

**November 2020**

**Office of Academic Affiliations Guidance for Protected Time for Education Staff**

<b>Education - Mapping Allocations Educational Activity</b>	<b>Recommended FTEE Allocation</b>	<b>Recommended Hours per week</b>
Designated Education Officer (ACOS/E) in facilities with 100 or > GME positions	1.000	40.0
Designated Education Officer (ACOS/E) in facilities with 50 -99 GME positions	0.500	20.0
Designated Education Officer (ACOS/E) in facilities with 20 -49 GME positions	0.400	16.0
Designated Education Officer (ACOS/E) in facilities with 1 -19 GME or AH positions	0.300	12.0
Program Director for VA-based Physician/Associated Health Program		
Number in program > 10	0.500	20.0
Number in program = 5 -10	0.400	16.0
Number in program = 1 -4	0.400	16.0
VA-based Program Director for an Affiliate-sponsored Physician or Associated Health (AH) Program	0.500	20.0
Associate Program Director for VA or Affiliate-based Physician/Associated Health Program	0.500	20.0
Internal Medicine	0.500	20.0
Number in program > 10	0.300	12.0
Number in program = 5 -10	0.200	8.0
Number in program = 1 -4	0.200	8.0
Core Clinical Faculty	0.375	15.0
Other Clinical Faculty	0.250	10.0
VA Site Director	0.500	20.0
Number in program > 10	0.500	20.0
Number in program ≤ 10	0.300	12.0
Medical School Clerkship Director (or analogous Associated Health Position)	0.500	20.0

<p>Other Educational Duties approved by COS to include teaching didactic sessions, developing educational products, presentations at grand rounds, participation in interviews for prospective students, completion of trainee evaluations, education administration, service on university affiliate committees, scholarly activities (i.e., abstracts, workshops) entered as average hours per week over a year period of time.</p>	<p>0.025</p>	<p>1.0</p>
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For more information on labor mapping, including definitions of (1) **direct patient care time**, (2) **administrative time**, (3) **education time** and (4) **research time**, please see below link to an internal VA website (not available to the public):  
[http://vaww.mcao.va.gov/programdocs/pd\\_ProAud.asp#labormapping](http://vaww.mcao.va.gov/programdocs/pd_ProAud.asp#labormapping).