

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MĀNOA  
**JOHN A. BURNS SCHOOL OF MEDICINE**  
**OFFICE OF THE DEAN**

FUNCTIONAL STATEMENT (Chart I)

**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.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA  
JOHN A. BURNS SCHOOL OF MEDICINE  
OFFICE OF THE DEAN  
**OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS**

FUNCTIONAL STATEMENT (Chart II)

**OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS – Org Code: MAADMD**

The Office of the Associate Dean for Academic Affairs assists the Dean in overseeing all of the education operations at JABSOM. 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, as well as the educational support services provided to students, residents and faculty. 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 JABSOM departments.

**OFFICE OF FACULTY AFFAIRS – Org Code: MAFCMD**

The Office of Faculty Affairs is responsible for the coordination and administration of professional development services to JABSOM faculty. This office assists faculty to ascertain and obtain resources and information for all issues related to faculty development.

Promotion and Tenure Office – Org Code: MAPTMD

The Promotion and Tenure Office provides guidance to JABSOM faculty on promotion and tenure procedures at JABSOM and UHM, which allows for clinical and basic sciences faculty to gain insight on the expectations and timelines associated with promotion and tenure at the University.

Educational Skills Development Office – Org Code: MAESMD

The Educational Skills Development office offers workshops and one-on-one advisement to faculty who seek to further refine their teaching skills at JABSOM. These services are offered centrally from the JABSOM Dean’s Office, but may also be provided on-site to clinical departments on an as-needed basis.

**GRADUATE MEDICAL EDUCATION OFFICE – Org Code: MAGRMD**

The Graduate Medical Education Office, led by the Designated Institutional Official (DIO) of JABSOM, provides oversight and administration of Graduate Medical Education (GME) for all GME programs under JABSOM, in accordance with the Accreditation Council Graduate Medical Education. GME works with the JABSOM departments to train specialty and subspecialty physicians and develop environments in hospitals, clinics, and community settings in which patient care, health promotion, and academic excellence are sustained.

**OFFICE OF CONTINUING MEDICAL EDUCATION – Org Code: MACEMD**

The Office of Continuing Medical Education is led by the Director for Continuing Medical Education (CME). The Office of CME oversees JABSOM sponsored CME functions and activities, in compliance with physician licensing and Liaison Committee on Medical Education (LCME) requirements. The Office collaborates with outside entities such as the Hawai‘i Medical Association to advance life-long learning for health providers in Hawai‘i.

STATE OF HAWAI'I  
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JOHN A. BURNS SCHOOL OF MEDICINE  
OFFICE OF THE DEAN  
OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS  
**ALLIED / GLOBAL AND INTERNATIONAL HEALTH**

FUNCTIONAL STATEMENT (Chart II-A)

**ALLIED / GLOBAL AND INTERNATIONAL HEALTH – Org Code: MAAGMD**

The Allied Health Departments provide training and education for health care professions other than nursing or medicine (medical personnel), but are qualified by special training and/or licensure requirements. The Office of Global and International Health provides high-quality educational opportunities for medical students outside of the United States, where educational and licensure standards are different from country to country.

**DEPARTMENT OF MEDICAL TECHNOLOGY – Org Code: MAMEDT**

It is the goal of the Medical Technology Department to adequately develop appropriate numbers of skilled medical technologists to provide the best possible laboratory support for health care in 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 American Medical Association approved School of Medical Technology for the additional professional education for national certification; to 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; and to develop a pathway to a Master's level degree program for medical technologists.

**DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS – Org Code: MACSD**

Objectives of the Communication Sciences and Disorders (CSD) Department are as follows: to provide pathway training for undergraduate (B.S. candidates & graduates) and degree training for graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals in communication sciences & disorders; 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 requirements in this field in other areas of the United States and the entire Pacific area.

**OFFICE OF GLOBAL AND INTERNATIONAL HEALTH – Org Code: MAGIMD**

The Office of Global and International Health provides educational opportunities to learners from countries outside the United States, exposing these international students to the unique curricula of JABSOM, which includes gaining skills in a Problem-Based Learning (PBL) environment and in navigating various clinical settings. The office liaises with medical schools and intuitions of higher learning throughout the world.

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MĀNOA  
JOHN A. BURNS SCHOOL OF MEDICINE  
OFFICE OF THE DEAN  
OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS  
**EDUCATIONAL SUPPORT**

FUNCTIONAL STATEMENT (Chart II-B)

**EDUCATIONAL SUPPORT – Org Code: MAEDMD**

The Educational Support units provide educational resources for medical and graduate students, faculty, and researchers at various stages of learning and professional development.

**ANATOMY LAB – Org Code: MAANMD**

The Anatomy Lab at JABSOM provides an opportunity for medical students to engage in medical learning through preserved cadavers, further deepening students' understanding of the human body's complex functions.

**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.

**SIMULATION CENTER – Org Code: MASCMD**

The Simulation Center at JABSOM (also known as SimTiki) is the healthcare simulation based healthcare education center at JABSOM. SimTiki facilitates over 3,000 simulation based training encounters annually. As a community resource, SimTiki serves broad training needs ranging from High School Students through Medical Students and Residents to specialist physicians, paramedics, nurses, and military personnel. International programs include sponsored in-residence research scholar positions and shorter term programs focused on faculty development and clinical skills.

STATE OF HAWAI‘I  
UNIVERSITY OF HAWAI‘I  
UNIVERSITY OF HAWAI‘I AT MĀNOA  
JOHN A. BURNS SCHOOL OF MEDICINE  
OFFICE OF THE DEAN  
OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS  
**OFFICE OF UNDERGRADUATE MEDICAL EDUCATION**

FUNCTIONAL STATEMENT (Chart II-C)

**OFFICE OF UNDERGRADUATE MEDICAL EDUCATION – Org Code: MAUEMD**

The Office of Undergraduate Medical Education assists the Associate Dean for Academic Affairs in overseeing all of the medical student education operations at JABSOM. 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 medical student education, including the post-baccalaureate (‘Imi Ho‘ōla) “pipeline” program.

**OFFICE OF ADMISSIONS – Org Code: MAAMMD**

This Office, independent of the Office of Student Affairs, directs the admissions functions for the School and provides support in the maintenance of application and academic records to insure compliance with confidentiality and privacy requirements. This Office ensures the required separation of processes and procedures associated with admission into medical school and maintenance of a successful educational experience at JABSOM.

**‘IMI HO‘ŌLA PROGRAM – Org Code: MAIHP**

The ‘Imi Ho‘ōla 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. The ‘Imi Ho‘ōla Post-Baccalaureate Program has played a major role in accomplishing JABSOM’s mission to improve health care in Hawai‘i and the Pacific Basin by increasing the number of physicians through a 12-month educational program that addresses disadvantaged students’ academic and social-emotional needs. ‘Imi Ho‘ōla’s goal is to support diversity of the physician workforce and produce physicians who demonstrate a strong commitment to practice in underserved communities in Hawai‘i and the Pacific. During the intensive year of medical school preparation study, the students are supported by stipends from The Queen’s Health Systems (QHS). QHS has supported our University of Hawai‘i Native Hawaiian Health programs since 2002.

**OFFICE OF STUDENT AFFAIRS – Org Code: MASSMD**

The Office of Student Affairs represents a major academic support program that serves as a resource in promoting the individual and professional growth and development of our students. The Office coordinates student services and activities which afford students the opportunity to explore ways to enhance or address the entire student experience, including:

- Educational student advising & counseling;
- Registration;
- Financial aid, in close collaboration with UH Mānoa Financial Aid Office;
- Support to the Student Standing and Promotion Committee;
- Support to Student Evaluation by Review and Remediation Committee;

- Maintenance of past and current student records; and
- Student life to career planning.

The Office works with students to develop innovative solutions to issues or concerns by serving as the liaison for students to services, administrative offices, and information throughout their tenure at JABSOM.

**OFFICE OF MEDICAL EDUCATION – Org Code: MAMSMD**

The Office of Medical Education is responsible for the coordination and administration of the educational programs leading to the M.D. degree, working with the Office of Faculty Affairs for the conduct of faculty development programs, and the quantity and quality of faculty participation in our problem-based learning curriculum. The Office of Medical Education also coordinates activities with the Center for Clinical Skills, which 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.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA  
JOHN A. BURNS SCHOOL OF MEDICINE  
OFFICE OF THE DEAN  
**FUNDAMENTALS OF HEALTH SCIENCES DEPARTMENTS**

FUNCTIONAL STATEMENT (Chart III)

**FUNDAMENTALS OF HEALTH SCIENCES DEPARTMENTS – Org Code: MARSMD**

Fundamentals of Health Sciences departments provide education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel). These departments represent the basic sciences required to help medical students better understand the root causes of a disease; to analyze how current treatments work, their viability and sustainability; and to develop potential new therapies and practices. It involves basic scientific 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 of 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 Hawai‘i at Manoa.

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 Cell and Molecular Biology (CMB) and the CMB-Neurosciences Specialization, and medical education in Pharmacology and the Neurosciences. The department is the home base for the graduate program in Cell and Molecular Biology, an interdisciplinary and interdepartmental MS and PhD program. Faculty in the program participate in teaching graduate students, medical students, undergraduates, and even high school students, with research experiences as an integral component of the educational mission. Areas of research focus include biochemistry, cell and molecular biology, ecological and evolutionary biology, endocrinology, genetics, immunology, neurobiology, reproductive biology, cancer biology, infectious diseases, and cardiovascular research.

**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.

**Office of Biostatistics and Quantitative Health Sciences – Org Code: MABQHS**

The Office of Biostatistics and Quantitative Health Sciences was established in 2011 to provide biostatistical and quantitative health collaboration and research support to basic science, clinical, and translational investigators. The office specializes in study design and data analysis, participates in grant proposal development, conducts methodology research, and provides education in biostatistics and other quantitative health areas.

**GRADUATE PROGRAMS (WASC) – Org Code: MAGPMD**

The Graduate Programs office ensures that all graduate programs administered through JABSOM are in compliance with the Accrediting Commission for Schools Western Association of Schools and Colleges. Unlike the program of Graduate Medical Education, which is facilitated by the Designated Institutional Official of JABSOM, these Master’s and PhD programs fall under the accreditation, curriculum, etc. purview of the Office of Graduate Education led by the Dean of Graduate Education at UHM.



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA  
JOHN A. BURNS SCHOOL OF MEDICINE  
OFFICE OF THE DEAN  
**CLINICAL SCIENCES DEPARTMENTS**

FUNCTIONAL STATEMENT (Chart IV)

**CLINICAL SCIENCES DEPARTMENTS – Org Code: MACSMD**

The Clinical Sciences 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:

- 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.
- 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.

**Magnetic Resonance Imaging Center – Org Code: MAMRIC**

The Magnetic Resonance Imaging (MRI) 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.

**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 effect on metabolism and its role in neurological and cardiovascular conditions.

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

The Department of OB/GYN and Women’s Health 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 of Pathology 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 of Pediatrics 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 Kapi'olani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

#### **DEPARTMENT OF PSYCHIATRY – Org Code: MAPSTY**

The Department of Psychiatry 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, Kapi'olani 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 Hawai'ian 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 members and officers of NIMH Review Committees, the Hawai'i Psychiatric Society, and 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 with manual or instrumental operations. The Department of Surgery 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.

### **Hyperbaric Treatment Center – Org Code: MAHYMD**

The Hyperbaric Treatment Center of the John A. Burns School of Medicine is the only hyperbaric center in Hawai'i accredited by the Undersea and Hyperbaric Medical Society. The Center is among the nation's most active dive accident treatment facilities for recreational divers, serving the entire chain of Hawaiian Islands, 24 hours a day. The Center is a clinic which provides very specialized care and services. The facility is located in Honolulu at the Kuakini Medical Center. In addition to treating recreational divers, Center physicians treat patients who have medical conditions helped by hyperbaric oxygen therapy, such as tissue damage from irradiation treatment, non-healing problem wounds, and carbon monoxide intoxication. The facility actively conducts clinical research and provides teaching to medical residents and students.

## **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.

### **The Center for Native and Pacific Health Disparities and Research – Org Code: MANPHD**

This Center supports biomedical and behavioral research on Cardiometabolic Health Disparities in priority populations of Native Hawaiians, Pacific Peoples, Filipinos and other Pacific-based Native Peoples (Alaska Natives, New Zealand Maori).

## **DEPARTMENT OF GERIATRIC MEDICINE – Org Code: MAGERI**

The Department of Geriatric Medicine 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 one of the longest life expectancies 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.

### **AREA HEALTH EDUCATION CENTER – Org Code: MAAHMD**

The Hawai'i/Pacific Basin AHEC seeks to improve the health of the underserved through education. There are four main activity areas: educating and recruiting students to health professions from K-12 schools; educating health professions students in the rural and underserved communities of Hawai'i, often in multi-professional teams; recruiting health care professionals to rural and underserved areas and providing continuing education; and providing community based and community driven education for all underserved groups in Hawai'i.

### **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 greater Pacific; 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 COMPLEMENTARY AND INTEGRATIVE MEDICINE – Org Code: MACAAM**

The Department of Complementary and Integrative Medicine 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. 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.

STATE OF HAWAII  
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UNIVERSITY OF HAWAII AT MĀNOA  
JOHN A. BURNS SCHOOL OF MEDICINE  
OFFICE OF THE DEAN  
**ADMINISTRATION, FINANCE, AND OPERATIONS**

FUNCTIONAL STATEMENT (Chart V)

**ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: MAASMD**

The Office of Administration, Finance and Operations provides leadership and management over administrative functions, business services, and campus operations for all of JABSOM in the functional areas of budget, fiscal and administration, human resources, communications and public relations, grants administration, facilities, information technology, special events, marketing, emergency management, mail, courier, environmental health and safety, compliance, risk management and clinical business affairs. This office is responsible for overseeing all school-wide financial and business operations and facilitates the Kaka‘ako campus (as its primary location) education and research buildings, central plant, biosafety level 3 laboratories, animal vivarium, translational research clinic, grounds, housekeeping, network and telecommunications, parking, and food service vendor management, development, maintenance and repair, and environmental health and safety. This office manages JABSOM’s four major off-campus leased research and clinical office space locations in Honolulu. All facilities, telecommunications, and parking functions are performed independent of UH Mānoa campus facilities, information services and operations personnel. Finally, this office works under the direction of JABSOM’s Chief Financial Officer who serves as the medical school’s principal business and operations officer to prepare and monitor budgets, develop long- and short-range strategic and business plans to enhance revenue, assist the Dean in the development of 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, UH Cancer Consortium, Kapi‘olani Medical Specialists, Hawai‘i Residency Programs).

**OFFICE OF CENTRAL FISCAL AND HUMAN RESOURCES – Org Code: MAFAMD**

The Office of Central Fiscal and Human Resources 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 JABSOM Dean/Associate Deans/CFO in the management of JABSOM operations. The Office is responsible for developing appropriate accounting and payment processes and systems including analyzing and reporting data generated by those processes and systems.

In addition, the Office provides oversight, administration, and guidance to personnel actions and Human Resources-related concerns for all of JABSOM, including payroll, recruitment and appointment, Equal Employment Opportunity compliance, benefits dissemination and advice, labor relations and Title IX.

**OFFICE OF GRANTS ADMINISTRATION – Org Code: MAGTMD**

The Office of Grants Administration was established in 2003 to facilitate the grants preparation and submittal process. The office works in close collaboration with the Executive Office, the Office of Central Fiscal and Human Resources and the Office of Research Services. The office is responsible for designing and administering effective procedural systems that help increase the probability of award success. The office reviews proposals, collaborative agreements, and financial and personnel requirements, and assists with budget preparation and ensures all requirements are met prior to actual implementation.

## **OFFICE OF RISK AND CLINICAL AFFAIRS – Org Code: MAEXMD**

The Office of Risk and Clinical Affairs (ORCA) 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 and faculty practice plan affiliated with JABSOM indirectly provide over twenty-five percent (25%) of the School's annual all funds operating budget and thus are of crucial importance to the School's education and research programs. This office has the administrative oversight of JABSOM's medical malpractice professional liability programs, internal policies and overall business compliance.

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 COMMUNICATIONS, MEDIA, AND GOVERNMENT – Org Code: MACGMD**

The Office of Communications, Media, and Government is responsible for providing information updates, and for the generation and dissemination of news items of value to JABSOM and the community. The office also interacts with the Hawai'i State Legislature on issues pertinent to JABSOM.

## **ENVIRONMENTAL HEALTH AND SAFETY OFFICE – Org Code: MAEHMD**

Environmental Health and Safety Office provides oversight for all environmental health and safety issues affecting JABSOM. The Office is charged with responsibility for strategic planning, program development and service delivery of program operations, management of a safe campus environment through the development and administration of health and safety programs.

## **OFFICE OF INFORMATION TECHNOLOGY – Org Code: MAITMD**

The Office of Information Technology provides 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 telecommunication, workplace networking, audio/visual and graphic design, website management, and bioinformatics resources for all JABSOM locations.

## **OFFICE OF SPECIAL EVENTS AND CAFÉ MANAGEMENT – Org Code: MASPMD**

This office liaises with the community by providing informational tours for visitors to JABSOM, facilitating all Dean's office donor, recognition, convocation, and incoming medical student and residency events, and oversees the business processes resulting from the use of JABSOM facilities as a space to hold special community related events. The office is also responsible for overseeing the operations of the only Kaka'ako food service facility including the managing the relationships between JABSOM and the food service vendors operating in the Waiola café

## **OFFICE OF BUDGET, SURVEYS, AND REPORTING ANALYST– Org Code: MABDMD**

This office administers and provides guidance to JABSOM's central administration, basic sciences and clinical departments in managing JABSOM's departmental budgets. The office also coordinates the preparation of the Graduate Medical Education (GME) operating budgets in partnership with Hawaii Residency Programs, Inc. The office prepares JABSOM's legislative reports (as JABSOM is a separate UH Hawai'i State legislative budget line item independent of UH Mānoa), and prepares JABSOM's annual and quarterly budget submittals to UH Mānoa and UH System offices. This office also provides all annual financial reports and metric surveys required to comply with JABSOM's medical education accrediting agency and the Association of American Medical Colleges (AAMC).

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA  
JOHN A. BURNS SCHOOL OF MEDICINE  
OFFICE OF THE DEAN  
ADMINISTRATION, FINANCE, AND OPERATIONS  
**OFFICE OF FACILITIES MANAGEMENT AND PLANNING**

FUNCTIONAL STATEMENT (Chart V-A)

**OFFICE OF FACILITIES MANAGEMENT AND PLANNING – Org Code: MAFMMD**

The Office of Facilities Management and Planning is responsible for the management of buildings and corrective, preventive and predictive maintenance services. This includes plant operations, building air conditioning operations, capital projects, construction management and monitoring of contractors' performance, landscaping, janitorial services, security and research building health and safety certification to the entire JABSOM campus.

**FACILITIES MANAGEMENT AND MAINTENANCE SERVICES– Org Code: MAFCMS**

Facilities Management and Maintenance Services is responsible to plan, direct and coordinate building maintenance services to the JABSOM campus which includes, but is not limited to, the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant Building.

**CUSTODIAL AND GROUNDS SERVICES – Org Code: MAFCGM**

Custodial and Grounds Services is responsible for providing custodial and grounds keeping services to the JABSOM campus.

Custodial Services Unit I – Org Code: MAFCCA

Custodial Services Unit I will provide daytime custodial services to JABSOM to include, but not limited to, the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant Building.

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 Building.

Grounds Services – Org Code: MAFCGS

Grounds Services will provide grounds keeping to all JABSOM outdoor areas and facilities to include, but not limited to, the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant Building.

**PARKING, SECURITY AND AUXILIARY SERVICES – Org Code: MAPAMD**

Parking, Security and Auxiliary Services is responsible for the management of the two (2) private parking lots servicing the JABSOM campus; coordinate with the University of Hawai'i at Mānoa Parking Services in the management and assignment of the one (1) parking lot at the Kaka'ako; coordinate security to all Kaka'ako facilities, parking areas and auxiliary services for the entire JABSOM campus.