

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNMD

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.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF FACILITIES MANAGEMENT AND PLANNING

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 Kaka'ako 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 Kaka'ako 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.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
ALLIED AND BASIC SCIENCES DEPARTMENTS

FUNCTIONAL STATEMENT

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 departments 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

Our mission is to achieve a nationally and internationally recognized research focus in Developmental and Reproductive Biology and to attain instructional excellence in the disciplines of Anatomy, Biochemistry & Physiology. 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 and graduate students with instruction in anatomy, biochemistry and physiology for numerous degree-granting programs on the UHM campus. Through the Institute for Biogenesis Research housed in the department, we maintain a strong group of teacher-researchers who provide consultation and expertise for the Developmental and Reproductive Biology graduate program, UHM College of Graduate Studies, and train students to achieve success in academic, commercial and instructional settings. The department also houses the Willed Body Program. This educational resource enables the department to train medical students as well as a broad array of clinicians through a continuing medical education program. Our faculty, staff and students are on the forefront of investigative programs dealing with the care, treatment, and cure of reproductive and developmental diseases as well as providing educational opportunities for a broad spectrum of undergraduate, graduate and clinical students. The department serves the local, national and international communities with novel and focused research and teaching efforts and occupies a unique niche within the University of Hawaii at Mānoa.

Institute for Biogenesis Research – Org Code: MAIBGS

The Institute for 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: MAMEDT

The goal of the Department of Medical Technology is to produce qualified Medical Technologists (also known as Medical Lab Scientists, MLS) for the State of Hawai'i and the Pacific regions. Upon completion of clinical training at affiliate laboratories, our graduates with BS degree in Medical Technology are qualified for national certification at MLS level, and professional license required by the State of Hawai'i. An MLS performs and oversees the operation of clinical labs (e.g., blood banking, hematology, microbiology, clinical chemistry), and is responsible for regulatory compliances. The Department offers 2+2 career-ladder curriculum for academic and career advancements for those with associate-degree Medical Lab Technician (MLT) credentials to become MLS. The Department maintains accreditation by the National Accrediting Agency for Clinical Laboratory Science.

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.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE

CLINICAL SCIENCES DEPARTMENTS

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, 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 (NHH) 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.

DEPARTMENT OF GERIATRIC MEDICINE – Org Code: MAGERI

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.