. Is Neurology Service authorized? (M)
- H. Is Dermatology Service authorized? (M)
- I. Is Geriatrics Home Based Primary Care (HBPC) authorized? (M)
- J. Is Oncology authorized? (M)

5 SPACE PLANNING CRITERIA

A. FA 1: MEDICAL SERVICE AREA

FA Condition: [*Medical Service is authorized*]

- 1. Medical Service Patient Interview Room, Clncl Sprt (SC174).....120 NSF (11.2 NSM)**
 - a. Provide four*
- 2. Medical Service Chief Office, Stff Sprt (SS204)..... 100 NSF (9.3 NSM)**
 - a. Provide one*
- 3. Medical Service Assistant Chief Office, Stff Sprt (SS204)..... 100 NSF (9.3 NSM)**
 - a. Provide one*
- 4. Medical Service Administrative Officer (AO) Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. Provide one*
- 5. Medical Service Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide one*
- 6. Medical Service Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide one*
- 7. Medical Service Staff Physician Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide two*
- 8. Medical Service Resident Workstation, Stff Sprt (SS217) 48 NSF (4.5 NSM)**
 - a. Provide three*
- 9. Medical Service Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
 - a. Provide one*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
- 10. Medical Service Storage Room, Lgts Svc (SB746) 80 NSF (7.5 NSM)**



a. Provide one

B. FA 2: HOSPITAL MEDICINE AREA

FA Condition: [*Hospital Medicine is authorized*]

1. **Hospital Medicine Patient Interview Room, Cncl Sprt (SC174)120 NSF (11.2 NSM)**
a. Provide four
2. **Hospital Medicine Service Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
a. Provide one
3. **Hospital Medicine Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
a. Provide one
4. **Hospital Medicine Administrative Officer (AO) Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
a. Provide one
5. **Hospital Medicine Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
a. Provide one
6. **Hospital Medicine Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
a. Provide one
7. **Hospital Medicine Staff Physician Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
a. Provide two
8. **Hospital Medicine Resident Workstation, Stff Sprt (SS217) 48 NSF (4.5 NSM)**
a. Provide three
9. **Hospital Medicine Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
a. Provide one

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
10. **Hospital Medicine Storage Room, Lgstcs Svc (SB746) 80 NSF (7.5 NSM)**
a. Provide one

C. FA 3: ENDOCRINOLOGY AREA

FA Condition: [*Endocrinology Medicine is authorized*]

1. **Endocrinology Medicine Patient Interview Room, Cncl Sprt (SC174)120 NSF (11.2 NSM)**
a. Provide four
2. **Endocrinology Medicine Service Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**



- a. *Provide one*
- 3. **Endocrinology Medicine Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 4. **Endocrinology Medicine Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 5. **Endocrinology Medicine Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 6. **Endocrinology Medicine Staff Physician Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide two*
- 7. **Endocrinology Medicine Resident Workstation, Stff Sprt (SS217) 48 NSF (4.5 NSM)**
 - a. *Provide three*
- 8. **Endocrinology Medicine Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
 - a. *Provide one*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
- 9. **Endocrinology Medicine Storage Room, Lgstcs Svc (SB746) 80 NSF (7.5 NSM)**
 - a. *Provide one*

D. FA 4: RHEUMATOLOGY AREA

FA Condition: [*Rheumatology Medicine is authorized*]

- 1. **Rheumatology Medicine Patient Interview Room, CIncl Sprt (SC174)120 NSF (11.2 NSM)**
 - a. *Provide four*
- 2. **Rheumatology Medicine Service Chief Office, Stff Sprt (SS204) ... 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 3. **Rheumatology Medicine Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 4. **Rheumatology Medicine Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 5. **Rheumatology Medicine Clerical Workstation, Stff Sprt (SS218).... 56 NSF (5.3 NSM)**
 - a. *Provide one*



6. **Rheumatology Medicine Staff Physician Workstation, Stff Sprt (SS218)** 56 NSF (5.3 NSM)
a. Provide two
7. **Rheumatology Medicine Resident Workstation, Stff Sprt (SS217)** 48 NSF (4.5 NSM)
a. Provide three
8. **Rheumatology Medicine Staff Toilet, Bldg Sprt (SB191)**..... 60 NSF (5.6 NSM)
a. Provide one

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
9. **Rheumatology Medicine Storage Room, Lgstcs Svc (SB746)** 80 NSF (7.5 NSM)
a. Provide one

E. FA 5: INFECTIOUS DISEASES AREA

FA Condition: [*Infectious Disease is authorized*]

1. **Infectious Diseases Patient Interview Room, Clncl Sprt (SC174)**120 NSF (11.2 NSM)
a. Provide four
2. **Infectious Diseases Service Chief Office, Stff Sprt (SS204)**..... 100 NSF (9.3 NSM)
a. Provide one
3. **Infectious Diseases Assistant Chief Office, Stff Sprt (SS204)**..... 100 NSF (9.3 NSM)
a. Provide one
4. **Infectious Diseases Administration Support Workstation, Stff Sprt (SS218)** 56 NSF (5.3 NSM)
a. Provide one
5. **Infectious Diseases Clerical Workstation, Stff Sprt (SS218)** 56 NSF (5.3 NSM)
a. Provide one
6. **Infectious Diseases Staff Physician Workstation, Stff Sprt (SS218)** 56 NSF (5.3 NSM)
a. Provide two
7. **Infectious Diseases Resident Workstation, Stff Sprt (SS217)** 48 NSF (4.5 NSM)
a. Provide three
8. **Infectious Diseases Staff Toilet, Bldg Sprt (SB191)** 60 NSF (5.6 NSM)
a. Provide one

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
9. **Infectious Diseases Storage Room, Lgstcs Svc (SB746)** 80 NSF (7.5 NSM)



a. Provide one

F. FA 6: HOMELESS / COMPENSATED WORK THERAPY (CWT) AREA

FA Condition: [*Homeless / Compensated Work Therapy (CWT) is authorized*]

1. **Homeless / Compensated Work Therapy (CWT) Patient Interview Room, Clncl Sprt (SC174)120 NSF (11.2 NSM)**
a. Provide four
2. **Homeless / Compensated Work Therapy (CWT) Service Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
a. Provide one
3. **Homeless / Compensated Work Therapy (CWT) Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
a. Provide one
4. **Homeless / Compensated Work Therapy (CWT) Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
a. Provide one
5. **Homeless / Compensated Work Therapy (CWT) Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
a. Provide one
6. **Homeless / Compensated Work Therapy (CWT) Staff Physician Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
a. Provide two
7. **Homeless / Compensated Work Therapy (CWT) Resident Workstation, Stff Sprt (SS217) 48 NSF (4.5 NSM)**
a. Provide three
8. **Homeless / Compensated Work Therapy (CWT) Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
a. Provide one

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
9. **Homeless / Compensated Work Therapy (CWT) Storage Room, Lgstcs Svc (SB746) 80 NSF (7.5 NSM)**
a. Provide one

G. FA 7: NEUROLOGY SERVICE AREA

FA Condition: [*Neurology Service is authorized*]

1. **Neurology Service Patient Interview Room, Clncl Sprt (SC174)120 NSF (11.2 NSM)**



- a. *Provide four*
- 2. **Neurology Service Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 3. **Neurology Service Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 4. **Neurology Service Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 5. **Neurology Service Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 6. **Neurology Service Staff Physician Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide two*
- 7. **Neurology Service Resident Workstation, Stff Sprt (SS217) 48 NSF (4.5 NSM)**
 - a. *Provide three*
- 8. **Neurology Service Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
 - a. *Provide one*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
- 9. **Neurology Service Storage Room, Lgstcs Svc (SB746) 80 NSF (7.5 NSM)**
 - a. *Provide one*

H. FA 8: DERMATOLOGY SERVICE AREA

FA Condition: [*Dermatology Service is authorized*]

- 1. **Dermatology Service Patient Interview Room, Cncl Sprt (SC174)120 NSF (11.2 NSM)**
 - a. *Provide four*
- 2. **Dermatology Service Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 3. **Dermatology Service Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 4. **Dermatology Service Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 5. **Dermatology Service Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 6. **Dermatology Service Staff Physician Workstation,**



- Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide two*
- 7. Dermatology Service Resident Workstation, Stff Sprt (SS217) 48 NSF (4.5 NSM)**
 - a. Provide three*
- 8. Dermatology Service Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
 - a. Provide one*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.
- 9. Dermatology Service Storage Room, Lgstcs Svc (SB746) 80 NSF (7.5 NSM)**
 - a. Provide one*

I. FA 9: GERIATRICS HOME BASED PRIMARY CARE (HBPC) AREA

FA Condition: [*Geriatrics Home Based Primary Care (HBPC) is authorized*]

- 1. Geriatrics Home Based Primary Care (HBPC) Service Patient Interview Room, Clncl Sprt (SC174)120 NSF (11.2 NSM)**
 - a. Provide four*
- 2. Geriatrics Home Based Primary Care (HBPC) Service Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. Provide one*
- 3. Geriatrics Home Based Primary Care (HBPC) Service Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. Provide one*
- 4. Geriatrics Home Based Primary Care (HBPC) Service Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide one*
- 5. Geriatrics Home Based Primary Care (HBPC) Service Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide one*
- 6. Geriatrics Home Based Primary Care (HBPC) Service Staff Physician Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide two*
- 7. Geriatrics Home Based Primary Care (HBPC) Service Resident Workstation, Stff Sprt (SS217)48 NSF (4.5 NSM) 48 NSF (4.5 NSM)**
 - a. Provide three*
- 8. Geriatrics Home Based Primary Care (HBPC) Service Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
 - a. Provide one*



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

- 9. **Geriatrics Home Based Primary Care (HBPC) Service Storage Room, Lgstcs Svc (SB746) 80 NSF (7.5 NSM)**
 - a. *Provide one*

J. FA 10: ONCOLOGY SERVICE AREA

FA Condition: [*Oncology is authorized*]

- 1. **Oncology Service Patient Interview Room, Clncl Sprt (SC174)120 NSF (11.2 NSM)**
 - a. *Provide four*
- 2. **Oncology Service Chief Office, Stff Sprt (SS204)..... 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 3. **Oncology Service Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. *Provide one*
- 4. **Oncology Service Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 5. **Oncology Service Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. *Provide one*
- 6. **Oncology Service Staff Physician Workstation, Stff Sprt (SS218).... 56 NSF (5.3 NSM)**
 - a. *Provide two*
- 7. **Oncology Service Resident Workstation, Stff Sprt (SS217) 48 NSF (4.5 NSM)**
 - a. *Provide three*
- 8. **Oncology Service Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
 - a. *Provide one*

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

- 9. **Oncology Service Storage Room, Lgstcs Svc (SB746) 80 NSF (7.5 NSM)**
 - a. *Provide one*

M. SEPS IMPORTER SHORTCUTS

The following shortcuts are used in the Room Criteria Statements in the Clinical Services Administration Functional Areas. These shortcuts are used during upload of this document into the Space and Equipment Planning System (SEPS) software during implementation of the space planning parameters contained herewith to allow for mathematical or logical calculations to be performed. Input Data Statements (IDSs), Rooms or a partial calculation formula can have a shortcut.

- 1 *Medical Service is authorized: [Is Medical Service authorized?]*



- 2 *Hospital Medicine is authorized:* [Is Hospital Medicine authorized?]
- 3 *Endocrinology Medicine is authorized:* [Is Endocrinology Medicine authorized?]
- 4 *Rheumatology Medicine is authorized:* [Is Rheumatology Medicine authorized?]
- 5 *Infectious Disease is authorized:* [Is Infectious Disease authorized?]
- 6 *Homeless / Compensated Work Therapy (CWT) is authorized:* [Is Homeless / Compensated Work Therapy (CWT) authorized?]
- 7 *Neurology Service is authorized:* [Is Neurology Service authorized?]
- 8 *Dermatology Service is authorized:* [Is Dermatology Service authorized?]
- 9 *Geriatrics Home Based Primary Care (HBPC) is authorized:* [Is Geriatrics Home Based Primary Care (HBPC) authorized?]
- 10 *Oncology is authorized:* [Is Oncology authorized?]

6 PLANNING AND DESIGN CONSIDERATIONS

- A. Each service administration should be conveniently located to vertical transportation, main corridor systems, and / or adjacent to programs supervised.
- B. Alternatively, due to the constant interaction among Services in all sections, all office / workstations space should be contiguous and the whole Department should be located on the same floor if possible.
- C. Do not duplicate Staff Physician workstations with those listed for nursing units.
- D. Interview Rooms, Staff Toilets, and Resident Workstations can be shared among Services when Services are co-located to reduce duplication.
- E. Refer to Department of Veterans Affairs (VA) Office of Construction and Facilities Management Technical Information Library (www.cfm.va.gov/til/) for additional technical criteria.



7 FUNCTIONAL RELATIONSHIPS

Relationship of Clinical Services Administration to services listed below:

TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX

SERVICES	FUNCTIONAL RELATIONSHIP
IP: ICU PCUs	2
IP: MS PCUs	2
IP: MH PCUs	2
IP: PRC: PCU	2
IP: SCI: AC PCU	2
VET SPRT: Social Work	2
VET SPRT: Voluntary Svc	3
CLNCL SPRT: VAMC Director	3
CLNCL SPRT: Nursing Service Administration	3
CLNCL SPRT: Health Sciences Library	3
STFF SPRT: Education: Nursing Training	3

Legend:

1. High
2. Moderate
3. Minimal



8 FUNCTIONAL DIAGRAM

