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CHAPTER 2. EDUCATION SPACE AND FACILITIES

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CHAPTER 2. EDUCATION SPACE AND FACILITIES

2.01 PURPOSE

This chapter outlines policy and procedures relating to the development and support of education space and facilities within the VHS&RA (Veterans Health Services and Research Administration) health care system.

2.02 OBJECTIVES

Within available resources, provide adequate, functional education space and facilities and to ensure their quality and appropriateness.

2.03 DEFINITIONS

a. Education space is defined as those areas in VA health care facilities used primarily for the education and training of VA employees, students from affiliated schools and institutions, patients, and others participating in VA educational activities.

b. Education space includes such areas as work-study carrels, house staff offices, student laboratories, classrooms, conference rooms, interview rooms, libraries, learning resource centers, and medical media production space. Also included are administrative spaces for those individuals whose primary responsibility is conducting training programs.

c. A clinical area used primarily for patient care cannot be considered education space.

2.04 POLICY

a. Conveniently located and functional education space and facilities will be provided, as appropriate, to support affiliations and teaching activities which improve patient care.

b. Medical center management should assess need, plan for, and include proposals for such space use in the facility 5-year plan and in MEDIPP as appropriate.

c. Central Office funds provided for education space will be limited to projects with a clearly defined educational objective. Renovation of a clinical area may be accomplished only if such renovation is essential to begin or support an approved training program (see M-8, pt. II). The relocation of other activities necessary to provide space for education and training may be supported by education funds if fully justified and approved by the ACMD for Academic Affairs. Relocation and renovation of educational space resulting from the need to provide space for other services will not be supported by educational funds.

d. All education space will be shared to the maximum extent regardless of its location within a given functional area. When particular education space is used less than 60 percent of the administrative workday, it should be shared with other functions or converted to other use. General purpose education space, such as classrooms or conference rooms, will be made available as needed to all services. Special purpose space, such as offices or carrels, may be assigned full time to designated trainees requiring these facilities during a specified period of training. Scheduling the use of education space is the responsibility of the ACOS/E (Associate Chief of Staff for Education). At medical centers where the ACOS/E position has not been established, another staff official should be assigned the duty of scheduling the use of all education space.

e. Patient care areas, such as dayrooms or unassigned bedrooms, may, at the discretion of facility management, be adapted for interim or part-time education use if other solutions to space deficiencies are not available.

2.05 PROCEDURES

a. General

(1) Facility Directors are responsible for planning and allocating suitable space for education uses in accordance with Office of Facilities Handbook H-08-9, "Planning Criteria for VA Facilities," in coordination with the Chief of Staff and ACOS/E or comparable position where such exists, and submitting proposals to Central Office in accordance with current directives.

(2) Proposals for education space and facilities should include VA Form 10-1193 with prescribed attachments and schematic plans outlining proposed alterations and identifying location of the project within the facility (room number(s), floor, wing and building).

(3) Proposals must include an assessment of need based on current and projected numbers of trainees, new programs and/or emerging affiliations. A summary of existing educational spaces to be continued in use should also be included.

(4) If the request proposes alterations and modification of space for more than one area of the facility and/or for more than one specific program activity, facility management must, to the extent possible, assign priorities based on need and patient care benefit.

(5) Requests for equipment and furnishings required to support new or altered education space should accompany the proposal using VA Form 10-1348 or 90-134, as appropriate.

b. Nonrecurring M&R Projects

(1) M&R projects involving education space should be submitted as early in the fiscal year as possible and are to be submitted through prescribed channels in accordance with current directives (see M-8, pt. III, ch. 6).

(2) The Office of Academic Affairs (142) will review the proposal for compliance with approved criteria and functional adequacy and will coordinate with other Central Office elements as appropriate.

(3) Support for approved projects is provided by the ACMD for Academic Affairs (142) within available funding limits.

(4) Priority consideration is provided for projects included in the facility 5-year plan.

c. **Construction Projects (Minor Miscellaneous, Minor, Major)**

(1) Projects which exceed funding limitations of the nonrecurring M&R program (\$100,000 minor improvement) are submitted on an annual basis in accordance with

VHS&RA requirements and must be included in the facility 5-year plan and in MEDIPP.

(2) All construction projects involving education space are coordinated with the Office of Academic Affairs (142).

(a) Staffing projections and other workload data used in the development of space requirements for construction projects are provided for planning purposes.

(b) Space and architectural plans are reviewed for compliance with approved criteria and functional adequacy.

(c) Priority ranking for educational projects funded under construction programs may be provided to assist in the development of construction budgets.