

Glossary

Specific terms and definitions are provided to facilitate consistency in the interpretation and application of the Guidelines. Some of these terms may have a broader definition in other contexts, but the definitions provided here reflect the use of the terms in the Guidelines. For words that do not appear here, please refer to the Merriam-Webster Collegiate Dictionary.

Accessible: See Location terminology.

Activity area: An area of a residential care facility that is used by residents and activity directors/coordinators to engage in activities such as arts and crafts, individual or group games (e.g., cards, electronic games, board games), education, watching video/television. **Note:** This is differentiated from a recreation area.

Adjacent: See Location terminology.

Administrative areas: Designated spaces such as offices and meeting rooms that accommodate admission and discharge processes, medical records storage, medical and nursing administration, business management and financial services, human resources, purchasing, community services, education, and public relations.

Airborne infection isolation (AII) room: A room designated for persons having or suspected of having an infection that is spread through coughing or other ways of suspending droplets of pathogens (e.g., tuberculosis, varicella-zoster virus, measles) into the air.

Ambulate: To walk or move about from place to place with or without assistance.

Area: A particular extent of space or surface serving a defined function.

Authority having jurisdiction (AHJ): An individual or organization designated by a state or government agency to enforce building codes and other regulations related to construction projects.

Centralized services: As used in this document, a resident unit, facility, or setting that provides central services.

Clear dimension: An unobstructed room dimension exclusive of built-in casework and equipment and available for functional use.

Clear floor area: The floor area of a defined space that is available for functional use excluding toilet rooms, closets, lockers, wardrobes, alcoves, vestibules, anterooms, and auxiliary work areas. **Note:** Door swings and floor space below sinks, counters, cabinets, modular units, or other wall-hung equipment that is mounted to provide usable floor space count toward “clear floor area.” Space taken up by fixed encroachments that do not interfere with room functions can be included in calculating clear floor area.

Clearance: The required minimum distance between the outermost dimensions of a specified object (e.g., a patient/resident bed or exam table) and any fixed or immovable element of the environment. Outside corners can be measured radially. **Note:** Movable equipment and furniture that do not interfere with functions or could be easily moved out of the way are not used when calculating minimum clearance.

Clinical sink: A flushing-rim sink or “hopper” used for disposal of blood or body fluids (e.g., bedpan washing). **Note:** This is not the same as a handwashing sink or an instrument-cleaning sink (single- or double-sink type).

Community area: See Public area.

Community residence: A residential facility that provides supervised and supportive living environments. **Note:** In a supervised community residence, staff are immediately available on-site 24/7 and supplies for daily living (e.g., food, toiletries) are provided. Supervised community residences are designed to provide a home-like atmosphere where individuals with developmental disabilities can acquire the skills needed to live as independently as possible.

Culture change: Common name given to person-centered care processes for transforming health, care, and supportive services based on person-directed values and practices in which the voices of residents, their families, and those working with them are considered and respected and *person* always comes before *task*.

Curbless shower: An area of a room that serves as the shower. **Note:** Other terms may include open shower, European shower, or European wet room.

Differential pressure: A measurable difference in air pressure that creates a directional airflow between adjacent spaces.

Directly accessible: *See* Location terminology.

Documentation area: A work area associated with or near a resident care area where information specific to residents is recorded, stored, and reviewed to facilitate ready access by authorized individuals.

Emergency call system: Devices that are activated to indicate the need for staff assistance. **Note:** Such devices produce an audible and/or visual indication or may be connected or transmit to an area alert monitor or personal hand-held device.

Environment of care: Those physical environment features in a residential health, care, or support facility that are created, structured, and maintained to support and enhance the delivery of care and services.

Environmental services (housekeeping): Services anywhere in a residential health, care, or support facility that provide general cleaning and supply identified cleaning materials (e.g., soaps, towels). **Note:** Although routine disinfection protocols can be included in such a definition, the definition is not intended to include complex, non-routine disinfection procedures nor the non-routine disposition of hazardous materials such as potentially toxic drugs or other chemicals.

Exam room: A room designated for the performance of patient care activities that may require high-level disinfected or sterile instruments.

Facility: A discrete physical entity composed of various functional units as described in the *Guidelines*.

Fixed equipment: Equipment with track systems attached at some point in the room. **Note:** Fixed equipment includes ceiling-mounted or overhead lifts, wall-mounted lifts, and other lifting devices with fixed tracking. An

alternative would be a demountable track that may be fully or partially disassembled and removed from the space.

Functional program: A record of the key environment of care considerations and facility functional and operational parameters that drive the space program for a project. **Note:** The governing body or its delegate develops the functional program, which is intended to inform the designers of record, authority having jurisdiction, and users of the facility. The size and complexity of the project will determine the length and complexity of the functional program.

Governing body: The person or entity that has overall legal and fiscal responsibility for operating the health care facility. For residential health, care, and support facilities, this may be the owner/operator. **Note:** The authority having jurisdiction is not the governing body.

Hand sanitation dispenser: A dispenser that contains a liquid solution that has been approved by the FDA for hand hygiene.

Handwashing station: An area that has cleansing agents, a means for drying hands, and a sink with a faucet that can be operated without using hands. *See* Hands-free faucets (or fittings).

Hands-free faucets (or fittings): Faucets that can be operated without using hands. This includes faucets controlled by single-lever or wrist-blade devices, knee- or foot-operated pedals, or motion sensors such as electric eye controls.

Hazard: Anything that has the potential to cause harm.

Healing garden: A space, usually outdoors but sometimes indoors, that promotes physical and emotional health and well-being through passive and/or active engagement with nature. These spaces are sometimes called “restorative” or “therapeutic” gardens. **Note:** At best, these spaces are designed based on research (evidence-based design) for a specific population, site, and intended outcome (e.g., stress reduction, positive distraction, exercise, facilitating social connection, rehabilitation, play).

Health, care, or support facility: Any facility type listed in the table of contents of this book.

Household (or country) kitchen: An activity component usually connected to a great room or other activity room that is intended for use by residents, participants,

or outpatients as well as staff. **Note:** A household kitchen is used for activities and for warming food and serving food as part of an integrated food service program.

Hospice: A specialized form of palliative care provided during the last phase of a person's life that is intended to address the total suffering and well-being of an individual, those closest to the individual, and caregivers through physical, emotional, social, and spiritual support.

Immediately accessible: See Location terminology.

In: See Location terminology.

In the same building: See Location terminology.

Independent living: Category of residential living that often includes supportive services for residents.

Individual of size: A person whose height, body width, weight, and weight distribution throughout the body require increased space for care and mobilization as well as for use of expanded-capacity devices, equipment, furniture, technology, and supplies.

Infection control risk assessment: An interdisciplinary process that focuses on reducing risk from infection throughout facility planning, design, and construction (including renovation) activities. The environment, infectious agents, and human factors and the impact of the proposed project are considered by a multidisciplinary team that includes, at minimum, those with expertise in infection prevention, resident care, facility design, engineering, construction, and safety, as circumstances dictate.

Intermediate care facility for individuals with intellectual disabilities: A residential institution (or distinct part of an institution) for individuals with intellectual disabilities or related conditions that is primarily for the diagnosis, treatment, or rehabilitation of the intellectually disabled or persons with related conditions. Intermediate care facilities provide ongoing evaluation, planning, 24-hour supervision, coordination, and integration of health or rehabilitation services in a protected residential setting to help each individual function to his or her greatest ability.

Ligature-resistant: Without points where a cord, rope, bed sheet, or other fabric/material can be looped or tied to create a sustainable point of attachment that may result in self-harm or loss of life.

Location terminology (terms for relationship to an area or room):

In	Located within the identified area or room
Directly accessible	Connected to the identified area or room through a doorway, pass-through, or other opening without going through an intervening room or public space
Adjacent	Located next to but not necessarily connected to the identified area or room
Immediately accessible	Available either in or adjacent to the identified area or room
Readily accessible	Available on the same floor as the identified area or room
In the same building	Available in the same building or an adjoining building as the identified area or room, but not necessarily on the same floor

Major fraction: One-half or more.

Medication errors: Any preventable event that may cause or lead to inappropriate medication use or resident, participant, or outpatient harm while a medication is in the control of a health care professional, resident, or consumer, whether that person is prescribing; communicating an order for; dispensing; distributing; administering; educating about; monitoring use of; or using a medication. (Definition adapted from the National Coordinating Council for Medication Error Reporting and Prevention definition; see www.nccmerp.org.)

Minimum clearance: See Clear dimension *and* Clearance.

Mobility: The functional ability of a resident, participant, or outpatient to move readily from place to place, with or without the use of mobility-related assistive devices.

Mobilize or mobilization: The application of resources necessary to cause or enable a resident, participant, or outpatient or limb of a resident, participant, or outpatient to move or continue to move to help the resident, participant, or outpatient maintain or increase physical activity and movement.

Monolithic ceiling: A ceiling constructed with a surface free of fissures, cracks, and crevices. Any penetrations such as lights, diffusers, and access panels shall be

sealed or gasketed. (“Lay-in” ceilings are not considered “monolithic.”)

Movement: Staff-assisted transfers of a dependent resident (e.g., from a bed to a chair or toilet or from a room to another location). **Note:** “Movement” can apply to repositioning a dependent resident in a bed or chair and can be the result of ambulation or mobilization. *See also* Ambulate, Mobilization.

Nature: An organic environment in which the majority of ecosystem processes are present (e.g., birth, death, reproduction, relationships between species) or any single element of the natural environment (e.g., plants, animals, soil, water, air). **Note:** This includes the spectrum of habitats from wilderness areas to farms and gardens as well as domestic and companion animals and cultivated potted plants. Nature can also refer collectively to the geological, evolutionary, biophysical, and biochemical processes that have occurred throughout time to create the Earth as it is today.

Noise: Unwanted, interfering, and/or harmful sound.

Nonresidential support facilities: Category of facilities such as adult day care and wellness centers in which health, care, and/or support services that do not require overnight accommodation are provided.

Nurse call system: A hardwired or wireless system for calling care staff to a resident room or other location when a resident, participant, or outpatient needs assistance.

Nurse station: A multipurpose staff work area used by all caretakers in a resident unit in centralized care models.

Office: *See* Room.

Owner/operator: *See* Governing body.

Palliative care: A superordinate term that encompasses a variety of types of care intended to address the total suffering and well-being of an individual, those closest to the individual, and caregivers through physical, emotional, social, and spiritual support.

Participant: A person receiving care and services in an adult day care, adult day health care, or PACE facility or a wellness center that provides day services only and no overnight stays.

Patient: A person receiving hospice care in a residential health, care, or support facility or a person receiving medical care or rehabilitation therapy in an outpatient facility.

Person-centered care: A philosophical approach that honors and respects the voice of individuals being served and those working most closely with them. **Note:** This care model process is intended to individualize care and deinstitutionalize the care environment.

Personal care home: A residence that provides residents with shelter, meals, supervision, and assistance with personal care tasks. **Note:** The services provided vary and are based on the individual needs of each resident. These facilities typically house older people or individuals with physical, behavioral health, or cognitive disabilities who are unable to care for themselves but do not need medical or nursing home care.

Places of respite: Spaces within a residential health, care, or support facility or on a campus provided to connect residents, participants, outpatients, visitors, and staff to the health benefits of the natural environment. (Green Guide for Health Care, Sustainable Site Design: Places of Respite Technical Brief, www.gghc.org/tools.technical.php)

Post-acute care: Care for residents who are discharged from acute care hospitals to inpatient rehabilitation facilities, nursing homes, or home health care providers.

Public area: Designated spaces freely accessible to the public. **Note:** These spaces include parking areas, entrances, entrance lobbies, reception and waiting areas, public toilets, snack bars, cafes, vending areas, gift shops and other retail locations, resource libraries and meeting rooms, chapels, and gardens.

Quiet room: A room that offers a low-stimulation and positive distraction environment for respite during periods of personal conflict, agitation, episodic cognitive disturbance, or similar condition.

Readily accessible: *See* Location terminology.

Recreation area: An area in a residential care facility that is used by residents and recreation therapists/coaches for physical exercise and movement. **Note:** This is different from an activity area.

Resident: A person living and receiving health, care, and/or support services in a nursing home, hospice facility, assisted living setting, independent living setting, long-term residential substance abuse treatment facility, or setting for individuals with intellectual and/or developmental disabilities.

Resident unit: Groups of resident rooms and support areas. *Note:* Size and layout of resident units are based on care model staffing patterns, functional operations, and communication systems used in the facility.

Residential care and support facilities: Category of facilities such as assisted living and independent living settings in which services such as assistance with activities of daily living and/or instrumental activities of daily living are provided to residents.

Residential health facilities: Category of facilities such as nursing homes and hospice facilities in which long-term health services are provided.

Resident-operated mobility devices: Equipment (e.g., wheelchairs, walkers, ambulation-assistance equipment, battery-operated mobile chairs) used by residents, participants, and outpatients in residential health, care, and support facilities to enable them to mobilize.

Room: A space enclosed by hard walls and having a door. *Note:* Where the word “room” or “office” is used in the *Guidelines*, a separate, enclosed space for the one named function is intended. Otherwise, the described area may be a specific space in another room or common area.

Safety risk assessment (SRA): An interdisciplinary process that focuses on reducing risk from infections, mobility and transfer activities, resident falls, dementia and mental health issues, medication errors, security issues, and disasters throughout planning, design, and construction (including renovation). *Note:* For each space or component, this safety risk assessment defines each specific hazard’s likelihood of occurrence based on historical data and its potential to harm occupants.

Service areas: Designated spaces that house auxiliary functions that do not routinely involve contact with residents, participants, or the public. *Note:* Examples of these spaces include supply, processing, storage, and maintenance services such as dietary, laundry processing and storage, environmental services/housekeeping, maintenance operations, and clean supply and soiled holding rooms.

Space program: A translation of the owner/operator’s operational needs into architectural and engineering requirements. *Note:* The size and complexity of the project will determine the length and complexity of the space program.

Speech intelligibility/articulation: Measures of how comprehensible speech is to residents, participants,

patients, families, health and residential care professionals, and staff in health and residential care settings.

Speech privacy: Techniques to render speech unintelligible to casual listeners. (Definition from ANSI T1.523-2001: Glossary, a standard maintained by the U.S. Department of Commerce, National Telecommunications and Information Administration, Information Security Program.) *Note:* This definition matches earlier ones in ANSI S3.5 (1969) and ASTM E1130 (1997 & 2001) and is consistent with ASTM E2638 (2011). See ASTM E1130 and ASTM E2638 for four defined, measurable levels of speech privacy. Speech privacy is a condition required by HIPAA (the Health Insurance Portability and Accountability Act) and is the subject of the “noise-at-night question” on the HCAHPS patient satisfaction survey.

Station: *See* Handwashing station, Nurse station.

Subacute care: Category of care requiring less intensity of care/resources than acute care. *Note:* Subacute care falls within a continuum of care determined by resident acuity, clinical stability, and resource needs.

Support areas (for resident units, diagnostic and treatment areas, etc.): Designated spaces or areas in which staff members perform auxiliary functions that support the main purpose of the unit or other location. *Note:* Where the word “room” or “office” is used, a separate, enclosed space for the one named function is intended. Otherwise, the described area is permitted to be a specific space in another room or common area.

Support areas (for residents, families, and/or visitors): Designated spaces for the use of residents, clients, participants, patients, or visitors (e.g., changing areas, dining rooms, toilet rooms, activity rooms) or families and visitors (e.g., waiting areas and lounges, children’s play areas, toilet rooms). *Note:* Where the word “room” or “office” is used, a separate, enclosed space for the one named function is intended. Otherwise, the described area is permitted to be a specific space in another room or common area.

Support areas (for staff): Designated spaces for the personal use of staff (e.g., changing areas, toilet rooms, showers, lounges, dining areas). *Note:* Where the word “room” or “office” is used, a separate, enclosed space for the one named function is intended. Otherwise, the described area is permitted to be a specific space in another room or common area.

GLOSSARY

Telemedicine: The use of electronic communications for the exchange of medical information from one site to another.

Unit: An area or space usually dedicated to a single defined organizational function.

Universal design: The concept of designing all products and the built environment to be usable and non-stigmatizing to the greatest extent possible by everyone, regardless of age, ability, or status in life.