

DoD Space Planning Criteria for Health Facilities

Education and Training

2.3.1. PURPOSE AND SCOPE:

This Chapter provides guidance for the planning of an Education and Training Department in a medical treatment facility.

2.3.2. DEFINITIONS:

Administrative Personnel: Administrative personnel are all personnel who do not counsel, diagnosis, examine or treat patients, but who do work that is essential for the accomplishment of the missions of a medical treatment facility. This does include military (assigned and borrowed), contract and civilian personnel. It does not include volunteers.

Education and Training: The Administrative Section responsible for managing the education and training of the staff in a medical facility. This training or education is provided to staff members to fulfill a number of needs to include: continuing medical education, phase two training for enlisted skills, new employee training and new procedures training.

Full-Time Equivalent (FTE): A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

Office: A private office is an enclosed room outfitted with either standard furniture (Room Code OFA01) or systems furniture (Room Code OFA02). An administrative cubicle is within an open room and is constructed out of system furniture (Room Code OFA03)

Skills Laboratory: This is a training room, which is a “mock-up” of a patient bedroom, complete with the bed, the headboard, privacy curtain and all other equipment typically found in a patient bedroom. The room is larger than a single bedroom to accommodate the instructor and students. It is in this room that new employees are provided training in the standard operating procedures for inpatient care.

2.3.3. POLICIES:

Education and Training: Each freestanding clinic, hospital, and medical center will have an Education and Training area.

Offices, Private: With the exception of the office provided for “Key Personnel,” all other private offices will be 120 net square feet as stated in Chapter 2.1 (General Administration), paragraph 2.1.5. Private offices will be provided to following personnel:

- a) Staff who must meet with patients/customers on a regular basis and hold private consultations/discussion.
- b) The senior officer and enlisted member of a department.
- c) Staff who supervise others and must hold frequent, private counseling sessions with their junior staff. This does not include staff who supervise a very small number of people, and who would only occasionally need private counseling space. These staff can use available conference rooms or other private areas for their infrequent counseling needs
- d) Any personnel who interview or counsel patients with patient privacy concerns.

Office, Non-Private or Shared Space: Personnel, who require office space, but not a private office, will be provided space in a shared office. Non-private or shared office space will be programmed at 60 net square feet per occupant

DoD Space Planning Criteria for Health Facilities Education and Training

2.3.4. PROGRAM DATA REQUIRED:

| |
|--|
| Is a Chief of Education and Training projected? |
| Is an NCOIC/LCPO/LPO projected for Education and Training? |
| How many training personnel will require a dedicated cubicle? |
| How many computer stations are projected for the Computer Based Training (CBT) Room? |
| How will the main classroom be outfitted? (table with chairs =1 and writing arms chairs = 2) |
| How will the second classroom be outfitted? (table with chairs =1 and writing arms chairs = 2) |
| Will a 2-bed Mock-up Room be required? |

2.3.5. SPACE CRITERIA:

NOTE: GP indicates that a guideplate exists for that particular Room Code.

| FUNCTION | ROOM CODES | AUTHORIZED | | PLANNING RANGE/COMMENTS |
|-------------------------------|----------------|----------------|-----|--|
| | | m ² | nsf | |
| Chief, Education and Training | OFA01 | 11.15 | 120 | Private Office, Standard Furniture. One per projected FTE. |
| | OFA02 | 11.15 | 120 | Private Office, Systems Furniture. One per projected FTE. |
| NCOIC/LCPO/LPO Office | OFA01 OFA02 | 11.15 | 120 | Per projected FTE. |
| Training Personnel Cubicle | OFA03 | 5.57 | 60 | Cubicle, Systems Furniture. Per projected FTE requiring a dedicated work space but not a private office. |
| Classroom , Table with Chairs | CLR01 | 37.16 | 400 | One per Freestanding Clinic. Room furnished/outfitted with table and chairs. |
| | | 55.74 | 600 | One classroom per Hospital. Total of two classrooms per Medical Center, may be a combination of 2-CLR01 or 2-CLR02 or one of each. Includes area for instructor and a screen (100 nsf) and seating (40 seats). Classrooms should be sub-dividable. Room furnished/outfitted with table and chairs. |
| Classroom, Writing Arm Chairs | CLR02 | 37.16 | 400 | One per Freestanding Clinic. Room furnished/outfitted with writing arm chairs. |
| | | 55.74 | 600 | One classroom per Hospital. Total of two classrooms per Medical Center. Includes area for instructor and a screen (100 nsf) and seating (40 seats). Classrooms should be sub-dividable. Room furnished/outfitted with writing arm chairs. |
| Classroom, 2-Bed Room Mock-up | CLR04 | 33.44 | 360 | If included in the Clinic Concept of Operations. |

DoD Space Planning Criteria for Health Facilities
Education and Training

| FUNCTION | ROOM CODES | AUTHORIZED | | PLANNING RANGE/COMMENTS |
|--------------------------|------------|----------------|-----|--|
| | | m ² | nsf | |
| Computer Training | CLR03 | 13.01 | 140 | Minimum (accommodates four stations). Add 20 nsf for each additional projected station. Maximum 480 nsf. |
| Storage | SRSE1 | 9.29 | 100 | One per Clinic. |
| | | 18.58 | 200 | One per Hospital or Medical Center. |
| File Room | FILE1 | 11.15 | 120 | One per Department. |
| Audio/Visual Supply Room | SRSE1 | 5.57 | 60 | One per Department. |
| Toilet | TLTU1 | 5.57 | 60 | Two unisex toilets for Clinics. |
| Toilet, Multiple, Female | TLTF2 | 16.72 | 180 | Hospital or Medical Center. Three WC; two lavs plus 15 nsf for vestibule and 15 nsf for handicap |
| Toilet, Multiple, Male | TLTM2 | 13.94 | 150 | Hospital or Medical Center. One WC; two UR, two lavs plus 15 nsf for vestibule and 15 nsf for handicap. |