

Introduction and LSU Health Sciences Center Position within the structure of the State of Louisiana

Introduction

This handbook is intended to serve as a training manual for new Business Managers, Assistant Business Managers, and other staff who perform or assist in the performance of the fiscal and human resource functions of the School of Medicine (SOM). It does not contain the sum of all knowledge and skills required to perform these functions, but should provide a foundation of knowledge and skills. Additionally, it will also be a living document in that many of the practices and policies that it references are updated on an ongoing basis. This handbook will be maintained by the Dean's Office and the Departments to comply with current policy. This manual does not supersede any Federal, State of Louisiana, LSU System, or LSUHSC policy or laws. Where applicable, business managers are responsible for referencing the source policy of the previously mentioned sources as is referenced throughout this manual.

The Business Managers of LSUHSC are generalists who possess a working knowledge in each of the critical areas of school operations and also specific knowledge/skills to support the functions of the Department they are assigned to. They must interact with the experts in the core areas of operations in a way to accomplish the goals and objectives of the Department in keeping with the rules and regulations set forth by the state, federal government and the various governing agencies. In small Departments, the Business Manager is the sole person responsible for the execution of the Departmental duties. In larger Departments, there may be an assistant Business Manager(s) that specialize in a more narrow area of responsibility under the guidance of the Business Manager. Basic science Business Managers will not have clinical or medical resident responsibilities. However, Basic science Business Managers will have other challenges relating to graduate students and an increased number of grants. Some clinical Departments have active research groups in addition to their clinical practices.

Position of LSUHSC within the Structure of the State of Louisiana

The Louisiana Board of Regents is a state agency created by the 1974 Louisiana Constitution which coordinates all public higher education in Louisiana. It is governed by a fifteen member board whose members are appointed by the governor to six year terms. Under the Board of Regents are several university systems; one of which is the Louisiana State University System (LSU System). The LSU Board of Supervisors (BOS) is responsible for oversight of the universities in the LSU System. The LSU System's offices daily operations are overseen by the President of the LSU System; the position is currently held by Dr. John Lombardi. Reporting to the LSU System President is the Vice President for Health Affairs and Medical Education, Dr. Fred Cerise. Reporting to Dr.

Cerise is the Chancellor of the LSU Health Sciences Center, Dr. Larry Hollier. The Link to the Chancellor's organizational chart can be found at:

<http://www.lsuhscc.edu/no/administration/OrganizationalChart.aspx>

The Health Sciences Center is comprised of six health profession schools, among which is the School of Medicine in New Orleans. The School of Medicine is headed by the Dean of the School of Medicine, Dr. Steve Nelson. Within the school of Medicine are six basic science Departments, seventeen clinical Departments, and twelve centers. Each of these subunits is run by a Department Chairman or a center director. The Business Manager works within these Departments reporting to the Chairman or center director and to the Dean's Office of Fiscal Affairs.