

FACILITY		PR#:
PROJECT		
ADDRESS		

HOSPITAL LICENSED URGENT CARE FACILITIES
OAR 333-535-0085
Effective October 1, 2009

_____ **Schematic Design (SD) Review** _____ **Construction Document (CD) Review**

OAR RULE SECTION	COMPLIED?		COMMENT
	YES	NO	
This section applies to immediate care and minor emergency facilities that are physically separate from the Emergency Department and do not possess a trauma level designation as defined by OAR 333-200-0080. Such services may be located within an inpatient facility or in a satellite location as defined by OAR 333-500-0025(1)(a), that is under direct control of a general hospital and is licensed as a part of the general hospital. The following elements shall be provided:			
(1) Administration and public areas:			
(a) Entrance. Located at grade level or accessible by ramp, sheltered from weather, and disabled accessible;			
(b) Lobby and waiting areas. These shall include access to:			
(A) Wheelchair storage space(s);			
(B) Reception and information counter or desk;			
(C) Waiting space(s);			
(D) Public toilet facilities;			
(E) Public telephone(s). Access to a telephone shall be provided to public, patients and patient's family regardless of the installation of a public pay telephone installed by the telephone company; and			
(F) Provisions for drinking water. Conveniently accessible provisions for drinking water shall be provided. This may be outside the patient area, in shared facilities.			
(c) Interview space(s) for private interviews relating to social service, credit, and admissions. Multipurpose rooms for conferences, meetings, and health education shall be provided. In small facilities, the room may also serve for consultation and other purposes.			
(d) An office area for business transactions, records, and other administrative functions, separate from public and patient areas for confidentiality, shall be provided.			
(e) Secure storage for employees' personal property. Locked storage (cabinets or secure drawers) convenient to workstations shall be provided for staff valuables.			
(f) General storage facilities for office supplies, equipment, sterile supplies, and pharmaceutical supplies shall be provided within or convenient to administrative areas.			

OAR RULE SECTION	COMPLIED?		COMMENT
	YES	NO	
(g) Housekeeping requirements. At least 1 housekeeping room per floor shall be provided. Each housekeeping room shall contain a floor sink or service sink and storage for housekeeping supplies and equipment.			
(2) Clinical Areas:			
(a) Examination room(s) for medical, obstetrical, and similar examinations shall have a net minimum floor area of 80 square feet, excluding such spaces as vestibule, toilet, closet, and work counter (whether fixed or movable). Arrangement shall permit at least 2 feet and 8 inches clearance at each side and at the foot of the examination table. A hand-washing station and a counter or shelf space for writing shall be provided.			
(b) Treatment room(s) for minor surgical procedures and cast procedures shall have a minimum floor area of 120 square feet, excluding such spaces as vestibule, toilet, closet, and work counter (whether fixed or movable). The minimum room dimension shall be 10 feet. A minimum clearance of 3 feet around the perimeter of the treatment table shall be provided. Work counters, storage cabinets, and a hand-washing station shall be provided.			
(c) Documentation space for charting and writing clinical records shall be provided. Work counter, communication system, and space for supplies shall be provided. A separate space may be omitted if these functions are accommodated in each examination room and each treatment room.			
(d) A Cardiac Pulmonary Resuscitation emergency cart shall have a dedicated storage space away from traffic but immediately available to all areas including entrance and receiving areas. (See OAR 333-535-0310, Electrical Requirements)			
(e) Medication storage meeting Board of Pharmacy administrative rules, OAR chapter 855, division 41.			
(f) Clean storage. A separate room or enclosed closet(s) for storing clean and sterile supplies shall be provided. This storage shall be in addition to cabinets and shelves in treatment rooms. Sterile items shall be protected from dust.			
(g) Soiled holding area. Provisions shall be made for separate collection and disposal of soiled materials. A hand-washing station shall be provided.			
(h) Sterilizing facilities. A system for sterilizing equipment and supplies shall be provided. Sterilizing procedures may be done on or off-site. Disposable items may also be used to satisfy functional needs.			
(i) Laboratory facilities, meeting laboratory licensing rules under OAR 333-024 and OAR 333-535-0090 shall be readily available either within the department or through an effective contract with nearby hospitals or laboratory services.			
(j) Staff lounge and toilet facilities shall be readily available to the unit.			
(k) Patient toilets. Provide patient toilet(s) readily available or within the clinic space.			

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	YES	NO	
(l) If radiographic equipment is provided, the installation shall meet rules of the Department of Human Services, Public Health Division, Radiation Protection Services under OAR chapter 333, divisions 100 through 120.			
(m) Medical records storage requirements. Filing cabinets and storage shall be provided for the safe and secure storage of patient records with provisions for ready retrieval.			
(n) A toilet room containing a hand-washing station shall be accessible from all examination and treatment rooms. Where a facility contains no more than three examination or treatment rooms, the patient toilet shall be permitted to serve waiting areas.			
(o) Basic diagnostic procedures (these may be part of the outpatient service, off-site, shared, by contract, or by referral) shall be provided and shall include the following for imaging facilities:			
(A) Support areas for imaging facilities:			
(i) Viewing and administrative areas;			
(ii) Film and media processing facilities in accordance with the Functional Program;			
(iii) Storage facilities for exposed film as required by the Functional Program.			
(B) Support areas for patients that include dressing rooms or booths with convenient toilet access. Toilet rooms with hand-washing stations shall be accessible to procedure room(s) where the procedure may result in the immediate need for toilet facilities.			