Introduction to the
College of Osteopathic Medicine of the Pacific (COMP/COMP-NW)

Orientation for New Faculty
Institute for Medical Educators
2014-15
Today’s Purpose

The purpose of the COMP New Faculty Orientation is to help you acculturate to the College by providing foundational information that will help you function more effectively in your role.
Objectives

By the end of Orientation you should be able to…

• Discuss COMP’s mission
• Understand COMP’s organizational structure
  – Describe the 2 campuses (COMP & COMP-NW)
  – Describe the roles and functions of the various academic and administrative departments/offices
• Know how/where to access faculty resources
• Understand policies and procedures
• Utilize the APP and SharePoint sites
• Understand the basics of writing exam questions
• Know which future events are required by the Dean and will be helpful for you
New Faculty Activity Checklist

Required:
- WU/CAPE New Faculty Orientation
- ABC Boot Camp
- COMP New Faculty Orientation
- Intro to Faculty Advising (IME/OSA)
- Osteopathic Principles & Practice (OP&P) for Faculty
  (offered periodically by Dr. Ray Hruby)
- IT/Podium Training for Classroom Teaching (x5342)

Strongly Encouraged:
- WU Preview Day (Admissions/Hanson)
- Copyright for Teaching (CAPE/Vader)
- IPE Facilitation
- Student Relations Workshops (various)
# COMP NEW FACULTY ORIENTATION

**July 22, 2014**

## AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:45-9:00am</td>
<td><strong>Arrival &amp; Continental Breakfast</strong></td>
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<tr>
<td>9:00am</td>
<td><strong>Welcome and Introductions</strong></td>
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<tr>
<td></td>
<td>Gail Singer-Chang, Psy.D., MS, MA</td>
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<td>Asst. Dean, Inter-disciplinary Professional Education</td>
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<td>Chair/Asst. Prof., Social Medicine &amp; Healthcare Leadership</td>
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<td>Director, Institute for Medical Educators (IME)</td>
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<tr>
<td>9:10-9:45</td>
<td><strong>COMP Organization, Who’s Who at COMP</strong></td>
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<td><strong>Faculty Resources &amp; Expectations</strong></td>
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<td></td>
<td>Gail Singer-Chang, Psy.D.</td>
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<td>9:45-10:00</td>
<td><strong>Admissions Interviewing: Overview</strong></td>
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<td>Susan Hanson, MA, Executive Director, Admissions</td>
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<td>10:00-10:30</td>
<td><strong>Academic Progress Portal (APP)</strong></td>
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<td>Scott Helf, DO, MSIT</td>
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<td>CTO, Asst. Dean Academic Informatics</td>
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<td>Asst. Professor, Social Medicine &amp; Healthcare Leadership</td>
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<td>10:30-10:40</td>
<td><strong>BREAK</strong></td>
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<td>10:40-11:30</td>
<td><strong>Office of Academic Affairs (OAA)</strong></td>
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<td><strong>Faculty Expectations/Share-point/Exam Item Writing</strong></td>
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<td>Jerry Thrush, Ph.D., Associate Dean, Pre-Clinical Education</td>
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<td>Ed Barnes, MD, Asst. Dean, Longitudinal &amp; Experiential Learning</td>
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<td>11:30-12 noon</td>
<td><strong>COMP Policies and Procedures</strong></td>
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<td>Susan Mackintosh, DO, MPH</td>
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<td>Associate Dean</td>
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<td>Inter-professional Leadership, Assessment &amp; Compliance</td>
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<td>12:00-12:45</td>
<td><strong>Introduction to Office of Student Affairs (OSA)</strong></td>
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<td>Faculty Advising Roles and Expectations</td>
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<td>Michelle Emmert, Ed.D., Assistant Dean for Student Affairs</td>
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<td></td>
<td>Gail Singer-Chang, Psy.D.</td>
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<td>12:45-1:00</td>
<td><strong>Q&amp;A; Wrap-Up, Program Evaluations</strong></td>
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Western University’s Mission

• To produce, in a humanistic tradition, health care professionals and biomedical knowledge that will enhance and extend the quality of life in our communities.

• Additional information about WU and COMP’s mission, history, statistics, and strategic plans can be found at the following link:

  http://www.westernu.edu/osteopathy/osteopathy-about/osteopathy-mission/
COMP’s Mission

• The Mission of the College of Osteopathic Medicine of the Pacific (COMP) is to prepare students to become technically competent, culturally sensitive, professional and compassionate physicians who are life long learners and will serve society by providing comprehensive, patient-centered healthcare with the distinctive osteopathic philosophy.

• This is accomplished through excellence in curriculum, translational research, service and osteopathic clinical practice.
Core Competencies

- Medical Knowledge
- Osteopathic Philosophy
- Patient Care
- Professionalism
- Interpersonal & Communication Skills
- Practice Based Learning & Improvement
- Systems Based Practice
- OP&P (integrated throughout)
1 College - 2 Campuses

Pomona

Lebanon
COMP-NW

http://www.westernu.edu/northwest-about

- COMP began educating students in its NWT in 2004, with 30 seats reserved for students from the Northwest.

- The first class of the NWT graduated in 2008 and since that time over 120 students have graduated with 30% in residencies within the Northwest.

- The first class of 100 students began classes in August 2011

- A 54,000 square foot, state-of-the-art facility has been built on the Samaritan campus adjacent to the anticipated Samaritan Events Center.
COMP Key Websites

COMP Main Webpage
http://www.westernu.edu/osteopathy/

COMP-NW Webpage
http://www.westernu.edu/northwest/

COMP Administration
http://www.westernu.edu/osteopathy/osteopathy-faculty/osteopathy-admin/

COMP Departments
http://www.westernu.edu/osteopathy/osteopathy-departments/

COMP Faculty & Staff
http://www.westernu.edu/osteopathy/osteopathy-faculty/

IME
http://www.westernu.edu/ime/

CAPE
http://www.westernu.edu/cape/cape-welcome/

OSA
http://www.westernu.edu/osteopathy/osteopathy-faculty/osteopathy-osu/
WHO'S WHO
AT
COMP...
Our Dean
Paula M. Crone, DO

TECHNICALLY COMPETENT, CULTURALLY SENSITIVE, PROFESSIONAL AND COMPASSIONATE PHYSICIANS

We, at COMP and COMP-Northwest, remain committed to ushering a new generation of osteopathic physicians who serve their patients with purpose, passion, and proficiency.

The faculty and staff at both campuses inspire a shared vision of a student-centered, inter-professional approach to learning with a meaningful emphasis on humanistic health care. We strive to model the way for our students and alumni by being leaders in our profession, our communities, and in the realm of academia.

Today’s advance technology and the ever-growing body of medical knowledge continue to move COMP and COMP-Northwest into a new era of medicine. A vigorous desire to heal combined with their strong medical education makes our students stand apart from the rest.

Our students thrive in a culture of patient-focused care because they practice on a foundation of professionalism, benevolence, and respect. They understand that while they practice the art of medicine with their heads, they must never forget to use their hearts.
Dean’s Office

Jen Aceves
– jaceves@westernu.edu
– (909) 706-3739

Lacey Avila
– lavila@westernu.edu
– (909) 469-8692
COMP Administrative Offices Overview
http://www.westernu.edu/osteopathy/osteopathy-faculty/osteopathy-admin/

- **Vice Dean, Medical & Faculty Affairs, Pomona:**
  - David Connett, DO, Associate Dean  dconnett@westernu.edu
    - Amanda Yochum  ayochum@westernu.edu (909) 706-3541

- **Office of Academic Affairs (OAA):**
  - Ed Junkins, MD, Associate Dean, COMP-NW  ejunkins@westernu.edu
    - Karen Bentley  kbentleywesternu.edu (541) 259-0236
  - Jerry Thrush, Ph.D., Associate Dean, Pre-Clinical Education  gthrush@westernu.edu
  - Ed Barnes, MD, Asst. Dean, Long. Curriculum/Exper. Educ.  ebarnes@westernu.edu
  - Louise Muscato, PhD, Asst. Dean, Medical Ed., COMP-NW  lmuscato@westernu.edu

- **Graduate Medical Education (OPTI-West)**
  - Michael Finley, DO, Associate Dean  mfinley@westernu.edu
    - Janet McGirk  jmcgirk@westernu.edu (909) 469-5508

- **Basic Sciences & Research**
  - Nissar Darmani, Ph.D., Associate Dean, Chair  ndarmani@westernu.edu
    - Nona Williamson  nwillaimson@westernu.edu (909) 469-5595
COMP Administrative Offices Overview
http://www.westernu.edu/osteopathy/osteopathy-faculty/osteopathy-admin/

- **Inter-professional Leadership, Assessment, & Compliance**
  - Susan Mackintosh, DO, MPH, Associate Dean smackintosh@westernu.edu
  - Ty Herring therring@westernu.edu (909) 469-5260

- **Office of Student Affairs (OSA)**
  - Michelle Emmert, Ed.D., Assistant Dean
    - Pamela Nunn pnunn@westernu.edu (909) 469-5536
  - **Student Affairs Coordinators:**
    - Marina Zandarini mzanzarini@westernu.edu (909) 469-5535 Pomona
    - Leslie Armstrong larmstrong@westernu.edu (541 259-0209 COMP-NW)

- **Office of Career Development**
  - Lisa Warren, DO, Director lwarren@westernu.edu

- **Academic Informatics**
  - Scott Helf, DO, MSIT (x5655), Asst. Dean, CTO shelf@westernu.edu
    - Assistant Professor, Social Medicine & Healthcare Leadership
  - **Academic Progress Portal (APP)** https://netprod.westernu.edu/dodb/login.aspx

- **COMP Operations**
  - Jason Campbell, MS, Senior Director, Pomona (909) 706-3848 cambellj@westernu.edu
  - Rick Leeper, MBA, Director, COMP-NW (541) 259-0202 rleeper@westernu.edu
  - Vy Nichols, Asst. Director, Pomona (909) 469-8611 vnichols@westernu.edu
Faculty Development

IME (COMP FD Office)
Director, Gail Singer-Chang, Psy.D. gsingerchang@westernu.edu
Liaison, OPP Education & Integration, Ray Hruby, DO rhruby@westernu.edu
Admin Associate, Helen Musharbash hmusharbahs@westernu.edu
(909) 469-8491
http://www.westernu.edu/ime/

CAPE (University FD Office)
Director, Tim Wood, tjwood@westernu.edu
Executive Assistant/IPE, Adriana Aguirre aaguirre@westernu.edu
(909) 706-3503
http://www.westernu.edu/cape/cape-welcome/
* Annual FD Needs Assessment Survey
COMP Academic Departments Overview

http://www.westernu.edu/osteopathy-faculty

• **NMM/OMM**
  – Rebecca Giusti, DO, Chair, Pomona rgiusti@westernu.edu
    • Carlos Mendez, MBA, Manager cmendez@westernu.edu (909) 469-5280
  – Janice Blumer, DO, Vice Chair, COMP-NW jblumer@westernu.edu
    • Jaime Servin, LEAD Asst. jservin@westernu.edu (541) 259-0259

• **Basic Medical Sciences (BMS)**
  – Nissar Darmani, Ph.D., Chair, Pomona ndarmani@westernu.edu
    • Nona Williamson, Admin, Pomona nwillaimson@westernu.edu (909) 469-5595
  – Phillip Brownell, Ph.D., Vice Chair, COMP-NW brownell@westernu.edu
    • Monica Guerrero, Admin. Asst., COMP-Northwest, (541)259-0305 mguerrero@westernu.edu
  – Raj Kandpal, Ph.D., Interim Asst. Chair, Pomona rkandpal@westernu.edu

• **Anatomy**
  – James May, PhD, Chair, Pomona jfmay@westernu.edu
    • Kelly Mack, Admin Asst., kmack@westernu.edu (909) 469-5310
  – William Merbs, Ph.Ph.D., Vice Chair, COMP-NW, wmerbs@westernu.edu
    • Monica Guerrero, Admin. Asst., COMP-Northwest, (541)259-0305 mguerrero@westernu.edu
COMP Academic Departments Overview
http://www.westernu.edu/osteopathy-faculty

• **Family Medicine**
  – Alan Cundari, DO, Chair [acundari@westernu.edu](mailto:acundari@westernu.edu)
    • Kathy Long, Admin Pomona [klong@westernu.edu](mailto:klong@westernu.edu) (909) 469-5252
  – John Pham, DO, Vice Chair, COMP-NW [jpham@westernu.edu](mailto:jpham@westernu.edu)
    • Jaime Servin, Faculty Assistant, [jservin@westernu.edu](mailto:jservin@westernu.edu) (541) 259-0249

• **Internal Medicine**
  – Emmanuel Katsaros, MD [mkatsaros@westernu.edu](mailto:mkatsaros@westernu.edu)
    • Laura Lara De La Cruz, Admin. Assoc. [llaradelacruz@westernu.edu](mailto:llaradelacruz@westernu.edu)

• **Social Medicine & Healthcare Leadership**
  – Gail Singer-Chang, Psy.D., Chair [gsingerchang@westernu.edu](mailto:gsingerchang@westernu.edu)
    • Admin Assoc., Helen Musharbash [hmusharbash@westernu.edu](mailto:hmusharbash@westernu.edu)
  – James W. Bell, Ph.D., Vice Chair, COMP-NW [jwbell@westernu.edu](mailto:jwbell@westernu.edu)
  – Center for Global & Community Health, Miriam Othman, MD, MPH, Director
    • [mothman@westernu.edu](mailto:mothman@westernu.edu)
  – Health Care Leadership, Clinton Adams, DO, MPH, Director
    • [cadams@westernu.edu](mailto:cadams@westernu.edu)
COMP Academic Departments
Overview

http://www.westernu.edu/osteopathy-faculty

• Additional Clinical:
  – Physical Medicine & Rehab (PMR) Marcel Fraix, DO
    • mfraix@westernu.edu
  – Pediatrics, Lisa Warren, DO
    • lwarren@westernu.edu
  – Psychiatry, Christopher Heh, MD
    • cheh@westernu.edu
  – OBGYN, Lony Castro, MD
    • lcastro@westernu.edu
  – Surgery, Viv Davis, MD
    • vdamis@westernu.edu
  – WesternU Diabetes Center (WDI) (Andy Pumerantz, DO)
    • apumerantz@westernu.edu
  – Patient Care Center (PCC) (Family Practice docs)
    • http://www.westernupcc.com/#
Curriculum Managers

• Lara McMahon
  Manager, Pre-Clinical Education, OMS I & II
  (909) 469-5666 – lmcmahon@westernu.edu

• Marisa Orser
  Manager, Clinical Education/Rotations, OMS III & IV
  (909) 469-5253 – morser@westernu.edu

• Tyronza Herring - Administrative Associate
  (909) 469-5260 - therring@westernu.edu
What’s What

AT

COMP...
COMP Faculty Handbook

Covers 5 Major Sections:

– Faculty Assembly By-laws
– Departmental Structure & Processes
– Faculty Appointment, Promotion, & Tenure
– Standing Committees & Duties
– Academic Policies, Procedures, & Guidelines

COMP Faculty Handbook Link:
http://www.westernu.edu/bin/ime/comp-faculty-handbook.pdf
Expected Faculty Activities

Faculty members are expected, in concert with their Department Chairs, to identify and perform activities in the following areas:

– Teaching

– Service
  • Clinical
  • College/University
  • Community

– Scholarly Activities
  • Research
    – Scientific and/or Educational
  • Grants
  • Publications
Mandatory/Expected Participation

- Convocation
- White Coat Ceremony
- Other Welcome Week Events
- Graduation
- Admissions Applicant Interviews
- Spring Professional Development Week
- Faculty Advising/Introductory House Events
- Accreditation Processes
- Mandatory Annual Trainings (FERPA, Security etc.)
- Other activities as mandated by the Dean
- Other professional development
Faculty Dress Code

• Professional attire is expected at all times

• White lab coats for various activities

• Designated casual days as per the Dean
Performance Appraisals

• Bi-annual Evaluations
  – Summative
  – Formative

• Based on goals set in collaboration with individual Department Chair

• Keep Track of Your Own Activities!
  – Faculty development is required and expected
Major COMP Committees

- Admissions
  - Marian Safaoui, MD Chair
    • msafaoui@westernu.edu

- Curriculum
  - Jesse Sanchez, DO, Chair
    • jsanchez@westernu.edu

- Student Performance (SPC)
  - Dat Trinh, DO, Chair
    • dtrinh@westernu.edu

- Promotion & Tenure (P&T)
  - Duane Foley, PhD, Chair
    • dfoley@westernu.edu
Communication Forums

Faculty Assembly Meetings

Leadership Meetings

Department Meetings

Faculty Assembly Meetings
Interprofessional and/or External Communication

- Dean’s Corporate Advisory Board
- Deans’ Council
- University Faculty Senate
  - Fadi Khasawneh, President
    - fkasawneh@westernu.edu
  - Raj Kandpal, COMP Rep.
    - rkandpal@westernu.edu
  - Craig Kheun, COMP Rep.
    - ckhuen@westernu.edu
COMP Faculty Assembly

• Meets 3rd Thurs of each month 12-1
• Chair, Jeffrey Felton, Ph.D.
  – jfelton@westernu.edu
  – (909) 469-5226

• Kelly Mack, Administrative Associate
  – kmack@westernu.edu
  – (909) 469-5310

• You can place items on the agenda!
Admissions

Susan Hanson, Director
shanson@westernu.edu
(909) 469-5329

Next Preview Day in Pomona:  August 23 8:30-1:30

Sign up here:
•  http://prospective.westernu.edu/campusevents/?utm_source=signature-link&utm_medium=email&utm_campaign=recruitment
Next Steps

• Spend time browsing COMP, CAPE, and IME websites
  – Familiarize yourselves with the resources
  – Look over the curriculum
  – Create book marks

• Identify a Preview Day & Interview Days to attend

• Set up Classroom Technology tutoring at your convenience with IT(x5432) - Prior to the start of your teaching activities

• Set up a Library tour with Pat Vader (x5318) pvader@westernu.edu

• Set up tour of PCC http://www.westernupcc.com/#

• Look out for the additional workshops through CAPE and IME

• Contact IME if you need any assistance!