

DoD Space Planning Criteria for Health Facilities

Mental Health

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	

3.23.1. PURPOSE AND SCOPE: This Chapter provides guidance for the planning of military mental health, social work, and substance abuse areas in medical facilities. This area is under revision. However, it has the basics for a clinic.

3.23.2. 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.

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).

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. General providers are physicians, physician's assistants and clinical nurse practitioners. The term 'staff physician' in relation to a Residency Program, does not include physician assistants, nurse practitioners or residents.

3.23.3. POLICIES:

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

Providers' Offices: Generally, each provider (physician, physician's assistant, clinical nurse practitioner, and allied scientist) on the staff will be provided a private office (excluded offices are provided under other criteria, such as Radiologists, Pathologists, Anesthesiologists, Commanders, etc.). However, shared office space is encouraged and is an option if it is within the Clinic Concept of Operations.

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3.23.4. PROGRAM DATA REQUIRED:

How many FTE psychiatrists are projected?
How many FTE psychologists are projected?
How many FTE nurse practitioners are projected?
How many FTE nurse clinicians are projected? Note: Acts as a 'provider'.
How many FTE social workers?
How many FTE mental health technicians are projected?
How many FTE NCOIC/LCPO/LPO are projected?
How many FTE 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 FTE staff will require a private office? Note: Do not count providers, nurse managers, advice nurses, or NCOIC/LCPO/LPOs.
How many FTE staff will require a cubicle? Note: Do not include providers or nursing staff
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.
Will a play waiting area be required?
Will biofeedback be performed in the clinic?
Is a Child Psychiatry/Psychology Program projected?
Will psychological testing be performed in clinic?
Will patient records use fixed shelving?
How many patient records will be stored in this clinic?
How many shelves high (5 or 6) will be used?
How MEDICARE records are stored in this clinic?
Will there be vending machines in the Staff Lounge?

3.23.5. SPACE CRITERIA:

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

RECEPTION AREAS

Clinic Waiting	WRC01	5.57	60	Minimum. Provide three seats per each projected FTE provider. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting).
Play Waiting (GP)	PLAY1	9.29	100	One per clinic, 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.
Public Toilets	NA	NA	NA	Space will be provided in the Common Areas. See Chapter 6.1 (Common Areas).

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PATIENT AREAS

Psychiatrist Office	OFDC1	13.01	140	One per projected FTE psychiatrist.
Psychologist Office	OFDC1	13.01	140	One per projected FTE psychologist.
Nurse Practitioner Office	OFDC1	13.01	140	One per projected FTE nurse practitioner counseling patients.
Nurse Clinician Office	OFDC1	13.01	140	One per projected FTE nurse clinician.
Social Worker Office	OFDC1	13.01	140	One per projected FTE social worker.
Mental Health Technician Office	OFA01	11.15	120	Private Office, Standard Furniture - One per projected FTE Mental Health technician
	OFA02			Private Office, System Furniture
Group Therapy	OPMH1	18.58	200	One per clinic with less than or equal to three psychiatrists/psychologists. Two per clinic with more than three psychiatrists/psychologists.
Biofeedback Room	OPMH3	13.94	150	If in Clinic Concept of Operations.
Child Play Observation	OPMH4	11.15	120	One per clinic with child psychiatry/psychology program. For additional rooms, individual study required.
Psychological Testing	OPMH2	9.29	100	If in Clinic Concept of Operations.

STAFF AND ADMINISTRATIVE AREAS

NCOIC/LCPO/LPO Office	OFA01	11.15	120	Private Office, Standard Furniture - One per projected FTE NCOIC/LCPO/LPO.
	OFA02			Private Office, System Furniture
Private Office	OFA01	11.15	120	Private Office, Standard Furniture - One per projected FTE requiring a private office but is not counseling patients.
	OFA02			Private Office, System Furniture
Administrative Cubicle	OFA03	5.57	60	Per projected FTE requiring a dedicated work - space but not a private office. See Chapter 2.1 (General Administration).
Records Storage	MRS01	11.15	120	Minimum. Fixed shelving. See Chapter 2.5 (Medical Administration) for increase in size.
	MRS02			Minimum. Movable shelving. See Chapter 2.5 (Medical Administration) for increase in size.
Copy Room	RPR01	9.29	100	For Copier/Fax/Mailbox distribution.
Forms/Literature Storage	SRS01	9.29	100	One per clinic.

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STAFF AND ADMINISTRATIVE AREAS Continued

Conference Room (GP)	CRA01	23.23	250	Minimum use CRA01. One per Department with eight to twelve officers or officer equivalents. See Chapter 2.1 (General Administration), paragraph 2.1.2 for Personnel Equivalent Chart.
	CRA02	27.87	300	One per Department with thirteen to sixteen officers or officer equivalents.
	CRA03	37.16	400	One per Department with greater than sixteen officers or officer equivalents.
Staff Lounge (GP)	SL001	13.01	140	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 Toilets (GP)	TLTU1	4.65	50	Minimum one for first 15 FTEs on peak shift. Add one TLTU1 for each additional 15 FTEs on peak shift; can be combined into multi-stall toilets.