3.8

DoD Space Planning Criteria for Health Facilities

Occupational Therapy Clinic

3.8.1. PURPOSE AND SCOPE:

This Chapter provides guidance for space planning for Occupational Therapy Services in military health care facilities.

3.8.2. DEFINITIONS:

Administrative Personnel: Administrative personnel are all personnel who do not counsel, diagnosis, examine or treat patients, but who do work that is essential for the accomplishment of the missions of a medical treatment facility. This does include military (assigned and borrowed), contract and civilian personnel. It does not include volunteers.

Full-Time Equivalent (FTE): A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

Occupational Therapy (O.T.): Is the use of purposeful activity with individuals who are limited due to physical injury or illness, psychosocial dysfunction, developmental or learning disabilities, poverty and cultural differences or the aging process in order to maximize independence, prevent disability and maintain health. The practice encompasses evaluation, treatment and consultation. Specific Occupational Therapy services include: diagnosis and treatment of upper extremity conditions (physician extender role); designing, fabricating or applying selected orthotic and prosthetic or selective adaptive equipment; using specifically designed crafts and exercises to enhance functional performance; administering and interpreting tests such as manual muscle and range of motion; teaching daily living skills; developing perceptual motor skills and sensory integrative functioning; developing play skills and prevocational and leisure capacities; health promotion and injury prevention education and treatment; and adapting environments for the physically and mentally challenged. These services are provided individually, in groups, or through social systems.

In addition to the above, service may include ergonomics/human factor consultation (work adjustment); work-site evaluation; development of avocational interests and leisure time skills; fabrication of orthotic and assistive devices; clinical education programs for therapist level and or assistant level students and research programs; and evaluation and treatment for sensory integrative dysfunction. As appropriate, service may be extended beyond the Occupational Therapy module to provide home health visits and consultation services to community agencies supporting the military.

Office: A private office is an enclosed room outfitted with either standard furniture (Room Code OFA01) or systems furniture (Room Code OFA02). An administrative cubicle is within an open room and is constructed out of system furniture (Room Code OFA03)

Service: A service in this context includes all functions and activities associated with accomplishing the Occupational Therapy mission. This service receives referrals from all medical specialties.

Treatment Area for O.T.: The major treatment area or patient care area is the general clinic area including daily life skills area, evaluation areas, and work adjustment/hardening equipment area. Space requirements for the above treatment areas are calculated on the basis of projected patient visits per month. When computing actual space requirements, the resulting figures should be rounded to a whole number.

Visit: Each time a patient presents himself/herself to the Occupational Therapy Clinic; it is counted as one visit. One visit may generate several treatments. Visits to any areas outside the clinic, such as nursing units and homes, are not to be counted for space allocation.
3.8

DoD Space Planning Criteria for Health Facilities

Occupational Therapy Clinic

3.8.3. POLICIES:

A separate Occupational Therapy Clinic will be provided when there are three or more projected FTE Occupational Therapists and occupational therapy technicians. If one or two Occupational Therapists are projected, recommend combining occupational therapy with the Physical Therapy Clinic.

**Offices, Private:** With the exception of the office provided for “Key Personnel,” all other private offices will be 120 net square feet as stated in Chapter 2.1 (General Administration), paragraph 2.1.5. Private offices will be provided to following personnel:

a) Staff who must meet with patients/customers on a regular basis and hold private consultations/discussion.
b) The senior officer and enlisted member of a department.
c) Staff who supervise others and must hold frequent, private counseling sessions with their junior staff. This does not include staff who supervise a very small number of people, and who would only occasionally need private counseling space. These staff can use available conference rooms or other private areas for their infrequent counseling needs.
d) Any personnel who interview or counsel patients with patient privacy concerns.

**Office, Non-Private or Shared Space:** Personnel, who require office space, but not a private office, will be provided space in a shared office. Non-private or shared office space will be programmed at 60 net square feet per occupant.

**Public Toilets, Staff Lounges and Locker Areas:** The criteria for public toilets, staff lounges and locker rooms are provided in Chapter 6.1 (Common Areas).

3.8.4. PROGRAM DATA REQUIRED:

How many FTE Occupational Therapists are projected?  
How many FTE Occupational Therapy technicians are projected?  
How many FTE NCOIC/LCPO/LPO are projected?  
How many officers or officer equivalents are projected? **Note:** This information is used to calculate the size of the Conference Room. See Chapter 2.1 (General Administration), paragraph 2.1.2 for Personnel Equivalents Chart.  
How many staff will require a cubicle? **Note:** Do not include therapists and technicians.  
How many staff will require a locker? **Note:** Do not include staff with offices or cubicles.  
How many FTEs on peak shift are projected? **Note:** This information is used to calculate the number of Staff Toilets and the size of the Staff Lounge.  
Is an isolation room required?  
Is a procedure room required?  
Will ergonomic OT services be provided?  
Will a splint fabrication room be required?  
Will a neuro/rehab training program be provided?  
Will pediatric evaluation and rehabilitation program be provided?  
Will there be vending machines in the staff lounge?

**NOTE:** GP indicates that a guideplate exists for that particular Room Code.
### DoD Space Planning Criteria for Health Facilities

#### Occupational Therapy Clinic

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>Room Code</th>
<th>AUTHORIZED m²</th>
<th>nsf</th>
<th>PLANNING RANGE/COMMENTS</th>
</tr>
</thead>
</table>

#### 18.8.5. SPACE CRITERIA:

<table>
<thead>
<tr>
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### RECEPTION AREAS

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Clinic Waiting</td>
<td>WRC01</td>
<td>5.72</td>
<td>60</td>
<td>Minimum (provides seven seats). Provide two seats per FTE projected Occupational Therapist and OT technician. Provide 16 nsf for 85% of the seats and 25 nsf for 15% of the seats (handicapped waiting).</td>
</tr>
<tr>
<td>Reception (GP)</td>
<td>RECP1</td>
<td>13.01</td>
<td>140</td>
<td>One per clinic.</td>
</tr>
<tr>
<td>Public Toilets</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Space will be provided in the Chapter 6.1 (Common Areas).</td>
</tr>
</tbody>
</table>

### PATIENT AREAS

<table>
<thead>
<tr>
<th>Function</th>
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<tbody>
<tr>
<td>Clinic Treatment Area</td>
<td>OTGC1</td>
<td>11.15</td>
<td>120</td>
<td>Minimum. Provide 60 nsf per projected FTE therapist and OT technician</td>
</tr>
<tr>
<td>Daily Living Skills Training Room (GP)</td>
<td>OTDL1</td>
<td>37.16</td>
<td>400</td>
<td>One per clinic.</td>
</tr>
<tr>
<td>Private Evaluation Area</td>
<td>OTEV1</td>
<td>11.15</td>
<td>120</td>
<td>One per every three projected FTE therapists or technicians. (Do not round up).</td>
</tr>
<tr>
<td>Ergonomics Laboratory</td>
<td>OTWT1</td>
<td>37.16</td>
<td>400</td>
<td>One per clinic when Ergonomic O.T. Services are provided.</td>
</tr>
<tr>
<td>Splint Fabrication Room</td>
<td>OPCR1</td>
<td>18.58</td>
<td>200</td>
<td>One if included in Clinic Concept of Operations.</td>
</tr>
<tr>
<td>Neuro/Rehab Training</td>
<td>OTEV1</td>
<td>18.58</td>
<td>200</td>
<td>One per clinic when Neuro/Rehab Training Program offered.</td>
</tr>
<tr>
<td>Pediatric Evaluation and Rehabilitation</td>
<td>PTPR1</td>
<td>18.58</td>
<td>200</td>
<td>One per clinic when Pediatric Evaluation and Rehabilitation Program offered.</td>
</tr>
<tr>
<td>Patient Toilet</td>
<td>TLTU1</td>
<td>4.65</td>
<td>50</td>
<td>One per clinic.</td>
</tr>
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### STAFF AND ADMINISTRATIVE AREAS

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<tr>
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<tr>
<td>Occupational Therapist (GP)</td>
<td>OFD01</td>
<td>11.15</td>
<td>120</td>
<td>Army - One per projected FTE Occupational Therapist. Do not include residents. Resident’s cubicles are included in the Residency Functional Area.</td>
</tr>
<tr>
<td></td>
<td>OFD02</td>
<td></td>
<td></td>
<td>Navy - One per projected FTE Occupational Therapist.</td>
</tr>
<tr>
<td></td>
<td>OFD03</td>
<td></td>
<td></td>
<td>Air Force - One per projected FTE Occupational Therapist</td>
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#### Occupational Therapy Technician Office
- **Room Code:** WRCH1
- **Authorized:** 11.15 m², 120 nsf
- **Planning Range:** One per clinic. This area will accommodate up to 3 Technicians.

#### NCOIC/LCPO/LPO
- **Room Code:** OFA01, OFA02
- **Authorized:** 11.15 m², 120 nsf
- **Planning Range:** Standard Furniture. One per projected FTE. System Furniture.

#### Administrative Cubicle
- **Room Code:** OFA03
- **Authorized:** 5.57 m², 60 nsf
- **Planning Range:** Systems Furniture. Per projected FTE requiring a dedicated work-space but not a private office. See Chapter 2.1 (General Administration), paragraph 2.1.3.

#### Copy Room
- **Room Code:** RPR01
- **Authorized:** 9.29 m², 100 nsf
- **Planning Range:** For Copier/Fax-Mailbox Distribution

#### Patient File Area
- **Room Code:** FILE1
- **Authorized:** 5.72 m², 60 nsf
- **Planning Range:** One per clinic

#### Forms / Literature Storage
- **Room Code:** SRS01
- **Authorized:** 9.29 m², 100 nsf
- **Planning Range:** One per clinic

#### Conference Room (GP)
- **Room Code:** CRA01
- **Authorized:** 23.23 m², 250 nsf
- **Planning Range:** Minimum 140 nsf for 10 FTEs on peak shift. Add 5 nsf for each peak shift FTE over 10. Maximum size is 300 nsf without vending machines and 320 nsf if vending machines are included.

#### Staff Lounge (GP)
- **Room Code:** SL001
- **Authorized:** 13.01 m², 140 nsf
- **Planning Range:** Minimum for the first 10 FTEs on peak shift. Add 2.5 nsf for FTE over 10. For staff without a dedicated office/cubicle space. See Chapter 6.1 (Common Areas) for increase in size or for Locker Room, Changing criteria.

#### Personal Property Lockers (GP)
- **Room Code:** LR001
- **Authorized:** 2.32 m², 25 nsf
- **Planning Range:** Minimum for the first 10 FTEs on peak shift. Add 2.5 nsf for FTE over 10. For staff without a dedicated office/cubicle space. See Chapter 6.1 (Common Areas) for increase in size or for Locker Room, Changing criteria.

#### Staff Toilets
- **Room Code:** TLTU1
- **Authorized:** 4.65 m², 50 nsf
- **Planning Range:** Minimum of one for the first 15 FTEs on peak shift. Add one TLTU1 for every additional 15 FTEs on peak shift. Can be combined into multi-stall toilets.

### CLINIC SUPPORT AREAS

#### Litter/Wheelchair Storage
- **Room Code:** SRLW1
- **Authorized:** 5.57 m², 60 nsf
- **Planning Range:** One per clinic.

#### Equipment Storage
- **Room Code:** SRE01
- **Authorized:** 18.58 m², 200 nsf
- **Planning Range:** Minimum. One per clinic. Add 60 nsf for each FTE Occupational Therapist over six.