

CHAPTER 402: EDUCATIONAL FACILITIES

1	PURPOSE AND SCOPE	402-2
2	DEFINITIONS.....	402-2
3	OPERATING RATIONALE AND BASIS OF CRITERIA	402-5
4	INPUT DATA STATEMENTS (IDS)	402-6
5	SPACE PLANNING CRITERIA.....	402-6
6	PLANNING AND DESIGN CONSIDERATIONS.....	402-12
7	FUNCTIONAL RELATIONSHIPS.....	402-14
8	FUNCTIONAL DIAGRAM	402-15



1 PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter 402: Educational Facilities. It applies to all medical facilities of the Department of Veterans Affairs (VA).

This chapter describes space for the facility Educational Program. This includes administration, large conferencing areas such as auditoriums, specialized education space such as simulation areas and demonstration and computer classrooms, satellite reception and other centralized educational facilities. Educational facilities described in this chapter are not otherwise accounted for in the separate departmental chapters.

Space planning criteria for educational facilities within the Clinical, Clinical Support, and Administrative Support Chapters (NAMES of the 3 Types of chapter grouping here) are generally provided at the departmental (chapter) level. Each separate chapter has a functional area for education which includes space for offices, workspaces, workrooms, team rooms, classrooms, and conference areas. This space will be utilized by employees, departmental educational staff, and administrative and clinical trainees.

Guidance for Planners: Provide clinical, departmental educational space either at the departmental (chapter) level or alternatively in this chapter. Do not duplicate space.

2 DEFINITIONS

Accredited Educational Programs for Trainees:

- A. Medical/ Dental Programs: Healthcare academic programs in allopathic and osteopathic medicine or dentistry.
- B. Associated Health Education Programs: Educational programs other than allopathic and osteopathic medicine and dentistry.
- C. Non-clinical Programs: Programs in which trainees are not involved directly with patient care but may train in patient care areas and have incidental patient contact.

Educational Facilities: A variety of space configurations for employee or trainee education. These are designed to provide for a variety of training modalities such as face-to-face conferences, workgroup sessions, demonstrations/simulations, clinical care with trainees present, satellite broadcasts, V-Tel, single or multiple computer workstations configured to receive web-based training and CDN (Content Distribution Network).

House staff (residents): Graduate physicians who are following accredited training programs leading to competence or specialization in a particular field. The term “residents” includes lower level residents such as interns, and higher level residents such as fellows.

MTOT: Acronym for Maximum Number of Trainees Typically on Duty at one Time. The number of clinical trainees being instructed in the Department of Veterans Affairs (VA) medical center at the same time.

Trainees: A general term to describe all undergraduate, graduate, and advanced students, interns, residents, fellows, and VA special fellows; at a variety of pre- and post-



baccalaureate and pre- and post- doctoral levels who spend all or part of their clinical training time at VA facilities. Some trainees may also rotate in non-clinical training areas.

Space Planning / SEPS

Building Gross (BG) Factor: A Factor applied to the sum of all the Departmental Gross Square Footage (DGSF) in a project to determine the Building Gross Square Footage. This factor accounts for square footage used by the building envelope, structural systems, horizontal and vertical circulation including main corridors, elevators, stairs and escalators, shafts, and mechanical spaces. The Department of Veterans Affairs has set this factor at 1.35 and included guidance in case of variance when developing a Program for Design (PFD) in SEPS.

Department Net to Gross (DNTG) Factor: A parameter, determined by the VA for each clinical and non-clinical department PG-18-9 space planning criteria chapter, used to convert the programmed Net Square Feet (NSF) area to the Department Gross Square Feet (DGSF) area.

Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose combined time commitment equals that of one full-time employee (i.e., 40 hours per week).

Functional Area (FA): The grouping of rooms and spaces based on their function within a clinical service or department.

Functional Area Criteria Statement (FACS): A verbalized mathematical / logical formulation assigned to a FA incorporating answers to Input Data Statements (IDSs) to determine the condition for providing the rooms / spaces listed in the FA in the baseline space program or Program for Design (PFD) for a project. Certain rooms / spaces may or may not have additional conditions.

Input Data Statement(s): A question or set of questions designed to elicit information about the healthcare project to generate a Program for Design (PFD) based on the parameters set forth in this set of documents. This information is processed through mathematical and logical operations in the VA Space and Equipment Planning system (SEPS).

JSN (Joint Schedule Number): A unique five alpha-numeric code assigned to each content item in the PG-18-5 Standard. JSNs are defined in DoD's Military Standard 1691 and included in SEPS Content Table.

Net Square Feet / Net Square Meters (NSF/NSM): The area of a room or space derived from that within the interior surface of the bounding walls or boundaries.

Program for Design (PFD): A project specific itemized listing of the spaces, rooms, and square foot area required for the proper operation of a specific service / department, and the corresponding area for each. PFDs are generated by SEPS based on the PG-18-9 Standard.



PG-18-5: A Department of Veterans Affairs' Equipment Guidelist Standard for planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that lists assigned room contents (medical equipment, furniture, and fixtures) to each room in PG-18-9. PG-18-5 follows PG-18-9's chapter organization and nomenclature.

PG-18-9: A Department of Veterans Affairs' Program Guide for the Space Planning Criteria Standard use to develop space planning guidance for the planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that provides space planning guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). PG-18-9 is organized by chapters, as of September 2021 there are 56 clinical and non-clinical PG-18-9 chapters; they are implemented and deployed in SEPS so that space planners working on VA healthcare projects can develop baseline space programs.

PG-18-12: A Department of Veterans Affairs' Design Guide Standard for planning, design and construction of VA healthcare facilities, a Program Guide (PG) that provides design guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). The narrative section details functional requirements and the Room Template section details the planning and design of key rooms in PG-18-9. Not all PG-18-9 chapters have a corresponding PG-18-12 Design Guide; one Design Guide can cover more than one PG-18-9 chapter.

Room Area: The square footage required for a clinical or non-clinical function to take place in a room / space. It takes into account the floor area required by equipment (medical and non-medical), furniture, circulation, and appropriate function / code-mandated clearances. Room area is measured in Net Square Feet (NSF).

Room Code (RC): A unique five alpha-numeric code assigned to each room in the PG-18-9 Standard. Room Codes in PG-18-9 are unique to VA and are the basis for SEPS's Space Table for VA projects.

Room Criteria Statement (RCS): A mathematical / logical formulation assigned to each room / space included in PG-18-9 incorporating answers to Input Data Statements (IDSs) to determine the provision of the room / space in the baseline space program or Program for Design (PFD) for a project.

SEPS: Acronym for Space and Equipment Planning System which produces equipment lists and Program for Design for a healthcare project based on specific information entered in response to Input Data Questions.

SEPS Importer: A style-based format developed to allow upload of RCSs and IDSs to SEPS to implement and operationalize space planning criteria in PG-18-9 in the SEPS digital tool. This format establishes the syntax used in the RCSs and allows the use of Shortcuts. Shortcuts allow developers of space planning criteria statements to simplify RCSs making full use of their logical and mathematical functionality. A shortcut can refer to an RCS, a room in any FA or a formula. Shortcuts are [bracketed] when used in FAs and RCSs and are listed along with their equivalences at the end of the Space Planning Criteria section.



Space Planning Concept Matrix (SPCM): A working document developed during the chapter update process. It lists all the rooms organized by Functional Area and establishes ratios between the directly and the indirectly workload driven rooms for the planning range defined in this document. The matrix is organized in ascending workload values in ranges reflecting existing facilities and potential future increase. Section 5 of this document Space Planning Criteria reflects the values in the SPCM.

VA Room Family (VARF): An organizational system of rooms / spaces grouped by function, a 'Room Family'. There are two "Orders" in the VARF: Patient Care and Patient Care Support; Patient Care features four sub-orders: Clinical, Inpatient, Outpatient and Residential Clinical. There are also four sub-orders in the Patient Care Support order: Building Support, Clinical Support, Staff Support and Veteran Support. Each room in a Family has a unique Room Code and NSF assigned based on its Room Contents and function which correspond to the specific use of the room. The same RC can be assigned to different Room Names with the same function in this document and can be assigned an NSF that varies based on the PG-18-5 Room Contents assigned to the room.

VA Technical Information Library (TIL): A resource website maintained by the Facilities Standards Service (FSS) Office of Construction and Facilities Management (CFM) containing a broad range of technical publications related to the planning, design, leasing, and construction of VA facilities. VA-TIL can be accessed at: <https://www.cfm.va.gov/TIL/>

Workload: Workload is the anticipated number of procedures, clinic stops, clinic encounters etc. that is processed through a department/service area. The total workload applied to departmental operational assumptions will determine overall room requirements by modality.

3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Space Planning parameters and metrics in this document are based on the Educational Facilities Space Planning Criteria Matrix (SPCM) developed as a basis for this chapter. The SPCM lists all the spaces a VA Educational Facilities site would require; the quantity and NSF for each room is calculated based on total number of FTE positions authorized for the facility organized in five ranges each corresponding to 400 FTE positions authorized incrementally.
- B. The room quantity (Q) and area (NSF) values included for each range in the SPCM are reflected in the Room Criteria Statements, placed immediately below each room name, room code and NSF/NSM, for each room in Section 5 of this document. The number of FTE positions authorized for the facility is included in the Input Data Statements (IDSs) in Section 4. Both Sections are implemented in the Space Planning and Equipment System (SEPS) software accessible through the MAX.gov website. Planners programming a VA Educational Facilities project shall develop a baseline Program for Design (PFD) in SEPS.
- C. SEPS incorporates a Net-to-Department Gross (NTDG) factor of **1.30** for Educational Facilities and a Building Gross (BG) factor of 1.35 in the space calculation. These factors generate the Department Gross Square Feet (DGSF) and the Building Gross Square Feet



(BGSF) for the project based on the aggregate resulting Net Square Feet (NSF) for all Departments included. Planners can adjust the BGSF factor in SEPS; the NTDG factor is fixed.

- D. The space planning and design Program Guides: PG-18-9, PG-18-5, and PG-18-12 are available at the [Department of Veterans Affairs Office of Construction and Facilities Management \(CFM\) Technical Information Library \(TIL\)](#) website.

4 INPUT DATA STATEMENTS (IDS)

- A. How many total facility FTE positions are authorized? (Misc) (Values: 50 to 2,000)

5 SPACE PLANNING CRITERIA

A. FA 1: STAFF AND ADMINISTRATIVE AREA

1. Educ Svc

Designated Learning Officer (DLO) Workstation, Stff Sprt (SS218) . 56 NSF (5.3 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 400
- b. Provide two if [total facility FTE positions] is between 401 and 800
- c. Provide three if [total facility FTE positions] is between 801 and 1,200
- d. Provide four if [total facility FTE positions] is between 1,201 and 1,600
- e. Provide five if [total facility FTE positions] is between 1,601 and 2,000

2. Educ Svc

Associate Chief of Staff (ACOS) Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 2,000

3. Educ Svc

Employee Education Director Office, Stff Sprt (SS204)..... 100 NSF (9.3 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 2,000

4. Educ Svc

Administrative Assistant Workstation, Stff Sprt (SS218)..... 56 NSF (5.3 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 800
- b. Provide two if [total facility FTE positions] is between 801 and 2,000

5. Educ Svc Waiting, Bldg Sprt (SB003) 80 NSF (7.5 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 2,000

Allocated space accommodates one standard chair @ 9 NSF, one bariatric chair @ 14 NSF, one accessible space @ 10 NSF, and circulation; total three people.

6. Educ Svc

Administration Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 400
- b. Provide two if [total facility FTE positions] is between 401 and 800
- c. Provide three if [total facility FTE positions] is between 801 and 1,200
- d. Provide four if [total facility FTE positions] is between 1,201 and 1,600
- e. Provide five if [total facility FTE positions] is between 1,601 and 2,000



- 7. Educ Svc Educator / Instructor Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide two if [total facility FTE positions] is between 50 and 400
 - b. Provide three if [total facility FTE positions] is between 401 and 800
 - c. Provide four if [total facility FTE positions] is between 801 and 1,200
 - d. Provide five if [total facility FTE positions] is between 1,201 and 1,600
 - e. Provide six if [total facility FTE positions] is between 1,601 and 2,000
- 8. Educ Svc Workforce Development Coordinator Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 800
 - b. Provide two if [total facility FTE positions] is between 801 and 2,000
- 9. Educ Svc High Performance Development Coordinator (HPDM) Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 800
 - b. Provide two if [total facility FTE positions] is between 801 and 2,000
- 10. Educ Svc Education Technician Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide two if [total facility FTE positions] is between 50 and 800
 - b. Provide three if [total facility FTE positions] is between 801 and 2,000
- 11. Staff Conference Room, Educ Svc (SS101) 240 NSF (22.3 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 300 NSF if [total facility FTE positions] is between 401 and 1,600
 - c. Provide one at 500 NSF if [total facility FTE positions] is between 1,601 and 2,000
- 12. Storage Room, Educ Svc (SS186) 80 NSF (7.5 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 100 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 120 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 140 NSF if [total facility FTE positions] is between 1,201 and 1,600
 - e. Provide one at 160 NSF if [total facility FTE positions] is between 1,601 and 2,000
- 13. Educ Svc Staff Breakroom, Stff Sprt (SS262) 120 NSF (11.2 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 140 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 160 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 180 NSF if [total facility FTE positions] is between 1,201 and 1,600
 - e. Provide one at 200 NSF if [total facility FTE positions] is between 1,601 and 2,000
- 14. Educ Svc Female Staff Locker Room, Stff Sprt (SS282) 100 NSF (9.3 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 120 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 140 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 160 NSF if [total facility FTE positions] is between 1,201 and 1,600
 - e. Provide one at 180 NSF if [total facility FTE positions] is between 1,601 and 2,000



Provide locker space only for those FTEs without assigned office or work space. For less than five FTE combine Locker Room facilities with adjacent department or sum in chapter 410.

15. Educ Svc Female Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)

a. Provide one if [total facility FTE positions] is between 50 and 2,000

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

16. Educ Svc Male Staff Locker Room, Stff Sprt (SS282) 100 NSF (9.3 NSM)

a. Provide one if [total facility FTE positions] is between 50 and 400

b. Provide one at 120 NSF if [total facility FTE positions] is between 401 and 800

c. Provide one at 140 NSF if [total facility FTE positions] is between 801 and 1,200

d. Provide one at 160 NSF if [total facility FTE positions] is between 1,201 and 1,600

e. Provide one at 180 NSF if [total facility FTE positions] is between 1,601 and 2,000

Provide locker space only for those FTEs without assigned office or work space. For less than five FTE combine Locker Room facilities with adjacent department or sum in chapter 410.

17. Educ Svc Male Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)

a. Provide one if [total facility FTE positions] is between 50 and 2,000

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

B. FA 2: NURSING EDUCATION AND TRAINING AREA

1. Nursing Education Associate Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)

a. Provide one if [total facility FTE positions] is between 50 and 2,000

2. Nursing Education Public Waiting, Bldg Sprt (SB003) 80 NSF (7.5 NSM)

a. Provide one if [total facility FTE positions] is between 50 and 2,000

Allocated space accommodates one standard chair @ 9 NSF, one bariatric chair @ 14 NSF, one accessible space @ 10 NSF, and circulation; total three people.

3. Nursing Education Administration

Support Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)

a. Provide one if [total facility FTE positions] is between 50 and 800

b. Provide two if [total facility FTE positions] is between 801 and 1,600

c. Provide three if [total facility FTE positions] is between 1,601 and 2,000

4. Nursing Education Instructor Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)

a. Provide two if [total facility FTE positions] is between 50 and 800

b. Provide three if [total facility FTE positions] is between 801 and 1,600

c. Provide four if [total facility FTE positions] is between 1,601 and 2,000



5. Multipurpose

Classroom / Staff Training Room, Educ Svc (SS111)545 NSF (50.7 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 800
- b. Provide one at 590 NSF if [total facility FTE positions] is between 801 and 1,600
- c. Provide one at 630 NSF if [total facility FTE positions] is between 1,601 and 2,000

6. Nursing Education Storage Room, Educ Svc (SS190) 100 NSF (9.3 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 400
- b. Provide one at 120 NSF if [total facility FTE positions] is between 401 and 800
- c. Provide one at 140 NSF if [total facility FTE positions] is between 801 and 1,200
- d. Provide one at 160 NSF if [total facility FTE positions] is between 1,201 and 1,600
- e. Provide one at 180 NSF if [total facility FTE positions] is between 1,601 and 2,000

C. FA 3: EDUCATION AUDITORIUM AREA

Each VA Medical Center should have access to an auditorium capable of seating the projected number of employees and trainees for such activities as medical center wide conferences, grand rounds lectures, in-service orientation, and training programs.

1. Auditorium Seating Area, Educ Svc (SS121)1,000 NSF (92.9 NSM)

- a. Provide one if [total facility FTE positions] is between 50 and 400
- b. Provide one at 1,200 NSF if [total facility FTE positions] is between 401 and 800
- c. Provide one at 1,400 NSF if [total facility FTE positions] is between 801 and 1,200
- d. Provide one at 1,600 NSF if [total facility FTE positions] is between 1,201 and 1,600
- e. Provide one at 1,800 NSF if [total facility FTE positions] is between 1,601 and 2,000

Total FTE positions authorized for the facility = Total Number of Seats Maximum:
 300 Seats Minimum of 50. Multifunctional space

TABLE 1: SEATING CALCULATION

NUMBER OF SEATS	NSF PER SEAT
20 – 100	4 NSF
100 – 200	Additional 7 NSF
200 – 300	Additional 9 NSF



- 2. Auditorium Stage / Instruction Area, Educ Svc (SS131).....200 NSF (18.6 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 240 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 280 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 320 NSF if [total facility FTE positions] is between 1,201 and 1,600
 - e. Provide one at 360 NSF if [total facility FTE positions] is between 1,601 and 2,000

TABLE 2: SEATING CALCULATION

NUMBER OF SEATS	NSF PER SEAT
20 – 200	2 NSF
200 – 300	Additional 1.5 NSF

- 3. Auditorium Media Control Room, Educ Svc (SS141) 50 NSF (4.7 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 2,000
- 4. Auditorium Equipment Storage Room, Educ Svc (SS126)120 NSF (11.2 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 140 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 180 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 200 NSF if [total facility FTE positions] is between 1,201 and 1,600
 - e. Provide one at 220 NSF if [total facility FTE positions] is between 1,601 and 2,000
- 5. Auditorium Moveable Furniture Storage Room, Educ Svc (SS136).....240 NSF (22.3 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 300 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 360 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 420 NSF if [total facility FTE positions] is between 1,201 and 1,600
 - e. Provide one at 480 NSF if [total facility FTE positions] is between 1,601 and 2,000
- 6. Auditorium Multipurpose Room, Educ Svc (SS111).....630 NSF (58.6 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 675 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 715 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 755 NSF if [total facility FTE positions] is between 1,201 and 1,600
 - e. Provide one at 795 NSF if [total facility FTE positions] is between 1,601 and 2,000

Allocated NSF accommodates sixteen task chairs @ 7.5 NSF each, eight 5'-0" x 2'-0" tables at 10 NSF each, one credenza @ 8 NSF, one lectern @ 9 NSF, and circulation; total sixteen people.

- 7. Educ Svc Auditorium Male Toilet, Bldg Sprt (SB203)205 NSF (19.1 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 235 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 295 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 365 NSF if [total facility FTE positions] is between 1,201 and 2,000



- 8. Educ Svc Auditorium Female Toilet, Bldg Sprt (SB202)205 NSF (19.1 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 400
 - b. Provide one at 235 NSF if [total facility FTE positions] is between 401 and 800
 - c. Provide one at 295 NSF if [total facility FTE positions] is between 801 and 1,200
 - d. Provide one at 365 NSF if [total facility FTE positions] is between 1,201 and 2,000
- 9. Educ Svc Auditorium Housekeeping Aides Closet (HAC), Bldg Sprt (SB244) .. 80 NSF (7.5 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 2,000

D. FA 4: EDUCATION LABORATORY AREA

- 1. Computer Training Room, Educ Svc (SS146)545 NSF (50.7 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 800
 - b. Provide one at 715 NSF if [total facility FTE positions] is between 801 and 2,000
- 2. Conference Room, Educ Svc (SS101).....300 NSF (27.9 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 800
 - b. Provide one at 500 NSF if [total facility FTE positions] is between 801 and 2,000

Allocated NSF accommodates ten conference chairs @ 7.5 NSF each, four 5'-0" x 2'-0" tables at 10 NSF each, one credenza @ 8 NSF, and circulation; total ten people.
- 3. Simulation Room, Educ Svc (SS151).....400 NSF (37.2 NSM)**
 - a. Provide one if [total facility FTE positions] is between 50 and 800
 - b. Provide one at 600 NSF if [total facility FTE positions] is between 801 and 2,000

Allocated NSF accommodates simulation training. Contents are assigned based on the type of simulation training occurring in the space.

E. SEPS IMPORTER SHORTCUTS

The following shortcuts are used in the Room Criteria Statements in the Educational Facilities Functional Areas. These shortcuts are used during upload of this document into the Space and Equipment Planning System (SEPS) software during implementation of the space planning parameters contained herewith to allow for mathematical or logical calculations to be performed. Input Data Statements (IDSs), Rooms or a partial calculation formula can have a shortcut.

- 1. *total facility FTE positions*: [How many total facility FTE positions are authorized?]

6 PLANNING AND DESIGN CONSIDERATIONS

- A. Space shall be configured and available to provide for both individual and interactive group education.
- B. Space to contain the basic computer / software configuration to host satellite broadcasts, video to the desk-top, V-tel, and web-based learning.
- C. Space to be provided away from individual work-stations so employees can have uninterrupted time devoted to education.



- D. Clinical trainees, such as physician residents on inpatient rotations, who are involved in direct patient care, to have workrooms configured to support all types of education and defined medical and information technology to support the treatment of patients. This space should be in close proximity to patient care areas (i.e., in or near the assigned inpatient units or wards). Each assigned resident should have sufficient space to accommodate a computer work-station.
- E. Space to be provided in close proximity to other designated educational personnel such as in Library and Medical Media to allow for professional guidance. Refer to Chapter 400: Library Service; and Chapter 248: Medical Media Service.
- F. Space to be provided should be integrated and flexible to allow for multi-staff use, to accommodate individual or group educational activities in a variety of capacities. The range of capacities should be designed for maximum efficiency and effectiveness.
- G. Space for educational activities must be flexible and available throughout the facility to provide multiple options for all employees.
- H. Physician residents and other clinical trainees who are required to take in-hospital “call” must be provided with suitable on call sleeping quarters and other appropriate space (e.g., bathrooms with showers, eating facilities) within proximity to the sleeping quarters and within the hospital. On call space to be assigned must include space for computer terminals or workstations. See Chapter 98: Quarters On Call.
- I. Clinical areas in which trainees are normally present along with supervising or attending practitioners should be designed to accommodate more than one practitioner, while taking into account the need for patient privacy. Such areas may include procedure rooms, operating rooms, or clinic exam rooms, in which teaching occurs in conjunction with the provision of clinical care on a regular basis. In most clinical areas, team rooms are required to facilitate the supervision of trainees while ensuring the confidentiality of patient information.
- J. Refer to Department of Veterans Affairs (VA) Office of Construction and Facilities Management Technical Information Library (www.cfm.va.gov/til/) for additional technical criteria.



7 FUNCTIONAL RELATIONSHIPS

Relationship of Educational Facilities to services listed below:

TABLE 3: FUNCTIONAL RELATIONSHIP MATRIX

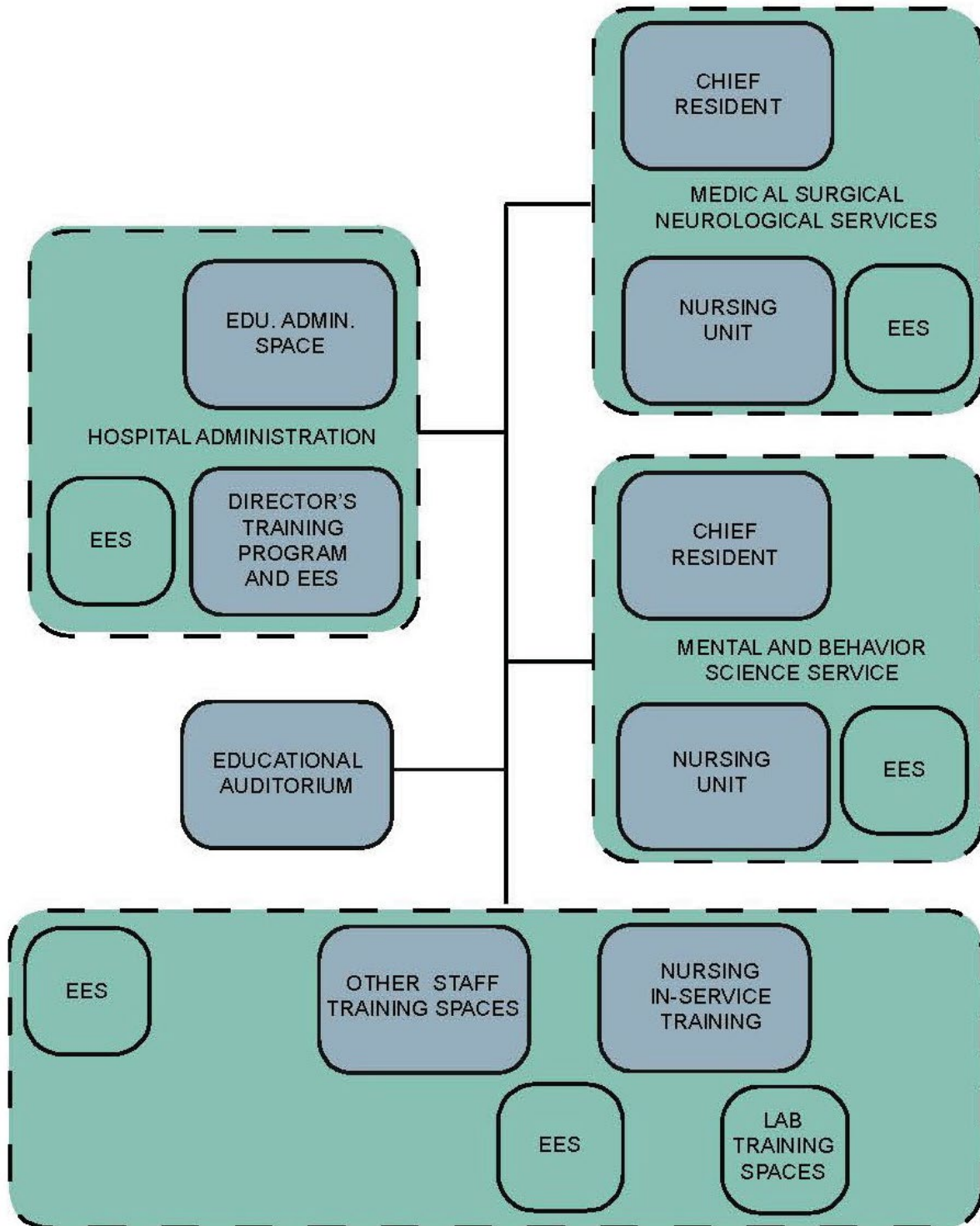
SERVICES	FUNCTIONAL RELATIONSHIP
INPATIENT SERVICES	2
RESIDENTIAL SERVICES	2
CLINICAL SERVICES (VAMC / Hospital Based)	2
OUTPATIENT SERVICES (Community Based)	2
CLNCL SPRT: Health Sciences Library	2
CLNCL SPRT: Nursing Service Administration	2
CLNCL SPRT: MM: Photography	3
CLNCL SPRT: MM: Illustration	3
CLNCL SPRT: MM: Audiovisual	3
CLNCL SPRT: MM: Copy Center	3
CLNCL SPRT: MM: MMVSS: Photography	3
CLNCL SPRT: MM: MMVSS: Illustration	3
CLNCL SPRT: MM: MMVSS: Audiovisual	3
CLNCL SPRT: MM: MMVSS: Copy Center	3

Legend:

1. High
2. Moderate
3. Minimal



8 FUNCTIONAL DIAGRAM



EES: Employee Education spaces

