

Ergonomic Recommendations for Nursing Stations and Reception Areas

Concern	Recommendation	Rationale
Unit clerk/ Main Reception area <ul style="list-style-type: none"> configuration 	Avoid long straight sections of desk; L-shaped or U shaped preferred Approximately 37.5 sq ft required	Limits need for unit clerk to over reach and scoot along desk; both can result in shoulder and hip joint injuries
<ul style="list-style-type: none"> legroom 	Ensure 36" minimum desk area on either side of L-shape desk that is free of drawer units Do not place pencil drawers in this space; pencil drawers will be part of a 3 drawer unit	Allows room for cardex and patient charts to be placed in front of monitor Unit clerks tend to require significantly more desk space than they are allotted due to their need for placement of charts, addressographs, form holders etc
<ul style="list-style-type: none"> space behind area 	Optimal to have a minimum of 5' free space behind unit clerks chair when positioned in the working position (total 8' from front of desk)	This is usually a high traffic area and often congested
<ul style="list-style-type: none"> counter depth 	Minimum of 30" for working area where monitor will be; minimum 24" on other surfaces	Usually have a lot of equipment on the desk surface
<ul style="list-style-type: none"> transition counter 	Height 42-44" Ensure 13" clear space under transition counter and top of desk No lip on transition counter Depth of counter is dependent where monitor will be	Allows for privacy of charting; hides computer wires; 13" height off desk allows for a binder to be placed upright under transition counter
<ul style="list-style-type: none"> chart holder 	Avoid built in horizontal/vertical slots; commercially available products preferred	allows for more flexibility in future if needs change
<ul style="list-style-type: none"> drawer unit 	3 drawer or 2 drawer unit (one drawer and one file drawer) placed at end of one branch of the desk; usually 16" outside drawer width is sufficient	often staff will ask architects for lots of storage space and as a result the architects will remove necessary legroom to add drawer and cupboard units which eventually have to be removed
<ul style="list-style-type: none"> printer / fax machines 	Ensure these are within close proximity but in a position usable by other staff Ideal to have printer positioned on a lower work surface so top of printer is at a max of 44" height off the floor Consult appropriate department to determine standard printer measurements and ensure these are factored into design	
<ul style="list-style-type: none"> proper office equipment 	Eligible for a task intensive chair Also promote height adjustable keyboard tray, telephone headset, footrest and desk wedge Ensure architect is aware of IH office equipment standards In new building make sure these items are included in the equipment list so can be properly budgeted for	

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<ul style="list-style-type: none"> Form racks/holder 	<p>Often require maximum 20 spaces for letter sized forms with in frequent use range; recommend commercially made products that sit on desk In busy units like Emergency usually require up to 50 letter sized form slots to make collating of charting packages/bundles etc easier; this can be placed outside main nursing station if needed; floor to 66" height shelving unit with slot system works well for this</p> <p>Spend sufficient time with Unit Clerk to type and frequency of forms required</p>	<p>Form racks are frequently built into the millwork and offer little flexibility if needs on the unit change.</p>
<ul style="list-style-type: none"> access to electrical outlet 	<p>Request that one duplex plug be placed above desk height near unit clerk area</p>	<p>Allows unit clerk to plug in batteries chargers etc.</p>
<p>General Charting Area</p> <ul style="list-style-type: none"> general configuration 	<p>Determined by layout; staff seem to prefer an island for charting and a few computer workstations; if computerized charting needs will change to require an increased number of proper computer workstations</p>	
<ul style="list-style-type: none"> depth of counter 	<p>Minimum 30"</p>	<p>Allows writing space with chart in front</p>
<ul style="list-style-type: none"> legroom 	<p>Ensure minimal cupboards and drawer units; drawer unit should be mobile (on sliders)</p>	<p>Allows flexibility if needs change</p>
<ul style="list-style-type: none"> access to electrical outlet 	<p>1 to 2 duplexes placed above desk height</p>	
<ul style="list-style-type: none"> doctor dictation center 	<p>If planned for within the nursing station, ensure architect has the IH standard for dictation booths</p>	<p>This has been a successful design at other sites</p>