Welcome!
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Start/End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome &amp; Introductions</td>
<td>Autumn Mreczko</td>
<td>8:00 - 8:10am</td>
</tr>
<tr>
<td>Office of the Dean</td>
<td>Autumn Mreczko</td>
<td>8:10 - 8:20am</td>
</tr>
<tr>
<td>Business Operations/Finance</td>
<td>Jackie DeAquino, Danielle Rose</td>
<td>8:20 - 8:30am</td>
</tr>
<tr>
<td>Facilities</td>
<td>John Gabrielsen</td>
<td>8:30 - 8:35am</td>
</tr>
<tr>
<td>COM IT</td>
<td>Raphael Lima</td>
<td>8:35 - 8:50am</td>
</tr>
<tr>
<td>Faculty Affairs</td>
<td>Sarah Herrero</td>
<td>8:50 - 9:00am</td>
</tr>
<tr>
<td>Development</td>
<td>David Green</td>
<td>9:00 - 9:10am</td>
</tr>
<tr>
<td>Communications</td>
<td>Anne Fennimore, Autumn Mreczko</td>
<td>9:10 - 9:20am</td>
</tr>
<tr>
<td>Library Services</td>
<td>Tiffany Follin</td>
<td>9:20 - 9:30am</td>
</tr>
<tr>
<td>Dean Boiselle Welcome</td>
<td>Phillip Boiselle</td>
<td>9:30 - 9:35am</td>
</tr>
<tr>
<td>BREAK</td>
<td>Attendees</td>
<td>9:35 - 9:50am</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Joanna Duran</td>
<td>9:50 - 10:00am</td>
</tr>
<tr>
<td>Diversity/Outreach</td>
<td>Barbara Locastro-Garofalo</td>
<td>10:00 - 10:10am</td>
</tr>
<tr>
<td>Departments (BMS, IMS, Surgery)</td>
<td>Sara Greene, Stephanie Gabrielsen, Catie Gouchenour, Hillary Cohen</td>
<td>10:10 - 10:25am</td>
</tr>
<tr>
<td>Graduate Programs</td>
<td>Bridget Statler</td>
<td>10:25 - 10:35am</td>
</tr>
<tr>
<td>Office of Medical Admissions</td>
<td>Monica Lopez</td>
<td>10:35 - 10:45am</td>
</tr>
<tr>
<td>BREAK</td>
<td>Attendees</td>
<td>10:45 - 11:00am</td>
</tr>
<tr>
<td>Employee Relations/Human Resources</td>
<td>Dave Tomanio, Natalie Manoogian</td>
<td>11:00 - 11:15am</td>
</tr>
<tr>
<td>Medical Education</td>
<td>Mavis Brown</td>
<td>11:15 - 11:25am</td>
</tr>
<tr>
<td>Graduate Medical Education</td>
<td>Venus Davis Wallace</td>
<td>11:25 - 11:30am</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Ellen Gomes</td>
<td>11:30 - 11:35am</td>
</tr>
<tr>
<td>Simulation Center</td>
<td>Mark Goldstein</td>
<td>11:35 - 11:45am</td>
</tr>
<tr>
<td>Questions/Closing</td>
<td>Autumn Mreczko, Elaine Van der Put</td>
<td>11:45 - 12:00pm</td>
</tr>
</tbody>
</table>
Parking and Building Information
College of Medicine Buildings 104, 71 and 55

Parking Lots
For Permitted Parking
Lot 6 (north of stadium, overflow)
Lot 4 (west lot is red)
Lot 2 (red lot)
Lot 4 (east lot is blue)

Tips
- Do NOT park in any Reserved Parking spots.
- You must have a Parking permit to park in lots 2, 4, or 5.
- Visitors with appointments should have received parking instructions in advance from College staff.
- Visitors without appointments may park in metered spots in front of AD-10 (see below).
- Call FAU Parking for more information 561-297-2771.

Buildings
ME-104 - Office Building
One College Admissions, Clinical Research, Faculty offices, Diversity office
BC-71 - Main College building, College administration, medical education, and residency offices
EE-96 - College of Engineering and Computer Science
SE-43 - College of Science
PS-55 - Physical Science (College of Medicine Units of Finance and IT)
AD-10 - FAU Administration
Metered Parking in front of AD-10
NU 54 - College of Nursing

Office Building (ME-104) - Next Door to College of Medicine
First Floor
Dr. James Galm’s Office
Clinical Translation Research Unit (CTRUI)
Comprehensive Brain Health Center (CBHC)

Office Building (ME-104) - Next Door to College of Medicine
Second Floor
College of Medicine Admissions
College Office for Diversity and Inclusion
Online Resources

COM Intranet
FAU Charles E. Schmidt College of Medicine

WELCOME TO THE COM INTRANET
Use this portal to find help and information on College Unit/Departments policies and practices, and other essential internal resources offered to faculty and staff.

NEW! View the full Charles E. Schmidt College of Medicine Strategic Plan!
Our Mission

• Represent the Dean and the College by providing exemplary role modeling and standards when interacting with our faculty, staff, students, University administration as well as members of the community.

• Our office takes great pride in serving our stakeholders by responding to inquiries as expeditiously as possible.

• We are a team of dedicated professionals committed to setting the standard for integrity and customer service in our College and serving as a reference and guide to all administrative matters.
Elaine Van der Put, PhD – Senior Associate Dean for Administration and Assistant Professor of Biomedical Science

Elaine is the new Senior Associate Dean for Administration. In her role she will help lead the college’s forthcoming strategic planning initiative and its implementation. She oversees development, communications, facilities, operations, and the Dean’s office staff, while contributing to other key areas including finance, IT, recruitment/retention and special projects.

Debbie Roski – Director of Faculty and Staff Affairs

Debbie manages the appointment and reappointment process for compensated faculty and staff and she serves as the liaison to the Provost’s Office, Human Resources and College units on faculty and staff hiring matters. She works closely with the Assistant Dean for Faculty Affairs and department chairs in the coordination of promotion and tenure processes, faculty assignments, faculty evaluations, and sustained performance evaluations. She works closely with the Senior Associate Dean for Administration on staff affairs projects. She also works with leadership to develop and maintain faculty and staff affairs policies.
Who We Are

**Gina Seits – Assistant to the Dean & Administrative Coordinator**
Gina is responsible for the coordination of complex and varied administrative support for Dean Boiselle. She manages his complex calendar, coordinating with university administration, college leadership, and community leaders, and provides logistical support. Gina also coordinates and facilitates effective and timely communication between the Dean and important constituents. Her ultimate goal is to ensure that Dean Boiselle's day runs as smoothly as possible.

**Autumn Mreczko, MHA – Special Projects Coordinator**
Autumn provides project manager support for special projects in the Dean’s Office, such as the strategic planning process and new employee orientation. She also coordinates the college's monthly staff meetings and service projects.
Autumn is also part of the Marking and Communications team, managing new web requests and content updates, editing college communications, and working to make the college visible in the community.
Who We Are

Sarah Herrero – Coordinator, Faculty and Staff Affairs
Sarah is responsible for reviewing and processing faculty appointments, modifications to faculty appointments and faculty appointment renewals. She also assists the Director of Faculty and Staff Affairs with responding to faculty and staff affairs projects and information requests.
Sarah is the point of contact for Workday reporting requests from internal and external sources, i.e., the LCME and AAMC and she maintains the Dean’s Office section of the CoM Intranet.

Diane Buss – Administrative Specialist, Faculty and Staff Affairs
Diane provides backup administrative assistance to the Office of the Dean: she prepares draft agendas and minutes for the Dean’s meetings, answers the Office of the Dean’s main phone line and provides backup for the Dean’s assistant to help manage the Dean’s calendar. Diane provides assistance to Staff HR partners when needed. She reviews and processes the staff recruitment and hiring requests, appointment renewals for the Office of the Dean.
Diane also serves as the liaison to faculty supervisors, chairs, external and internal legal counsel, International Student and Scholar Services and HR with regard to immigration matters.

Jennifer Govender – Assistant to the Senior Associate Dean for Administration and Administrative Specialist
Jenny Govender provides administrative support and manages calendars for the Senior Associate Dean for Administration and the CFO. She works closely with legal counsel to process college agreements and contracts.
Jenny also serves as HR Partner for Finance and COM IT and provides assistance to staff HR partners in other units, as needed.
The Charles E. Schmidt College of Medicine Administrative Policies serves as a reference and guide to administrative matters for ALL employees of the College.

The provisions of these policies are subject to applicable Federal and Florida laws, and University Regulations.

All University policies apply to college employees unless specifically addressed in these College Administrative Policies.

We encourage all employees to review the administrative policies and handbook at:

http://med.fau.edu/faculty/policies.php
The College Employee Toolkit provides a brief summary of some of the important policies found in the College Administrative Policies. Faculty and staff should be aware of the following:

- Staff Performance Appraisals and Faculty Performance Evaluations
- Injury on the Job
- Leave Programs
  - Family Medical Leave Act: qualify after 1 year of employment
    - [http://www.fau.edu/hr/files/FMLA_AND_EXTENDED_MEDICAL_LEAVE.pdf](http://www.fau.edu/hr/files/FMLA_AND_EXTENDED_MEDICAL_LEAVE.pdf)
- Report of Outside Employment for FAU Employees
- Media Relations
- Children in the Workplace
- Dress Code for Faculty and Staff

You can find the Employee Toolkit on our website under Faculty and Staff → Orientation Materials.
Thank you and let us know how we can help you!
Finance & Business Operations

Danielle Rose
Assistant Director
College of Medicine Finance

- Gabriel Esterhas | Senior Associate Dean
  - gesterhas2012@health.fau.edu  Ext. 7-2059  Bldg. 71 – 313A

- Steve Bender | Senior Director, Business Operations
  - benders@health.fau.edu  Ext. 7-4814  Bldg. 55 – 358

- Jaclyn M. DeAquino | Associate Director
  - jdeaqui@health.fau.edu  Ext. 7-1206  Bldg. 55 – 344

- Danielle Rose | Assistant Director
  - drose13@health.fau.edu  Ext. 7-0215  Bldg. 55 – 346

- Wanda R. Johns | Accounting Administrator
  - dominger@health.fau.edu  Ext. 7-4239  Bldg. 55 – 343

- Annie-Maddumage-Joseph | Finance Coordinator
  - amadduma@health.fau.edu  Ext. 7-2394  Bldg. 55 – 343
Source of Operating Funds

• State of Florida (state funding / “E&G” funds)
• Auxiliary Services
• FAU Foundation (funding/gifts from donors)
• Federal, State and Local grants (contracts & grants)
• Research Corporation (individual/corporate donations)
• College of Medicine Practice Plan (clinical activities of our faculty/physicians)
Finance Team Staff Support/Assistance

- Requisitions/Purchase Orders, P-card (university credit card)
- Adding suppliers to system (W-9, ACH)
- SmartTag(s) assigned to your area
- Spend categories (i.e. office supplies, travel, etc.)
- Expense reports
- Payroll questions
- Payment requests
- Foundation payments
- Travel reimbursements (spend authorizations)
- Grants
- Reconciling accounts
Workday
FAU’s Accounting/Financial Platform
Workday Training Tools

Job Aids

- Create Supplier Request
- Payment Types
- Payment Requests
- Create Receipt
- Create Supplier Invoice
- Supplier Invoice Workbench
- Find Purchase Orders
- Cancel or Change Supplier Invoices, Expense Reports, Spend Authorizations

http://www.fau.edu/controller/accounts-payable/job-aid.php

Training

- Workday training is now available. Please contact Danielle Rose at drose13@health.fau.edu for more information.
Workday Training Sign-Ups

- WORKDAY OIT Training Schedule

- At the training link shown below you will find that you can sign up for in-person trainings.

- [http://www.fau.edu/oit/training/](http://www.fau.edu/oit/training/)
Thank you and let us know how we can help you!
Team Members

Debbie Bradley – Assistant Director of Facilities Operations
Office #: 297-2503
Cell #: 561-926-1889
Email: dbradley@health.fau.edu

John Gabrielsen – Program Assistant, Facilities
Office: 297-4079
Cell: 561-212-2038
Email: jgabrie6@health.fau.edu

Mauricio Ramirez – Senior Shipping and Receiving Clerk
Office: 297-2391
Email: mramir36@health.fau.edu
What we can do for you…

Please submit a ticket by emailing us at COMFacilities@health.fau.edu with Building/Lab Maintenance issues including but not limited to...

- Offices/Labs too hot or too cold
- Water leaks
- Cleaning requests
- Lights out
- Shared lab equipment malfunctions
- Card Access or Key issues
- Telephone (desk or cell phone)
- Golf cart reservations
- Shipping/Receiving and mail
- And much, much, more!
Thank you and let us know how we can help you!
COM IT

Christine Clevenger and Marcelle Gornitsky
Educational Technology Coordinators
Meet the Team

Interim Director
(Jeff Clark)

Systems
Support and maintain all IT systems and software. Manage hardware (laptops, desktops, iPads, iPhones, printers, etc.), networking, and security for the COM and the Clinic. Interface with University’s Central IT (OIT).

- Raphael Lima
- Brian Brown
- Anthony Dardano
- Andres Carrasquillo
- Francisco “Kiko” Carrasquillo

Ed Tech
Provide faculty/staff/student professional development using educational technologies. Support instructional technologies (including iPads and iClicker) and manage the learning management system (OwlMed).

- Christine Clevenger
- Marcelle Gornitsky

Web Services
Manages the back-end of internal COM applications, such as COM directory, the lab instrument reservation calendar, and the Medical School Admissions Portal.

- Chris Kerlin
Technology in Use
Technology in Use
Technology in Use
COM IT Support

- COMSupport.FAU.edu
- COMHelpDesk@health.fau.edu
- COM Support: “One Stop Shop” for IT/Facilities information
- Search the knowledge base for articles/videos
- Submit a ticket
- Live chat with an agent
Security Authentication App

• Duo Mobile
  • Authentication security feature for WorkDay, email, and other FAU sites
  • Extra layer of security

• Options
  • Phone app, keyfob, or phone call
Computing at the COM

• Desktop Computers/Laptops/iPhones/iPads
  • Managed by COMIT- FERPA/HIPAA Compliant
  • Upgrade policy (every 4 years)

• Network Printers
  • Require credentials to print
  • Scan to email capable
  • Policies and printer locations
HIPAA/FERPA Compliance

- HIPAA Regulations
  - Secure @health.fau.edu email address
  - Email encryption ➔ [Safe] Subject Line

- OneDrive Storage
  - 1 terabyte
  - Secure storage
  - OneDrive FAQs

- SFax
  - Digital faxing
  - Procedures and contacts
Room Technologies

• COM IT Supports:
  • Classrooms- 126, 128, 130
  • Conference Rooms
  • Small group rooms
  • SIM Center Training Rooms

• Features Available:
  • Dual Source Projectors (classrooms)
  • Presentation Clicker
  • Video Conferencing
  • AirServer Connect (AirPlay)
Instructional Technologies

- iPads
- App Catalog
- MediaSite Recorded Lectures
- Flipped Classroom Support
- iClicker Polling
- Catchbox Throwable Microphone
- PowerPoint for iPad Lectures
- PowerPoint Redesign Services
Learning Management Systems

- **OwlMed (LCMS+)**
  - [OwlMed.FAU.edu](http://OwlMed.FAU.edu)
  - Undergraduate Medical Education (UME)
  - Supported by COMIT Ed Tech

- **Canvas**
  - [Canvas.FAU.edu](http://Canvas.FAU.edu)
  - Graduate BioMedical Science Programs (BMS)
  - Supported by FAU OIT
Outlook

- Email address: FAUnetID@health.fau.edu

- Email Access:
  - Outlook for Window/Mac
  - Outlook App
  - outlook.fau.edu

- Set-up Signature:
  - Directions here
Resources to Note

- **COMSupport.fau.edu**
  - “One Stop Shop” for IT/Facilities Information

- **COMDirectory.fau.edu**
  - Faculty/Staff/Student directory

- **Outlook.fau.edu**
  - Web Access to Outlook and OneDrive

- **COMHelpDesk@health.fau.edu**
  - Ticketing system for helpdesk and Ed Tech requests
Thank you and let us know how we can help you!
Office of Faculty Affairs

Sarah Herrero
Coordinator, Faculty and Staff Affairs
Who We Are

Dr. Roger Smith
Assistant Dean of Graduate Medical Education and Academic Affairs and Professor of Integrated Medical Science
Phone: 561-297-4844
Email: rogersmith@health.fau.edu

Sarah Herrero
Coordinator, Faculty and Staff Affairs
Phone: 561-297-3938
Email: sherrero@health.fau.edu
The Office of Faculty Affairs is a resource for all College of Medicine faculty. We are committed to offering guidance, support and opportunities to current and new faculty.
• FAU Academic Affairs Faculty Handbook can be found by visiting FAU Office of the Provost homepage.

• College Faculty Handbook can be found by visiting the College homepage and Intranet.

• Bylaws of the Charles E. Schmidt College of Medicine can be found by visiting the College webpage and Intranet.

• College Administrative Policies can be found by visiting the College webpage and Intranet.
Greetings from the Provost

Thank you for taking the time to visit our website and learn about our office and the Division of Academic Affairs. This site contains important information for faculty members and academic administrators, as well as outside stakeholders interested in learning more about the Division of Academic Affairs at Florida Atlantic University. Regardless of your role, we hope that you can use the resources found throughout these pages to contribute to your success as an important stakeholder in the FAU community.

The mission of the Office of the Provost is to provide leadership to achieve excellence in teaching, research, scholarship, and service. The office also guides policy development and resource allocation to support the diverse colleges, campuses, and student populations, ensuring their collaborative and distinctive contributions.

The Division of Academic Affairs comprises FAU's 10 colleges that deliver more than 180 degree programs at the bachelor's, master's and doctoral levels to over 30,000 students. Related areas, such as the Office of Undergraduate Studies, the University Registrar, the University Libraries, the Office of Information Technology, Enrollment...
Policies and Resources

Policies and Information

- Charles E. Schmidt College of Medicine Administrative Policies (PDF)
- College of Medicine Faculty Handbook (PDF)
- College of Medicine Promotion and Tenure (PDF)
  - Biomedical Science Promotion and Tenure Guidelines (PDF)
  - Integrated Medical Science Promotion and Tenure Guidelines (PDF)
  - Tenure upon Appointment Procedure (PDF)
  - Tenure Agreements Form (PDF)
- University Faculty Senate
- Bylaws of the Charles E. Schmidt College of Medicine (PDF)
  - Faculty Committees (PDF)
- College of Medicine Guidelines for Third Year Review (PDF)
- How to Use the Medical and Health Sciences Collections and User Services (PDF)
- Training Courses

Human Resources

- Job Opportunities
- Benefits and Retirement
- Employee Relations (AMP and SP Employees)
- Compensated Faculty Appointment Request Process (PDF)
- Compensated Staff Appointment Request Process (PDF)
- COM Faculty Orientation (PDF)
- COM Staff Orientation (PDF)

Equal Opportunity Programs

- EOP Home Page
- Anti-Discrimination and Anti-Harassment Regulation (PDF)
The Bylaws of the College specifies the organization of the college and identifies responsibilities and authority for decision making by the college’s various standing committees.

To define faculty governance for the University.

For a listing of the Faculty Committees please visit the College webpage.
Promotion and tenure shall follow Florida Atlantic University criteria and guidelines. Please visit the Office of the Provost for information.

- Tenure and Promotion (and Annual Evaluation) Information
  - Tenure and Promotion Guidelines Memo for 2017-18
  - Promotion & Tenure Forms for 2017-18
  - CV Template for Promotion & Tenure 2017-18
  - Criteria for the Appointment, Promotion, and Tenure of Faculty
  - Principles for Creating Criteria for Promotion & Tenure
  - College Promotion and Tenure Criteria (and Annual Evaluation) Websites
  - Non-Tenure-Track Portfolio Guidelines for 2017-18
  - Progress Toward Promotion to Professor (form)
  - Annual Appraisal of Progress Toward Tenure and Promotion (form)
College of Medicine Promotion and Tenure are consistent with the goals of the College and the regulations of Florida Atlantic University.

Please visit the College homepage for further information on the College Promotion and Tenure process for the college.

Department guidelines for Promotion and Tenure can be found at the College homepage.

A description of the College Promotion and Tenure Committees’ structure and responsibilities is outlined in the Bylaws of the Charles E. Schmidt College of Medicine.
College Guidelines for Third-Year Review

• For tenure track faculty.
• Tailored to the Departments within College, while maintaining consistency with the University guidelines.
• Please visit the College homepage for further information on Third-Year Review.
Evaluation of Faculty Performance

• Faculty shall be evaluated based on the guidelines and professional standards as set forth by the FAU-Academic Affairs Faculty Handbook and performance evaluation criteria.
• Faculty are evaluated once a year.
• Faculty are evaluated on a five tier rating system.
  • 5 - Exceptional
  • 4 – Outstanding
  • 3 – Good
  • 2 – Needs Improvement
  • 1 – Unsatisfactory
• For more information regarding Evaluation of Faculty Performance, please visit the Florida Atlantic University Faculty Handbook.
The Faculty Academic Information Reporting (F.A.I.R) system is a faculty designed and developed application that enables the easiest possible collection of academic information by or about faculty.

System consists of different modules that enables the collection of information.
Questions?

Contact

Dr. Roger Smith
Phone: 561-297-4844
Email: rogersmith@health.fau.edu

Sarah Herrero
Phone: 561-297-3938
Email: sherrero@health.fau.edu
Thank you and let us know how we can help you!
Office of Development and Community Engagement

David Green
Assistant VP for Development
Who We Are

The Department for Community Engagement is the fundraising office in the College.

• **David Green** – Assistant Vice President for Development
  • davidgreen@fau.edu or x74243

• **Shari Meehan** – Director of Development and Community Engagement
  • meehans@health.fau.edu or x72293

• **Yael Matan** – Coordinator of Development and Special Events
  • ymatan@health.fau.edu or x74452

• **Sara Greene** – Administrative Support
  • greenes@health.fau.edu or x72984
What We Do

• Meet with Donors – individuals, foundations, and corporations – to cultivate relationships and steward donors
• Prepare proposals
• Serve as the liaison with the FAU Foundation
• Work with the College’s Advisory Board
• Work with the Marketing & Communications department to develop collateral materials
• Hold various events throughout the year in support of the College including parlor meetings, White Coats 4 Care
Additional Information

• Foundation Budgets
  • MED accounts

• Event Forms
  • All event require an event form to be submitted.

• Foundation Check Requests & Spending Guidelines
  • All check requests are submitted to Sara Greene along with detail receipts, guest lists including affiliation and titles and copy of the invitation/email for the event/meeting

• Proposal Requests

• Mailing Lists
Ways to Give

• Types of Gifts
  • Scholarships
  • Dean’s Fund for Excellence
  • Planned Gifts
  • Endowments
  • Employee Giving
  • Corporate Gifts

• Types of Payment Accepted
  • Checks – made out to FAU Foundation
  • Credit Card – online or accepted over the phone
  • Appreciated Property – securities (stock), real estate
Thank you and let us know how we can help you!
Marketing & Communications

Anne Fennimore
Marketing & Communications Coordinator

Autumn Mreczko
Special Projects Coordinator
What We Do

• Liaises with Central Media and Marketing
• Monthly Announcements & Newsletters
• Manages COMAnnouncements & COMInfo email aliases.
• Develops and distributes projects like invites, flyers & brochures.
• Manages content for web site & social media.
• Polices logo usage & is heading the trademarking initiative.
Who We Are

Elaine Van der Put, PhD  
Senior Associate Dean for Administration

Overall coordination and prioritization of marketing and communications, and media relations activities.

Anne Fennimore, PhD  
Assistant Director for Marketing and Communications

Key contact for marketing and communications requests and projects, brand management and market research.

Cameron Moore  
Administrative and Communications Specialist

Manages social media and writes the monthly announcements and newsletter.

Autumn Mreczko, MHA  
Senior Coordinator, Special Projects

Manages college internet and intranet sites, and video boards; assists with college-wide communications, writing, and other special projects.
COM Communications Tickets

• Send all work requests to comcommunications@health.fau.edu
  • (This “opens a ticket”.)
• Web site requests: comweb@health.fau.edu
• Please “cc” Anne Fennimore with communications requests.
Response Times

• COM Communications is managing dozens of projects.
  • Many require FAU review up to 3 days
  • Projects can take 4-6 weeks depending on type

• Please review expected response times: http://comintranet.fau.edu/medwrite/

• Please note: “Same-day” service may not be available based on project priorities and other deadlines.
FAQ: Logos, Posters, Printing

How can I get a logo for a poster, flyer or letterhead?

- The University reviews logo usage to ensure branding compliance & requires 3 days to review.
- Pre-approved poster and letterhead templates are on our Intranet site, email afennimo@health.fau.edu to review logo.
- If you need a logo for another purpose, please email comcommunications@health.fau.edu.

How can I print a poster?

- On campus at the Toshiba printing center. Departmental administrative support will create a Purchase Requisition, but need Com Communication’s logo approval email 1st.
- FAU prohibits use of P-Cards to buy or print any item with an FAU logo.
FAQ: Logos and Vendors

• How can I get a promotional item like a pen with the College logo or trademark?
  • Please go to the FAU Creative Services web site here for a list of licensed vendors & work directly with an approved vendor.
  • Please forward artwork to afennimo@health.fau.edu to approve before proceeding with an order.

• I need to hire a photographer for an event.
  • The FAU photographer (free) may be available for on-campus events, click here http://www.fau.edu/publicaffairs/marketing/photography-request.php to fill out a request. Alternatively, a professional photographer can be hired by opening a ticket at comcommunications@health.fau.edu.
FAQ: Business Cards

• How can I get a business card?
  • Use the business card template on FAU Purchasing at http://www.fau.edu/purchasing/fau_printing/bus_card.php
  • Work with department administrative support to open a purchase requisition and order cards.
FAQ: Titles

• What titles may I use for my business card and email signatures?
  • Faculty should use their “rank” (professor) title on business cards and in email signatures.
    • If you have an additional “decanal title” (assistant dean), you may use that.
    • Do not use “role” titles i.e.. clerkship director.
  • Staff should use titles identified in their offer letter or what is currently in workday, not any other working title.
FAQ: Media Relations

• Send all calls/emails from reporters to Anne Fennimore at 7-2510 or afennimo@health.fau.edu. She will forward to FAU Media Relations.
Questions?

Email:
comcommunications@health.fau.edu
Thank you and let us know how we can help you!
FAU Libraries

Tiffany Follin
Medical Liaison and Outreach Librarian
Who We Are

- Department within Wimberly Library
- (Main FAU Library, only library on Boca campus)
Who We Are

• Amanda Chiplock, Senior Medical (Associate Faculty) Librarian
  • Library Office
  • 561-297-4103
  • Suite 103, Room LY-101 (Left when you enter Library, then all the way down to the end of the hall. We are on the left.)
  • Best way to contact is via email:
  • achiplock@health.fau.edu

• Tiffany Follin, Medical Liaison & Outreach (Assistant Faculty) Librarian
  • Library Office
  • 561-297-3642
  • Room LY-103J
  • tfollin@health.fau.edu

• COM Office: TBD
What We Do

• **Support** the curricula, instructional, and research needs of the Faculty, affiliate faculty, staff, students, and residents of the College of Medicine.

• **Co-design and co-teach** sections of the evidence-based medicine curriculum within the Foundations of Medicine courses.

• **Sit on** various standing and ad hoc committees within the College.

• **Assist** with the research needs of Faculty, affiliate faculty, students, and residents.

• **Collaborate** in implementing programs designed to support the overall mission and vision of the College.

• **Provide** training and support for library resources.
FAQ

- Access the med library portal at: [http://library.fau.edu/med/](http://library.fau.edu/med/)
- If off-campus, sign into EZ Proxy first!

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**Services**

- Off Campus Access/EZ Proxy
- Interlibrary Loan

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**Guides**

- Affiliate Faculty Info
- Citing your Sources
- Finding Images
- Point of Care Databases
- Mobile Apps
- Evidence Based Medicine
- Off Campus Access Tutorial
- Pharmacology Tools Tutorial
- Networks

---

**Off Campus Connect (EZproxy)**

Many of the databases offered by the FAU Libraries are restricted to currently registered students, staff, and faculty of the University. When connecting to these services from off campus you are required to let the system know you are currently affiliated with FAU.

**FAU Net ID Sign On**

Sign in with FAU NetID (first part of email before the @) and password

**Library Account Sign On**

- 14-Digit Owl Card Number: Omit the letter "A"
- Library Account Password: 4 digit birth month & day unless you have reset it - e.g., "0603" for June 3

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**FAU**

Charles E. Schmidt College of Medicine

Florida Atlantic University
FAQ

• Any issues or questions, or to set up an appointment, please send an email to
  achiplock@health.fau.edu
  or
tfollin@health.fau.edu

• Walk-ins always welcome.
Thank you and let us know how we can help you!
Dean’s Welcome

Phillip Boiselle, M.D.
Dean
Office of Student Affairs

Joanna Duran
Director of Student Affairs
The Office of Student Affairs supports our medical students from the time of admission to graduation and beyond.
What We Do

- Provide academic, career & personal counseling for our medical students - our advising system allows our students to maximize their personal and professional growth

- Represent the institution & the medical profession to our medical students

- Implement institutional policies & procedures
Support student organizations & leadership opportunities

Support educational & extracurricular activities including student research

Provide oversight of student health & safety
Support the Office of Admissions during the admissions process

Manage the Registrar functions which serve as custodian for all medical student records and maintaining the security of all such records

Manage the medical student mass communications
Manage & track student compliance

Facilitate the residency and match processes

Plan and execute all events that benefit the medical students including: Orientations, Match Day, White Coat Ceremony, and Graduation
HealthFirst – Health & Wellness Initiative
The Office of Student Affairs strives to enhance students’ personal awareness and wellness while preparing them to become outstanding medical professionals who provide patient-centered health care that is responsive to the medical, social, and cultural needs of the community we serve.
Who We Are

Stuart Markowitz, M.D.
Senior Associate Dean for Student Affairs and Admissions
X 7-2191, stuartm@health.fau.edu

Jennifer Caceres, M.D.
Assistant Dean for Student Affairs
X 7-3790, jcacere3@health.fau.edu

Joanna Duran, Director of Student Affairs
X 7-2097, duranj@health.fau.edu

Sharon Realini, College of Medicine Registrar
X 7-1010, srealini@health.fau.edu

Jessica Gray, Medical Student Affairs and Compliance Coordinator
X 7-1043, jlgray@health.fau.edu

Susan Mayorga, Student Affairs Specialist
X 7-4617, weberc@health.fau.edu

Annie Thomas, Student Affairs Administrative Specialist
X 7-2219, athomas@health.fau.edu
Questions about Student Advising – Dr. Markowitz and Dr. Caceres
Contact: Sharon Realini and Annie Thomas to schedule a meeting.

Student Participation – If you need student to attend or participate in an activity or an event.
Contact: Joanna Duran

Student Affairs Calendar and Events
Contact: Joanna Duran

Student Records
Contact: Sharon Realini

Student Interest Groups and Student Council
Contact: Joanna Duran, Susan Mayorga and Annie Thomas

HealthFirst
Contact: Susan Mayorga

Compliance
Contact: Jessica Gray
Thank you and let us know how we can help you!
Diversity and Inclusion

Barbara Locastro-Garofalo
Assistant to the Associate Dean for Diversity & Inclusion
Our Mission

• Diversity and Inclusion are core values at the COM
• D&I are the driving forces and indicators of excellence and innovation in academic medicine
• We aim to create programs and an environment that promotes the development and success of our diverse students, faculty, staff and community
Core Functions of the Diversity and Inclusion Team

**Strategic Vision for Diversity & Inclusion at the CoM**

Unit Head: Julie Servoss, MD, MPH  
Associate Dean for Diversity and Inclusion  
jervoss@health.fau.edu | (561) 297-4133

Other Skills:  
Curriculum Design & Development  
Partnership Development  
NIH/NSF/Foundation Grant Writing

Nirmala Prakash, PhD  
Director  
nprakash@health.fau.edu | (407) 733-5824

Other Skills:  
Design & Research NSF/Foundation & Ed Grant Writing  
Science Ed Curriculum Development  
Partnership Development

Michael J.L. Smith, DrPH, MPH  
Director, FAMU-FAU Medical Scholars Pgm  
michaelsmith@health.fau.edu | (561) 297-3876

Other Skills:  
Epidemiology, Biostatistics  
Research Methods, Public Health  
Health Programs, Underrepresented Minorities in Medicine

**Outreach, Grants & Partnerships**  
K-12, College and Community Outreach Programs

Barbara Locastro - Garofalo  
Administrative Assistant  
blocastr@health.fau.edu | (561) 297-0237

Other Skills:  
Event Coordination  
Logistics & Planning  
Project Management  
Customer Service  
Administrative Support

Alicia Rootes, MBA  
Senior Coordinator, Diversity and Inclusion  
arootes@health.fau.edu | (561) 297-4816

Other Skills:  
Community Engagement  
Partnership Development  
Workday, Marketing Logistics

**FAMU-FAU Medical Scholars Program**
What We Do

- Medical Education: Cultural Competency & Curriculum Development
  - Unconscious Bias, Social Determinants of Health, LGBT Health
  - Art in Medicine
- FAMU – FAU Medical Scholars Program
- Outreach and Partnerships
  - K-20 initiatives
  - Pipeline Programs
- Research and Scholarship
- Community Service and Engagement
Medical Education

Curricular Goals:

1. Demonstrate an understanding of how patients’ cultures and belief systems impact their experience of health and illness as well as their interaction with the health care system

2. Demonstrate the capacity to provide patient/family-centered care to individuals from backgrounds different than his/her own in a respectful, compassionate and professional manner

Contact Dr. Julie Servoss
An 8-year Bachelor of Science-Medical Doctor dual-degree program for outstanding high school seniors who have made an early and informed decision to become a physician. Students admitted to this program spend their undergraduate years at FAMU, participate in a specially tailored Medical Scholars Program curriculum, and receive conditional acceptance to the Charles E. Schmidt College of Medicine.

Contact Dr. Michael Smith
Pre-K – 12 Pipeline Programs

• Health Careers Outreach Program (HCOP)
  • College Roadshow
  • Anatomy Lab
  • Simulation Center

• STEAMgineers
  • Summer Camp
  • School-year Program

• GEMS

• FemSTEM with FAU High School

• Service Learning with 2nd year medical students in the Foundations of Medicine course

Contact Alicia Rootes
Diversity and Inclusion Research Group

Our outreach programs, Service Learning initiatives, and other work in our office provide opportunities for research and scholarship. We mentor FAU students through the scholarly process, from data analysis to publishing research findings. Students may join our recently formed Diversity and Inclusion Research Group and work with our data, or they may design and implement an original study.

Contact Dr. Nirmala Prakash
Our office also supports faculty and staff in finding opportunities to volunteer in our community. FAU provides all full time employees 8 hours of paid Community Engagement Volunteer Leave.

Contact Barbara Locastro-Garofalo
Thank you and let us know how we can help you!
Department of Biomedical Science

Sara Greene
Coordinator
The Department of Biomedical Science is comprised of 21 faculty members, 10 research faculty and 8 Post-Doctoral Fellows.

Dr. Randy Blakely, head of the FAU Brain Institute, along with the members of his team hold their academic appointments in our department. Dr. Blakely’s lab is located on the Jupiter Campus.

**Department Chair:** Janet Robishaw, Ph.D.

**Contact Info:** Sara Greene, [greenes@health.fau.edu](mailto:greenes@health.fau.edu), x72984
What BMS Faculty Do

• Teach in the Undergraduate Medical Education Program – Facilitate PBL & IQ sessions for M1 & M2
• Teach one graduate course each year
• Mentor students interested in careers in biomedical sciences
• M.S. & Ph.D. students & thesis/dissertation committees
• Directed Independent Study (undergrad & grad)
• Undergraduate Research Students (OURI)
• Laboratory Research
• Grants
Research Areas

- Genomics/Precision Medicine
- Cardiovascular and metabolic diseases
- Autoimmune diseases
- Genetic & Age Related Eye diseases (macular degeneration & cataracts)
- Neurodegenerative diseases (Parkinson’s)
- Cancer
- Infectious diseases (HIV/AIDS and malaria)
- Stroke
What I Do

• Provide administrative support for the Chair/Senior Associate Dean for Research
• Promotion and Tenure
• Affiliate and Visiting Faculty
• Faculty and Staff appointments (w/ Dean’s Office)
• Room reservations
• Office supplies & business cards
• F.A.I.R., DDI, Dashboard, Outside Activity reporting
• Collect telephone verification forms
• Workday support – expense reports, spend authorizations, requisitions, timekeeping
Thank you and let us know how we can help you!
How can we support you?

- Workday Assistance
- Phone Bill Collection and Distribution
- Business Card Orders
- Office Supply Orders
- White Coat Orders
- Time-Off Requests
- Prepare and Approve Travel Authorizations
- Prepare and Approve Expense Reimbursements
- Prepare Promotion & Tenure Portfolios
- Process Affiliate Faculty Appointments, Promotions & Renewals
- Faculty Activity Reporting (F.A.I.R. system, Departmental Dashboards)
- Faculty Search & Recruitment
- Answer General Questions & Inquiries
- Distribute Important Departmental Announcements and Information
Thank you and let us know how we can help you!
Department of Surgery

Hillary Cohen
Department Coordinator
Who We Are

• Department of Surgery
  • Dr. Thomas Genuit, Department Chair
  • Hillary Cohen, Department Coordinator
    • hdcohen@health.fau.edu
    • 7-2216
    • Room 315
  • Faculty: 4 FT, 1 PT, 250 Affiliates

• Program in General Surgery
  • Dr. Thomas Genuit, Program Director
  • Dr. Bruce Brenner, Associate Program Director
  • Gretchen Lynch, Program Coordinator
  • Anna-Kaye Campbell, Program Assistant
  • Residents: 26 [July 1: 38]
**What We Do**

- Faculty support
- Provide guidance to medical students interested in pursuing a surgery career
- Engage community surgeons
- Faculty development
Get in touch!

- COM 315
- EMAIL! hdcohen@health.fau.edu
- Gretchen Lynch: lynchg@health.fau.edu
- Anna-Kaye Campbell: campbella@health.fau.edu
Thank you and let us know how we can help you!
Graduate Programs

Bridget Statler
Coordinator
Master of Science
Degree of Biomedical Science
The Charles E. Schmidt College of Medicine Master of Science program offers both thesis and non-thesis MS degrees in Biomedical Science.

Students in both tracks can choose from a wide-variety of elective courses to individually tailor their programs of study to personalize their educational and career goals.

Application Deadlines:
- Fall deadline – April 1
- Spring deadline – October 1
- Summer deadline – March 1
PhD Integrative Biology
Biomedical Science track

- The Charles E. Schmidt College of Science Doctoral Integrative Biology has a Biomedical Science concentration and students are accepted to the concentration are subject to all Integrative Biology policies and regulations as well as additional regulations that are specific to the concentration.

- Students would need to apply through the College of Science and person of contact is Stacee Caplan scaplan4@fau.edu.

- December 11th deadline for fall admission. The doctoral Program in Integrative Biology at FAU accepts applications for an annual Fall admission cycle.
Thank you and let us know how we can help you!
Admissions

Monica Lopez
Director
Admissions for the College

Charles E. Schmidt College of Medicine offers students a variety of educational programs and degrees:

- A Doctor of Medicine (M.D.)
- Graduate certificate in biomedical science
- Master's degree in biomedical science
- Ph.D. in biomedical science
- M.D./Ph.D. program
- Medical honors program
- Post-baccalaureate studies

Note: The Admissions Office only oversees the admissions process for the M.D. and M.D./Ph.D. programs.
Admissions for M.D. Programs

The Admissions Office manages the entire admissions process for the M.D. and M.D./Ph.D. programs.

• We have a competitive admissions process and do review all applications to the program through a committee on admissions. The committee’s goal is to identify, evaluate, and admit qualified applicants who can best meet the missions of the College of Medicine.

• The College usually receives more than 4,000 applications, yet we only have 64 entering students to each first year class.

• Within the total class size of 64 students, a maximum of 4-5 students may be admitted to the dual M.D./Ph.D. program sponsored jointly by the College of Medicine and The Scripps Research Institute.
What We Do

The Admissions Office works alongside an Admissions Committee to:

• Review all applicants
• Interview qualified applicants

We also:

• Handle all inquiries for the M.D. programs
• Attend recruitment events for the M.D. programs
• Oversee Medical pipeline programs
• Manage acceptances in order to ensure that 64 of the nest students are matriculated each Fall
Who We Are

- Admissions Office
  - Monica Lopez, Director
    - Phone: 7-4252  Email: monicalopez@health.fau.edu
  - Agnes Santore, Admissions Specialist
    - Phone: 7-2202  Email: asantore@health.fau.edu

- General Contact info
  - Located in Office Building 1 (OB1), ME-104
    - Second Floor offices 235 & 236
  - General Admissions contact:
    - Email: mdadmissions@health.fau.edu
    - Phone: 7-0440
Who We Are

The Admissions Office is a part of Student Affairs.

- **Head of the Unit:**
  - Dr. Stuart L. Markowitz, Sr. Associate Dean of Student Affairs and Admissions

- **Who is available to answer questions:**
  - Agnes Santore, 7-2202
  - Monica Lopez, 7-4252
FAQ

• Does the Admissions Office...
  • Give tours to visitors who are considering applying?
    • Tours of the College are given when you are invited to interview.
  • Make appointments for prospective applicants to meet with advisors or counselors?
    • Medical school admissions offices don't have advisors or counselors. Instead, admissions offices rely on premed advisors and counselors at the undergraduate institutions.
    • All the information needed on “How to get into Medical school” and “How to apply to Medical school” can be found online at http://med.fau.edu

• How long is an admissions cycle?
  • The cycle starts June of one year and would continue until August of the following year. For example:
    • Admissions cycle for the entering Class of 2017 (Class of 2021) is June 2016 through August 2017
BREAK
FAU Department of Human Resources

Dave Tomanio, MBA, MEd, SPHR, PhD Candidate
Assistant Vice President
Who We Are

Natalie M. Manoogian, JD, MPA
Assistant Director, Employee Relations and Development
Telephone: 561-297-2554     Email: nmanoogian@fau.edu

Nancy Vincenty-Cortez
Manager, Broward Campus Human Resources
Telephone: 954-236-1245     Email: nvincen6@fau.edu

Ashley Scott
Employee Relations Specialist
Telephone: 561-297-3072     Email: abever2013@fau.edu
Who We Are

Kavon Nikfar
Leave Administration & Workers’ Compensation Specialist
Telephone: 561-297-0319     Email: knikfar@fau.edu

Employee Relations Email Group
emprels@fau.edu
What We Do

• The Employee Relations & Development Team is committed to promoting a cohesive, effective and high performing workplace by providing guidance and assistance to FAU employees. This is accomplished through the administration of and compliance with Federal, State and local laws, and FAU policies and regulations, in support of the University’s mission, vision and strategic initiatives.

• Statement of Confidentiality: If you wish to discuss a matter with Employee Relations, confidentiality will be maintained to the extent possible and consistent with legal requirements. If the matter involves unlawful conduct or is critical to the interests of the University, then the information gathered may be shared on a need-to-know basis.
## What We Do

The Employee Relations Team offers:

<table>
<thead>
<tr>
<th>Coaching, Guidance, Assistance &amp; Training</th>
<th>Confidential* Consultations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict Resolution &amp; Mediation</td>
<td>Corrective Actions &amp; Disciplinary Process Administration</td>
</tr>
<tr>
<td>FMLA &amp; Extended Medical Leave Administration</td>
<td>Grievance Process Administration</td>
</tr>
<tr>
<td>Layoff Process Assistance (Employee &amp; College/ Dept.)</td>
<td>Performance Management (Annual &amp; Special Reviews)</td>
</tr>
<tr>
<td>Policy Interpretation &amp; Management</td>
<td>Probationary Process Assistance &amp; Administration</td>
</tr>
<tr>
<td>Unemployment Compensation Administration</td>
<td>Workers’ Compensation Administration</td>
</tr>
</tbody>
</table>
# Training and Development Workshops

<table>
<thead>
<tr>
<th>Working in Multi-Generational/Multi-Cultural Workplace (Offered twice in FY-2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY-2019 Offerings</strong></td>
</tr>
<tr>
<td>Effective Time Management</td>
</tr>
<tr>
<td>How to Conduct Effective Meetings</td>
</tr>
<tr>
<td>Managing Interpersonal Relationships</td>
</tr>
<tr>
<td>Managing Conflict</td>
</tr>
</tbody>
</table>
Thank you and let us know how we can help you!
Office of Medical Education

Mavis Brown
Director
The Office of Medical Education supports the curriculum for undergraduate medical students in years 1, 2, 3 & 4. This includes:

- Administration and management of all courses
- Curriculum Databases (OwlMed, AMION & Canvas)
- Academic Calendars, Syllabus & Learning Objectives
- Schedules (Preceptors, LIC, etc.)
- Exams (ExamSoft & NBME), Grades and Records
- Clinical Rotations and Academic Lotteries
Who We Are

• Dr. Sarah Wood, Senior Associate Dean of Medical Education

• Mavis Brown, Director – 70899; mwbrown@health.fau.edu
  • All

• Lacey Sorrentino, Assistant Director – 74662; lsorrentino@health.fau.edu
  • Year 3 - Schedules, Rotations & Orientations

• Fritzna Alincy – 72972; falincy1@health.fau.edu
  • Year 1 & 2 Basic Science Courses
Who We Are

• Ashia Milligan – 74333; amilliga@health.fau.edu
  • Year 1 & 2 Clinical Courses

• Maria Graham – 74790; mariagraham2013@health.fau.edu
  • Year 1, 2 & 3 OSCE, Year 1 & 2 Clinical Small groups

• Lisa Manigo – 74647; lmanido@health.fau.edu
  • Year 4

• Valerie Ricciardo – 70988; vricciardo@health.fau.edu
  • Room reservations, office supplies and faculty support
<table>
<thead>
<tr>
<th>Year</th>
<th>Course</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Orientation</td>
<td>08/13/19-08/16/19</td>
</tr>
<tr>
<td>Year 1</td>
<td>FBS Fundamentals of Basic Science</td>
<td>08/19/19-09/07/19</td>
</tr>
<tr>
<td>Year 1</td>
<td>FOM 1 Foundations of Medicine 1 (19 weeks)</td>
<td>09/08/19-01/06/20</td>
</tr>
<tr>
<td>Year 1</td>
<td>PT 2 Cardiovascular, Respiratory, (11 weeks)</td>
<td>02/07/20-03/18/20</td>
</tr>
<tr>
<td>Year 1</td>
<td>PT 3 Renal, Endocrine, Reproduction (9 weeks)</td>
<td>03/22/20-04/24/20</td>
</tr>
<tr>
<td>Year 2</td>
<td>Exam Week with NAP OSCE</td>
<td>12/17/19-12/21/19</td>
</tr>
<tr>
<td>Year 2</td>
<td>Winter Break (3 weeks)</td>
<td>12/24/19-12/28/19</td>
</tr>
<tr>
<td>Year 2</td>
<td>Winter Break (2 weeks)</td>
<td>01/07/20-01/10/20</td>
</tr>
<tr>
<td>Year 2</td>
<td>NSB Neuroscience &amp; Behavior (9 weeks)</td>
<td>01/14/20-02/21/20</td>
</tr>
<tr>
<td>Year 2</td>
<td>FOM 2 Foundations of Medicine 2 (17 weeks)</td>
<td>02/24/20-05/05/20</td>
</tr>
<tr>
<td>Year 2</td>
<td>PT 4 Neurology, Infectious (9 weeks)</td>
<td>05/06/20-06/03/20</td>
</tr>
<tr>
<td>Year 2</td>
<td>Final Shelf Exams (3 weeks)</td>
<td>06/04/20-06/07/20</td>
</tr>
<tr>
<td>Year 2</td>
<td>Transition Week</td>
<td>06/08/20-06/12/20</td>
</tr>
</tbody>
</table>

**Update June 8, 2019**

**Weeks with dates in bold include holidays**
Please feel free to contact any OME staff member with questions regarding the curriculum, academic calendar or course schedule.
Thank you and let us know how we can help you!
Graduate Medical Education

Venus Davis-Wallace
Director
Who We Are

• Lee Learman, MD, PhD, Sr. Associate Dean of Graduate Medical Education (GME) and Designated Institutional Official (DIO)

• Roger Smith, MD, Assistant Dean of GME and Faculty and Academic Affairs

• Venus Davis-Wallace, Director of GME

• Alexandra Schoenmakers, Academic Program Specialist of GME

• Eric Lupo, Executive Assistant to the Dean
Graduate Medical Education supports the education and training of FAU’s *medical residents* to become our community’s caring and compassionate leaders and physicians of the future with the highest of quality in patient care.
Our Programs

**Internal Medicine**
- Sachin Sule, M.D.
  Director

**General Surgery**
- Thomas Genuit, M.D.
  Director
- Gretchen Lynch, C-TAGME
  Coordinator
Our Programs

Emergency Medicine

- Richard Shih, M.D.
  Director

- Colleen Mayer McDowell, C-TAGME
  Program Manager

Psychiatry

- Stuart Goldman, M.D.
  Director

- Yamile DiCanio, C-TAGME
  Coordinator
Newly Approved Programs

**Neurology Residency**
- Daniel Kantor, M.D.  
  Director
- Adriana Chow-Ellison, M.B.A.  
  Coordinator

**Cardiovascular Disease Fellowship**
- Brijeshwar Maini, M.D., FACC  
  Director
Tips to Engage with our Group

Please contact us Monday through Friday from 8am to 5pm and it will be our pleasure to answer any questions you may have.

Venus
7-4241
vdaviswallace@health.fau.edu

Alexandra
7-4533
aschoenm@health.fau.edu
Thank you and let us know how we can help you!
Office of Medical Student Financial Aid

Ellen Gomes
Director
Who We Are

• Ellen M. Gomes
  • Director of Medical Student Financial Aid
  • gomese@health.fau.edu, 561-291-2591
  • Room 228C

• Mark A. Vigorito
  • Assistant Director of Medical Student Financial Aid
  • mvigorito@health.fau.edu, 561-297-4964
  • Room 228D
How We May Serve

• Medical Students
  • Financial Aid Application and Awarding Services
  • Teaching Budgeting and Responsible Money Management
  • Assisting with finding resources in financial emergencies

• You
  • Explaining the Financial Aid Process for you and/or your children or other family members
  • Translating the language of Financial Aid (FAFSA, EFC, COA, SAR, FSA ID, etc.)
Thank you and let us know how we can help you!
Clinical Skills
Simulation Center

Mark Goldstein
Executive Director
Contacts

Mark Goldstein
Senior Director, Simulation Center
561.297.1374
mgolds17@health.fau.edu

Dr. George Luck
Associate Professor of Clinical Biomedical Science
and Director of Professional Education for the Simulation Center
561.297.0676
gluck@health.fau.edu

Sindiana Echeverri
Program Manager Simulation Center
561-297-2459
secheverri@health.fau.edu
Contacts

**Edwin Guzman**
Program Manager Simulation Center
561-297-1667
eguzman2015@health.fau.edu

**David Sandau**
Program Manager Simulation Center
561-842-2226
dsandau@health.fau.edu

**Gloria Fuentes**
Operations Manager
561.297.4320
glimafue@health.fau.edu

**Donell Henry**
Research and Training Assistant
561.297.4268
dhenry21@health.fau.edu
Objective: To train various healthcare providers in the identification, evaluation and treatment of patients by simulating medical scenarios and providing the opportunity to practice, prepare and analyze all aspects of the chain of patient care and treatment.
High Fidelity Simulator Advantages

- Safe environment
- Procedural familiarity through repetition
- Focus on critical thinking, clinical reasoning and communications
- Reduction in ethical controversies
- Anatomical & physiological realism
- Clinical assessments to establish areas for remediation
- Ability to “learn from mistakes”
- Substitution of clinical hands-on hours for simulation hours
- Interdisciplinary training for team skills and communications
- Introduction of new procedures to licensed physicians
- First responders involved with triage and emergency treatment
Standardized Patient Training Advantages

- Standardized Patients (SP’s) interaction with medical students to simulate real patient examinations
- Practice in a safe, non-threatening environment to develop history and physical assessment skills
- Foster humanistic approach to patient contacts through interactive questions and responses
- Provide test environment for formal, standardized Clinical Evaluation
- Provides a platform for aspiring medical student (pre-med) students to interact with COM medical students
Healthcare Training Participants

- **College of Medicine**
  - 320 Medical Students - M1 class training in FOM1-2 (vital sign recognition, venipuncture, eyes/ears/auscultation), Neurology and GI hands on scenario training; M2 class for Cardiology, Pulmonary, Neurology; M3 class for Introduction for Hospital and post rotation assessment; M4 class Training Transition Residency

- **Residents - Clinical Assessments and Skills**
  - FAU GME – Internal Medicine Residents – PGY1 and PGY2 and PGY3 – (90 categorical / 12 preliminary)
  - SURGICAL RESIDENTS – 15 pgy1 – 3 RESIDENTS
  - EMERGENCY DEPARTMENT – Commence in June 2017
  - PBCGME– 100 DO Residents/2015- ACLS,PALS, BLS

- **Health Trust Workforce Solutions**
  - StaRN Nurses - 500 nurses trained per year.
  - Model for National Health Trust Training (145 hospitals)
  - HCA Southeast Region
  - ER, CCU, Tele/MedSurg, Trauma, PeriOp, Labor & Delivery, NICU, Mother & Baby, Pediatrics, PICU, CVICU and Behavioral Health (psychiatry).
  - Over 2000 nurses trained from 15 area hospitals
Healthcare Training Participants

- **Hospitals (130 Participants)**
  - Good Samaritan, St. Mary’s, Bethesda, Wellington Medical Center, Jupiter Medical Center

- **Schools of Nursing**
  - Advanced training exercises for 328 Labor/Delivery Nurses from various Schools of Nursing.
  - North Broward Technical Center, Burnett College, South Florida Medical College, Cambridge Institute,
  - Sigma Institute, Breckinridge School

- **Adult Living Facilities**
  - Morse Life, Menorah House and West Boca Medical Center
  - 21 LPN and CNA – Interact Project
  - 30 HHA and FCG – Advanced Skills Training

- **Additional Training**
  - 267 EMS/Paramedics (North Palm Beach, Palm Beach F/R)
  - 127 Paramedic trainees (HCI)
  - 194 MRC Medical Response Corp. – Triage, limited emergency response training
Questions?