

DoD Space Planning Criteria for Health Facilities
Audiology / Hearing Conservation / Speech Pathology / Ear Nose and Throat
(ENT) or Otorhinolaryngology Clinic

3.10.1. PURPOSE AND SCOPE:

This section sets forth space planning criteria for the outpatient audiology, hearing conservation, speech pathology, and Otorhinolaryngological Clinical Services in military health care facilities. Otorhinolaryngology clinics include: Ear, Nose and Throat (ENT) and Vestibular exams.

3.10.2. DEFINITIONS:

Audiology: Audiology services in military treatment facilities provide the following types of services: evaluation of the auditory system to include pure tone air and bone conduction, speech threshold and recognition testing, electrophysiological testing, vestibular evaluations, pre and post operative exams, dispensing and fitting of hearing aids and hearing protection, and hearing conservation services.

Educational and Developmental Intervention Services (EDIS): Educational and Developmental Intervention Services are governed by DoDI 1010.13 which mandates that all children with special needs receive the assistance they require in order to receive a proper education. In OCONUS locations the military medical service shares the responsibility for providing these services with DoDDS. Medical related services can include occupational therapy, physical therapy, psychology services, and speech and audiology services.

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.

Hearing Conservation: Hearing Conservation services are provided separately from Clinical Audiology Services. Hearing Conservation will provide the following services: hearing testing for the determination of temporary or permanent threshold shift (TTS/PTS), fitting of appropriate hearing protection, health education.

Office: Room Code OFA01 is a private office outfitted with standard office furniture. Room Code OFA02 is a private office outfitted with systems furniture. Room Code OFA03 is a cubicle outfitted with systems furniture.

Otorhinolaryngology: The branch of medicine concerned with medical and surgical treatment of the head and neck, including the ears, nose and throat.

Preceptor/Consult Room: - A location is required for residents in training to be able to discuss cases in private with supervising faculty physicians (preceptors). These discussions occur during the course of a patient visit, requiring proximity to exam room areas. In clinic configurations with staff physician offices clustered near exam rooms, precepting may be feasible from the faculty physician's own office and not from a dedicated central preceptor room. Note that any space provided for precepting must afford privacy from eavesdropping patients and passers-by ... hence an open area accessible by non-staff is NOT acceptable.

Provider: An individual, who examines, diagnoses, treats, prescribes medication and manages the care of patients within their scope of practice as established by the governing body of a healthcare organization. General providers are physicians, physician's assistants and clinical nurse practitioners. The term 'staff providers' does not include residents.

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Speech Therapy: Speech services in military treatment facilities provide diagnosis and treatment of speech, language, voice, and swallowing disorders. Patients with such communication disorders often have hearing deficiencies.

Vestibular: relating to the internal ear, where balance functions are governed.

3.10.3. POLICIES:

Clinic Composition: A separate audiology / speech therapy clinic will not be programmed if the number of audiologist and speech therapist's FTEs is 2 or less. When the workload of audio and speech does not support a separate clinic, the services may be combined with ENT, or otorhinolaryngology services.

A separate ENT clinic will be programmed if the number of otorhinolaryngologist FTEs is 3 or more. When the staffing of otorhinolaryngologist does not support a separate clinic, the services may be combined with the general surgery clinic or audiology/hearing conservation and/or speech pathology services.

Educational and Developmental Intervention Services (EDIS): Adequate space for EDIS functions must be provided within OCONUS locations where dependents are sponsored. This may entail providing a single area for multiple specialties or it may simply entail ensuring the appropriate medical specialties are staffed within their own separate clinics. If a single EDIS area is provided, waiting and reception space, appropriate administrative office space, and appropriate treatment space (based on specialties included) will be provided. For the purpose of this section this could include locating an audiologist and/or speech pathologist within the EDIS area.

Separate Hearing Conservation Facilities: For the Army, a separate (freestanding) hearing conservation clinic will be constructed when there is an "at risk" hearing conservation population of 8,000 or greater.

3.10.4. PROGRAM DATA REQUIRED:

Projected number of Otorhinolaryngologist FTEs.
 Projected number of beneficiaries served.
 Projected number of audiologist FTEs.
 Projected number of audiology technician FTEs.
 Projected number of speech therapist FTEs.
 Projected number of speech therapy technician FTEs.
 Projected number of nurse FTEs.
 Is there an advice nurse assigned?
 Total number of staff that require a private office
 Total number of staff that require a dedicated cubicle.
 Total number of staff that do not have a dedicated cubicle.
 Total number of staff assigned to the clinic.
 Are pediatric patients seen in this clinic?
 Is there a requirement for a dedicated vestibular exam room?
 Is there an Otorhinolaryngology Residency Program?
 Projected number of Otorhinolaryngologist residents.
 Is there a Residency Research Technician for the Residency Program?
 Is there a hearing conservation service in this MTF?
 Project number of audiologist assigned to the a hearing conservation clinic
 Projected number of beneficiaries served by the hearing conservation clinic
 Total number of staff assigned to the hearing conservation clinic.

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NOTE: GP indicates that a guideplate exists for that particular Room Code.

3.10.5. SPACE CRITERIA:

FUNCTION	ROOM CODE	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	

RECEPTION AREAS

Clinic Waiting	WRC01	5.57	60	Minimum. Provide 3.0 seats per each projected FTE provider. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting). Note: this space can be divided into separate sick and well waiting areas. If divided, recommend providing 67% of space for a main waiting area.
	WRC02			Minimum. <u>Well waiting</u> : Include if pediatric and OB patients are seen in the clinic. Recommend providing 33% of space for a well waiting area. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting). If programming does not allow for separate services (well waiting vs. main waiting), then combine waiting space appropriately.
Pediatric Play Area (GP)	PLAY1	9.29	100	Provide if in clinic concept of operations.
Reception (GP)	RECP1	13.01	140	Minimum. Provide 140 nsf for the first eight providers. Increase 60 nsf for each increment of four providers over the initial eight providers. Includes space for 2 technicians. When only 1 technician required, consolidate with adjacent department, where possible.
Patient Education Kiosk/Alcove	CLSC1	3.72	40	One per clinic
Patient Education Cubicle	CLCS2	3.72	40	Provide if in clinic concept of operations. Includes a computer workstation for patient self-assessment, printing educational brochures, etc.
Public Toilets	NA	NA	NA	Space will be provided in the Common Areas. See Section 6.1.

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PATIENT AREAS - ENT (Otorhinolararyngology):

ENT Exam Room (GP)	EXEN1	11.15	120	Two per projected FTE staff providers.
ENT Treatment Room	TREN1	16.26	175	Three per projected FTE staff providers.
Speech Therapist Office /Exam	EXOS1	11.15	120	One per projected FTE speech therapist.
Audiobooth Room (GP)	PEHS1	11.15	120	One person booth. One per every four-projected FTE otorhinolararyngologist. May be combined with Audiology department.
Vestibular Exam Room	EXVE1	13.94	150	One per clinic, if vestibular exams are performed in the ENT clinic. Consider performing this function in an ENT treatment room, unless workload requires a dedicated room.
Patient Toilet (GP)	TLTU1	5.57	60	One if number of projected FTE providers is between three and eight. Provide two toilets if number of projected FTE providers are between nine and fifteen. Provide three toilets if number of projected FTE providers are sixteen or more with a maximum of three toilets.

STAFF AND ADMINISTRATIVE AREAS ENT (Otorhinolararyngology):

Provider's Office (GP)	OFD01	11.15	120	Army One per projected FTE staff provider. (See also Residency Program section.)
	OFD02			Navy. One per projected FTE staff provider. (See also Residency Program section.)
	OFD03			Air Force - One per projected FTE staff provider. (See also Residency Program section.)
Audiologist's Office (GP)	OFD01	11.15	120	Army One per projected FTE audiologist.
	OFD02			Navy. One per projected FTE audiologist.
	OFD03			Air Force - One per projected FTE audiologist.
Audiology Technician's Cubicle	OFA03	5.57	60	One cubicle per every three or fraction of three technician FTEs projected. (Do not include the NCOIC, LCPO or LPO.)
Speech Therapy Technician's Cubicle	OFA03	5.57	60	One cubicle per every three or fraction of three technician FTEs projected. (Do not include the NCOIC, LCPO or LPO.)

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Nurse Manager's Office	OFA01	11.15	120	Private office, Standard Furniture. One per projected FTE Nurse Manager.
	OFA02			Private office, Systems Furniture. One per projected FTE Nurse Manager.
Nurses' Workroom	WRCH1	11.15	120	Army/Navy. Minimum. Add 40 nsf for each projected FTE nurse above four.
	OFA03	5.72	60	Air Force. Cubicle Systems Furniture. One per projected FTE Nurse.
NCOIC/LCPO/LPO	OFA01	11.15	120	One per clinic.
	OFA02			
Advice Nurse Office	OFA01	11.15	120	One per projected FTE Advice Nurse.
	OFA02			
Administrative Personnel with Private Offices	OFA01	11.15	120	One per projected FTE requiring a private office. See Section 2.1. Some examples are Group Practice Manager, Nurse Educator, Health Care Integrator, any staff who interviews or counsels patients.
	OFA02			
Administrative Cubicle	OFA03	5.57	60	Per projected FTE administrative personnel requiring a dedicated workspace but not a private office. See Section 2.1.
Patient Records Area	FILE1	5.57	60	If records are stored outside of the clinic. See Section 2.5.
Reproduction Room	RPR01	9.29	100	For Copier/Fax/Mailbox distribution.
Form /Literature Storage	SRS01	9.29	100	One per clinic.
Conference Room (GP)	CRA01	23.23	250	Minimum use CRA01. One per department with less than eight officers or officer equivalents. For increase in size (CRA02 and CRA03) see Section 6.1.
	CRA02	27.87	300	
	CRA03	37.16	400	
Staff Lounge (GP)	SL001	13.01	140	Minimum. See Section 6.1.
Staff Lockers (GP)	LR001		20	Lockers for personal property. See Section 6.1..
Staff Toilets (GP)	TLTU1	5.57	60	Minimum for total clinic staff of at least 10. See Section 6.1 for increase in size and for male/female breakdown.

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CLINIC SUPPORT AREAS ENT (Otorhinolararyngology):

Clean Utility/Supply Room (GP)	UCCL1	11.15	120	For up to 6 projected FTE providers.
		13.94	150	For 7 - 12 projected FTE providers.
		16.72	180	For more than 12 projected FTE providers.
Soiled Utility (GP)	USCL1	8.36	90	For up to 6 projected FTE providers.
		11.15	120	For 7 - 12 projected FTE providers.
		13.94	150	For more than 12 projected FTE providers.
Litter/Wheelchair Storage	SRLW1	5.57	60	One per clinic.
Crash Cart Alcove	RCA01	1.86	20	One per clinic. Can be shared between several clinics if fully accessible to all.
Equipment Storage	SRE01	9.29	100	One per clinic.
Satellite Lab	LBSP1	5.57	60	One per clinic if in clinic concept of operations.

TESTING/TREATMENT: AUDIOLOGY/SPEECH PATHOLOGY

Audiology Pediatric Evaluation/Therapy Room	EXRP1	11.15	120	One per every two projected FTE audiologists. If collocated with ENT clinic can be combined.
Audiobooth Room (GP)	PEHS1	11.15	120	One-person booth. Minimum requirement when audiology service provided.
	PEHS2	34.84	375	One 2-6-person booth when total population exceeds 2,000.
	PEHS3			
Audiobooth Suite (GP)	PEHS4	34.84	375	One suite per projected FTE audiologist. If there is a hearing conservation program, add an additional suite per 20,000 of population supported.
Hearing Aid Fitting Room	HAFR1	18.58	200	One per clinic when two or more projected FTE audiologists. Combine with Hearing Aid Laboratory when only one projected FTE audiologist.
Hearing Aid Laboratory	HATL1	9.29	100	One per clinic when two or more projected FTE audiologists. Reduce to 80 nsf and combine with Hearing Aid Fitting Room when only one projected FTE audiologist.
Evoked Potential	EVPR1	9.29	100	One per clinic when two or more projected FTE audiologists. Reduce to 80 nsf and combine with Vestibular Laboratory when only one projected FTE audiologist.
Audiology Testing Room	TREN2	16.26	175	One per clinic when services not provided in ENT. Also serves as location for computerized fluency assisted therapy, tracheoesophageal puncture (TEP) patient care, modified barium swallow results review, and videostroboscopy lab.

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Functions that are required for Residency Education in Otorhinolararyngology:

The following areas must be programmed if the MTF provides an Otorhinolararyngology Residency Program.

RESIDENCY PROGRAM

Director of Residency Program (GP)	OFD01	11.15	120	Army/Air Force. One per director of a residency program.
	OFD03			Navy. One per director of a residency program.
Secretary to Director with Visitor Waiting	SEC01	11.15	120	Per projected FTE secretary.
Residency Coordinator	OFA01	11.15	120	One per projected FTE residency program coordinator.
	OFA02			
Residency Research Technician Cubicle	OFA03	5.57	60	Provide 60 nsf per projected FTE position.
Resident's Cubicle	OFA03	5.57	60	Minimum. Per projected resident.
Residency Library	LIBB1	13.01	140	One per residency program.
Conference Room (GP)	CRA01	23.23	250	Minimum, one per residency program. For increase in size, see Section 2.1.
Resident's Examination Room (GP)	EXEN1	11.15	120	One per projected resident. Minus the two monitored exam rooms.
Monitored Exam Rooms - subject & observer rooms. (GP)	EXEN1	11.15	120	Provide two exam rooms per residency program, and one COM03. These rooms use cameras and videotapes.
	COM03	5.57	60	One room can support two exam rooms.
Preceptor/Consult Rooms	OFDC1	11.15	120	One per eight staff providers per clinic concept of operations.
Bone Dissection Lab	LBDS1	13.94	150	Special study required.

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Freestanding Hearing Conservation Clinic:

RECEPTION AREAS: Freestanding Hearing Conservation Clinic

Clinic Waiting Area	WRC01	5.57	60	Minimum. Provide 2 seats per each projected FTE audiologist or speech therapist. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting).
Reception (GP)	RECP1	13.01	140	Minimum. Provide 140 nsf for the first eight providers. Increase 60 nsf for each increment of four providers over the initial eight providers.
Patient Classroom/Conference Room	CLR01	23.23	250	One per clinic for every eight provider FTEs. Combine with another clinic if fewer than four provider FTEs.
Public Toilets	NA	NA	NA	Space will be provided in the Common Areas. See Section 6.1.

PATIENT TREATMENT/TESTING AREAS: Freestanding Hearing Conservation Clinic

Audiology Pediatric Evaluation/Therapy Room	EXRP1	11.15	120	One per every two projected FTE audiologists.
Audiology Testing Booths	PEHS3	46.46	500	One 6-person booth for population of 8,000.
		92.92	1,000	Two 6-person booths for population of 12,500.
		139.37	1,500	Three 6-person booths for population of 20,000.
		185.83	2,000	Four 6-person booths for population of 30,000 or greater.
Audiobooth Suite (GP)	PEHS4	34.84	375	One suite per projected FTE audiologist. If there is a hearing conservation program, add an additional suite per 20,000 of population supported.
Hearing Aid Fitting Room	HAFR1	18.58	200	One per clinic if and FTE audiologist is projected.
Hearing Aid Laboratory	HATL1	9.29	100	One per clinic if FTE audiologist is projected.

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STAFF AND ADMINISTRATIVE AREAS: Freestanding Hearing Conservation Clinic

Audiologist's Office (GP)	OFD01	11.15	120	Army - One per projected FTE audiologist.
	OFD02			Navy - One per projected FTE audiologist.
	OFD03			Air Force - One per projected FTE audiologist.
NCOIC/LCPO/LPO Office	OFA01	11.15	120	Standard Furniture. One per clinic.
	OFA02			System Furniture
Administrative Cubicle	OFA03	5.57	60	Per projected FTE administrative personnel requiring a dedicated workspace but not a private office. See Section 2.1.
Patient Records Area	FILE1	5.57	60	If records are stored outside of the clinic. See Section 2.5.
Reproduction Room	RPR01	9.29	100	For Copier/Fax/Mailbox distribution.
Form /Literature Storage	SRS01	11.15	100	One per clinic.
Conference Room (GP)	CRA01	23.23	250	Minimum use CRA01. One per department with less than eight officers or officer equivalents. For increase in size (CRA02 and CRA03) see Section 6.1.
	CRA02	27.87	300	
	CRA03	37.16	400	
Staff Lounge (GP)	SL001	13.01	140	Minimum. See Section 6.1 for increase in size.
Staff Lockers (GP)	LR001	1.86	20	Lockers for personal property. See Section 6.1 for increase in size or for Locker Room, Changing criteria.
Staff Toilets (GP)	TLTU1	5.57	60	Minimum for total clinic staff of at least 10. See Section 6.1 for increase in size and for male/female breakdown.

CLINIC SUPPORT AREAS: Freestanding Hearing Conservation Clinic

Clean Utility/Supply Room (GP)	UCCL1	11.15	120	For up to 6 projected FTE providers.
		13.94	150	For 7 - 12 projected FTE providers.
		16.72	180	For more than 12 projected FTE providers.
Soiled Utility (GP)	USCL1	8.36	90	For up to 6 projected FTE providers.
		11.15	120	For 7 - 12 projected FTE providers.
		13.94	150	For more than 12 projected FTE providers.
Litter/Wheelchair Storage	SRLW1	5.57	60	One per clinic.
Crash Cart Alcove	RCA01	1.86	20	One per clinic. Can be shared between several clinics if fully accessible to all.
Equipment Storage	SRE01	9.29	100	One per clinic.
Satellite Lab	LBSP1	5.57	60	One per clinic if in clinic concept of operations.