FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADSMD

The Office of the Dean directs activities, personnel, and curricula in the School of Medicine and affiliated community hospitals and health centers. It is responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. It establishes policies with the Schools’ Executive Committee to develop and implement the academic programs and coordinate continuing medical education, conducts accredited graduate medical education programs in community hospitals, and is responsible for general program development in accord with Legislative mandate and University policies.

Advisory Groups to the Dean:

Executive Committee: The JABSOM Executive Committee is responsible for recommending policies to the Dean and for serving as the liaison between the Dean and the faculty by discussing all matters brought before it.

JABSOM Faculty Senate: The JABSOM Faculty Senate, which operates under separate bylaws, functions as a representative body of the JABSOM faculty. It obtains broadly based faculty input regarding affairs of JABSOM and makes recommendations to or advises the Dean and Executive Committee on all matters brought before it. The President and Vice President of the faculty senate are elected by members of the JABSOM senate and serve as members of the JABSOM Executive Committee.

OFFICE OF ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: MAASMD

The Office of Administration, Finance, and Operations provides leadership and management over administrative functions, services, and operations for all of JABSOM in the functional areas of budget, finance and administration, human resources, facilities, information technology, and hospital/external business affairs. This office assists the Dean in overseeing all financial operations and the day-to-day administration of JABSOM. Finally, this office works under the Dean’s direction to prepare and monitor budgets, develop long- and short-range strategic and business plans to enhance revenue, develop compensation research and teaching incentive plans, provide overall property and space management, and serves as JABSOM’s financial liaison to the school’s affiliated non-profit organizations (i.e. UCERA, Kapi‘olani Medical Specials, Hawai‘i Residency Programs).

OFFICE OF THE ASSOCIATE DEAN FOR MEDICAL EDUCATION – Org Code: MAADMD

The Office of the Associate Dean for Medical Education assists the Dean in overseeing all of the medical education operations. It is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. It focuses on the continuum of education, including post-baccalaureate (Imi Ho’Ola) program, medical school, residency/fellowship, and post-graduation continuing medical educational formats. It is also responsible for working and mentoring faculty members from all departments regarding the unique JABSOM curriculum and the integration of their teaching effort through the departments and Office of Medical Student Education.
Office of Medical Student Education – Org Code: MAMSMD
The Office of Medical Student Education (MSE) is responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs, and the quantity and quality of faculty participation in our problem-based learning curriculum.

Center for Clinical Skills – Org Code: MACCMD
The Center for Clinical Skills (CCS) is responsible for the provision of standardized patient training for core educational activities in the required curricular unit for the first two years of medical school; clinical skills evaluation for three of the six required third year clinical rotations in pediatrics, internal medicine, and family medicine; and the required fourth year geriatrics rotation. This includes training for a comprehensive clinical examination that is a JABSOM graduation requirement and providing testing for the School of Nursing and the Uniform Services University of the Health Sciences at Tripler Army Medical Center.

Kaka'ako Health Sciences Library – Org Code: MAKLMD
The Kaka'ako Health Sciences Library serves as the sole UHM on campus medical library providing information resources such as web-accessible materials and collections and a wide variety of print and electronic resources, primarily in the clinical sciences.

Office of Facilities Management and Planning – Org Code: MAFMMD
The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors’ performance, landscaping, janitorial services, security and research building health and safety certification.

Parking and Auxiliary Services – Org Code: MAPAMD
Responsible for the management of the three parking lots, physical access security to all Kaka'ako facilities and auxiliary services for the Kaka'ako campus.

Custodial, Grounds and Maintenance Services – Org Code: MAFCGM
Responsible for providing custodial, grounds keeping and building maintenance services to the JABSOM Kaka'ako campus.

OFFICE OF STUDENT AFFAIRS AND ADMISSIONS – Org Code: MASSMD
This major academic support program is under the direction of a Director, coordinating many student services and activities which include the following:
Student advising, counseling, registration, etc.
Financial Aid – in close collaboration with UH Manoa Financial Aid Office.
Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.
Past and current student records.
Staff support to Student Standing and Promotion Committee and Student Evaluation Review and Remediation Committee (faculty and student composition).
Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

OFFICE OF HOSPITAL AND EXTERNAL BUSINESS AFFAIRS – Org Code: MAEXMD
The Office of Hospital and External Business Affairs (HEBA) is responsible for developing, managing, and monitoring contracts and relationships with JABSOM’s affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM are responsible for providing over 25 percent of the School’s annual all funds operating budget and thus are of crucial importance to the School’s education and research programs. In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM’s operations.
OFFICE OF FISCAL AND ADMINISTRATIVE AFFAIRS – Org Code: MAFAMD

The Office of Fiscal and Administrative Affairs (OFAA) approves and controls expenditures, initiates, oversees, and tracks all personnel transactions, acquires and monitors all equipment and property assigned to JABSOM, procures and pays for all supplies needed for JABSOM’s operations. The office also prepares periodic financial and other management reports to support the Dean and Associate Dean in the management of JABSOM operations. OFAA assists in the implementation and administration of research and training contracts and grants. Finally, OFAA is responsible for developing appropriate accounting systems for analyzing and reporting data generated by those systems.

Office of Information Technology – Org Code: MAITMD
The Office of Information Technology (OIT) will provide quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, A/V and graphic design, website management, and bioinformatics resources.

Office of Human Resources – Org Code: MAHRMD
The Office of Human Resources (HR) provides human resources management for all personnel matters within JABSOM.
 FUNCTIONAL STATEMENT

Office of Facilities Management and Planning – Org Code: MAFMMD

The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors’ performance, landscaping, janitorial services, security and research building health and safety certification.

Custodial, Grounds and Maintenance Services – Org Code: MAFCGM

Custodial, Grounds and Maintenance Services will provide custodial, grounds keeping and building maintenance services to the entire JABSOM Kakaʻako campus.

Custodial Services Unit I – Org Code: MAFCCA

Custodial Services Unit I will provide daytime custodial services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Custodial Services Unit II – Org Code: MAFCCB

Custodial Services Unit II will provide afternoon/evening custodial services to the JABSOM Medical Education Building and the Ancillary Building.

Custodial Services Unit III – Org Code: MAFCCC

Custodial Services Unit III will provide afternoon/evening custodial services to the JABSOM Bio-Sciences Building and the Central Plant.

Grounds Services – Org Code: MAFCGS

Grounds Services will provide grounds keeping services to all JABSOM Kakaʻako outdoor areas and building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Maintenance Services – Org Code: MAFCMS

Maintenance Services will provide building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.
OFFICE OF PUBLIC HEALTH STUDIES – Org Code: MAADPH

The Associate Dean for Public Health Studies is concerned with curricular and academic programs of the Office of Public Health Studies as well as the overall administration of the department. Responsibilities include recruitment; retention and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the department; and the administration of the School of Medicine, Office of Public Health Studies, and University policies as they apply to the department. The Associate Dean is also responsible for business services and for the public relationships of the department, including intra-School of Medicine and intra-university relationships as well as those with community organizations and State and Federal government agencies.

In carrying out these responsibilities, the Associate Dean plans, organizes, directs, and coordinates the department’s programs and activities with assistance of the Assistant Dean, department chairs and directors, and various faculty committees. The Associate Dean also develops and implements a strategic plan for the expansion of the academic program in the department to include the five core areas of public health (epidemiology, biostatistics, environmental health, social/behavior sciences and health services administration) and for the reestablishment of an accredited School of Public Health.

DEPARTMENT OF PUBLIC HEALTH SCIENCES AND EPIDEMIOLOGY – Org Code: MASEPH

This department is committed to providing a comprehensive program in graduate education at the masters and doctoral levels in public health sciences and epidemiology. The program is a research driven curriculum for graduates with a background in biomedical sciences, physicians, nurses, microbiologists, and related fields which incorporates research, teaching, and service to promote health and well being, and to prevent disease, disability, and premature mortality. The program is accomplished through scientific research in public health sciences and epidemiology and creative alliances with the School of Medicine, with other UH units, and with the local and global community.

PUBLIC HEALTH GRADUATE PROGRAM – Org Code: MAGDPH

The Graduate Program of the Office of Public Health Studies in functionally separated into a masters of public health, which is a predominantly professional degree, and the masters of science in public health and the Biomedical Ph.D. degree in Biostatistics and Epidemiology which are academic and research based degrees. Each degree has its specific requirements and is supervised by the Chair of the Field of Study appointed from the Department through the UH Graduate Division.

PUBLIC HEALTH ADMISSIONS AND STUDENT SERVICES – Org Code: MASSPH

Functional responsibilities are in support of non-M.D. graduate student-related activities of the administrative and instructional functions of the School of Medicine. These include recruitment, inquiries, applications and admission, enrollment, registration, course scheduling and alumni. The office is also responsible for assisting students with a wide variety of problems, providing advocacy for student concerns and functioning as a liaison with other University areas such as the Graduate Division, Office of Admissions and Records, Financial Aid Services, KOKUA Program, Veterans Affairs Office and International Students Office.
Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances and telephone installation. This office will also provide direct support to the School of Medicine Director of Business and Hospital Affairs and ongoing organizational restructuring support in the reestablishment of an accredited School of Public Health.
ALLIED AND BASIC SCIENCES DEPARTMENTS – Org Code: MARSMD

These departments provide training and education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel), but are qualified by special training and/or licensure. These department also include the basic sciences required to help medical students better understand what causes a disease, to analyze how current treatments work, and to develop potential new therapies. It usually involves basic research that can form the foundation for important breakthroughs in medical treatments and diagnostic technologies.

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY – Org Code: MAABPM

The department provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. It also provides undergraduate level instruction in anatomy for paramedical and biological science programs. It maintains a strong group of teacher-researchers to provide consultation and expertise in anatomy and reproductive biology, to instruct medical students, residents and clinicians and for the contribution of basic research to problems of population control.

The department also provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, post doctorate, and continuing education students. Besides the various A.B., B.S., Ph.D., and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program. It provides instructional services in physiology to undergraduate, graduate and medical students; trains graduate students toward M.S. and Ph.D. degrees in physiology; engages in both basic and applied research in Physiology; and renders services as needed by the local, national and international communities. Our faculty is on the forefront of investigative programs dealing with the care, treatment, and cure of cancer, cardiovascular abnormalities, nutritional and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

Institute for Biogenesis Research – Org Code: MAIBGS

The Institute of Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and to support the academic pursuit of research in these fields.

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY – Org Code: MACMB

The department provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large. Certain major areas of research concentration can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawai‘i Heart Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.
DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY, AND PHARMACOLOGY – Org Code: MATMPM

The department works toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine, and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology, and public health. Teaching efforts in pharmacology are directed toward first and second-year medical students, graduate students, and pre-med, pre-nursing, food and nutritional science, sports medicine and dental hygiene students. Along with teaching, the department regards research as an indispensable activity since the latter is intimately intertwined with the teaching and training of students.

Development of a program addressing the linkages between environmental and human health will directly benefit ecological and human health in Hawai‘i and the Pacific region, will complement the biomedical research component of the School of Medicine’s vision, will have both direct and indirect economic benefits, and will generate research results applicable to addressing environmental and human health problems worldwide.

DEPARTMENT OF MEDICAL TECHNOLOGY – Org Code: NAMEDT

It is the goal of this department to adequately develop appropriate numbers of medical technologists who will be able to provide the best possible health care to the State of Hawai‘i and areas in the Pacific Basin. Specific objectives of this department are: to graduate students with a B.S. degree in Medical Technology who are prepared to enter an AMA approved School of Medical Technology for the additional professional education for national certification; develop and implement mechanisms to expand enrollment in the medical technology program; to provide special programs on education for the academic and clinical faculty; to implement special retraining programs for persons reentering the field; to develop a Master’s level degree program for medical technologists.

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS – Org Code: MACSD

Objectives of this department are as follows: to provide training for undergraduate (B.S. candidates) and graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals; to provide a reservoir of trained personnel to meet the needs of the State in the area of habilitation and rehabilitation of those with speech and/or hearing disorders; and to help meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.
FUNCTIONAL STATEMENT

CLINICAL SCIENCES DEPARTMENTS – Org Code: MACSMD

These departments include the areas of practical study of medical principles or investigations using controlled procedures to evaluate results. These often deal with physical therapeutic sciences, medical sciences, and other sciences applied to physical therapy practice. These departments comprise of contributions of scientific disciplines to health promotion and the prevention, diagnosis, and treatment of disease through research, teaching, and clinical care delivery.

DEPARTMENT OF MEDICINE – Org Code: MAMED

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

Center for Cardiovascular Research – Org Code: MACCR
The Center for Cardiovascular Research uses transgenic and molecular methods to improve the understanding of cardiovascular biology and to inform new therapeutic approaches with the following primary aims:
1. The development of a strong mentoring group of established investigators with interdisciplinary but complementary backgrounds in vascular and cardiovascular biology, to support the career growth of a select group of young investigators.
2. The development of a strategic plan to assist in the recruitment and retention of talented and funded young faculty and established investigators in faculty positions in order to promote the continued growth of a cardiovascular research program into a major research discipline with stable funding opportunities to not only parallel but to eventually replace COBRE funding.

Hawai‘i Center for AIDS Research – Org Code: MAHCAR
The Center provides a vehicle for scientific study and policy development related to HIV/AIDS in Hawai‘i, as well as Asia and the Pacific. Research involves studying HIV’s affect on metabolism and its role in neurological and cardiovascular conditions.

Magnetic Resonance Imaging Center – Org Code: MAMRIC
The Center conducts NIH-funded research in some of the following areas: brain activation in patients with early HIV dementia, early brain development after prenatal “ice” exposure, creating a pediatric imaging neurocognition and genomics data resource, neuroimaging to assess the effects of therapy in children with acute lymphoblastic leukemia, impact of marijuana exposure on brain maturation, parallel MRI for high field neuroimaging, spectral spatial RF pulses for gradient echo fMRI, and factors for enhanced neurotoxicity in methamphetamine abuse and HIV infection.

DEPARTMENT OF OBSTETRICS, GYNECOLOGY, AND WOMEN’S HEALTH – Org Code: MAOBGN

The department trains medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology, and Women’s Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various
disease processes, and the pathology of the reproductive organs. Also develops seminars and training programs for the practicing physician.

DEPARTMENT OF PATHOLOGY – Org Code: MAPATH

The department provides instruction for medical students in basic, systematic, and clinical pathology, which bridges the basic sciences with clinical medicine. It also makes available specialized topics in pathology to third- and fourth-year medical students, graduate students, and residents in pathology, as well as integrates and instructs pathology at the community hospitals. The University’s involvement in community hospitals allows this department to improve the postdoctoral residency program for training of specialists in pathology.

DEPARTMENT OF PEDIATRICS – Org Code: MAPED

The department is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.

Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides post-medical specialty training through the University of Hawai‘i pediatric integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.

Additionally, this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

DEPARTMENT OF PSYCHIATRY – Org Code: MAPSTY

The department provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry. It also provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen’s Medical Center, Kapiolani Medical Center for Women and Children, Hawai‘i State Hospital, and community mental health centers on the islands of Hawai‘i, Molokai, Maui, Kauai, and Lanai.

The department conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropsychiatry, and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawai‘i Psychiatric Society, and president of the Hawai‘i Council of Child Psychiatry. Members of the department also provide consultations to schools and speakers for PTA groups and other healthcare and community organizations.

DEPARTMENT OF SURGERY – Org Code: MASURG

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity to manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery
residency program, an orthopedic residency program, and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH – Org Code: MAFMCH

The department provides health care characterized by the combination of delivery of first contact health services, the assumption of continuing responsibility for patients regardless of the presence or absence of illness, and the integration of care for their physical, psychological, and social health. Long range objectives for the department are as follows: to increase access to primary care in Hawai‘i and American Samoa; to train all medical students to a maximum level of competence as primary care physicians; to provide postgraduate training for students in any of the medical specialties; and to provide a realistic view of primary care medicine as a career.

DEPARTMENT OF NATIVE HAWAIIAN HEALTH – Org Code: MANHH

The Department of Native Hawaiian Health (NIH) is concerned with the healthcare of Native Hawaiians. Through research and education, this department helps to develop a comprehensive program that addresses the healthcare status of Native Hawaiians. JABSOM will provide assistance in educating the community on health issues of Native Hawaiians. This department will also house two (2) divisions related to Native Hawaiian health and welfare – the Imi Ho’ola Program and the Native Hawaiian Center of Excellence.

Native Hawaiian Center of Excellence – Org Code: MANHCE
The Native Hawaiian Center of Excellence (NHCOE) seeks to improve the healthcare status of the Hawaiian community through educational initiatives. This program will train academic faculty of Hawaiian descent, as well as develop a domestic violence prevention initiative and other programs designed to educate Hawai‘i and Hawaiians about the richness of their medical heritage.

Imi Ho‘ola Program – Org Code: MAIHP
The Imi Ho’ola Program (IHP) is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who are deemed capable of succeeding in medical school. The curriculum emphasizes the integration of concepts and principles in the sciences and humanities, and further develops communication and learning skills. Persons benefiting come from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Bureau of Census.

DEPARTMENT OF COMPLEMENTARY AND ALTERNATIVE MEDICINE – Org Code: MACAAM

The Department of Complementary and Alternative Medicine (CAM) is responsible for the development and dissemination of alternative medical therapy, as well as the investigation and research of the scientific foundation of these techniques. The medical traditions of many of the cultures represented in Hawai‘i have endured for centuries and have given solace and comfort to millions through the ages. It is only now that Western medicine is beginning to investigate the scientific foundation of many of these techniques, but much still remains to be learned. There is a great dearth of credible scientific information available to guide patients in the choice of appropriate alternative therapies. This has become a major public health issue as recognized by the National Institutes of Health (NIH). Hawai‘i has a well-established community of alternative medicine practitioners and a number of resident experts in the integration of western complementary therapies. Given Hawai‘i’s unique environment and population, JABSOM can become a world leader in the scientific investigation of alternative therapies, providing insights into the potential application and pitfalls of these techniques.
The department provides the instruction, research, and community service activities in geriatric medicine for medical students, residents, fellows, and other health care workers. It has a nationally known, accredited post residency geriatric fellowship program. In addition to an active educational program that serves fellows, internal medicine residents, and medical students, the program is also very productive in biomedical research. Given the fact that Hawai‘i is an aging State with the longest life expectancy in the nation, the presence of a locus of expertise and experience in the care of geriatric patients and in research on geriatric diseases is an important component of the State’s healthcare community.