



Policy Name: <p style="text-align: center;">SPACE ALLOCATION</p>	Policy Number: <p style="text-align: center;">2005</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">SEPTEMBER 1, 1996</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New format being used. Combined 2005a & 2005b with this policy.</p>	Date Revised: <p style="text-align: center;">August 10, 2021</p> Next Date for Review: <p style="text-align: center;">August 10, 2024</p>
Section: <p style="text-align: center;">Section 20 - Property</p>	Page No: <p style="text-align: center;">Page 1 of 3</p>

Policy

Agape Hospice will allocate physical space to ensure the provision of an atmosphere where residents, families, and staff can have privacy and functional work space.

POLICY ELEMENTS

1. **Agape Hospice follows a non-discrimination policy. This includes the assignment of resident rooms.**
2. **It is imperative that all staff working in the hospice environment is provided with adequate work & lounge space. Therefore, all such designated areas are limited to employees and volunteers only.**

Procedure

Resident Room Allocation:

1. Rooms at Agape Hospice are assigned according to availability and the medical/care needs of the resident. Rooms may be allocated by the care team to maximize the safety and care of a resident.
2. Each resident room will be private and large enough to accommodate the resident and their loved ones.
3. The rooms will include a hospital bed and furniture adaptable for the comfort and pleasure of the resident and family. Each room will include a private half bathroom.
4. Requests for a room change are assessed by the care team on an individual basis. The team takes into account the medical/care needs of the residents and the availability/appropriateness of rooms.



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5. If the **care team** identifies a need that a resident requires/wants a room change and an appropriate room is not available, notification of such will be kept in the work station until an appropriate room becomes available.

Staff Work and Lounge Space Allocation:

1. Adequate work space will be provided for caregivers to complete charting and to properly administer medications. Adequate locked storage space will be provided for narcotics administration (see Policy 0911). Adequate space to conduct resident rounds in privacy will also be provided.
2. Private offices will be provided to each member of the management team in order to accommodate privacy for conducting interviews, performance appraisals and to listen to concerns of the supervised.
3. A comfortable living-room-like staff lounge will be made available on the hospice level and on the main floor level, to enable all staff to take suitable breaks away from the work environment. Doors may be closed to protect privacy. Such space will remain exclusive to employees and volunteers - visitors, families and residents will not have free access to the space.
4. Family members and/or residents will not be invited to complete admission forms or to discuss individual cases with staff at the work station or in the staff lounges. Other family lounges are provided for these purposes and staff is encouraged to ensure families and residents are aware of these areas.

Facility Space Allocation:

1. In addition to bedrooms, Agape Hospice will provide a quiet space and comfortable living room space for families and visitors of residents.
2. A chapel to accommodate group memorial services and to accommodate regularly-scheduled chapel services will be provided. The chapel structure will allow for private chapel time for residents, family and staff.
3. Main floor dining space is provided to accommodate families and visitors of all hospice residents, and all staff at any given time.
4. A self-contained guest suite will be made available to families of residents who wish to stay on site during the resident's time at Agape Hospice.
5. A board/meeting room will be provided to accommodate a maximum of thirty people for board meetings and in-service training.



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6. Laundry facilities, housekeeping and maintenance storage areas will be provided to adequately meet the needs of the hospice.
7. Sufficient storage space for hospice needs will be provided in the basement of the hospice.