

**Manual M-8, Academic Affairs (Veterans Health Services and Research Administration)**

**Part V, Special Programs and Activities**

**Chapter 2, Education Space and Facilities  
(Paragraphs 2.01 through 2.05)**

**Revision of Chapter 2 dated November 6, 1986**

This document includes:

Title page and p. ii for M-8, Part V, dated **February 28, 1990**

Contents page for M-8, Part V, dated **February 28, 1990**

Rescissions page for M-8, Part V, dated **February 28, 1990**

Contents page for Chapter 2, dated **February 28, 1990**

Text for Chapter 2, dated **February 28, 1990**

Transmittal sheet located at the end of the document:

Sheet dated **February 28, 1990**

Transmittal sheets for changes prior to 1990 also located at the end of the document:

Change 12, dated **November 6, 1986**

(Adds new Chapter 2: Education Space and Facilities)

Change 7, dated **October 4, 1982**

(Deletes old (DM&S) Chapter 2: Exchange of Medical Information Program)

Change 1, dated **September 28, 1979**

# **Academic Affairs**

## Special Programs and Activities

February 28, 1990

Department of Veterans Affairs, Veterans Health Services and Research Administration Manual, M-8, "Academic Affairs," Part V, "Special Programs and Activities," is published for the compliance of all concerned.

  
JOHN A. GRONVALL, M.D.  
Chief Medical Director

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**RESCISSIONS**

The following material is rescinded:

**COMPLETE RESCISSIONS**

**a. Manuals**

M-8, part V, dated August 14, 1978, and changes 1 through 14.

**b. VHS&RA Interim Issues**

II 10-83-10 and supplement No. 1

**c. VHS&RA Circulars**

10-78-180

10-78-263

10-80-147

10-84-109

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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

(date)

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.

February 28, 1990

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1. Transmitted is a revision to Department of Veterans Affairs, Veterans Health Services and Research Administration Manual M-8, "Academic Affairs," Part V, "Special Programs and Activities." Brackets have not been used to indicate the changes.

2. Principal changes are:

a. **Chapter 1:** Change to length of service obligation from 2 years to 1 year and the program is expanded to include associate degree in nursing and baccalaureate or master's degree in physical therapy or occupational therapy.

b. **Chapter 6:** Changed to Chapter 3 and changed to exclude travel to Canada and Mexico.

### 3. Filing Instructions

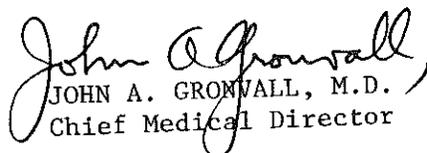
Remove pages

Insert pages

i through vi  
1-1 through 9F-1

i through iv  
1-i through 5F1

4. **RESCISSION:** M-8, part V, dated August 14, 1978, and changes 1 through 14.

  
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Chief Medical Director

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FD

Printing Date: 3/90

November 6, 1986

Part V, "Special Programs and Activities," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: *The purposes of these changes are to:*

- a. Add Chapter 2, "Education Space and Facilities";
- b. Remove Chapter 3, "VA Medical School Assistance and Health Manpower Training Act of 1972." There are no funds to continue this program;
- c. Remove Chapter 4, "Regional Medical Education Centers," and Chapter 8, "Cooperative Health Manpower Education Program (CHEP)." Policy concerning these programs is incorporated into chapter 3, part IV;
- d. Remove Chapter 5, "Administrative Career Intern Programs." This activity will be described in part IV;
- e. Revise and update Chapter 7, "Extended Leave for DM&S Educational Purposes"; and,
- f. Revise and update Chapter 9, "Acceptance of Gifts and Donations in Cash or in Kind by DM&S Employees in Connection With Official Travel or by Nationally Recognized Principal Research Investigators."

Due to extensive revisions, brackets have not been used to designate changes.

Page iii: Remove this page and substitute page iii attached.

Pages v and vi: Remove these pages and substitute pages v and vi attached. (Contents revised.)

Pages 2-1 and 2-2: Insert these pages attached. (Ch. 2 added.)

Pages 3-1 and 3-2: Remove these pages. (Ch. 3 deleted.)

Pages 4-1 and 4-2: Remove these pages. (Ch. 4 deleted.)

Page 5-1: Remove this page. (Ch. 5 deleted.)

Pages 7-1 through 7-3: Remove these pages and substitute pages 7-1 through 7-3 attached. (Pars. 7.02 and 7.04 revised.)

Pages 8-1 and 8-2: Remove these pages. (Ch. 8 deleted.)

Pages 9-1 through 9C-2: Remove these pages and insert pages 9-1 through 9F-1 attached. (Ch. 9 revised.)



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Acting Chief Medical Director

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October 4, 1982

Part V, "Special Programs and Activities," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: The purpose of this change is to:

a. Remove Chapter 2, "Exchange of Medical Information Program". There is no authority for appropriation to continue this program.

b. To amend Chapter 9, "Acceptance of Gifts and Donations in Cash or in Kind by DM&S Employees in Connection With Official Travel Involving Training in Non-Government Facilities or Attendance at Meetings".

Page v, Contents: Delete "CHAPTER 2 . . . Report . . . 2-2" and insert "CHAPTER 2. (Deleted by change 7.)".

Pages 2-1 and 2-2: Remove these pages. (Ch. 2. deleted.)

Page 9B-1, Footnote 1/: Add "Some employees participate in more than one episode. This figure represents the total number of individuals counted only once."

  
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Distribution: RPC: 1310  
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*by chg. 12*

September 28, 1979

Part V, "Special Programs and Activities," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

*NOTE: The purpose of this change is to correct editorial and typographical errors and to modify organizational references resulting from the reorganization of the Office of Academic Affairs.*

Page 2-1

- ✓ Paragraph 2.02, line 3: Delete "(142A)." and insert "(14C)."
- ✓ Paragraph 2.03c(1), line 2: Delete "(142A)" and insert "(14C)".
- ✓ Paragraph 2.04a, line 2: Delete "(142)" and insert "(14C)".

Page 2-2, paragraph 2.05

- ✓ Subparagraph a, line 2: Delete "(142)," and insert "(14C)."
- ✓ Subparagraph b, line 3: Delete "(142)." and insert "(14C)."

Page 3-2, paragraph 3.05

Subparagraph b, line 2

- ✓ Delete "the Manpower Grants Service, as an organizational unit of".
- ✓ Delete "office" and insert "Office".
- ✓ Subparagraph c: Delete this subparagraph.

Subparagraph d, line 3:

- ✓ Delete "in VA facilities. Additional copies may be requested".
- ✓ Delete "Manpower Grants Service." and insert "ACMD FOR ACADEMIC AFFAIRS (14E)."
- ✓ Insert new subparagraph f

✓ "f. Not later than 90 days after the end of the fiscal year, the Administrator submits to the Congress a report of activities carried out under Public Law 92-541 authority."

Page 4-1, paragraph 4.05a

- ✓ Line 1: Delete "Education" and insert "Continuing Education and Staff Development".
- ✓ Line 6: Delete "Education" and insert "Continuing Education and Staff Development".

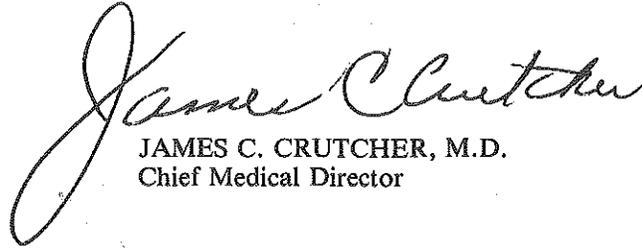
*yg chg. 12*

September 28, 1979

Page 4-2, paragraph 4.05d, line 2

✓ Delete "(141). Education" and insert "(145). Continuing Education and Staff Development".

✓ Delete "office" and insert "Office"



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