

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 I

DEPARTMENT TOTAL: PERM TEMP
 General Funds: 204.79 2.35

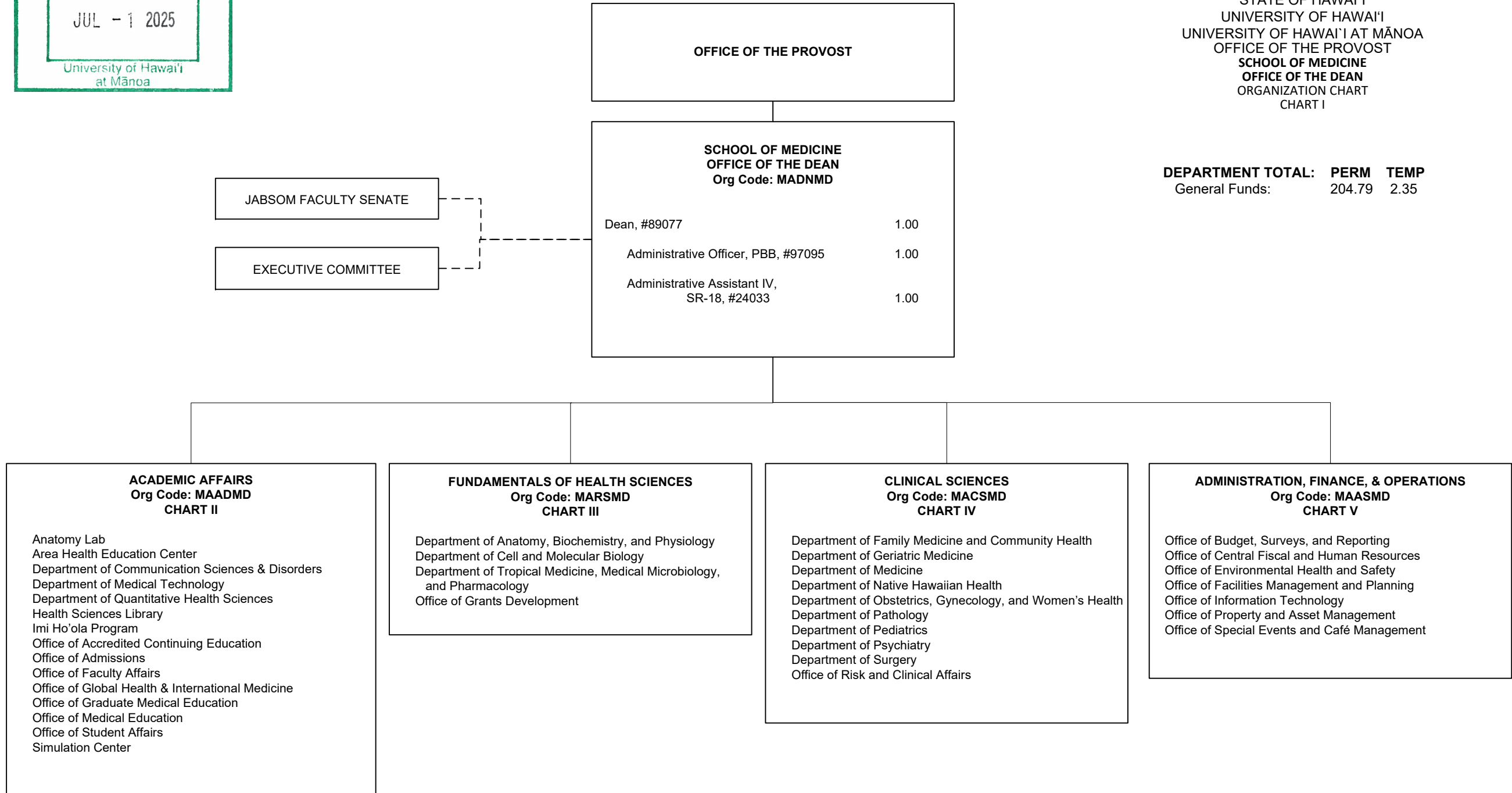
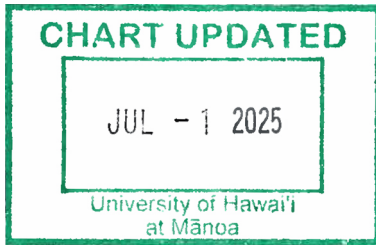


CHART TOTAL: PERM TEMP
 General Funds: 3.00 0.00

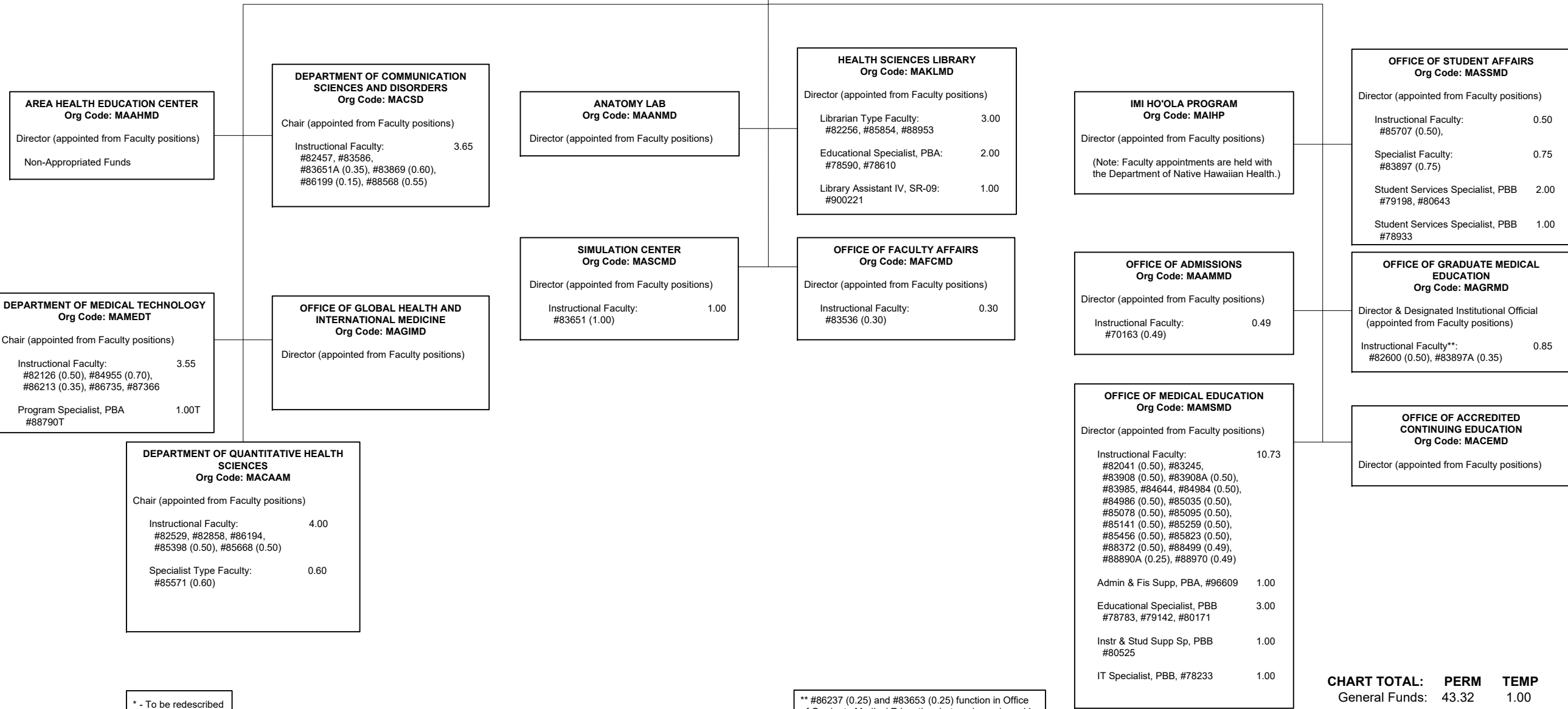


**SCHOOL OF MEDICINE
 OFFICE OF THE DEAN**

**ACADEMIC AFFAIRS
 Org Code: MAADMD**

Associate Dean (Academic Affairs), #89075 1.00

Instructional Faculty:
 #84167 (0.50), #84167A (0.40) 0.90



* - To be redescribed

** #86237 (0.25) and #83653 (0.25) function in Office of Graduate Medical Education, but are home based in Surgery (reference Chart IV, Surgery)

CHART TOTAL: PERM 43.32 TEMP 1.00
 General Funds:

CHART UPDATED

JUL - 1 2025

University of Hawai'i
at Mānoa

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
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OFFICE OF THE PROVOST
SCHOOL OF MEDICINE
OFFICE OF THE DEAN
FUNDAMENTALS OF HEALTH SCIENCES
ORGANIZATION CHART
CHART III

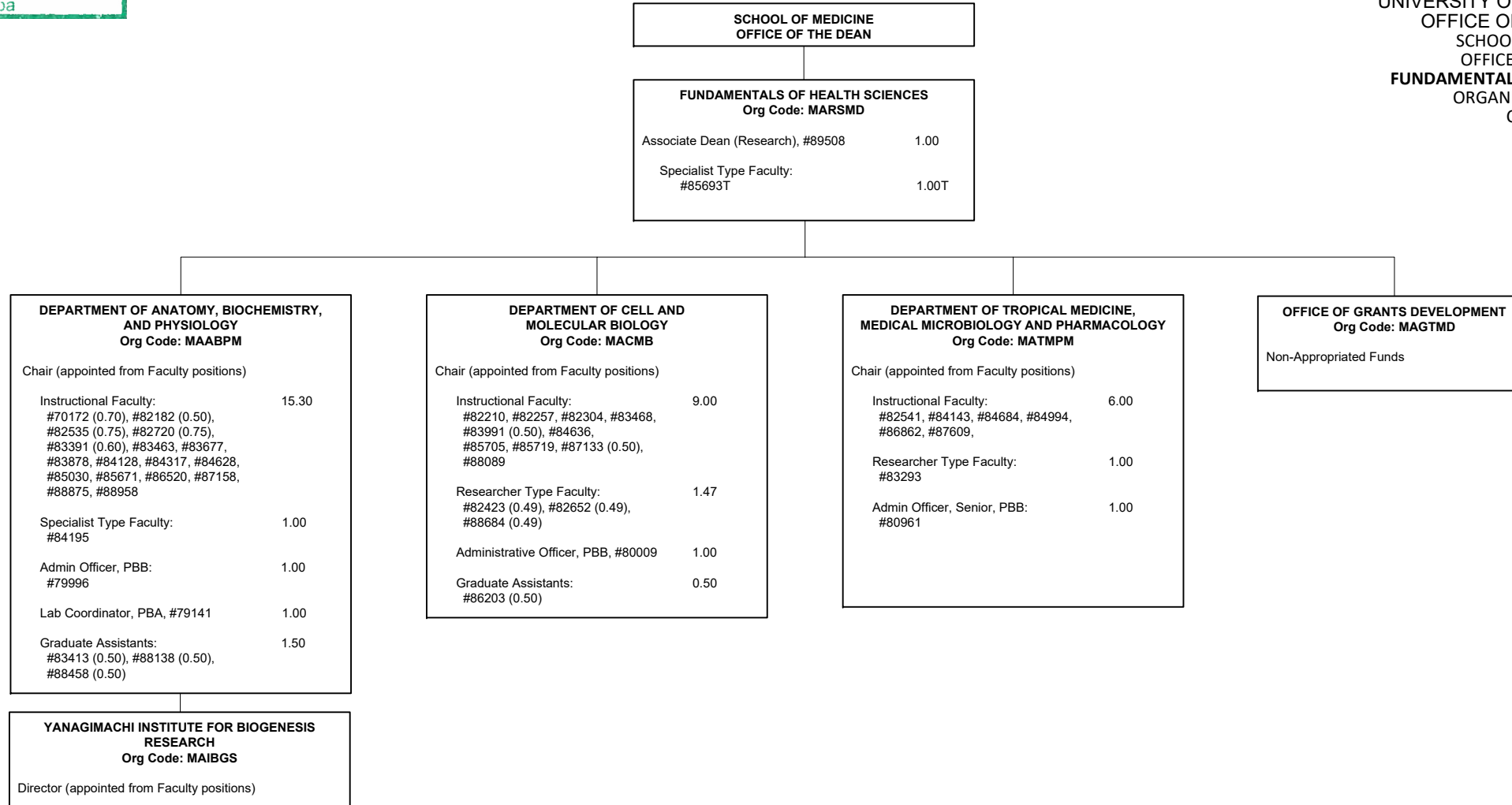
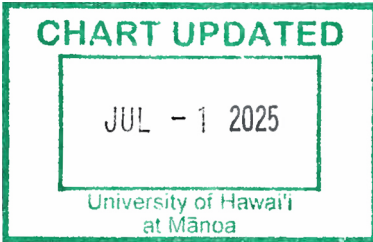


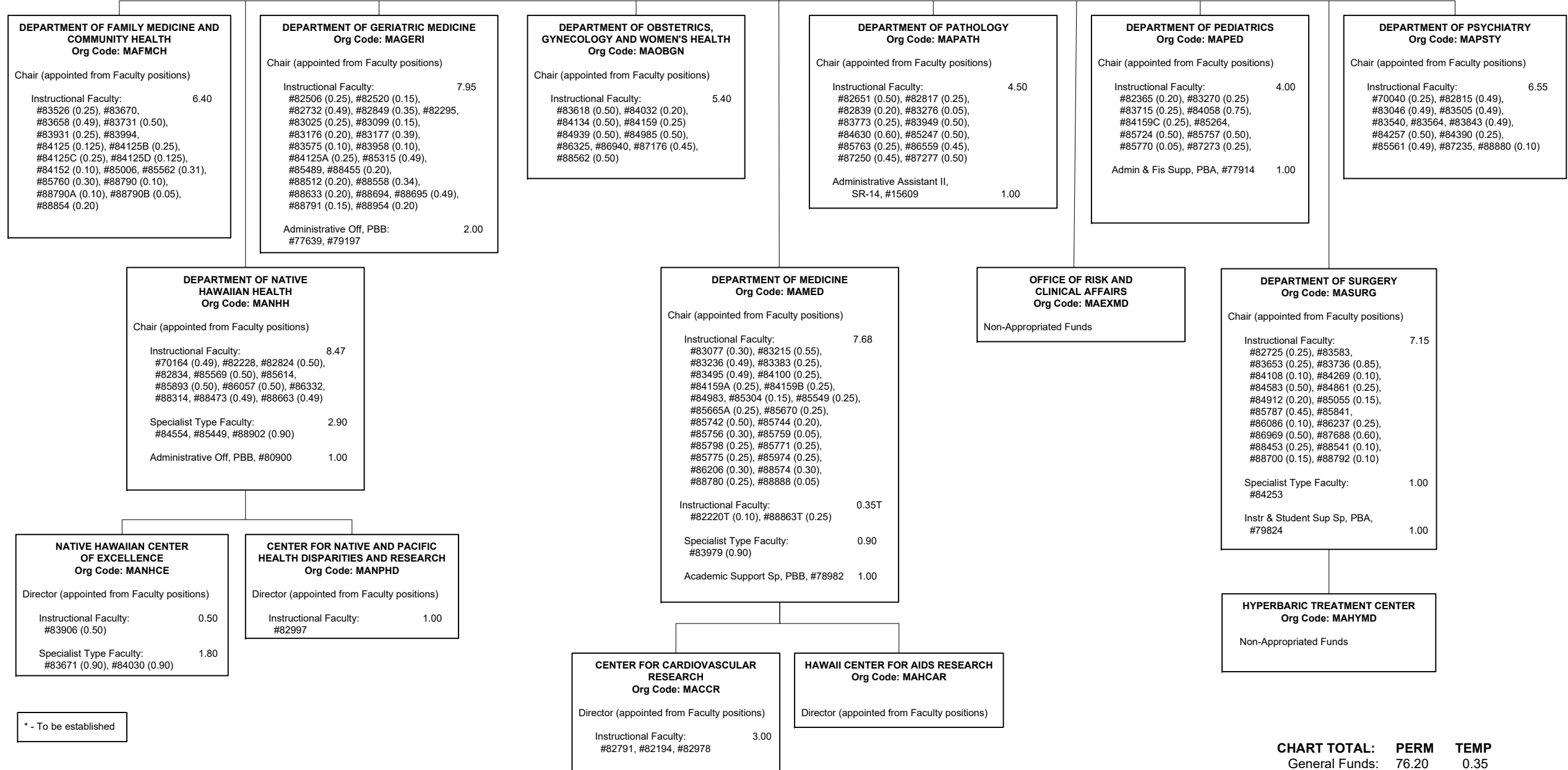
CHART TOTAL: PERM TEMP
General Funds: 40.77 1.00



**SCHOOL OF MEDICINE
OFFICE OF THE DEAN**

**CLINICAL SCIENCES
Org Code: MACSMD**
Associate Dean (Clinical Affairs)*

STATE OF HAWAI'I
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OFFICE OF THE PROVOST
SCHOOL OF MEDICINE
OFFICE OF THE DEAN
CLINICAL SCIENCES
ORGANIZATION CHART
CHART IV



* - To be established

CHART TOTAL: PERM TEMP
General Funds: 76.20 0.35

CHART UPDATED

JUL - 1 2025

University of Hawai'i
at Mānoa

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
ADMINISTRATION, FINANCE, AND OPERATIONS
ORGANIZATION CHART
CHART V

**SCHOOL OF MEDICINE
OFFICE OF THE DEAN**

**ADMINISTRATION, FINANCE, AND OPERATIONS
ORG CODE: MAASMD**

Chief Fin Offcr, JABSOM, #89490	1.00
Contracts and Grants Specialist, PBB, #78653	1.00
Public Information Specialist, PBB, #96676	1.00

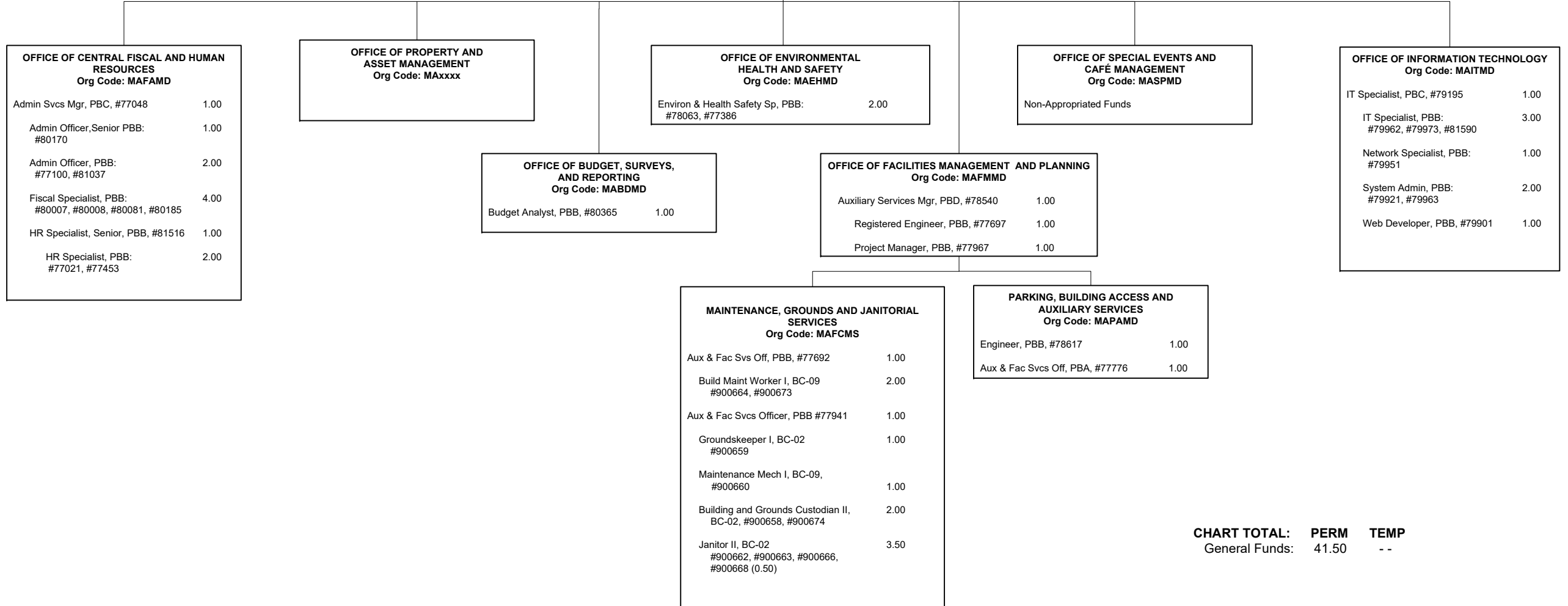


CHART TOTAL: **PERM** **TEMP**
General Funds: 41.50 - -

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

FUNCTIONAL STATEMENT (Chart I)

OFFICE OF THE DEAN – Org Code: MADNMD

The Office of the Dean directs activities, personnel, and curricula in the School of Medicine and affiliated community hospitals and health centers. The office is responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges, affiliated healthcare facilities, 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, conduct accredited graduate medical education programs in affiliated community hospitals and clinics, and is responsible for general program development in accordance with Legislative mandates and University policies. JABSOM is a matrix organization with leadership working across all its departments and health system partners to achieve our mission, vision, and values.

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, operating under separate bylaws, serves as a representative body of the JABSOM faculty. It obtains broad-based faculty input regarding affairs of JABSOM and makes recommendations to, or advises, the Dean and Executive Committee on all matters brought before it. The President and Vice President of the faculty senate are elected by members of the JABSOM senate and serve as members of the JABSOM Executive Committee.

STATE OF HAWAI'I
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UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE PROVOST
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OFFICE OF THE DEAN
ACADEMIC AFFAIRS

FUNCTIONAL STATEMENT (Chart II)

ACADEMIC AFFAIRS – Org Code: MAADMD

Under the leadership of JABSOM's Associate Dean for Academic Affairs (ADAA), the Academic Affairs Offices, Programs, Departments, and supporting entities are responsible for developing and aligning strategic educational programs across all pre-clinical and clinical departments at JABSOM. These offices, programs, departments, and support entities focus on the continuum of education, including numerous pathway programs, the post-baccalaureate ('Imi Ho'ōla) program, medical school, residency/fellowship, faculty development, and post-graduation continuing educational formats, as well as the educational support services provided to medical 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 integrating their teaching effort through the JABSOM departments, and coordinating JABSOM's wellbeing, resiliency, professionalism, and Native Hawaiian Place of Learning endeavors.

The ADAA collaborates with the Associate Dean for Research (ADR), who oversees non-clinical graduate and research programs, and the Associate Dean for Clinical Programs (ADCP), who oversees the clinical science departments, to ensure that JABSOM's basic and clinical science units receive the best possible academic affairs support. The ADAA also works with JABSOM's Chief Financial Officer, who serves as the Associate Dean for Administration, Finance and Operations (ADAFO) to ensure the responsible budgeting, contracting, allocation and expenditure of financial resources, and that the academic programs are well-represented in the media, that personnel actions taken are reasonable and compliant, that academic programs have access to the best information technology available at the University, and to ensure that physical facilities are adequate for instructional needs; and to ensure optimal support of students in the medical education academic programs, all of which must meet the Liaison Committee on Medical Education national accreditation standards

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) offers training for graduate students (M.S. candidates), enabling them to meet national certification standards and work as fully qualified professionals in communication sciences and disorders. The CSD Department provides a reservoir of trained personnel to meet the state's needs in the areas of habilitation and rehabilitation for individuals with speech and/or hearing disorders. It helps address unmet requirements in this field in other areas of the United States and the entire Pacific region.

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 nationally credentialed in the field of Medical Laboratory Science (MLS), providing laboratory support for healthcare in the State of Hawai'i and the Pacific

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

'IMI HO'ŌLA PROGRAM – Org Code: MAIHP

The 'Imi Ho'ōla Program (IHP) is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who demonstrate potential to succeed in medical school. The curriculum emphasizes the integration of concepts and principles across the sciences and humanities and develops communication, learning, and leadership skills. Participants come from environments that have inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Census Bureau. The 'Imi Ho'ōla Post-Baccalaureate Program has played a significant role in achieving JABSOM's mission to enhance healthcare in Hawai'i and the Pacific Basin by increasing the number of physicians through an educational program that enhances the academic and professional readiness of disadvantaged students for medical school. The 'Imi Ho'ōla program works closely with other medical education offices under the Associate Dean for Academic Affairs to ensure consistency and continuity from the pre-admissions, advising, admissions, and learning support processes. 'Imi Ho'ōla's goal is to support producing a physician workforce that demonstrates 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 maintaining application and academic records to ensure 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 collaborates with numerous programs and offices within JABSOM, across the UH System, and internationally to enhance pathways and recruitment activities that support the 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 coordinating and administering professional development services and programs for JABSOM faculty. This office assists faculty in identifying and obtaining resources and information for all issues related to faculty development, including the compilation and review of promotion and tenure applications.

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

The Office of Global Health and International Medicine ensures that all international medical education activities of JABSOM faculty, staff, and students are aligned with the school's mission, comply with accreditation requirements, and operate within legal parameters. Our goal is to promote our students' appreciation for the ways global issues affect the health of patients and communities in Hawai'i, and to encourage them to gain experience in international healthcare settings. This office also collaborates with 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. This includes gaining skills in a Problem-Based Learning (PBL) environment and 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 other community and academic partners throughout the Hawaiian Islands and the US-Affiliated Pacific Island jurisdictions. The office provides focused technical support and professional development, which helps produce fully trained specialty and subspecialty physicians who learn and provide care in hospitals, clinics, and community settings, where 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 providing standardized patient training throughout core educational activities, developing clinical skills, and evaluating certain required clerkships, rotations, and key points in 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 medical 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 education center at JABSOM. SimTiki facilitates over 3,000 simulation-based training encounters annually. As a community resource, SimTiki serves a broad range of training needs, from high school students to medical students and residents, as well as 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 healthcare services across the state.

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JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF THE DEAN
FUNDAMENTALS OF HEALTH SCIENCES

FUNCTIONAL STATEMENT (Chart III)

**OFFICE OF THE ASSOCIATE DEAN FOR RESEARCH AND GRADUATE STUDIES–
Org Code: MARSMD**

Under the leadership of JABSOM's Associate Dean for Research (ADR), the Fundamentals of Health Sciences Departments (also known as JABSOM's "Basic Sciences Departments") provide research and graduate studies, and undergraduate 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 (GME) that falls under JABSOM's ADAA, the ADR's office focuses on research and the non-clinical Master's and PhD programs.. These programs fall under the accreditation, curriculum and purview of the Graduate Division led by the UHM Graduate Division Dean. Additionally, the faculty in the Fundamentals of Health Sciences teach undergraduate courses. Thus, the ADR's office 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 Division Dean.

The Office of the ADR leads JABSOM's research mission operations, including significant pre-award support for the entire school. ~~and the school's office of grants administration.~~ The ADR also oversees our basic sciences departments. Our basic science departments conduct fundamental and translational scientific research that can lay the groundwork for significant breakthroughs in medical treatments and diagnostic technologies. Additionally, these departments represent the basic sciences required to help medical and graduate students better understand the root causes of diseases, analyze how current treatments work, their viability, and sustainability, and develop potential new therapies and practices.

The ADR collaborates closely with the ADAA and the ADCP to ensure that the research programs of JABSOM's basic and clinical science departments receive the best possible support. The ADR also works with the ADAFO to ensure responsible allocation and expenditure of financial resources, to ensure that the research enterprise is well-represented in the media, to ensure that researchers have access to the best information technology available at the University, and to ensure that personnel actions taken are reasonable and compliant; to ensure that physical facilities are adequate for research needs.

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

The department's 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, and Physiology. The department provides medical students with a basic understanding of the human body's structure at all levels of organization, from the subcellular to the tissue, organ, and organ system levels. 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 to the Developmental and Reproductive Biology graduate program, the UHM Graduate Division, 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 at the forefront of investigative programs focused on the care, treatment, and cure of reproductive and developmental diseases, as well as providing educational opportunities for undergraduate, graduate, and clinical students. The department serves the local, national, and international communities through novel and focused research and teaching efforts, occupying a unique niche within the University of Hawai‘i at Mānoa.

Yanagimachi Institute for Biogenesis Research – Org Code: MAIBGS

The Yanagimachi Institute for Biogenesis Research, established in May 2000, focuses on reproductive and developmental biology, supporting the academic pursuit of research in these fields.

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY – Org Code: MACMB

The Department of Cell and Molecular Biology offers high-quality graduate education in Cell and Molecular Biology (CMB), as well as medical education in 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 promotes the One Health approach, which focuses on the intersection of human health, animal health, 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 and contracts preparation, review and submittal process across all departments within JABSOM. The office works in close collaboration with the JABSOM Offices of the Dean, the Central Fiscal and Human Resources, and the University of Hawai‘i System 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.

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OFFICE OF THE DEAN
CLINICAL SCIENCES

FUNCTIONAL STATEMENT (Chart IV)

OFFICE OF THE ASSOCIATE DEAN FOR CLINICAL PROGRAMS– Org Code: MACSMD

The Office of the Associate Dean for Clinical Programs (ADCP) directly supports the Dean by serving as JABSOM's liaison to health system affiliates in all matters related to faculty-provided clinical services. The ADCP collaborates with the ADAA and the ADR to ensure that JABSOM's clinical science departments receive the best possible academic and research support. The ADCP also works with the ADAFO to ensure responsible budgeting, contracting, allocation and expenditure of financial resources; to ensure that the clinical science units are well-represented in the media, to have access to the best information technology available at the University; to ensure that personnel actions taken are reasonable and compliant; and to ensure that physical facilities are adequate.

Under the leadership of the ADCP, the Clinical Sciences departments encompass areas of practical study, including the application of medical principles and investigations using controlled procedures to evaluate results. These departments comprise the contributions of scientific disciplines to health promotion and the prevention, diagnosis, and treatment of disease through research, teaching, and clinical care delivery.

DEPARTMENT OF MEDICINE – Org Code: MAMED

The Department of Medicine provides instruction, research, and service in the field of Internal Medicine, its recognized sub-specialties, and Neurological Sciences and Dermatology. The department provides medical education for medical students, post-graduate residents and fellows, and practitioners in these fields. Through collaboration with medical centers and physician practices, the Department develops and supports faculty and clinical learning environments to ensure a competent and skilled physician workforce.

The Department of Medicine also conducts basic, translational, clinical, and epidemiological research that addresses the 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 employs transgenic and molecular methods to enhance the understanding of cardiovascular biology and 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 provides direct care of adult patients in primary care, ambulatory specialty care, and inpatient and critical care settings. Faculty share knowledge in community health education programs and collaborate with community organizations to promote and preserve the health of the people of Hawai'i and the 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. Medical education in comprehensive and integrated women's health programs is provided to medical students, OB/GYN residents, Maternal Fetal Medicine fellows, Family Planning fellows, and community healthcare professionals. Our teaching and research programs encompass 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 safety and continuous quality improvement programs with our major health care partners: Hawai'i Pacific Health, Queen's Health Systems, and Hilo Benioff Medical Center. We also partner with federally qualified health care centers: On O'ahu: Wai'anae Coast Comprehensive Health Center, Kalihi-Palama Health Center, Wahiawā Center for Community Health, Waikiki Health Center, Waimānalo Health Center;, Mālama I Ke Ola Health Center on Maui and Lana'i and Hawai'i Island Community Health Center 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 Benioff Medical Center. 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 encompass multiple levels, ranging from **first-year** medical students to post-residency fellows, including both physicians 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 understand the dynamic nature of growth and development from conception to maturity.

The teaching of medical students at all four levels must cover several subspecialty areas to provide a basic and comprehensive training in pediatrics. The Department provides post-medical specialty training through the University of Hawai'i pediatric residency program. Fellowship training in neonatology is offered to physicians who have 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..

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 instruction and training to medical students; residents in General Psychiatry; subspecialty fellows in Child and Adolescent Psychiatry, Addiction Medicine, and Addiction 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 at 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 that 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 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 dedicated to enhancing 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, including significant community education and advocacy. NHH also houses two divisions related to Native Hawaiian health and welfare – the 'Imi Ho'ōla Program, listed under the ADAA (Chart II) because of their role in the continuum of medical education, 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, including Native Hawaiians, Pacific Peoples, Filipinos, and other Pacific-based Native Peoples (such as Alaska Natives and New Zealand Māori).

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 to medical students, residents, fellows, and other healthcare workers. It has a nationally known, accredited post-residency geriatric medicine fellowship program. The department provides instruction for trainees of other clinical departments and health professions schools who require experience in Geriatric Medicine or Palliative Care. The faculty is also very productive in biomedical research. Given that Hawai'i has the nation's longest life expectancy, the presence of a locus of expertise and experience in caring for older people, as well as in research on aging and diseases common among 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 that provides ongoing, comprehensive healthcare for individuals and families throughout their lifespan. It is a specialty that integrates the biological, clinical, and behavioral sciences in breadth. 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 excellent postgraduate training for family medicine residents and primary care sports medicine fellows; 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's office, to the clinical education enterprise of JABSOM. ORCA's work is crucial to ensuring that JABSOM achieves its foundational mission of education 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.

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
ADMINISTRATION, FINANCE, AND OPERATIONS

FUNCTIONAL STATEMENT (Chart V)

OFFICE OF THE ASSOCIATE DEAN FOR ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: MAASMD

JABSOM's Chief Financial Officer, serving as the Associate Dean for Administration, Finance and Operations (ADAFO), is the medical school's principal business and operations officer. The Office of the ADAFO 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, Queens University Medical Group, and Hawai'i Residency Programs). The ADAFO also consults with the Dean, other Associate Deans, faculty, staff, students, and directors as appropriate, in developing and implementing JABSOM's campus policies and procedures related to administrative and financial matters.

The ADAFO provides leadership and management over JABSOM's departments of budget and reporting, contracting, and central fiscal and human resources, and oversight of all school-wide financial and business operations and facilities located at Kaka'ako and at JABSOM's four major off-campus leased research and clinical office space locations in Honolulu. All facilities, telecommunications, and parking functions are performed independently of the UH Mānoa campus facilities, information services, and operations personnel.

JABSOM's Kaka'ako location encompasses its education and research buildings, central plant, biosafety level 2 and level 3 laboratories, animal vivarium, translational research clinic, grounds, housekeeping, facilities development, maintenance, and repair. Other central services overseen by the ADAFO also include information technology network and telecommunications, parking, special events and café management, environmental health and safety, and asset and property management.

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

The Office of Central Fiscal and Human Resources (OCFHR) comprises 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, which is in addition and separate from JABSOM's internal employee or student ombudsman offerings.

The Central Business unit provides the school's department chairs and program directors with 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 and HR documents, training new administrative staff,

providing budgetary guidance, and keeping department chairs and program directors informed about department and program activities.

The Fiscal unit is responsible for controlling school-wide expenditures within funding authorization, in accordance with UH policies and procedures, as well as extramural sponsor funding requirements. The office provides 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 regarding fiscal matters.

The Human Resources unit is responsible for managing human resources in accordance with UH policies and procedures, as well as 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 regarding 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 a 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, including the leased off-campus space in affiliated healthcare facilities.
- Develop and maintain centralized, enterprise-level data storage systems with a comprehensive backup strategy to support academic medical education, medical research, and administrative functions.
- 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 website 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 the appropriate usage, retention, and security of data in accordance with 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 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 any required legislative financial reports, as JABSOM is 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 managing buildings and providing 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 ensure safety for the entire JABSOM campus.

MAINTENANCE, GROUNDS AND JANITORIAL SERVICES– Org Code: MAFCMS

Maintenance, Grounds and Janitorial Services is responsible for planning, directing, and coordinating building and maintenance services, and grounds keeping to the JABSOM campus, which includes but is not limited to the Medical Education Building, the BioSciences 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 the Board of Water Supply and contractors, 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 parking lot(s) serving the Kaka'ako campus.
- Coordinates with the University of Hawai'i Cancer Center in the management and assignment of parking usage
- Oversees security access for all JABSOM buildings on the Kaka'ako campus
- Facilitates campus-based emergency planning and response
- Provides courier and mail services for U.S., campus, and other external carriers (e.g., FedEx, UPS, etc.)
- Maintains paper inventory, copier supplies, and schedules shredding services
- Ensures the 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 Kaka'ako 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