

DoD Space Planning Criteria for Health Facilities

Education and Training

2.3.1. PURPOSE AND SCOPE:

This section provides guidance for the planning of an Education and Training Department in a hospital or medical center.

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.

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, often in the standard operating procedures for treatment of an inpatient.

2.3.3. POLICIES:

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

2.3.4. PROGRAM DATA REQUIRED:

Is there a staffed Education and Training Department?
 How many FTE's are there in this Department?
 How many phase two training programs are there in this facility?
 Is this for a hospital, a Medical Center or a free standing clinic?
 List the administrative personnel to ensure a total personnel count.

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2.3.5. SPACE CRITERIA:

FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m ²	nsf	
Chief of Training and Education	11.15	120	If FTE projected.
NCOIC/LCPO/LPO for Training	11.15	120	If FTE projected.
Training Personnel		varies	60 nsf per FTE of Ed & Trg personnel projected.
Classroom	55.74	600	One per hospital, two per Medical Center. Includes area for instructor and screen (100 nsf) and seating (40 seats). Classrooms should be sub dividable.
	37.16	400	One per freestanding clinic (20 seats).
Computer Training Classroom	13.00	140	Minimum. Include only if individual computer based training, such as ACLS re-certification, is provided.
	22.30	240	Minimum. Include only if group computer based training, such as an ACLS class, is provided.
Computer Based Training Room (20 stations)	33.45	360	One per hospital, two per Medical Center includes area for instructor (20 stations).
	18.58	200	One per freestanding clinic (12 stations).
Ed. & Trg. Storage	9.29	100	Per freestanding clinic.
	18.58	200	Per hospital or a Medical Center.
Office automation/files room.	11.15	120	One per hospital or Medical Center.
Audio/Visual Supply Room	5.57	60	One per hospital or Medical Center.
Skills Laboratory	33.45	360	One per hospital or Medical Center.
Toilets		varies	See Section 6.1.
Janitor's Closet	5.57	60	One janitor's closet per 10,000 nsf. See Section 6.1.