EXECUTIVE SUMMARY
Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

I. Purpose:
Explain the purpose of this reorganization and the anticipated overall impact.

The proposed reorganization intends to represent a more simplified and carefully considered reporting structure of our organization. JABSOM’s reorganization proposal does not require any additional funds, and does not require the creation of new faculty, staff or executive positions.

Without a reorganization, JABSOM’s current organizational charts would continue to reflect a structure that is overly complicated and incongruently aligned. Thus, this proposal clearly identifies and distinguishes the critical and distinct functions each of our units perform within JABSOM in a more concise manner.

Additionally, JABSOM is the only accredited medical school in the state of Hawaii and serves as Hawaii’s physician residency training and education program sponsoring institution. This reorganization proposal captures the matrixed organizational structure of JABSOM, including the school’s professional education programs that require the school to follow unique accreditation requirements, which include:

1) The Association of American Medical Colleges (AAMC) and its Liaison
   a. Committee on Medical Education’s (LCME) updated accreditation:
   b. Standard 1 - Mission, Planning, Organization, and Integrity
   c. Standard 2 - Leadership and Administration
   d. Standard 5 - Educational Resources and Infrastructure

2) For the Accreditation Council for Graduate Medical Education (ACGME), JABSOM’s responsibility as the sponsoring institution, is to ensure the school’s organizational structure meets the needs of the residency training and education programs, and
3) Medical Technology and Communication Sciences and Disorders allied health professional degrees accreditation specifications.

II. **Major Elements to the Proposal:**

Explain or list the key changes being proposed in this reorganization relative to purpose and results.

Our reorganization proposal includes a transfer of four single departmental units from one chart to another, and includes an addition of a new department (that does not require the addition of a new FTE). Please note that although departmental units are being transferred from one chart to another, the transfers proposed are meant to align supervision of these employees within the correct unit that JABSOM has been operating. Thus, employees are not to be negatively impacted by our chart reorganization proposal that more accurately depicts a department’s functional association with the respective JABSOM executive supervising that unit. The chart below summaries department transfers in (+) or transfers out (-) between JABSOM charts and includes the addition of the **new** department.

<table>
<thead>
<tr>
<th>Chart II - Academic Affairs Departments</th>
<th>Chart III - Fundamentals of Health Sciences Departments</th>
<th>Chart IV - Clinical Affairs Departments</th>
<th>Chart V - Administration, Finance &amp; Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 +Area Health Education Center</td>
<td>-Area Health Education Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 +Dept. of Quantitative Health Sciences</td>
<td>- Dept. of Quantitative Health Sciences</td>
<td>- Dept. of Quantitative Health Sciences</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>+Office of Grants Development</td>
<td></td>
<td>-Office of Grants Development</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>+Office of Risk and Clinical Affairs</td>
<td>-Office of Risk and Clinical Affairs</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Office of Property &amp; Asset Management (New)</td>
</tr>
</tbody>
</table>

Narrative explanations of the proposed department unit reorganizations are as follows:
1. Area Health Education Center (AHEC) transfer from Chart IV to Chart II.
   a. This unit’s primary functions focus on educating and recruiting students to health professions from K-16 schools; educating health professions students in the rural and underserved communities of Hawai’i, often in multi-professional teams; recruiting healthcare professionals to rural and underserved areas and providing continuing education; and conducting health profession workforce assessments to determine shortages. Thus, this transfer to the Academic Affairs Departments (Chart II) aligns AHEC’s functions with JABSOM’s continuum of medical education.

2. Department of Quantitative Health Sciences (QHS). Transfer from Charts III and IV to Chart II.
   a. This unit represents the combination of the former Department of Complementary & Integrative Medicine (formerly listed on chart IV) and QHS that resided on chart III. The official name change of this departmental unit was approved by the UH Mānoa Provost and UH President. All faculty voted for the name change and the department relocation supervision to fall under the Associate Dean of Academic Affairs, who has full executive oversight of the Academic Affairs Departments (Chart II).
   b. Additionally, the secretary, #23961, that was assigned to the Department of Complementary and Integrative Medicine has been transferred to the Academic Affairs Departments (Chart II), transferring from Chart IV.

3. Office of Grants Development transfer from Chart V to Chart III.
   a. This unit serves JABSOM’s research mission and reports to the Associate Dean of Research who also oversees the Fundamentals of Heath Sciences Departments (Chart III). All employees in this unit are Research Corporation of the University of Hawaii (RCUH) employees; thus, transferring to Chart III reflects a more accurate organization alignment.

4. Office of Risk and Clinical Affairs transfer from Chart V to Chart IV.
   a. This unit’s function is to advise JABSOM’s clinical departments in managing medical malpractice risk and utilization, clinical research compliance, and JABSOM’s external medical and international affiliation agreements to ensure legal compliance
with JABSOM’s professional school accreditation requirements. The unit’s executive supervisor is the Interim Associate Dean of Clinical Affairs who oversees all Clinical Science Departments listed under Chart IV.

5. The Office of Administration, Finance, and Operations (OAFO) reflected in chart V, is adding a department to Chart V.

a. JABSOM has over 300,000 square feet at Kakaʻako campus and the nearly 200,000 of leased square feet of space. JABSOM’s Kaka'ako location includes the medical education building (MEB), basic science building (BSB), Kaka'ako clinic, and our central plant. JABSOM leases space in the Gold Bond Building, Queens Medical Center, Kuakini Medical Center, and Kapiolani Women’s and Children’s’ Medical Center. Our external leases house our community-based and clinical researchers and various clinical sciences departments. The Office of Property and Asset Management function was formerly housed under the office of the CFO and Facilities, but requires formal recognition due to its responsibility for coordinating all space requests via the JABSOM Space Committee, facilitating asset management tracking, and coordinating external lease renovations and department relocations.

b. The project manager employee, #77967, that facilitates this new office transferred from the Administration, Finance, and Operations CFO’s box.

III. Resource Impact:
Explain the resources impacted as a result of this reorganization. If there is no impact, reflect “None” for each category as appropriate.

A. Budget
1) What is the estimated cost of the reorganization?
   a. None.

2) Are additional funds needed?
   a. None.

3) If so, how will the cost of the reorganization be funded?
   a. Not applicable.

4) Will the reorganization result in cost savings or be cost neutral?
a. The reorganization will be cost neutral when compared with the existing organizational structure.

B. **Operational**

1) What is the overall impact on faculty and staffing responsibilities, if any?
   a. None.

2) Will additional faculty/support personnel be required?
   a. No.

3) If so, what is the plan to obtain the additional faculty staffing to successfully implement the reorganization?
   a. Not applicable.

4) Will there be a reduction in faculty/staff?
   a. No planned reduction.

5) If so, what steps have been taken to ensure proper consultation?
   a. Not applicable.

6) Identify faculty/staff positions impacted by the anticipated changes.

   The positions impacted by this reorganization are listed in UHM Attachment 3.

C. **Space**

1) Will additional space outside own resources/allocations be required?
   a. No.

2) If so, has the Vice Chancellor for Administration, Finance and Operations (VCAFO) or designee been consulted?
   a. Not applicable.

IV. **Consultation:**

*Explain or list the individuals and groups consulted and the key comments/feedback received.*

Consultation occurred with JABSOM faculty and staff on a number of occasions. The following JABSOM groups were consulted and input incorporated into the revised organizational plan as presented:
1. JABSOM Administrative Staff – No issues raised.
   a. JABSOM’s Administrative Officer Group Meeting (January 2020)
   b. JABSOM All Staff Meeting (March 2020)

2. JABSOM Faculty – One question raised.
   a. JABSOM General Faculty Meeting (April 2020)
   b. JABSOM Faculty Senate (June 2020)
   c. The single question raised at the general faculty meeting and the faculty senate meetings asked why the Office of Grants Development was being relocated from Chart V to Chart III. The Dean responded at both meetings that this proposed relocation of this office more accurately reflects the functions and supervision of this unit. The Office of Grants Development is staffed with Research Corporation of the University of Hawaii (RCUH) employees. The director of this unit reports to the Associate Dean of Research. No further questions or issues were raised.

3. JABSOM’s Reoccurring Leadership Meetings – no issues raised.
   a. JABSOM Executive Committee (December 2019, March 2020 & May 2020)
   b. JABSOM Clinical Chairs Meeting (February 2020)
   c. JABSOM Basic Science Chairs Meeting (February 2020)

V. **Implementation:**
   Explain how and when this reorganization will be implemented. Identify anticipated effective date.

Current relationships and workflows have been operational for the last year using the reorganized leadership/management structure as a necessity to promote efficiencies and due to key position turnovers. This proposed reorganization formalizes our current operating structure. This purposed reorganization of JABSOM’s units and subunits require no additional funds, and have not affected services or relations with other University segments. No future implementation date is required.
NARRATIVE
Instructions: Complete each section below and clearly indicate “None” or “N/A” where appropriate.

I. INTRODUCTION:
A. Provide an overview of the College/School/Department and a snapshot outlining the current situation of the unit(s) involved in the reorganization.

The John A. Burns School of Medicine (JABSOM) opened as a two-year institution in 1965 and became a four-year medical school in 1973. JABSOM moved to its Kakaʻako facility on September 16, 2005.

One of JABSOM’s primary missions is to train physicians for Hawaiʻi and the Pacific. More than 50% of practicing physicians in Hawaiʻi are graduates or faculty members of JABSOM or affiliated Hawaiʻi Residency Programs or serve as compensated faculty members. The school has a faculty of 207 full-time equivalent (FTE) and more than 1,000 volunteers and a teaching relationship with all major community hospitals throughout the main Hawaiian island of Oʻahu. Medical students learn in an innovative, student-centered, problem-based curriculum (PBL) that emphasizes critical thinking, medical simulation-based experiences and life-long learning skills.

Students at JABSOM may be candidates for the Doctor of Medicine (MD); Master of Science (MS) or Doctor of Philosophy (PhD) in basic science or clinical research; Master’s Degree in Communication Sciences Disorders; or Bachelor of Science degree in Medical Technology.

JABSOM’s three basic science and ten clinical science departments’ faculty educate JABSOM’s student body, teach several UH Mānoa undergraduate and graduate courses, conduct research, and provide community service. For the last several years, JABSOM ranked #1 in total National Institutes of Health (NIH) research awards among community-based public medical schools (i.e., public medical schools without a university hospital as defined by the Association of American Medical Colleges [AAMC]). In the 2020 U.S. News and World Report, JABSOM’s ranked number 62 in research and ranked 56 in Primary Care among its fellow U.S. based medical schools. JABSOM ranks #2 in UH for the number of extramural grants and contracts award dollars annually.

B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.
This proposed reorganization’s objective/goal is to reach a more simplified and carefully considered reporting structure of our organization, while not requiring the creation of new faculty, staff or executive positions. Thus, no additional funds were required as a result reorganizing JABSOM’s units and subunits. Without a reorganization, JABSOM’s current organizational charts would continue to reflect a structure that is incongruently aligned. Thus, this proposed reorganization clearly identifies and distinguishes the critical and distinct functions of each of our units perform within JABSOM. Additionally, the proposed reorganization leaves the reader with a more concise workflow depiction, reflecting the correct supervision of units under the JABSOM Dean and our respective associate deans.

II. RATIONALE FOR THE REORGANIZATION:

A. Provide background and relevant historical information.

The AAMC’s Liaison Committee on Medication Education (LCME) accreditation standards require that the medical school’s leadership update and document any organizational unit or department leadership or functional changes. This reorganization proposal was developed to codify key existing educational and operational units that per UH Mānoa policy requires a reorganization versus the annual UH Mānoa organizational chart update. Thus, this proposed reorganization more accurately illustrates JABSOM’s evolved organizational structure.

B. Provide a detailed explanation of the conditions and/or factors prompting the proposed reorganization and how they will be addressed by the reorganization. Explain why the current organization is inadequate and whether the reorg is consistent with the University’s strategic, program, and financial plans.

In addition to the conditions and/or factors noted in section II.A, three management / leadership changes also prompted this purposed reorganization. They are:

1) A leadership consolidation change occurred when the former Complementary and Integrative Medicine (CIM) department and the Quantitative Health Science unit merged into a single department after the passing of the CIM department chair.

2) The final change resulted after the recruitment of a new Associate Dean of Academic Affairs (ADAA) who was able to consolidate the overall office of the Academic Affairs Departments (see Chart II). The ADAA executive leadership position has turned over three times since the JABSOM’s 2016
approved reorganization and JABSOM’s LCME accreditation site visit in 2017.

Thus, this proposal clearly identifies and distinguishes the critical and distinct functions our units are performing within JABSOM in a more concise manner. Moreover, JABSOM is the only accredited medical school in the state of Hawaii and serves as Hawaii’s physician residency training and education program sponsoring institution. This reorganization proposal captures the matrixed organizational structure of JABSOM, including the school’s professional education programs that require the school to follow unique accreditation requirements, which include:

1) The Association of American Medical Colleges (AAMC) and its Liaison Committee on Medical Education’s (LCME) updated accreditation:
   a. Standard 1 - Mission, Planning, Organization, and Integrity
   b. Standard 2 - Leadership and Administration
   c. Standard 5 - Educational Resources and Infrastructure

2) For the Accreditation Council for Graduate Medical Education (ACGME), JABSOM’s responsibility as the sponsoring institution, is to ensure the school’s organizational structure meets the needs of the residency training and education programs, and

3) Medical Technology and Communication Sciences and Disorders allied health professional degrees accreditation specifications.

C. Explain other alternatives explored.

After many months of discussion with JABSOM’s executive and department chair leadership, the proposed reorganization presented is the best alternative as the current approved organizational structure is not a viable option.

D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.

Current relationships and workflows have been operational for the last year using the reorganized leadership/management structure as a necessity to promote efficiencies and due to key position turnovers. This proposed reorganization formalizes our current operating structure. This purposed reorganization of JABSOM’s units and subunits required no additional funds, and have not affected services or relations with other University segments.
E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted. Explain issues raised and how concerns were addressed.

The following JABSOM groups were consulted and input incorporated into the revised organizational plan as presented:

1. JABSOM Administrative Staff – No issues raised.
   a. JABSOM’s Administrative Officer Group Meeting (January 2020)
   b. JABSOM All Staff Meeting (March 2020)

2. JABSOM Faculty – One question raised.
   a. JABSOM General Faculty Meeting (April 2020)
   b. JABSOM Faculty Senate (June 2020)
   c. The single question raised at the general faculty meeting and the faculty senate meetings asked why the Office of Grants Development was being relocated from Chart V to Chart III. The Dean responded at both meetings that this proposed relocation of this office more accurately reflects the functions and supervision of this unit. The Office of Grants Development is staffed with Research Corporation of the University of Hawaii (RCUH) employees. The director of this unit reports to the Associate Dean of Research. No further questions or issues were raised.

3. JABSOM’s Reoccurring Leadership Meetings – no issues raised.
   a. JABSOM Executive Committee (December 2019, March 2020 & May 2020)
   b. JABSOM Clinical Chairs Meeting (February 2020)
   c. JABSOM Basic Science Chairs Meeting (February 2020)
      i. Each Associate Dean and the CFO conducted additional communiques:

4. For the Academic Affairs Departments (Chart II), the current Associate Dean of Academic Affairs met with each of their units separately beginning in the fall of 2019, asked for feedback on the current organizational chart, and based on the feedback the proposed consolidation to one chart from four charts was agreed upon by all units and subunits.

5. For the Fundamentals of Health Sciences Departments (Chart III), the current Associate Dean of Research met with each of their units in the fall of 2019, requesting that they review their organizational chart, and update
their functional statements to ensure the functional chart narratives for each department accurately reflected their departments’ missions and operations. All units responded positively to the current proposed chart.

6. A faculty vote of the members of former Complementary and Integrative Medicine (CIM) department (Chart IV) and the Quantitative Health Science unit (Chart III) approving the renaming of the newly merged department. The reasons for the transfer is due to (1) biostatistician services are provided to all JABSOM departments and not just to Fundamentals of Health Sciences Departments, (2) WASC accreditation recommendation that the former department of CIM revise their clinical research graduate degree program, and (3) the addition of the newly merged department’s revised and new graduate master degree offerings. After the UH President’s office approved the renaming of the department, the department’s name was changed to Quantitative Health Sciences. Additionally, when the department faculty vote was taken, the unit agreed that the renamed department would report under the Associate Dean of Academic Affairs.

7. For the Chart V - Administration, Finance and Operations department directors, JABSOM’s CFO conducted weekly discussions that began in the fall of 2019 and ran through January 2020. During these discussions, all functional charts were updated, a new unit (i.e., Office of Property and Asset Management) was created. Departments that did not report to the CFO were transferred at their director’s request to other charts. The Office of Risk and Clinical Affairs reports to the Associate Dean of Clinical Affairs (Chart IV), and the Office of Grants Development reports to the Associate Dean of Research (Chart III).

F. Outline the benefits that will be achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and how the reorganization will minimize confusion over authority, roles, and responsibilities.

The proposed reorganization represents a more simplified and carefully considered reporting structure of our organization. JABSOM’s reorganization proposal does not require the creation of new faculty, staff or executive positions. No additional funds are required as a result reorganizing JABSOM’s units and subunits. Without a reorganization, JABSOM’s current organizational charts would continue to reflect a structure that is incongruently aligned. Thus, this proposal clearly identifies and distinguishes
the critical and distinct functions each of our units performing within
JABSOM, allowing for the reporting structure listed on each chart to reflect
the correct supervision.

III. IMPACT ON RESOURCES AND THE UNIVERSITY
Provide a detailed description of the resource requirements and the
programmatic impacts of the reorganization on the University.

A. Impact on budget resources:

i. Provide a realistic assessment of the estimated annual and future cost or
   savings of the reorganization taking into account such factors as
   proposed position re-descriptions and reallocations. Explain how the
   annual and future costs or savings were derived and, if applicable,
   reasons the reorganization justifies the estimated costs.

   Cost savings are not expected from this reorganization as our UH position
   count remains neutral.

ii. Are additional funds needed? If so, how will the cost of the reorg be
    funded?

   As stated above, new units reflected on this proposed reorganization
   have existed, but are being codified and reflected in this proposal,
   whereby additional funds were not needed or required.

B. Impact on operational resources:

1. What is the overall impact on faculty and staffing responsibilities, if any?
   Explain reasons for the anticipated changes/relocation/reassignment/etc.

   Not applicable. Faculty and staff responsibilities are not affected.

2. Will additional faculty/support personnel be required? If so, what is the
   plan to obtain the additional faculty/staffing to successfully implement the
   reorganization? What is the impact of the increase?

   Not applicable. None needed.

3. Will there be a reduction in faculty/staff? If so, what steps are planned or
   have been taken to ensure proper consultation? What is the impact of
   the reduction?
Not applicable. No reductions planned other than those positions that were swept by the Hawaii State Legislature in their 2020 legislative session.

4. Identify the positions impacted by position number, classification title, and anticipated changes.

Please refer to UHM Attachment 3 that details the transfer of positions from one chart to another listing the position number, classification title and from/to the various JABSOM charts. All UH permanent and budgeted temporary count positions that transferred from one chart to another were completed with their respective departmental unit and/or with employee consult and consent.

5. Will there be changes to supervisory/subordinate relationships? If so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.?

As stated earlier, supervisory responsibilities have not changed; however, a few departments were moved from one chart to another to match their functions with their reporting structure.

C. Impact on space resources:

1. Will additional space outside own resources/allocations be required? If so, has the Office of Planning and Facilities or designee been consulted? Explain outcome.

None required. Not applicable.
AUTHORIZED BJ/BT POSITIONS
IMPACTED BY THE REORG
### Program Title: John A. Burns School of Medicine

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Affected Position No.(s)</th>
<th>Filled / Vacant</th>
<th>Classification/Organizational/Functional Change</th>
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</thead>
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<tr>
<td></td>
<td></td>
<td></td>
<td>From: Chart Org FTE To: Chart Org FTE Impact on Position</td>
</tr>
<tr>
<td>Chart II</td>
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<tr>
<td>1</td>
<td>Office of the Associate Dean for Academic Affairs</td>
<td>II MA ADMD</td>
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<td>IV MA CAAM 1.00</td>
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<td>Department of Quantitative Health Sciences</td>
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<td>Chart III</td>
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<td>Office of Grants Development</td>
<td>V MA GTMD</td>
<td>Office of Grants Development III MA GTMD</td>
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<td>Office of Risk and Clinical Affairs</td>
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<td>Chart V</td>
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<td>New Program</td>
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<td>Project Manager, PBB</td>
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</tbody>
</table>

**Kathy Matsumoto, Senior Lead Human Resources Specialist**

**Administrator's Signature, Name and Title**

**Date**

**Telephone Number**

HR Review

OFA Review
CURRENT ORGANIZATIONAL CHARTS
AND FUNCTIONAL STATEMENTS
OFFICE OF THE PROVOST

OFFICE OF THE DEAN

ORGANIZATION CHART

CHART I

JABSOM FACULTY SENATE

EXECUTIVE COMMITTEE

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

FUNDAMENTALS OF HEALTH SCIENCES DEPARTMENTS
Org Code: MARSMD

CLINICAL SCIENCES DEPARTMENTS
Org Code: MACSMD

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE PROVOST
SCHOOL OF MEDICINE
OFFICE OF THE DEAN
ORGANIZATION CHART

CHART II

Anatomy Lab
Department of Communication Sciences & Disorders
Department of Medical Technology
Health Sciences Library
Imi Ho'ola Program
Office of Accredited Continuing Education
Office of Admissions
Office of Faculty Affairs
Office of Global Health & International Medicine
Office of Graduate Medical Education
Office of Medical Education
Office of Student Affairs
Simulation Center

Department of Anatomy, Biochemistry, and Physiology
Department of Cell and Molecular Biology
Department of Tropical Medicine, Medical Microbiology, and Pharmacology

Department of Anatomy and Community Health
Department of Geriatric Medicine
Department of Medicine
Department of Native Hawaiian Health
Department of Obstetrics, Gynecology, and Women's Health
Department of Pathology
Department of Pediatrics
Department of Psychiatry
Department of Quantitative Health Sciences
Department of Surgery
Area Health Education Center

CHART IV

ADMINISTRATION, FINANCE, & OPERATIONS
Org Code: MAASMD

Office of Budget, Surveys, and Reporting
Office of Central Fiscal and Human Resources
Office of Environmental Health and Safety
Office of Facilities Management and Planning
Office of Grants Development
Office of Information Technology
Office of Risk and Clinical Affairs
Office of Special Events and Café Management

CHART TOTAL:

DEPARTMENT TOTAL: PERM TEMP
General Funds: 195.81 3.50

TEMP GENERAL FUNDS: 3.09 0.00

* - To be redescribed
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.
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 HOʻŌLA PROGRAM – Org Code: MAIHP

The ‘Imi Hoʻōla 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 Hoʻōla Post-Baccalaureate Program has played a major role in accomplishing JABSOM’s mission to improve health care in Hawaiʻi 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 Hoʻōla 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 Hoʻōla’s goal is to support diversity of the physician workforce and produce physicians who demonstrate a strong commitment to practice in underserved communities in Hawaiʻi 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 Hawaiʻi 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 institutions 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.
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.
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, postgraduate 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.
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: MASPMD

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 Kakaʻako 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: MABDMD

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: 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, 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 Kakaʻako 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 Kakaʻako 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
PROPOSED ORGANIZATIONAL CHARTS
AND FUNCTIONAL STATEMENTS
<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
<th>Chair (appointed from Faculty positions)</th>
<th>Instructional Faculty</th>
<th>Specialist Type Faculty</th>
<th>Academic Support Sp, PBA</th>
<th>Non-Appropriated Funds</th>
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<td>Department of Family Medicine and Community Health</td>
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<td>Department of Geriatric Medicine</td>
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<td>Department of Native Hawaiian Health</td>
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<td>MAFMCH</td>
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<td>Office of Risk and Clinical Affairs</td>
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<td>MAPSY</td>
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* - To be established
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<td>Secretary II, SR-14</td>
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<td>Admin Svcs Mgr, PBC</td>
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<td>Fiscal Specialist, PBB</td>
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<td>HR Specialist, Senior, PBB</td>
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<td>Environ &amp; Health Safety Sp, PBB</td>
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<td>Budget Analyst, PBB</td>
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<td>Office of Information Technology</td>
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<td>IT Specialist, PBC</td>
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<td>IT Specialist, PBB</td>
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<tr>
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<td>Network Specialist, PBB</td>
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<td>System Admin, PBB</td>
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</tr>
<tr>
<td>Office of Budget, Surveys, and Reporting</td>
<td>MAOSMD</td>
<td>Project Manager, PBB</td>
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<td>Office of Special Events and Cafeteria Management</td>
<td>MASPMD</td>
<td>Non-Appropriated Funds</td>
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<td>Engineer, PBB</td>
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<td>Aux &amp; Fac Svcs Off, PBA</td>
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<tr>
<td>Office of Maintenance, Grounds and Janitorial Services</td>
<td>MAFCMS</td>
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<td>Building and Grounds Custodian II, BC-02</td>
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<td>Janitor I, BC-02</td>
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<td>CHART TOTAL: PERM TEMP</td>
<td>General Funds</td>
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</table>

### Organizational Chart

![Organizational Chart Diagram]
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.
ACADEMIC AFFAIRS DEPARTMENTS– Org Code: MAADMD

Under the leadership of JABSOM’s Associate Dean for Academic Affairs (ADAA), the Academic Affairs Departments are responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. The Academic Affairs Departments focus on the continuum of education, including post-baccalaureate (‘Imi Hoʻōla) 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 Hawaiʻi 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 HOʻŌLA PROGRAM – Org Code: MAIHP

The ‘Imi Hoʻōla 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 Hoʻōla 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 Hoʻōla 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 Hoʻōla’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.

**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.
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
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 angiostrongyliaises. 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.

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.
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 leadership 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, postgraduate 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 GERIATIC 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.

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

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risk management and compliance support in a range of other areas, working with others as needed.
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 leadership 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 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: MASPMD**

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: MABDMD**
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: 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, 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 Kakaʻako 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 Kakaʻako 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

OFFICE OF PROPERTY & ASSET MANAGEMENT – Org Code: MAXXXX

The Office of Property and Asset Management assists JABSOM’s leadership in facilitating space usage and planning for all of JABSOM. Locations include space located at UH Mānoa and Kakaʻako campuses, external leases, and shared resource acquisitions in support of JABSOM’s strategic plan. The office is responsible for the following:

• Monitoring all space owned or leased by JABSOM
• Facilitating JABSOM’s Space Committee Meeting and all related requests for projects, furniture, and space requests
• Responsible for collecting, analyzing, interpreting, and reporting all information regarding space allocation and utilization
• Consultation services for project inception, programming, and feasibility studies, as needed
• Space and growth analysis to support executives in future needs assessments
• Survey and maintain records of space occupancy and assignment
• Pre-planning, planning and implementation of projects of various size and complexity including relocations, renovations, and space modifications
• For external lease renovations: full scope project management including but not limited to reviewing and evaluating architectural and engineering drawings, overall project budget management, and archiving of space utilization documentation