

DoD Space Planning Criteria for Health Facilities

General and Specialty Surgical Clinics

3.11.1. PURPOSE AND SCOPE:

This section sets forth space planning criteria for General Surgery and Specialty Surgical Clinical Services in military health care facilities. Specialty Surgical services included within this chapter: colorectal, neurosurgery, plastic surgery and cardiothoracic surgery.

Separate sections provide information on other specialty clinics, as listed below:

Specialty Medical Clinic	Section	Psychiatric Clinics	Section
Allergy/Immunization	3.17	Mental Health/Hygiene	3.18
Dermatology	3.15	Psychiatry	3.18
Endocrinology	3.15	Child Psychiatry	3.18
Gastroenterology	3.15	Clinical Psychology	3.18
Hematology/Oncology	3.15		
Infectious Disease	3.15	Women's Health	Section
Internal Medicine	3.15	OB/GYN	3.6
Nephrology	3.15	Family Planning	3.6
Neurology	3.15		
Rheumatology	3.15	Pediatrics	Section
		Adolescent	3.3
Cardiology/Pulmonary Services	Section	Infectious Disease Pediatrics	3.3
Cardiology	3.16	Well Baby	3.3
Pulmonary	3.16		
		Primary Care	Section
Preventative/Occupational Clinics:		Clinic of the Future	3.2
Aerospace, Aviation, and Submarine Medicine	3.4	Emergency	3.5
Community Health Nursing	3.19	Family Practice	3.1
Industrial Hygiene, Environmental and Bioenvironmental Sciences	3.19	General Practice	3.1
Occupational Health/Civilian Employee Health Clinic	3.19	Physical Examination	3.1
Preventive Medicine	3.19		
		Specialty Surgical Clinics	Section
Eye, Ear, Nose & Throat	Section	Colorectal	3.11
Audiology	3.10	General Surgery	3.11
Ophthalmology/Optomety	3.13	Neurosurgery	3.11
Otorhinolaryngology (ENT)	3.10	Orthopedic/Podiatry	3.12
Speech Therapy	3.10	Plastic Surgery	3.11
		Thoracic Surgery	3.11
		Pain	3.11
		Urology	3.14

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3.11.2. DEFINITIONS:

Colorectal: Area of the lower portion of the colon or the rectum.

Endoscopy: Inspection of the interior of a canal or any air or food passage by means of an endoscope.

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.

General surgery: That which deals with surgical problems of all kinds.

Neurosurgery: Surgery of the nervous system, that is designed to restore normal conductivity in malfunctioning nerve fibers or to improve blood flow in the nerve tissue, or to alleviate mental illness.

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.

Pain Clinic: A pain clinic focuses on the clinical methods used and the problems involved in the diagnosis and treatment of persistent and recurrent types of pain. A significant number of the patients seen in a pain clinic have had accidents or surgery and are still in pain after the normal healing period has elapsed (more than 3-6 months). Examples of problems treated by a pain clinic may include: back, neck arm and leg pain, headaches, arthritis, herniations, Reflex Sympathetic Dystrophy (RSD), nerve damage, complex neurological problems, neuropathies, muscle disorders, muscular strains, and pain resulting from cancer and injuries. Treatment often includes the management of pain associated problems, such as sleep disorders, anxiety, depression and frustration.

Plastic Surgery: Plastic surgery is concerned in the shape and appearance of body structures that are defective, damaged or misshapened by injury, disease, or growth and development.

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.

Proctology: The branch of medicine concerned with disorders of the rectum and anus and treatment of their diseases.

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

Thoracic Surgery: Surgery of the thorax or chest.

Vascular Surgery: Surgery of the blood vessels.

3.11.2. POLICIES:

Clinic Composition:

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Whenever the workload of any specialty does not support more than two surgeon FTEs, a separate clinic should not be programmed. Surgical specialties that do not justify a separate clinic should be combined into an appropriate clinic grouping.

Providers' Examination Rooms: Each surgeon will be provided with two examination rooms.

Providers' Offices: Each FTE surgeon and provider on the staff, who has patient appointments, will be provided a private office.

Residents' Office Space: Private office space will not be programmed for graduate medical education residents. Residents who are in a graduate medical education program studying to become a specialist in the service being programmed, will be provided with shared office space of 60 nsf per resident in the program. An office for a rotating resident may be programmed in the clinic for residents who see patients.

Resident's Examination Rooms: Additional examination room space may be programmed into a clinic to provide space for "rotating residents" to see patients. A resident during his or her rotation in the clinic will use this space when seeing patients as walk-ins or by appointment. One office and two examination rooms may be programmed for each resident FTE projected to be in the clinic seeing patients.

Note: These residents are not necessarily surgical residents only; family practice, internal medicine and other residency programs may require a rotation in the surgery clinic.

3.11.4. PROGRAM DATA REQUIRED:

- Number of providers programmed.
- Distribution of surgeons by specialty and/or service.
- Are there dedicated medical records technicians (FTEs) assigned?
- Is there an advice nurse assigned?
- Number of administrative personnel that require a private office.
- Number of administrative personnel that require a dedicated cubicle.
- Number of personnel that do not have a private office or cubicle.
- Total number of personnel assigned to the clinic.
- Number of tumor registry personnel assigned.
- Is there a vascular surgeon assigned?
- Is laser treatment performed?
- Number of general surgeons assigned.
- Number of proctologists assigned.
- Are all endoscopy procedures accomplished in the hospital operating room?
- Is conscious sedation used in the clinic?
- Is a satellite lab in the concept of operations?
- If there is a pain clinic, how many anesthesiologist and nurse anesthetists are assigned?
- If there is a pain clinic, how many psychologists are assigned?
- If there is a pain clinic, how many physical therapists are assigned?
- If there is a pain clinic, how many physical therapy technicians are assigned?
- Is there a graduate medical education program?
- What is the total number of residents in all programs i.e. general surgery, plastic surgery, neurosurgery, proctology, thoracic or vascular surgery?
- Is there a residency secretary assigned?
- Is there a Residency Coordinator assigned?
- Is there a Residency Research Technician assigned?

3.11.5. SPACE CRITERIA:

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Combining functions: When programming a clinic that includes multiple surgical disciplines (general surgery, thoracic surgery, vascular surgery, etc.), special procedure rooms that require similar support functions (patient holding, utility rooms and recovery areas) should be located in such a way as to combine, as opposed to duplicating, the support functions.

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

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	

RECEPTION AREAS

Clinic Waiting	WRC01	5.57	60	Minimum. Provide 3 seats per each projected FTE provider. 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 Education Cubicle	CLSC2	2.78	30	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.

PATIENT AREAS – GENERAL TREATMENT

Provider's Exam Rooms (GP)	EXRG1	11.15	120	Army. Two per projected FTE providers. (Also note resident examination rooms.)
	EXRG2			Navy. (See above planning range comments.)
	EXRG3			Air Force. (See above planning range comments.)
Screening, Weights and Measures Adult Room (GP)	EXRG4	7.43	80	Minimum up to four projected FTE providers. One additional room for increment of four providers or portion thereof.
Surgical Treatment Room	TRGS1	16.26	175	One treatment room per 4 projected providers to be divided between dirty and clean treatment rooms. Can be used for General Surgery, Neurosurgery, Plastic Surgery and Thoracic Surgery.
Surgical Treatment Room Negative Pressure	TRGS2	16.26	175	
General Treatment Room – Two Station (GP)	TRGM2	31.59	340	One per large clinics with over 12 or more projected providers. Includes space for two 120 nsf cubicles, plus a sink/work area. Can be used for General Surgery, Neurosurgery, Plastic Surgery and Thoracic Surgery.
Surgical Laser Treatment Room	TRGS3	16.26	175	One per clinic, if laser treatment performed.
Microvascular Lab	OPVL1	18.58	200	One per clinic when vascular surgeon FTE projected.

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PATIENT AREAS – GENERAL TREATMENT (cont)

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.
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PATIENT AREAS – ENDOSCOPY SUITE (INCLUDES PROCTOSCOPY)

Procedure Room – Endoscopy (GP)	TREE1	26.01	280	Minimum. One for every 3 projected FTE general surgeons.
Procedure Room – Proctoscopy (GP)	TRPE1	18.58	170	Minimum. One for every 3 projected FTE proctologists.
Dedicated Procto. Toilet (GP)	TLTU1	5.57	60	One per proctoscopy procedure room.
Dedicated Endo/Procto Equipment Storage	SRE01	9.29	100	One per endoscopy/proctoscopy suite.
Scope Wash Room (GP)	USCL2	11.15	120	Minimum. One per two treatment rooms, 140 nsf for four rooms, 160 for six rooms.

PAIN CLINIC

Office/Consult (GP)	OFD01	11.15	120	Army - One per projected FTE. For anesthesiologists, nurse anesthetists, psychologists and/or physical therapists.
	OFD02			Navy - (see above planning range comments)
	OFD03			Air Force - (see above planning range comments)
Consult Room	OFDC2	11.15	120	One per pain clinic.
Procedure Room	TRGS1	16.26	175	One per 1 projected FTE.
Examination Room (GP)	EXRG1	11.15	120	Army - One per projected FTE anesthesiologist, nurse anesthetist, or physical therapist.
	EXRG2			Navy. (See above planning range comments.)
	EXRG3			Air Force. (See above planning range comments.)
Physical Therapy Office (GP)	OFD01	11.15	120	One per every three or fraction of three projected FTE physical therapy technicians.
	OFD02			Navy - (see above planning range comments)
	OFD03			Air Force - (see above planning range comments)
Equipment Storage	SRE01	7.43	80	One per pain clinic.
Exercise Area	PTEA1	18.58	200	One per clinic, if exercise therapy performed. Allows space for 1 machine, mat area, with circulation. May be combined with Physical Therapy in Section 3.9.

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STAFF AND ADMINISTRATIVE AREAS

Provider's Office (GP)	OFD01	11.15	120	Army/Air Force. One per projected FTE staff provider. (See also Residency Program Section)
	OFD02			Navy - (see above planning range comments)
	OFD03			Air Force - (see above planning range comments)
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	5.57	60	Air Force. Cubicle Systems Furniture. One per projected FTE Nurse.
NCOIC/LCPO/LPO Office	OFA01	11.15	120	One per clinic.
	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 requiring a dedicated workspace but not a private office. See Section 2.1.
Tumor Registry	OFA01	11.15	120	One per facility. May be provided in Medical Specialty Clinics (See Section 3.15).
	OFA02			
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.
Forms/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.
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 Changing Locker room criteria.
Staff Toilets	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

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.

TREATMENT SUPPORT SPACE - Use for all general treatment areas previously listed.

Clean Equipment Room	SRE01	11.15	120	Minimum. Add an additional 60 nsf for each procedure room above two.
Recovery Room/Pre-Op Patient Holding (GP)	RROP1	33.44	360	Minimum. Includes 2 cubicles and control/observation support. Add this room only if the clinic is using conscious sedation. Add 1.5 cubicles (at 120 nsf. each) for each additional procedure room.
Patient Toilet (Recovery) (GP)	TLTF1	5.57	60	One per 4 recovery patient beds.
Dressing Cubicle (GP)	DR001	5.57	60	Minimum per cubicle. 1 cubicle per every procedure room.
Sub-waiting	WRC01	5.57	60	Minimum. Add 25 nsf for each procedure.
Patient Toilet (GP)	TLTU1	5.57	60	To support all sub-waiting.

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Functions which are required for Surgical Residency:

The following areas must be programmed if the MTF has Surgical Residency Program(s). These areas are in addition to those listed under common areas above.

RESIDENCY PROGRAM				
Director of Residency Program (GP)	OFD01	11.15	120	Army - One per director of a residency program.
	OFD02			Navy - (See above planning range comments.)
	OFD03			Air Force - (See above planning range comments.)
Secretary to Director with Visitor Waiting.	SEC01	11.15	120	One per Director of a Residency Program, if there is a projected FTE secretary position.
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. 60 nsf 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.
Rotating Resident's Cubicle	OFA03	5.57	60	One cubicle for each of the maximum number of residents (all types) at any one time, who see patients in the clinic.
Resident's Examination Room (GP)	EXRG1	11.15	120	Army. One per projected resident. Minus the two monitored exam rooms.
	EXRG2			Navy. (See above planning range comments.)
	EXRG3			Air Force. (See above planning range comments.)
Monitored Exam Rooms - Subject & Observer Rooms (GP)	EXRG1	11.15	120	Army - Provide two exam rooms per residency program, and one COM03. These rooms use cameras and videotapes.
	EXRG2			Navy - see above planning range comment.
	EXRG3			Air Force - see above planning range comment.
	COM03	5.57	60	One room can support two exam rooms.
Preceptor/Consult Rooms	OFDC1	11.15	120	One per eight staff physicians per concept of operations.