

# Guidelines for Clinic Space Design

## Exterior:

- Adequate parking for current and future expansion
  - think staff, volunteers, and patients Ample handicapped parking spaces
- Good signage
  - make sure street number is visible (in case an ambulance has to come) – other signs directing people where to go
- Outside lighting for safety and security at night
- Window treatments in exam rooms to ensure patient privacy
- No exterior window in the pharmacy unless it has bars for security
- A covered entrance
  - for shelter during inclement weather
- Handicapped accessible entrance (e.g. ramp)
- Separate entry for staff and volunteers (if possible)
- Secure dumpster/trash cans
- Landscaping which creates a welcome appearance

## Patient Waiting Area:

- Bright, nicely appointed, and welcoming space for patients, volunteers, and staff
- Sufficient size to accommodate current clinic capacity and future growth
  - not just patients but family members/friends will occupy this space
- Children's play area
  - equipped with toys that are regularly sanitized and replaced with newer toys (tip: great project for church or Sunday school class)
- Men's and women's patient restrooms contiguous to this area
- Health education and other community resources display
  - TV/video, pamphlets, brochures

### Front Office/Receptionist Area:

- If possible, make this office separate with a security window that opens to the patient waiting area
- Include main telephone switchBoard and computer with Internet connection (to access EHR, appointment schedule, etc.)
- Consider locating medical charts here in cabinets that are lockable
  - include lockable doors for the room
  - If this is not feasible and you intend to use paper charts, make their secure and convenient location a priority

### Eligibility Screening:

- Provide at least one, preferably two, small offices or interview space(s) that allows for privacy—locate near the patient waiting area

### Exam Rooms:

- If possible, plan for at least 2 exam rooms per provider (e.g. if the clinic operates with two providers per clinic, build 4 exam rooms)
  - Assure exam rooms have adequate dimensions
- Sink in each exam room (or anti-bacterial hand sanitizer, if sink not possible)
  - If sinks are not possible in each room, a sink should be strategically located for use by all exam rooms
- Provide access to EHR in each exam room
- Locate a patient restroom in close proximity to the exam rooms (preferably with small passageway to lab for transferring urine samples)
- Also consider:
  - Procedure room for wound care, minor surgery, etc.
  - Separate room to do triage, health history, etc.

### Nurses Station:

- Locate in a central space in close proximity to exam rooms
- Create room for a lot of traffic (e.g. nurses, doctors, etc.)
- Provide ample counter space for charting/EHR access

### Medical Lab:

- Keep this space separate from other spaces for sanitary purposes
- Equip with phlebotomy chair and equipment for testing lab specimens
- Connect small pass through from patient bathroom to transfer urine samples

### Pharmacy/Sample Closet:

- If pharmacy and sample closet are combined:
  - Follow state pharmacy licensure and regulations
  - Equip with refrigerator (e.g. insulin storage)
  - Must be able to be locked and preferably secured with alarm system
  - Install lots of shelves to stock medicines and maintain segregation of stock where necessary
- If no pharmacy but just sample closet:
  - Must be lockable
  - Equip with lots of shelves to stock samples by therapeutic category
  - Provide place for storing PAP drugs while they are waiting to be picked up

### Break Area:

- A place for volunteers to sign in and get their name badge, meet with other staff and volunteers, have refreshments, and obtain needed information about the clinic (e.g. bulletin Board for volunteers)
- Ideally, this area includes a full kitchen with ample space for volunteers to sit while they are eating

### Administrative Office:

- Provide space for the clinic director/administrator preferably some distance from the clinical/operations area
  - Remember that growth will inevitably require additional administrative support and, consequently, space
- Work room with copier, office supplies, etc.
- Provide private restrooms for staff and volunteers

### Storage Area:

- For excess equipment and supplies, medical goods (e.g. wheelchairs, crutches)

### Dental Area (if applicable or part of future plan):

- If space and resources permit, set aside at least two spaces for dental operatories; with plumbing if new construction
- Provide dental x-ray capability (be sure to determine if lead-lined walls are required)
- Provide separate space nearby for dental sterilization/equipment storage

### Other Space Considerations:

- Provide ample space for counseling, patient consulting, etc.
- Office for medical director and/or physician extender
- Board room and/or conference room
- Chapel, prayer area, or counseling room