

ASSISTING NURSING STAFF IN CHOOSING ARTWORK

Whenever a Patient Care Unit (PCU) needs new artwork, the process of selection begins.

PROCEDURE

- The Head Nurse informs the Hospital Administrative Officer (HAO) assigned to that unit of the need for art.
- The HAO notifies the Art Director, and a meeting is scheduled to review requirements for the art according to the patient population. During this first meeting, initial selections are made from GSA catalogs and/or original art.
- The amount of art needed for the unit is determined. A purchase request, not exceeding the established budget, is submitted.
- During the second meeting the initial selections are reviewed and finalized.
- The final order is placed with the art contractor.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director