

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MĀNOA  
OFFICE OF THE PROVOST  
**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. The office 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. The office 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.

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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 (OADAA) assists the Dean in overseeing all of the education operations at JABSOM. The OADAA is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. The office focuses on the continuum of education, including post-baccalaureate ('Imi Ho'ōla) program, medical school, residency/fellowship, and post-graduation continuing educational formats, as well as the educational support services provided to students, residents and faculty. The office is also responsible for working with and mentoring faculty members from all departments regarding the unique JABSOM curriculum and the integration of their teaching effort through the JABSOM departments.

**ANATOMY LAB – Org Code: MAANMD**

The Anatomy Lab at JABSOM provides an opportunity for medical students, as well as residents, fellows, faculty and practicing clinicians to engage in medical learning through preserved cadavers, further deepening the learners' understanding of the human body's complex functions.

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

The Department of Communication Sciences and Disorders (CSD) provides training for graduate (M.S. candidates) students enabling them to meet national certification standards and to work as fully qualified professionals in communication sciences and disorders. The CSD Department provides 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 helps meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.

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

The goal of the Department of Medical Technology is to educate and train students to become degreed and credentialed in the field of Medical Laboratory Science (MLS) who provide laboratory support for healthcare in the State of Hawai'i and the Pacific Basin. The department's specific objectives are: to graduate students with a B.S. degree in Medical Technology and provide them with post-baccalaureate clinical training so they become eligible for national certification; to develop and implement mechanisms to maintain adequate enrollment to meet the State's need for qualified MLS; continue to collaborate with Kapi'olani Community College Medical Laboratory Technician program; and continue to collaborate with the UH Mānoa Department of Microbiology to educate and train students to become credentialed as certified clinical microbiologists.

**'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 demonstrate potential to succeed in medical school. The curricula emphasizes the integration of concepts and principles in the sciences and humanities, and develops communication, learning, and leadership skills. Participants come from environments that have 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. Census Bureau. 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 an educational program that enhances disadvantaged students' academic and professional readiness for medical school. The 'Imi Ho'ōla program works closely with other medical education offices under the Associate Dean for Academic Affairs to ensure consistency and continuity from the pre-admissions, advising, admissions and learning support processes. '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 yearlong program, 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.

#### **HEALTH SCIENCES LIBRARY – Org Code: MAKLMD**

The Health Sciences Library serves as the sole UHM (on campus) medical and health sciences 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. These resources are made available to JABSOM students, residents, fellows and faculty and others in the community who support JABSOM's educational programs.

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

The Office of Admissions is independent of the office of Student Affairs (OSA) and directs the medical student admissions function for the school. The office provides support to the OSA in the maintenance of application and academic records to insure compliance with confidentiality and privacy requirements. The Office of Admissions ensures the required separation of processes and procedures associated with admission into medical school and maintenance of a successful educational experience at JABSOM. The Office of Admissions also works with numerous programs and offices within JABSOM, across the UH System, nationally and internationally to enhance pathways and recruitment activities that support attainment of the JABSOM Mission and Vision.

#### **OFFICE OF ACCREDITED CONTINUING EDUCATION – Org Code: MACEMD**

The Office of Accredited Continuing Education (ACE) is led by the Director for Accredited Continuing Education. ACE oversees JABSOM-sponsored ACE functions and activities, in compliance with national continuing education standards and state physician licensing and health provider requirements. The office collaborates with outside entities such as the Hawai'i Medical Association and other Hawai'i health professions schools to advance life-long learning for health providers in Hawai'i.

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

The Office of Faculty Affairs is responsible for the coordination and administration of professional development services and programs to JABSOM faculty. This office assists faculty to ascertain and obtain resources and information for all issues related to faculty development, including promotion and tenure application compilation and review.

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

The Office of Global Health and International Medicine works to ensure that all international medical education activities of JABSOM faculty, staff and students are aligned with the school's mission and in compliance with accreditation requirements and within legal parameters. Our goal is to promote our students' appreciation of the ways that global issues impact the health of patients and communities in Hawai'i and encourage them to gain experience in international health care settings. This office also works with the other JABSOM entities to ensure coordinated educational opportunities

for 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.

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

The Office of Graduate Medical Education (GME), led by the GME Director/Designated Institutional Official (DIO) of JABSOM, provides oversight and administration of all GME programs under JABSOM, in accordance with the Accreditation Council for Graduate Medical Education and other nationally recognized accrediting bodies. The office of GME works with the JABSOM clinical departments, major health systems and numerous others community and academic partners throughout the Hawaiian Islands. The office helps produce fully-trained specialty and subspecialty physicians who learn and provide care in hospitals, clinics, and community settings in which quality patient care, health promotion, and academic excellence are sustained to advance the health and well-being of the people of Hawai‘i.

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

The Office of Medical Education (OME), in partnership with the clinical and foundational science departments, coordinates and delivers the educational programs leading to the medical doctorate (M.D.) degree. OME also works with the Offices of Faculty Affairs and Graduate Medical Education to develop and implement faculty development programs that support the entire M.D. curriculum and preparedness for residency training. OME provides leadership in curriculum management, standardized patient assessment, faculty development, community engagement and scholarly work in medical student education. The Center for Clinical Skills also falls under OME and is responsible for the provision of standardized patient training throughout the core educational activities, clinical skills development and evaluation on certain required clerkships, rotations and at key points of the medical education curriculum.

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

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

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

### **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.

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**FUNDAMENTALS OF HEALTH SCIENCES DEPARTMENTS**

FUNCTIONAL STATEMENT (Chart III)

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

Under the leadership of JABSOM's Associate Dean of Research (ADR), the Fundamentals of Health Sciences Departments provide education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel). Unlike the program of Graduate Medical Education that falls under JABSOM's Designated Institutional Officer, the FHSD Master's and PhD programs fall under the accreditation, curriculum, and purview of the Graduate Division led by the UHM Graduate Dean. Thus, JABSOM's ADR ensures the school's graduate programs comply with the Accrediting Commission for Schools Western Association of Schools and Colleges and are in accordance with the guidance of the UHM Graduate Dean.

The Fundamentals of Health Sciences Departments (FHSD) also engage in basic scientific research that can form the foundation for important breakthroughs in medical treatments and diagnostic technologies. Additionally, the FHSD represents 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.

**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. The Department 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 Hawai'i at Mānoa.

Institute for Biogenesis Research – Org Code: MAIBGS

The Institute for Biogenesis Research, established in May 2000, studies reproductive and developmental biology and supports the academic pursuit of research in these fields.

**DEPARTMENT OF CELL AND MOLECULAR BIOLOGY – Org Code: MACMB**

The Department of Cell and Molecular Biology 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 mission of the Department of Tropical Medicine, Medical Microbiology and Pharmacology is to provide future leaders in Tropical Medicine and Pharmacology with a world-class transdisciplinary education that focuses on basic, translational and field research on microbial diseases of global importance, particularly those diseases affecting Hawai‘i and the Asia-Pacific region. The Department provides education and training for undergraduate, medical, and graduate students in tropical medicine, public health, and other biomedical sciences. Areas of research in the Department include pathogenesis, treatment and development of vaccines and diagnostics for flaviviruses (dengue, Zika, and West Nile viruses), filoviruses (Ebola, Marburg, and Sudan viruses), HIV/AIDS, malaria, and angiostrongyliasis. The Department has a strong interest in promoting the One Health approach focused on the intersection of human health, animal and plant health, and environmental health to address public health threats, such as the emergence and spread of vector-borne and zoonotic diseases.

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**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 under the oversight of the Associate Dean of Clinical Affairs. 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 Department of Medicine provides instruction, research, and service in the field of Internal Medicine, its recognized sub-specialties, and Neurological Sciences and Dermatology. The department provides medical education for medical students, post-graduate residents and fellows, and practitioners in these fields. With collaborating medical centers and physician practices, the Department develops and supports faculty and clinical learning environments to assure a competent and skilled physician workforce.

The Department of Medicine also conducts basic, translational, clinical, and epidemiological research that address pathogenesis, diagnosis, and treatment of several

medical conditions. Investigators in Cardiovascular Disease and AIDS research are organized into two Centers:

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. Its aims are to:

- Develop and sustain a strong mentoring group of established investigators with interdisciplinary, but complementary backgrounds in vascular and cardiovascular biology
- Strategically recruit and retain talented, funded faculty investigators to sustain continued growth

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. The center identifies HIV's effects on metabolism and its role in neurological and cardiovascular conditions.

In service, the faculty of the department of Medicine provide direct care of adult patients in primary care, ambulatory specialty care, and inpatient and critical care settings. Faculty share learning in community health education programs, and collaborate with community organizations to promote and preserve the health of the people of Hawai'i and Pacific Basin.

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

The mission of the Department of OB/GYN and Women's Health is to advance women's health through excellence in education, research, clinical and community service in a sustainable fashion. Our learning endowers cover comprehensive and integrated women's health programs: medical students, OB/GYN residents, Maternal Fetal Medicine fellows, Family Planning fellows and community health care professionals. Our teaching and research programs include: General OB/GYN, maternal fetal medicine, gynecologic oncology, reproductive endocrinology and infertility, urogynecology, complex family planning, critical care and addiction medicine. Our faculty are engaged in patient's safety and continuous quality improvement programs with our major health care partners: Hawai'i Pacific Health, Queen's Health Systems and Hilo Medical Center. We also partner with federally qualified health care centers: Waianae Coast Comprehensive Health Center, Kalihi-Palama Health Center, Wahiawā Center for Community Health, Waikiki Health Center, Waimānalo Health Center on Oahu, Mālama I Ke Ola Health Center on Maui, Lanai and Bay Clinic in Hilo. In addition, we are the state's only comprehensive women's health clinical practice with offices at Kapi'olani Medical Center for Women and Children, Queen's Medical Center, Pali Momi Medical Center and Hilo. Funded research programs exist in family planning, maternal fetal medicine, gynecologic oncology and general OB/GYN. Departmental philanthropy supports other educational, research, and clinical services.

**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**

Psychiatry focuses on the prevention, diagnosis, and treatment of behavioral, addictive, and emotional disorders. The Department of Psychiatry provides psychiatric teaching and training to medical students; residents in General Psychiatry; subspecialty fellows in Child and Adolescent Psychiatry, Addiction Medicine, Addiction Psychiatry, and Geriatric Psychiatry; and other healthcare professionals. In addition to contributing significantly to the local workforce of providers in a shortage specialty, the Department also provides inpatient and outpatient psychiatric services and consultation at various healthcare sites, including: The Queen’s Health Systems; Kapi‘olani Medical Center for Women and Children; The State of Hawai‘i Department of Health, including clinics on the islands of Hawai‘i, Moloka‘i, Maui, Kaua‘i, and Lāna‘i; The State of Hawai‘i Department of Public Safety; the Institute for Human Services; and community health centers in Hawai‘i and the Pacific.

The department conducts research in various aspects of psychiatry: culture and mental health, mental health disparities, Native Hawaiian mental health, suicide prevention, substance use disorders, neuropsychiatry/neuroimaging, and psychiatric education. Members of the department contribute service to the community on the state, national, and international levels. Members serve as officers and committee members of the Hawai‘i Psychiatric Medical Association, the Hawai‘i Council for Child and Adolescent Psychiatry, the American Board of Psychiatry and Neurology, the American College of Psychiatrists, the American Society of Addiction Medicine, and the World Psychiatric Association/Child and Adolescent Psychiatry Section, to name a few. Members of the department also provide consultations to schools 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 improving the health of Native Hawaiians. Through research and education, this department helps to develop a comprehensive program that addresses the health status of Native Hawaiians. JABSOM will provide assistance in educating the community on health issues of Native Hawaiians. NHH also houses two divisions related to Native Hawaiian health and welfare – the 'Imi Ho'ōla 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 health 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 teaching, research, and community service activities in geriatric medicine and palliative medicine for medical students, residents, fellows, and other health care workers. It has a nationally known, accredited post residency geriatric medicine fellowship program. The department provides instruction for trainees of other departments and health professions schools who require experience in Geriatric Medicine. The faculty is also very productive in biomedical research. Given the fact that Hawai'i is the state with the longest life expectancy in the nation, the presence of a locus of expertise and experience in the care of older people and in research in aging and on diseases common in elderly persons is an important component of the State's healthcare community.

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

Family medicine is the medical specialty, which provides continuing, comprehensive health care for the individual and family. It is a specialty in breadth that integrates the biological, clinical and behavioral sciences. The scope of family medicine encompasses all ages, all genders, each organ system and every disease entity. The department's long range objectives 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 QUANTITATIVE HEALTH SCIENCES – Org Code: MABQHS**

The Department of Quantitative Health Sciences promotes clinical and translational research, education, and related services through collaboration and innovation in areas of quantitative health sciences. The department strives to improve population and individual health by transforming health care through quantitative health methodological development; training and empowering the next generation of clinical and translational researchers in state-of-the-art quantitative health research techniques; and fostering interaction and collaboration with researchers across the Hawai'i healthcare community.

**AREA HEALTH EDUCATION CENTER (AHEC) – Org Code: MAAHMD**

The Hawai'i and Pacific Basin AHEC seeks to improve the health of the underserved through education. Activities focus on five primary areas:

1. Health education and recruitment to health professions for students across the state from kindergarten through college
2. Educating health professions, students in rural and underserved areas, often in interdisciplinary teams
3. Recruitment, retention and continuing education of practicing health professionals in medically underserved areas
4. Providing community-based and community-driven health education in over a dozen community learning centers across the state
5. Providing video connectivity for health education, communication and other health care services across the state.

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**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. This office includes the functional areas of budget, contracting, fiscal and administration, human resources, facilities, information technology, property and asset management, special events and food service management, emergency management, mail, courier, environmental health and safety, staff development, and other employee wellness programs.

Working under the direction of JABSOM's Chief Financial Officer, who serves as the medical school's principal business and operations officer, this office prepares and monitor budgets, develops long-and short-range strategic and business plans to enhance revenue, assists the Dean in the development of compensation research and teaching incentive plans, provides overall property and space management, and serves as JABSOM's financial liaison to the school's affiliated non-profit organizations, (e.g., University Health Partners (aka UCERA), Hawai'i Pacific Health Medical Group, and Hawai'i Residency Programs).

This office is also responsible for overseeing all school-wide financial and business operations and facilitates the Kaka'ako campus (as it 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 the UH Mānoa campus facilities, information services and operations personnel.

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

The Office of Central Fiscal and Human Resources (OCFHR) is comprised of three units: Central Business, Fiscal, and Human Resources. Additionally, the OCFHR director serves as JABSOM's designated Deputy Title IX Coordinator and is responsible for receiving information related to allegations of sex discrimination and gender-based violence. In consultation with the University of Hawai'i at Mānoa Office of Title IX, Office of Equal Employment Opportunity / Affirmative Action, and Office of General Counsel, the JABSOM's Deputy TIX Officer may assist with filing a complaint, serve as a resource for answering questions about UH policies and procedures, provide information on employee and student rights, as well as other helpful employee and student resources.

The Central Business unit provides the school's department chairs and program directors administrative guidance and support at the department and program level. The unit strives to keep JABSOM departments and programs operational when faced with administrative outages and vacancies, by recruiting and filling positions, initiating Fiscal & HR documents, training new administrative staff, providing budgetary guidance, & keeping department chairs and program directors informed on department/program activities.

The Fiscal unit is responsible for controlling school-wide expenditures within funding authorization in accordance with UH policies and procedures and extramural sponsor funding requirements. The office is committed to providing

support for procurements, accounts payable, accounts receivable, payroll, grants administration and audit coordination. The office also provides guidance and assistance to the school's executives, department chairs, program directors, principal investigators and their staff with respect to fiscal matters.

The Human Resources unit is responsible for human resources management in accordance with UH policies and procedures and collective bargaining union agreements. The office is committed to providing support for recruitment, salary and benefits administration, workforce management, employer and employee relations, and professional development opportunities. The office also provides guidance and assistance to JABSOM executives, department chairs, program directors, principal investigators and their staff with respect to personnel matters.

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

The Office of Grants Administration, established in 2003, facilitates the grants preparation and submittal process. The office works in close collaboration with the JABSOM Offices of the Dean and the Central Fiscal and Human Resources, and the University of Hawaii's Office of Research Services. This 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) provides risk management, compliance, and related legal support with representation from the UH System General Counsel office to the clinical education enterprise of JABSOM. ORCA's work is critical to ensuring that JABSOM attains its foundational mission of teaching and training. ORCA, in conjunction with the faculty practice plan affiliated with JABSOM, jointly manages the professional liability policy, which provides medical malpractice coverage to the faculty, staff, and students at JABSOM and other University of Hawai'i health sciences programs. ORCA serves as the JABSOM subject-matter expert on HIPAA compliance and provides guidance and coordination for JABSOM in this area. ORCA manages key aspects of the affiliation agreements with clinical affiliates that are necessary to support JABSOM's medical education program and comply with accreditation standards. ORCA provides risk management and compliance support in a range of other areas, working with others as needed.

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

The Office of Environmental Health and Safety provides oversight for all environmental health and safety issues affecting JABSOM. The office is charged with responsibility for the management of a safe campus environment through the development and administration of health and safety programs including:

- Occupational Health & Safety – Monitors laboratories, facilities and operations for compliance with federal and state regulations related to workplace safety and provides training and hazard assessments.
- Fire Safety – Monitors campus buildings for compliance with NFPA regulations and maintains fire protection equipment at JABSOM.
- Hazardous Materials Management – Manages classification and disposal of hazardous wastes generated by JABSOM operations in accordance with federal and state regulations.
- Environmental Compliance – Maintains compliance with federal and state rules and regulations related to the protection of the environment (Spill prevention, storm water and wastewater management).

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

The Office of Information Technology (OIT) provides the highest quality technology-based services to facilitate the John A. Burns School of Medicine's (JABSOM) educational, research, and clinical missions. Primarily based in Kaka'ako, the office also provides services to remote sites across Oahu for the school's clinical teaching departments located at partner institutions. Services include:

- Define strategic direction for all technology at JABSOM.
- Develop and maintain JABSOM's high-speed network infrastructure including data (wired and wireless) and voice networks at all locations.
- Develop and maintain centralized, enterprise-level data storage systems with a comprehensive backup strategy for academic medical education, medical research, and administrative support.
- Provide web software applications unique to academic medical schools to support JABSOM operations and its missions.
- Plan, develop, and maintain audiovisual hardware, interconnections, and delivery for all locations.
- Develop and maintain technical web site service and support for JABSOM, its departments, and programs.
- Provide expert technical advice and assistance at the OIT help desk.
- Maintain close partnerships with JABSOM's residency training program and faculty clinical practice for technology-related support and compliance requirements.
- Monitor, manage, and protect JABSOM's protected data to ensure appropriate usage, retention, and security of data per University of Hawai'i policies.

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

The Office of Special Events and Café Management 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 – Org Code: MABDM**

The Office of Budget, Surveys, and Reporting administers and provides guidance to JABSOM's central administration, basic sciences and clinical departments in managing JABSOM's general, special, and revolving departmental budgets. The office also manages and reviews all quarterly Grant Release Program forms submitted by various research departments, and prepares JABSOM's annual and quarterly budget submittals to UH Mānoa and UH System budget offices. Additionally, the office prepares and any required legislative financial reports due to JABSOM being listed as a separate University of Hawai'i State legislative budget line item independent of UH Mānoa. The office also prepares all annual financial reports, faculty compensation and metric surveys required to comply with the Association of American Medical Colleges (AAMC) and its accrediting agency known as the Liaison Committee on Medical Education (LCME).

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

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, building access security and research building health and safety certification to the entire JABSOM campus.

**MAINTENANCE, GROUNDS AND JANITORIAL SERVICES– Org Code: MAFCMS**

Maintenance, Grounds and Janitorial Services is responsible to plan, direct and coordinate building and maintenance services, and grounds keeping 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. Services include:

- Perform preventive maintenance and repairs
- Facilitate building maintenance service contracts (e.g., boilers, water purification systems, laboratory vacuum systems, etc.)
- Maintain building automation systems (BAS)
- Facilitate all JABSOM campus and building construction projects as delegated and approved by the UH System Office of Project Delivery
- HVAC system, including filter replacement
- Works closely with Board of Water Supply, facilitating JABSOM's Central Plant
- Maintain JABSOM Vivarium's mechanical systems (i.e., cage and tunnel wash, luminary, ventilation systems)
- Tree trimming
- Window washing
- Periodic pesticide treatment
- Moves and transports heavy objects
- Grounds keeping services
- Landscaping services
- Custodial services

**PARKING, BUILDING ACCESS AND AUXILIARY SERVICES – Org Code: MAPAMD**

The office of Parking, Building Access, and Auxiliary Services is responsible for overseeing various operations, including:

- Manages three (3) parking lots serving the Kaka'ako campus.
- Coordinates with the University of Hawai'i Cancer Center in the management and assignment of parking usage
- Oversees security access for all JABSOM buildings on the Kaka'ako campus
- Facilitates campus-based emergency planning and response
- Provides courier and mail services for U.S., campus, and other external agencies (e.g., FedEx, UPS, etc.) package deliveries
- Maintains paper inventory, copier supplies, and schedules shredding services
- Ensures servicing of JABSOM's fleet vehicles