

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE

NUMBER: 100
VERSION: 2

SUBJECT/TITLE: **REQUEST FOR NEW OR ADDITIONAL SPACE AT OLIVE VIEW-UCLA MEDICAL CENTER**

POLICY: All requests for new or additional space in ValleyCare buildings shall be submitted to the ValleyCare Executive Committee for consideration and approval. The Chief Executive Officer reserves final approval on all space requests. Space within ValleyCare buildings is considered to be that of organization and not the possession of a particular department or individual.

PURPOSE: To establish a standard process by which space for patient care services and related operational support services is to be allocated.

DEPARTMENTS:

DEFINITIONS:

PROCEDURE: All requests for new and additional space will be requested by using a Space Request form (Attachment I) identifying and justifying the space need. All requests must obtain the approval and signature from the department head/service chief prior to submission.

Any relocation request that involves the renovation of space must be sent to the Facilities Division for review and development of an estimated renovation cost prior to submission of the space request. New or additional equipment requests must be reviewed for appropriateness and estimated cost by the Information Systems Division for telecommunications equipment (e.g., telephones, computers, copiers) and/or the Facilities Division for all other equipment.

Completed space requests are to be submitted to the appropriate Administrative Liaison for review, which will include an assessment of the appropriateness and necessity of the request and whether other options may be available to meet the needs of the department or service. The Administrative Staff will review and evaluate all space requests and present recommendations to the ValleyCare Executive Committee for final approval.

The following criteria will be used to review and prioritize programmatic/service requests for space that promote the overall objectives of the organization:

SUBJECT/TITLE: REQUEST FOR NEW OR ADDITIONAL SPACE AT OLIVE VIEW-UCLA MEDICAL CENTER

Policy Number: 100

Page Number: 2

- Impact on patient care
- Implications for patient and/or staff safety
- Whether the request is necessary to address compliance with regulatory or accreditation requirements
- How the request relates to ValleyCare mission, vision, and strategic goals
- How it relates to the organization’s teaching mission

Office space will be distributed based on the following factors:

- Seniority/position of the individual (e.g., is the requestor a department head or service chief).
- The nature of the service/program in which the individual works (e.g., whether the physician subspecialty is required to be in the hospital or whether the individual/program interacts closely with clinical staff in the clinics or on the units).
- Medical Administration/Department Chief will be consulted regarding any physician requests for office space.

The ValleyCare Executive Committee will make the final determination as to the request, in its role as the Space Committee, and will provide notification of its decision to the requesting party.

References:	
Approved by: VEC-2011Jan	Date: 03/09/2012
Review Date: 03/09/2015, 3/96; 3/99; 2/02, 3/05, 1/08	Revision Date: 2/02
Distribution: Olive View Hospital-Wide Policies	
Original Date: 6/83	