

Guide/FAQ for Provider Workspace Needs at UCH

How do I ask for a new workspace?

Requests for new space allocation

When you see opportunities for a shift in space use, please share these with the provider workspace allocation team of Jason Brainard, Max Wohlauser and Katie Raffel. Our team will be assessing needs annually but can be reached in the interim for acute needs. Examples of this: your team has grown substantially, and current workspaces no longer meet needs.

- Annual survey from workspace allocation team to clinical directors
- Interim/unanticipated needs: Please reach out first to your service line clinical director. They may be able to support or to then connect with their relevant stakeholder Jason Brainard (critical care), Max Wohlauser (surgical) or Katie Raffel (medical).

What if I have existing space but need new furniture?

Old furniture, in need of replacement

Unit-based funds: For needs that are <\$5000 that were not allocated in the annual budget, the nursing unit managers have a budget that they are able to utilize to help support existing workspace replacement. Please notify your clinical director who can collaborate with the Workspace allocation team or relevant nurse manager.

New furniture or resources, old space

Provider workspace allocation team: Jason Brainard, Max Wohlauser and Katie Raffel are given a budget once/year to dedicate to optimizing existing workspaces and revamping new workspaces. This funding is allocated to the highest priority areas in the hospital—for example, those where a small investment could dramatically change the number of workspaces and providers served (ROI considerations), those where a team does not have an already existing workspace due to shifting units/displacement or large projects.

Can we bring our own furniture into our workspace?

Generally, you cannot.

- a. Furniture selection: Given JHCO requirements, furniture must meet certain requirements and must be requested through our vendor. Please do not bring in area rugs, lamps or other components that may not meet regulatory requirements.
- b. Electrical considerations: For our patient and hospital safety, please do not overload electrical outlets. If you intend to place a refrigerator, this should be done in collaboration with facilities services to ensure the power grid can tolerate such an additional appliance.

Can I use Division/Departmental funds for renovation or furniture in my workspace?
We are unable to use Division/Departmental funds for hospital workspace.

How do we report non-functional IT in our workroom?
You do this by submitting an [ITSM ticket](#).

What if I have a badge access need?

Badge Access Needs: All Residents/Fellows will initially receive basic door access only. The PC must submit an online [ITSM Badge Request](#) for each trainee to obtain **secured** access using the Citrix instructions on page 2 of this document. If you have a large program of **5 or more trainees**, working in the same exact **secured** access areas, you can submit **one** badge access request, select the checkbox of the Locations to Access **and attach an excel list** with the required trainee information. (Note: The excel list is also used by the department designated Approvers. Please ensure the names, trainee types and employee IDs are provided on this excel list)

What if a workroom or call room needs to be cleaned, my linens changed, a trash can emptied?
Please contact Support Services at 720-848-8351. Anyone can call to make a request.

Where do I find information on lactation rooms at UCHHealth?

Lactation Room Questions: [Source List](#); we are working on a reliable contact for ongoing needs. For general lactation related request please contact [Staci Aden](#), who oversees Lactation Services. For questions about a lactation room on a specific floor, reach out to the nurse manager on that specific floor.

What if I am concerned about safety of a workspace (someone in the room who shouldn't be or missing belongings)?
You should contact security to report this event (720-848-7777) and file an RL (under Safety/Security) as well. They will help with resolution and this helps with trend detection as we continue to enhance safety.