

**DATA BASE DOCUMENT**

**NEW YORK STATE EDUCATION DEPARTMENT**

**OFFICE OF THE EXECUTIVE SECRETARY  
NEW YORK STATE BOARD FOR MEDICINE  
ROOM 3023, CULTURAL EDUCATION CENTER  
EMPIRE STATE PLAZA  
ALBANY, NY 12230**

**Revised August 2001**

**DATA BASE DOCUMENT**

**New York State Education Department**

**INSTRUCTIONS**

- 1. Respond to all items as completely as possible. Questions may be adapted to relate to specific circumstances in the institution provided the original question is also stated.**
- 2. Use additional sheets wherever necessary.**
- 3. Replies must be in English. Fiscal items are to be reported in U.S. dollars.**
- 4. Materials such as catalogs, brochures, and policy statements considered useful for understanding of the program should be appended. The current catalog must be provided. (Such materials should be English versions, when available.)**
- 5. This document and all attachments must be supplied in seven copies to:**

**Executive Secretary  
New York State Board for Medicine  
Room 3023, Cultural Education Center  
Empire State Plaza  
Albany, NY 12230**

NAME OF SCHOOL

**St. Matthew's University School of Medicine**

ADDRESS

**P.O. Box 32330 SMB**

**SafeHaven, Leeward Three**

**Grand Cayman, Cayman Islands, B.W.I.**

CHIEF EXECUTIVE OFFICER:

NAME & TITLE:

**Michael A. Harris, M.D., F.A.C.O.G., President**

ADDRESS:

**Niceville, Florida 32578**

TELEPHONE NUMBER

**(800) - 678-3301**

NAME, ADDRESS AND TELEPHONE NUMBER OF REPRESENTATIVE OF THE SCHOOL IN THE U. S.:

**Jerry W. Thornton, Ph.D.**

**Vice President**

**St. Matthew's University Stateside Office**

**1750 West Broadway Street, Suite 222**

**Oviedo, FL 32765**

**(800)-498-9700**

THIS DATA BASE DOCUMENT IS SUBMITTED BY:

Name & Title

**Jerry W. Thornton, Ph.D.**

**Vice President**

Signature

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Date

COMMUNICATIONS RELATING TO THIS REVIEW PROCEDURE SHOULD BE ADDRESSED TO:

Name

**Jerry W. Thornton, Ph.D.**

**1750 West Broadway Street, Suite 222**

**Oviedo, FL 32765**

**I. LEGAL AUTHORITY TO OPERATE THE SCHOOL OF MEDICINE:**

CHARTER ISSUED, DATE: **April 21, 1997 in Belize, C.A.**  
**April 19, 2002 in Grand Cayman, BWI**

AUTHORITY GRANTING THE CHARTER:

NAME:  
**Honorable Roy Bodden, MLA,JP**

ADDRESS:  
**Georgetown, Grand Cayman, B.W.I.**

TITLE:  
**Minister Responsible for Education, Human Resources, and Culture**

**COPY OF THE LEGAL AUTHORIZATION ATTACHED**

**II. THE OWNERSHIP OF THE SCHOOL IS VESTED IN:**

TRUSTEES/REGENTS:

SHARE HOLDERS: **X**

OTHER (EXPLAIN):

**III. NAMES AND ADDRESSES OF OWNERS/TRUSTEES:**

1. Name: **Michael M. Harris, M.D., F.A.C.O.G.**

Address: **1005 College Blvd. West, Suite B**  
**Niceville, Florida 32578**

Academic Degree: **M.D.**

Occupation: **President, Gynecologist**

2. Name: **Galen Swartzendruber, M.D., F.A.C.O.G.**

Address: **1005 College Blvd. West**  
**Niceville, Florida 32578**

Academic Degree: **M.D.**

Occupation: **Obstetrician /Gynecologist**

Name: **Sushil K. Asthana, M.D., F.A.C.S.**

Address: **1005 College Blvd. West  
Niceville, Florida 32578**

Academic Degree: **M.D.**

Occupation: **Cardiovascular/Thoracic Surgeon**

(CURRICULUM VITAE OF EACH OWNER/TRUSTEE ATTACHED)

#### IV. HISTORY OF OPERATION:

A. Medical students were first enrolled in  
Month/Year: **September 1997**

B. Instruction has been given in the current site since  
Month/Year: **May 2002**

Prior to that Date, Basic Science Instruction took place in: Belize, Central America, From September 1997 to April 2002

Attach a brief history of the school including identification of all sites in which the school currently operates for any phases of program.

**St. Matthew's University School (SMU) of Medicine was conceived in 1996. The goal was to create a medical school of the highest quality and to provide students with opportunities to learn medicine in an environment conducive to learning which includes small classes, low student/teacher ratios, state of the art computer accessibility (including unlimited internet access), well equipped laboratories and a highly trained faculty that places the students' needs as first priority.**

**The charter class was formed in September 1997 and consisted of 23 students. St. Matthew's University has now completed eight full calendar years as of August 2005. The following table shows the enrollment growth in the 24 completed semesters of its existence.**

<u>Semester</u>	<u>Alumni</u>	<u>Current Or LOA</u>	<u>Withdrawn Or Dismissed</u>	<u>Total</u>	<u>% Alumni/ Continuing</u>
09/97	12		11	23	52%
01/98	16		2	18	89%
05/98	11		1	12	92%
09/98	33		10	43	77%
01/99	29		14	43	67%
05/99	33		8	41	80%
09/99	45	3	19	67	71%
01/00	39	1	12	52	77%
05/00	35	6	10	51	80%
09/00	60	3	22	85	74%
01/01	11	3	15	29	48%
05/01	10	9	6	25	76%
09/01	31	18	18	67	69%

01/02	4	26	11	44	68%
05/02	2	11	6	19	68%
09/02	18	100	11	111	90%
01/03	8	69	8	85	91%
05/03	2	63	2	73	89%
09/03	0	101	10	11	91%
01/04	1	73	9	83	89%
05/04	0	48	5	53	91%
09/04	0	152	8	168	90%
01/05	0	156	3	159	98%
05/05	0	103	3	106	97%
09/05	0	181	-	181	100%

As of October 2005 SMU has a total of six hundred and nineteen (619) students in basic sciences (first two years) and three hundred and thirty two (332) students in clinical rotations (third and fourth years). There are also fifth (50) students in the National Board semester and forty nine (49) students on a University approved leave of absence. That is a total of one thousand and forty nine (1049) registered students as of October 10, 2005. In addition, St. Matthew's University School of Medicine has three hundred and forty (340) students who have graduated. Nineteen have completed residencies and are currently licensed in various states. However, most are currently in residency programs in the United States.

It can be seen from the table above that the attrition rate from 1997 through April 2002 was in the range of 30% on the average. From May 2002 through August 2005 the attrition rate was approximately 8% on the average. The most noticeable increase in attrition was from January 2001 through May 2002. It was during these times that there was relocation from Belize to Cayman and following that move three years ago enrollment has significantly stabilized.

SMU currently has a total of three hundred and forty three (343) students in basic sciences (first two years) and three hundred and four (304) students in clinical rotations (third and fourth years including those enrolled in the National Board semester). In addition St. Matthew's University School of Medicine has one hundred and sixty (160) students who have graduated. Most are currently in residency programs in the United States.

SMU now has clinical rotations in several U.S. states as well as in the United Kingdom. All students who study in their junior (3<sup>rd</sup>) year abroad do so in St. Matthew's affiliated ACGME or GMC accredited teaching hospitals. All students are urged to complete their fourth year (selectives and electives) in U.S. teaching hospitals.

In 1998 SMU established an excellent financial aid program through Key Bank of the U.S., where qualified students can receive the Med-Achiever loans up to the full cost of attendance. In the spring of 2002 SMU was recipient of the TERI loan program, an excellent complement to the Med-Achiever loan program. Through the TERI loan programs students can borrow up to the full cost of attendance with or without a cosigner.

In 1998 SMU established an affiliation with St. Joseph's College of Maine. In 2002 SMU established an affiliation with Sussex University in Brighton, England.

Through the St. Joseph's College of Maine program students can earn a valuable, fully United States accredited, Masters in Health Services Administration. This degree is oriented toward providing training in the management of a private practice or working within the hospital system. This degree, though separate from the MD degree, is integrated around the MD studies.

An affiliate program at Sussex University in England is designed to provide students from programs other than pre-medicine to complete a comprehensive two (2) year premedical program, which would qualify them for entrance into the St. Matthew's medical program.

In 2002 St. Matthew's University School of Medicine relocated the Basic Science teaching facilities in the Cayman Islands. The facility includes spacious classrooms, a large resource room and library, laboratories, student lounge, and administration and faculty offices. The current research foundation has been relocated in Grand Cayman. The campus is fiber optic wired and has a state of the art computer system. The campus is wirelessly connected so that all students can obtain server stored material, go on the web, search journals and reference textbooks. St. Matthew's has recently purchased a state of the art video conferencing system capable of 60 frames per second. This resource allows for the Maine and Cayman campuses to be connected in real time. It also allows for basic science to be connected to any of our affiliate hospital sites to participate in seminars, procedures, etc.

SMU was founded on ideals of high principles and integrity. In addition to founders Michael A. Harris, M.D. and Galen Swartzendruber, M.D., several individuals contributed immeasurably in the start up process of SMU. They include Jerry W. Thornton, Ph.D., and Sushil K. Asthana, M.D. Through God's Blessing and the hard work, sacrifice and dedication of all, SMU is what it is today, a medical institution of the highest quality.

Under the leadership of Dr. Harris, President of SMU, and with the counsel and advice of the Board of Trustees, the University expects to continue its strong forward progression into the new millennium."

#### V. Enrollment of Students:

Current Year, **2003:**

- A. Final Year Students (number) **61** (Give date students are to be graduated: **December 2003 and May 2004.**)
- B. Clinical Students (other than final year students) (number) **243**
- C. Basic Science Students:
  - Second Year (number) **146**
  - Beginning Year (number) **197**
  - Students on Leave of Absence (number) **41**

**NOTE:** IF THE PROGRAM EXTENDS MORE OR LESS THAN FOUR YEARS. SHOW NUMBER OF STUDENTS IN EACH YEAR OF THE PROGRAM.\* **The program is four years.**

TOTAL STUDENTS **688 (includes prospective graduates)**

% NATIONALS OF COUNTRY IN WHICH SCHOOL IS LOCATED **1%**

% U.S. NATIONALS **85%**  
 % OTHERS **14%** Primarily from Canada

**ENROLLMENT PRIOR FIVE YEARS:**

PUT 2002-2003 IN THIS TABLE AS WELL BEING CONSISTANT WITH OTHER NUMBERS

YEAR	TOTAL	1 <sup>ST</sup> YEAR STUDENTS	2 <sup>ND</sup> YEAR STUDENTS	3 <sup>RD</sup> YEAR STUDENTS	4 <sup>TH</sup> YEAR STUDENTS	GRADUATES	OTHER
2002/03	688	197	146	182	61	60	41
2001/02	428	121	93	166	48	58	
2000/01	422	123	113	144	42	38	
1999/00	290	140	80	63	7	3	
1998/99	195	117	49	29	0	1	
1997/98	69	69	0	0	0	0	
1996/97	N/A						

1. Are graduates of your school eligible for licensure in your country?

Yes                      No

2. Pass rate on ECFMG (USMLE/FMGEMS) for past five years as based on calendar years:

	<u>No. taking ECFMG (USMLE/FMGEMS)</u>	<u>No. passed</u>	<u>% passed</u>
<b>2003</b>	<b>132</b>	<b>104</b>	<b>79%</b>
<b>2002</b>	<b>127</b>	<b>102</b>	<b>80%</b>
<b>2001</b>	<b>97</b>	<b>75</b>	<b>77%</b>
<b>2000</b>	<b>68</b>	<b>48</b>	<b>71%</b>
<b>1999</b>	<b>21</b>	<b>13</b>	<b>62%</b>

**VI. OTHER EDUCATIONAL PROGRAMS OF THE SCHOOL:**

LIST:

CURRENT ENROLLMENT                      DEGREE AWARDED

**Dual Degree**    **224**                      **Masters in Health Science Administration**  
 Offered by St. Joseph's  
 College of Maine  
 Standish, Maine

**VII. STUDENT EXPENSES IN U.S.**

	<u>DOLLARS FOR A TYPICAL</u>	<u>U.S.</u>	<u>OTHER</u>
<u>SCHOOL YEAR: (Calendar Year- 3 Semesters)</u>	<u>STUDENT</u>	<u>STUDENT</u>	
A. TUITION PER ACADEMIC/YEAR:		<b>\$ 23,700</b>	<b>\$ 23,700</b>
B. FEES: (LIST EACH)		<b>\$1,275</b>	<b>\$1,275</b>



AVERAGE TOTAL YEARLY EXPENSE (3 semesters): **\$60,000**                      **\$60,000**  
(SHOW COMPONENTS INCLUDING  
ACADEMIC COSTS AND LIVING  
EXPENSES; OMIT TRANSPORTATION  
TO OVERSEAS LOCATIONS)

**VIII. EDUCATIONAL PROGRAM LEADING TO M.D. DEGREE OR EQUIVALENT:**  
(IF YOU HAVE MORE THAN ONE PROGRAM, DESCRIBE EACH PROGRAM)

**Only one program.**

**A. TOTAL DURATION OF THE PROGRAM IN WEEKS**

WEEKS IN FIRST YEAR	<u><b>45</b></u>
WEEKS IN SECOND YEAR	<u><b>30</b></u>
WEEKS IN THIRD YEAR	<u><b>46</b></u>
WEEKS IN FOURTH YEAR	<u><b>30</b></u>
OTHER YEAR(S)	<u><b>N/A</b></u>

**B. CONTENT OF THE EDUCATIONAL PROGRAM: REQUIRED OF ALL STUDENTS**

**Required departmentally based (disciplinary) course (D) or contained in a required interdisciplinary course (I), and provide the number of hours for each teaching/learning method.**

Content Area					Total
	D/I	Lecture	Lab	Other	
<b>Anatomy: Gross Anatomy with Embryo</b>	<b>D</b>	<b>90</b>	<b>120</b>		<b>210</b>
<b>Microscopic (Inc. Cell Biology)</b>	<b>D</b>	<b>60</b>	<b>30</b>		<b>90</b>
<b>Neuroanatomy</b>	<b>D</b>	<b>60</b>	<b>30</b>		<b>90</b>
<b>Biochemistry</b>	<b>D</b>	<b>90</b>			<b>90</b>
<b>Physiology</b>	<b>D</b>	<b>120</b>	<b>30</b>		<b>150</b>
<b>Microbiology &amp; Immunology</b>	<b>D</b>	<b>90</b>	<b>30</b>		<b>120</b>
<b>Pathology</b>	<b>D</b>	<b>180</b>	<b>42</b>		<b>222</b>
<b>Pharmacology &amp; Therapeutics</b>	<b>D</b>	<b>105</b>			<b>105</b>
<b>Preventive Medicine</b>	<b>I</b>	<b>10</b>			<b>10</b>
<b>Behavioral Science</b>	<b>D</b>	<b>30</b>			<b>30</b>
<b>Genetics</b>	<b>D</b>	<b>30</b>			<b>30</b>
<b>Biostatistics (Epidemiology)</b>	<b>D</b>	<b>30</b>			<b>30</b>
<b>Introduction to Psychiatry/Ethics</b>	<b>D</b>	<b>90</b>			<b>90</b>
<b>Introduction to Clinical Medicine</b>	<b>D</b>	<b>270</b>			<b>270</b>
<b>Healthcare Delivery Systems</b>	<b>I</b>	<b>5</b>			<b>5</b>
<b>Nutrition</b>	<b>I</b>	<b>10</b>			<b>10</b>
<b>Clinical Decision-making</b>	<b>I</b>	<b>40</b>			<b>40</b>
<b>Research Methods</b>	<b>I</b>	<b>30</b>			<b>30</b>
<b>Family/Domestic Violence</b>	<b>I</b>	<b>5</b>			<b>5</b>

**VIII. EDUCATIONAL PROGRAM LEADING TO M.D. DEGREE OR EQUIVALENT:**

<b>CLINICAL INSTRUCTION INVOLVING PATIENTS</b>	<b>CLK HRS OF LECTURE</b>	<b>LOCATION OF INSTRUCTION</b>	<b>DURATION WEEKS</b>
INTERNAL MEDICINE	46	Multiple	12
NEUROLOGY			Elective
DERMATOLOGY			Elective
RADIOLOGY			Elective
FAMILY MEDICINE	14	Multiple	4
COMMUNITY MEDICINE			Elective
PEDIATRICS	22	Multiple	6
PSYCHIATRY	22	Multiple	6
OBSTETRICS/ GYNECOLOGY	22	Multiple	6
PHYSICAL MEDICINE			Elective
REHABILITATION			Elective
GERIATRICS			Elective
GENERAL SURGERY	46	Multiple	12
ANESTHESIOLOGY			Elective
OPHTHAMOLOGY			Elective
UROLOGY			Elective
PLASTIC SURGERY			Elective
NEUROSURGERY			Elective
ORTHOPEDIC SURGERY			Elective
EMERGENCY MEDICINE			Elective
PRECEPTORSHIP			Elective
AMBULATORY MED.			Elective
			Elective

**Thirty weeks of selectives and electives are required as the fourth year of medical studies.**

### C. CLINICAL CLERKSHIP LOCATIONS

CLINICAL SITE	LOCATION	DURATION (WEEKS)	NUMBER OF STUDENTS	SUBJECTS COVERED
UNITED STATES				
Cabrini	227 East 19 <sup>th</sup> St., New York, NY 10003	6-12	18 per year	SURGERY, INTERNAL MEDICINE, PSYCHIATRY
Christian Hospital/BJC System	11125 Dunn Road, St. Louis, MO 63136	6	6 every 12 year	PSYCHIATRY
Florida Hospital-Kissimmee/Orlando	2450 N. Orange Blossom Trail, Kissimmee, FL 34744	46	6 Total 1 Family Practice 1 – Internal Medicine 1- OB/GYN 1 – Pediatrics 1 Psychiatry 1- Surgery	ALL CORES
Forest Park/DePaul	6150 Oakland Ave., St. Louis, MO 63139	4	12 per year	FAMILY PRACTICE
GMC/AMC	285 Blvd NE, Ste 436, Atlanta, GA 30312	46	75 per year	ALL CORES
Harbor Hospital Center	3001 S. Hanover Street, Baltimore, MD 21225	12	2 – 3 times per year	INTERNAL MEDICINE
Huron Hospital	13951 Terrance Rd, Cleveland, OH 44112	12	6 per year	SURGERY, INTERNAL MEDICINE
Jackson Park Hospital	7531 S. Stony Island, Chicago, IL 60649	46	Starts each Fall and takes 10 students who remain for all cores	ALL CORES
Jackson Park/AME	2222 W. Division St. Suite 320, Chicago, IL 60622	46	60 per year	ALL CORES
Lincoln Medical Center	149 <sup>th</sup> Street, Bronx, NY 10451	6-12	24 per year	SURGERY, INTERNAL MEDICINE, PEDIATRICS, OB/GYN
LSUMSC	Bogalusa, LA	46	6 per year	ALL CORES
Michael Reese Hospital	2929 South Ellis, Chicago, IL 60616	6-12	Total of 2 at any given time.	INTERNAL MEDICINE, OB/GYN, PSYCHIATRY, SURGERY
Mount Sinai	Chicago, IL	6	12/year	PEDIATRICS, PSYCHIATRY
Peninsula Hospital	51-15 Beach	4 weeks FP	12	FAMILY PRACTICE, INTERNAL

CLINICAL SITE	LOCATION	DURATION (WEEKS)	NUMBER OF STUDENTS	SUBJECTS COVERED
Center	Channel Drive, Far Rockaway, NY 11691	12 weeks Surg & IM 6 weeks Pediatrics		MEDICINE, PEDIATRICS, SURGERY
Sheppard Pratt Hospital	6501 N. Charles Street, Baltimore, MD 21285	6	1 student 6 times per year	PSYCHIATRY
St. Agnes Hospital	900 Canton Avenue, Box 42, Baltimore, MD 21229	12	IM – 2 students each rotation (if available) SURG – 4 students each rotation	INTERNAL MEDICINE, SURGERY
St. Barnabus	3 <sup>rd</sup> Ave & 183 <sup>rd</sup> St, Bronx, NY 10451	6-12	12 per year	PEDIATRICS, INTERNAL MEDICINE, FAMILY PRACTICE, SURGERY, OB/GYN
St. John's Episcopal Hospital	327 Beach 19 <sup>th</sup> Street, Far Rockaway, NY 11691	46	30 students	ALL CORES
St. John's Mercy	621 S. New Ballas Rd., St. Louis, MO 63141	6	12 per year	OB/GYN
Synergy Medical Education Alliance	1000 Houghton Avenue, Saginaw, MI 48602	46	40 per year	ALL CORES
North Virginia Medical Center	3302 Gallows Rd., Falls Church, VA 22042	6	9 per year	PSYCHIATRY
Wyckoff Heights Medical Center	Executive Suites – Fifth Floor North, Room 517, 374 Stockholm Street, Brooklyn, NY 11237	40	45	FAMILY PRACTICE, INTERNAL MEDICINE, OBSTETRICS/GYNECOLOGY, PEDIATRICS, SURGERY
UNITED KINGDOM				
Barnsley District General Hospital Education Centre	Gawber Road, Barnsley S75 2EP, UK	46	2 Each Semester (2 times/year)	ALL CORES
Stepping Hill Hospital	Ash House, Poplar Gove, Stockport SK2 7JE, UK	46	3-4 Students (3 times/year)	ALL CORES
Whipps Cross Hospital	Medical Education Centre, Whipps Cross Road, Leytonstone,	46	6 Students/semester	ALL CORES

CLINICAL SITE	LOCATION	DURATION (WEEKS)	NUMBER OF STUDENTS	SUBJECTS COVERED
	London E11 1NR, UK			

**EDUCATIONAL PROGRAM LEADING TO M.D. DEGREE OR EQUIVALENT (continued)**

**IX. ADMINISTRATION:**

(Curriculum Vitae attached)

CHIEF EXECUTIVE OFFICER (TITLE?)

NAME: **Michael A. Harris, M.D., President, CEO**

CHIEF OPERATIONS OFFICER (TITLE?)

NAME: **Jerry W. Thornton, Ph.D.-Vice President, COO**

CHIEF ACADEMIC OFFICER (TITLE?)

NAME: **Donald Roberts, M.D., -Chief Academic Officer, Dean of Basic Sciences**

ASSISTANT DEAN OF BASIC SCIENCES (TITLE?)

NAME: **Mark Best, M.D. – Assistant Dean of Basic Science**

DEAN FOR CLINICAL SCIENCES (TITLE?)

NAME: **B. L. Stalnaker, M.D., -Dean of Clinical Sciences**

ASSOCIATE DEAN FOR STUDENT AFFAIRS (TITLE?)

NAME: **Stephen Heller, Ph.D. -Director of Student Affairs**

REGISTRAR: (PERSON WHO MAINTAINS STUDENT RECORDS)(TITLE?)

NAME: **Lois M. Kerr, M.A. - Registrar**

CHIEF FISCAL OFFICER (TITLE?)

NAME: **B.D. Owens, Ph.D. -Chief Financial Officer**

FIELD REPRESENTATIVES (LIST NAMES AND LOCATIONS) N/A

**ADMINISTRATION (continues)**

**HOSPITAL COORDINATORS (LIST NAME, NAME OF HOSPITAL AND LOCATIONS)**

CLINICAL SITE	LOCATION	<i><b>COORDINATOR</b></i>
UNITED STATES		
Christian Hospital/BJC System	11133 Dunn Road, St. Louis, MO 63136	Lawrence J. Billy, M.D., F.A.C.S./ Cathy Billy
Florida Hospital-Kissimmee/Orlando	2450 N. Orange Blossom Trail, Kissimmee, FL 34744	Joseph Torres, M.D./Norma Hill, FL Hospital, FP Residency
Genesys Regional Medical Center	One Genesys Parkway, Grand Blanc, MI 48439	Robert E. Sutton, Ph.D., V.P. of Academic Affairs/Kathy Johnson, Coordinator, Undergraduate Medical Education
Harbor Hospital Center	3001 S. Hanover Street, Baltimore, MD 21225	Richard B. Williams, M.D./Rosanne Liverpool, Student Education of Medicine
Jackson Park Hospital	7531 S. Stony Island, Chicago, IL 60649	Lakshmi Dodda, M.D., Program Director, FP Residency Program. Barbara Watkins, Medical Student Coordinator
Michael Reese Hospital	2929 South Ellis, Chicago, IL 60616	IM – Dennis Levinson, M.D., Chmn, Dept. of Medicine/Janine Daniels OB/Gyn – Vybert P. Green, M.D., FACOG/Clarice Moore Psych – Jolly Anand, M.D. Surgery – Joseph T. Sheridan, M.D.,F.A.C.S./Linda Frank
Peninsula Hospital Center	51-15 Beach Channel Drive, Far Rockaway, NY 11691	Gerald Teplitz, D.O., Dept. of Graduate Medical Education/Cathy Murphy, Coordinator
Provena St. Joseph’s Hospital	77 N. Airlite, Elgin, IL 60123	Charles Cavallo, M.D., V.P. of Medical Affairs/Rita Martin, Coordinator
Ridgeview Institute	3995 South Cobb Drive, Smyrna, GA 30080	Jeffrey Klopfer, M.D./Paulette and/or Arlene Kish
Sacred Heart Women’s Hospital	5151 N. 9 <sup>th</sup> Avenue, Pensacola, FL 32504	Clyde Dorr, II, M.D., Program Director/Joann Laurene
Sheppard Pratt Hospital	6501 N. Charles Street, Baltimore, MD 21285	Neal Sandson, M.D., /Debby Ross
Southwest Hospital & Medical Center	505 Fairburn Road, S.W., Atlanta, GA 30331	Dennis Turner, M.D. /Timika Jones
St. Agnes Hospital	900 Canton Avenue, Box 42, Baltimore, MD 21229	IM – George Lawrence, M.D.,F.A.C.P./Marge Kelly SURG-John Singer, M.D., FACS/Jo Phillips
Saint Anthony Hospital	2875 West 19 <sup>th</sup> Street, Chicago, IL 60623	IM – David L. Schaeffer, M.D., Coordinator, Medical Education OB/GYN – Dorval R. Carter, M.D., FACOG/Belinda Cadena, Coordinator, Medical Students
St. John’s Episcopal Hospital	327 Beach 19 <sup>th</sup> Street, Far Rockaway, NY 11691	Margo Spitzer, MD /Carol Greco
Synergy Medical Education Alliance	1000 Houghton Avenue, Saginaw, MI 48602	Christine Rohr, D.O., FAAP, FACOI, Chief Academic Officer /Deana Ingram, Medical School Coordinator
Wyckoff Heights Medical Center	Executive Suites – Fifth Floor North, Room 517, 374 Stockholm Street, Brooklyn, NY 11237	E. Kenneth Freiberg, D.O., V.P. for Medical Education/Julius Romero, Educational Coordinator



CLINICAL SITE	LOCATION	<i>COORDINATOR</i>
CANADA		
Hotel-Dieu Grace Hospital	1030 Ouellete Avenue, Windsor, Ontario N9A 1E1	Paul Ziter, M.D./Joan Mavrinac, Director, Medical Administration
Windsor Regional Hospital	Metropolitan Campus, 1995 Lens Avenue, Windsor N8W 1L9	Gary Ing, M.D., F.A.F.P., Chief of Staff
UNITED KINGDOM		
Barnsley District General Hospital Education Centre	Gawber Road, Barnsley S75 2EP, UK	A. O. Adebajo, M.D., Assoc. Dir. for Undergraduate Medical Education /Judith Pollard, Medical Student Liaison Officer
Brighton General Hospital	Sussex Postgraduate Centre, Elm Grove, Brighton, East Sussex BN2 3EW, UK	John Hartley, M.D./Claire Rhodes
Stepping Hill Hospital	Ash House, Poplar Gove, Stockport SK2 7JE, UK	Lisa Rees, M.D., Asst. DGM/Jose Robertson
Whipps Cross Hospital	Medical Education Centre, Whipps Cross Road, Leytonstone, London E11 1NR, UK	Peter Cole, M.D./Basanti Narine

### Basic Science Departments:

**Department of Anatomy:** Gross Anatomy I and Embryology; Gross Anatomy II, Histology and Cell Biology, Neuroscience

**Department of Pre-Clinical Medicine:** Introduction to Medicine, Introduction to Patient Care I and II, Current Topics in Medicine, Introduction to Psychiatry and Bioethics.

**Department of Pathology and Microbiology:** Pathology I and II, Microbiology and Immunology, Biostatistics and Epidemiology

**Department of Physiology and Molecular Science:** Physiology I and II, Pharmacology and Therapeutics, Genetics, Biochemistry and Nutrition.

St. Matthew's University through the assistance of its basic science department chairs and faculty have made significant progress toward its mission to provide the highest quality medical training to prospective physicians.

<u>Department</u>	<u>Chair</u>	<u>Year Appointed as Chair</u>	<u>Highest Degree (s)</u>	<u>Where Obtained</u>
<b><u>Cayman Campus</u></b>				
<b>Anatomy</b>	<b>Emil Adamec</b>	<b>2002</b>	<b>M.D. Ph.D.</b>	<b>Universitas Carolina Pragensis Boston University School of Medicine</b>
<b>Pathology</b>	<b>Mark Best</b>	<b>2002</b>	<b>M.D.</b>	<b>University of Louisville School of Medicine</b>

**Pre-Clinical Medicine**      **Gordon J. Green**      **2003**      **M.D.**      **University of British  
Colombia  
Vancouver, B.C.**

**Physiology**      **Brian Matayoshi**      **2002**      **Ph.D.**      **Albany Medical College of  
Union University**

**LIST OF ALL STANDING COMMITTEES OF THE FACULTY: NAME OF CHAIRPERSON AND MEMBERS:**

<b><u>Committee</u></b>	<b><u>Number of Members</u></b>	<b><u>Chairperson</u></b>	<b><u>Appointed By</u></b>	<b><u>Responsible To</u></b>
<b>Faculty Promotions, Development, &amp; Welfare</b>	<b>8</b>	<b>Mahendra Jha</b>	<b>Faculty Senate</b>	<b>Faculty Senate</b>
<b>Special Review &amp; Student Grievances</b>	<b>Adhoc 4 minimum</b>	<b>Brian Matayoshi</b>	<b>Faculty Senate</b>	<b>Faculty Senate</b>
<b>Research</b>	<b>7</b>	<b>Mark Best</b>	<b>Faculty Senate</b>	<b>Faculty Senate</b>
<b>Curriculum</b>	<b>8</b>	<b>Gordon Green</b>	<b>Faculty Senate</b>	<b>Faculty Senate</b>
<b>Library, Technology &amp; Support Services</b>	<b>11</b>	<b>Emil Adamec</b>	<b>Faculty Senate</b>	<b>Faculty Senate</b>
<b>Student Promotions</b>	<b>5</b>	<b>Don Roberts</b>	<b>Faculty Senate</b>	<b>President</b>
<b>Student Disciplinary</b>	<b>7</b>	<b>Ezzeldin Nasser</b>	<b>Faculty Senate</b>	<b>Faculty Senate</b>
<b>Safety</b>	<b>9</b>	<b>Sebastian Guilbard</b>	<b>Faculty Senate</b>	<b>Faculty Senate</b>
<b>Student Awards &amp; Orientation</b>	<b>8</b>	<b>Sebastian Guilbard</b>	<b>Faculty Senate</b>	<b>Faculty Senate</b>
<b>Student Admissions</b>	<b>5</b>	<b>Gordon Green</b>	<b>Vice President</b>	<b>President</b>

## X. CHARACTERISTICS OF STUDENTS

MEDICAL STUDENT ATTRITION. IF MORE THAN ONE CLASS IS ADMITTED IN ONE CALENDAR YEAR, ADAPT THIS TABLE TO IDENTIFY EACH CLASS; SHOW STUDENTS WHO WERE ENROLLED DURING ANY PART OF THE YEAR BUT WHO WITHDREW OR WERE DISMISSED DURING THE CLASS YEAR REPORTED.

THE TABLE IS BASED ON THE NUMBER OF CURRENT STUDENTS IN EACH OF THE FOUR YEARS OF THE PROGRAM.

	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		4 <sup>th</sup> Year		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%
Beginning-year Class Size	<b>197</b>	<b>33</b>	<b>146</b>	<b>25</b>	<b>182</b>	<b>31</b>	<b>61</b>	<b>11</b>	<b>586</b>	<b>100</b>
Dismissed/ Academic Failure	<b>8</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>3</b>
Withdrew in Poor Academic Standing	<b>7</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>3</b>
Transferred to Anther School	<b>6</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>2</b>
Total Student Attrition	<b>21</b>	<b>11</b>	<b>25</b>	<b>17</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>9</b>
Required to Repeat Entire Year	<b>14</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>24</b>	<b>4</b>
Require to Repeat One or More Courses but Less Than a whole year.	<b>23</b>	<b>12</b>	<b>21</b>	<b>14</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>54</b>	<b>9</b>
Total Number of Students in Academic Difficulty	<b>37</b>	<b>19</b>	<b>29</b>	<b>20</b>	<b>10</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>79</b>	<b>13</b>
Promoted to Next Year/Graduated	<b>144</b>	<b>73</b>	<b>112</b>	<b>77</b>	<b>158</b>	<b>87</b>	<b>58</b>	<b>95</b>	<b>472</b>	<b>81</b>

NUMBER OF STUDENTS TRANSFERRING TO OTHER MEDICAL SCHOOLS:

AFTER 1999____ Session	<u>2</u> STUDENTS
AFTER 2000____ Session	<u>4</u> STUDENTS
AFTER 2001____ Session	<u>17</u> STUDENTS
AFTER 2002____ Session	<u>13</u> STUDENTS
AFTER 2003____ Session	<u>13</u> STUDENTS

SELECTION OF MEDICAL STUDENTS

- A.(1). Chairperson of Admissions Committee: Gordon Green, M.D.  
(2). Administrative Officers for admissions program: Darryl Frazier, M.B.A., -Director of Admissions

B. Outline and briefly describe the process of selection of entering medical students beginning with receipt of the application forms and ending with enrollment of the class. Cite all criteria for selection, (noting major ones) including cognitive, non-cognitive, personal health and other information about the applicant.

**The completed application folder consists of:**

- **Completed application form**
- **Personal statement**
- **Three letters of recommendation**
- **Official academic transcripts**
- **TOEFL score of 550 or higher**
- **MCAT scores (as available)**
- **\$75 nonrefundable application fee**
- **Six current passport photos**
- **Scholarship request (if applying for scholarships)**
- **Financial aid forms and information (if applying for financial aid)**
- **Health insurance waiver form or application**

**Students with foreign academic transcripts (non-US) should have them evaluated by World Evaluation Services ([www.wes.org](http://www.wes.org)) or a similar service that is a National Association of Credential Evaluation Services (NACES) member ([www.naces.org](http://www.naces.org)) on a course-by-course basis.**

**Applicants must submit a personal statement with the application form. This offers an opportunity for the applicant to describe those personal attributes, characteristics, and interests that underlie the decision to study medicine. Participation in research projects, hobbies, and health-related employment or experiences may be considered in the deliberations of the admissions committee.**

**Using specific examples, an effort should be made to demonstrate the motivation and**

**commitment to pursue a medical career and the ability to work with people. Compassion, empathy, and the ability to deal with the everyday problems of life are considered important qualities as well. Confidential appraisals by college advisors, instructors, or others are an important part of the application. These recommendations may include a letter from a peer. Recommendations should be sought from persons who know the applicant well and can give a concise and thorough assessment of the applicant's personality, industry, reliability, and motivation. Applicants are given the option of signing a waiver regarding the confidentiality of these letters. Three letters of recommendation forms are included in the application packet. The prospective student is asked to fill in his/her name and ask references to complete the form and either return it directly to St. Matthew's University.**

**Prior to admission, a completed undergraduate degree from an approved college or university is preferred. A student who has 90+ semester credit hours of earned college credits will be considered for admission. St. Matthew's University School of Medicine recognizes that since medicine deals with people, an understanding of literature, art, history, ethics, and philosophy is an asset to a physician. Science and Humanities are not mutually exclusive and both are viewed as necessary for the practice of medicine. It is strongly recommended that students be computer literate. All instruction is in English. Students are required and expected to have adequate and appropriate conversational, written, literary and comprehensive competency.**

**Admissions specialists who share the task of assisting prospective students in the application process initially carry out the admissions process in the stateside office. Prospective student files are initiated when a student submits an application. The admission specialists work the file until all documents are completed. The completed application includes the application form and fee, original transcripts, three letters of reference, a personal statement, and personal photos. The student may receive provisional admission in compliance with the regulations set forth by the Florida license. This allows a student with unofficial documents to be admitted contingent upon receiving those documents in a prescribed time.**

**Once the file is completed in the Oviedo, Florida office, the prospective students' files are electronically scanned and placed on the student data base and immediately made available to the faculty committee in Grand Cayman. Students who meet all requirements for admission and who are favorably reviewed are generally accepted. Students who do not meet the requirements are denied admission. This most typically reflects students who have not met the required academic admissions standards. For students who have lower than three point grade point average, the Committee may rule to admit on a provisional basis, which may mean entering on academic probation or being admitted to an extended pathway program. The Admissions Committee is made up of Basic Science teaching faculty who rotate on the Committee. The Faculty Admissions Committee makes all final decisions regarding acceptance to the medical school.**

**Students found to meet all admissions requirements and to possess the potential for success in the pursuit of a medical degree are interviewed in person or by phone. Each accepted student is forwarded a sealed acceptance certificate and all documents to assist them in the preparation for attending school, including book lists, housing information, immigration documents, and a helpful student guide about what all they need to know about attending school in Grand Cayman.**

All accepted students have two weeks to submit a non-refundable seat deposit of \$500 which part of their first semester's tuition.

## X. CHARACTERISTICS OF STUDENTS (continued)

- C. Are all selection criteria established by official faculty/university authority? Describe. Are all criteria published in a formal manner? How?

**The selection criteria were established in 1997 by the administration with faculty input and were submitted to the Board of Directors for approval.**

**Yes, all criteria are published in the official university catalog and student handbooks which are approved by the Board of Trustees. The criteria are as well listed on our official internet site at [www.stmatthews.edu](http://www.stmatthews.edu).**

- D. Is the ability of an applicant to finance his/her medical education considered as one of the criteria for final selection? Explain.

**Yes, while admissions criterion do not specifically list “ability to finance education” as an admissions requirement, we encourage a student to work with our student accounts and financial aid office to map a plan to provide for financing of their education. As graduate coursework is time dated, if a student cannot continue to provide funding for their studies, dropping out for extended periods can be costly and cause set backs toward their progress. We make every effort to ensure students realize that once they begin their medical education, they should plan to pursue their program of study without breaks.**

- F. Describe the process of selection of transfer students.

**All transfer students are required to meet all entrance requirements that are required of entering freshmen. That is they must have a minimum of 90 sch of postsecondary college work in an accredited university inclusive of 8 sch of General Chemistry, Organic Chemistry, Biology, 4 sch of Physics, 6 sch of English, and 3 sch of Algebra and Psychology. Additionally they must have had a grade point average in the range of 3.0, three good letters of reference, a personal statement, and all official transcripts of all undergraduate work. Next, they must have an official transcript from their previous medical school and must not have been dismissed for ethical or behavioral reasons. Preference is given to students with 3.0 and higher grade point averages while in medical school. They also must have a positive outcome interview. Current policy requires that all transfer students come into the university no more advanced than in the beginning of the fifth semester of basic sciences. Students are to address in their personal statement why they have sought transfer. All potential transfer students are advised as to the potential detrimental effects associated with transfer and encouraged to resolve their difficulties in their original medical school. If they are unable to, only then, does St. Matthew's give consideration for a transfer. Coursework considered for transfer must come from courses taken in a medical school listed by the W.H.O. and approved by the U.S. E.C.F.M.G.**

CURRENT ENTERING CLASS OF 2003

INDICATE THE NUMBER OF STUDENTS IN THIS CLASS FOR EACH OF THE FOLLOWING CATEGORIES:

FOR CURRENT ENTERING CLASS 197 (First year students)

<u>PRE-MED GRADE AVERAGE</u>	<u>YEARS IN COLLEGE</u>	<u>HIGHEST EARNED DEGREE</u>	
1. SUPERIOR. (A OR 3.6-4.0) <u>36</u>	Less <u>2</u> to <u>3</u>	1. BACCALAUREATE	<u>142</u>
2. GOOD (B OR 3.0-3.5) <u>114</u>	<u>YEARS 37</u>	2. MASTERS	<u>14</u>
3. FAIR (C OR 2.5-2.9) <u>45</u>	4 YEARS OR	3. DOCTORATE	<u>4</u>
4. POOR (D OR LESS THAN 2.5) <u>2</u>	MORE <u>160</u>	4. OTHER	<u>0</u>
<u>TOTAL</u> <u>197</u>		5. NONE	<u>37</u>

FOR CURRENT SECOND YEAR CLASS:

<u>PRE-MED GRADE AVERAGE</u>	<u>YEARS ON COLLEGE</u>	<u>HIGHEST EARNED DEGREE</u>	
1. SUPERIOR. (A OR 3.6-4.0) <u>36</u>	Less than 2	1. BACCALAUREATE	<u>102</u>
2. GOOD (B OR 3.0-3.5) <u>86</u>	3 YEARS <u>35</u>	2. MASTERS	<u>5</u>
3. FAIR (C OR 2.5-2.9) <u>23</u>	4 YEARS OR	3. DOCTORATE	<u>4</u>
4. POOR (D OR LESS THAN 2.5) <u>1</u>	MORE <u>111</u>	4. OTHER	<u>0</u>
<u>TOTAL</u> <u>146</u>		5. NONE	<u>35</u>

FOR CURRENT THIRD YEAR CLASS:

<u>PRE-MED GRADE AVERAGE</u>	<u>YEARS ON COLLEGE</u>	<u>HIGHEST EARNED DEGREE</u>	
1. SUPERIOR. (A OR 3.6-4.0) <u>26</u>	2 YEARS OR	1. BACCALAUREATE	<u>136</u>
2. GOOD (B OR 3.0-3.5) <u>132</u>	LESS	2. MASTERS	<u>4</u>
3. FAIR (C OR 2.5-2.9) <u>22</u>	3 YEARS <u>36</u>	3. DOCTORATE	<u>4</u>
4. POOR (D OR LESS THAN 2.5) <u>2</u>	4 YEARS OR	4. OTHER	<u>38</u>
<u>TOTAL</u> <u>182</u>	MORE <u>146</u>		

**FOR FOURTH YEAR CLASS:  
PRE-MED GRADE AVERAGE**

DEGREE	
1. SUPERIOR. (A OR 3.6-4.0)	<u>8</u>
2. GOOD (B OR 3.0-3.5)	<u>47</u>
3. FAIR (C OR 2.5-2.9)	<u>4</u>
4. POOR (D OR LESS THAN 2.5)	<u>2</u>
<b>TOTAL</b>	<b><u>61</u></b>

**YEARS ON COLLEGE**

2 YEARS OR Less	<u>0</u>
3 YEARS	<u>7</u>
4 YEARS OR MORE	<u>54</u>

**HIGHEST EARNED**

1. BACCALAUREATE	<u>47</u>
2. MASTERS	<u>5</u>
3. DOCTORATE	<u>2</u>
4. OTHER	<u>0</u>
5. NONE	<u>7</u>

**There are 61 students currently engaged in their National Board semester between Basic Science and Clinical Rotations. During this semester the student enrolls in an external Board Review program and takes the USMLE Part 1.**

**There are 41 students currently on an approved Leave of Absence approved by the Dean of Basic or Clinical Sciences.**

**Mean GPA for the present first-year class (excluding repeating students)? 3.25**

**The MCAT average total score was 23.**

MCAT Score Distribution for 2002

Verbal Reasoning	<u>7</u>
Physical Sciences	<u>8</u>
Biologic Sciences	<u>8</u>

Writing Sample J K L M N O (P) Q R S T

10. Mean MCAT Scores for 2001 or Later Test Administration

Class Entering in (year): **Test Score not collected in 2001 and before.**

Verbal Reasoning	<b>None</b>
Physical Sciences	<b>None</b>
Biological Sciences	<b>None</b>
Writing Sample (modal score)	<b>None</b>

**X. CHARACTERISTICS OF STUDENTS (continued)**

- (B) SECOND YEAR CLASS,  
Data not collected before this time.
- (C) THIRD YEAR CLASS  
Data not collected before this time.
- (D) FOURTH YEAR CLASS  
Data not collected before this time.



**LIST ALL CLINICAL TEACHING FACILITIES** (copy of clinical affiliation agreements attached)

NAME OF HOSPITAL	ADDRESS	# OF BEDS	ANNUAL # OUT-PATIENT VISITS	ANNUAL # OF ER VISITS	SUBJECTS OFFERED IN CLERKSHIPS	IS THERE A RESIDENCY	IF YES, WHO EVALUATES AND APPROVES THAT PROGRAM?
Harbor Hospital	3001 S. Hanover Street, Baltimore, MD 21225	168	65,000	30,000	Internal Medicine	Yes	ACGME
Southwest Hospital	501 Fairburn Road. S. W., Atlanta, GA 30331	125	26,000	12,000	All Cores	Yes	ACGME
Sheppard Pratt Hospital	6501 N. Charles Street, PO Box 6815, Baltimore, MD 21285-6815	170	80,000	Not Available	Psychiatry	Yes	ACGME
Whipps Cross	Medical Education Centre, Whipps Cross road, Leytonstone, London, England E11 1NR	700	158,000	73,000	All Cores	Yes	GMC
Brighton Hospital	Sussex Postgraduate Centre, Elm Grove, Brighton, East Sussex, England, BN2 3EW	700	140,000	68,000	All Cores	Yes	GMC
Stepping Hill Hospital	Ash House Poplar Grove, Stockport SK2 7JE	400	55,000	30,000	All Cores	Yes	GMC
Barnsley	Gawber Rd Barnsley S75 2EP UK	350	78,000	36,000	All Cores	Yes	GMC
St. Agnes	900 Caton Ave., Box 42 Baltimore, Maryland 21229	300	68,000	40,000	Surgery, Internal Medicine	Yes	ACGME
Jackson Park Hospital	7531 S. Stony Island Chicago, IL 60649	326	70,000	28,000	All Cores	Yes	ACGME
Christian BJC System	11133 Dunn Road St. Louis, Missouri 63136	280	60,000	35,000	Ob/Gyn, Surgery	Yes	ACGME
Sacred Heart	5045 Carpenter Creek Dr. Pensacola, FL 32503	431	180,000	85,000	Ob/Gyn	Yes	ACGME
Michael Reese	2929 South Ellis Avenue Chicago, IL 60616	450	225,000	90,000	Internal Medicine	Yes	ACGME
Florida Hospital-Kissimmee/Orlando	2450 N. Orange Blossom Trail, Kissimmee, FL 34744	130	28,000	15,000	All Cores	Yes	ACGME
Genesys Regional Medical Center	One Genesys Parkway, Grand Blanc, MI 48439	386	75,000	32,000	FP, IM, OB/GYN, PSYCH, PEDS	Yes	ACGME
Peninsula Hospital Center	51-15 Beach Channel Drive, Far Rockaway, NY 11691	272	56,000	32,000	FP, IM, PEDS, SURG	Yes	ACGME
Provena St. Joseph's Hospital	77 N. Airlite, Elgin, IL 60123	240	49,000	25,000	ALL CORES	Yes	ACGME
Ridgeview Institute	3995 South Cobb Drive, Smyrna, GA 30080	75	11,000	NA	PSYCH	Yes	ACGME

<b>Saint Anthony Hospital</b>	<b>2875 West 19<sup>th</sup> Street, Chicago, IL 60623</b>	<b>180</b>	<b>70,000</b>	<b>38,000</b>	<b>PF ,IM, OB/GYN</b>	<b>Yes</b>	<b>ACGME</b>
<b>St. John's Episcopal Hospital</b>	<b>327 Beach 19<sup>th</sup> Street, Far Rockaway, NY 11691</b>	<b>332</b>	<b>118,000</b>	<b>50,000</b>	<b>ALL CORES</b>	<b>Yes</b>	<b>ACGME</b>
<b>Synergy Medical Education Alliance</b>	<b>1000 Houghton Avenue, Saginaw, MI 48602</b>	<b>970</b>	<b>310,000</b>	<b>160,000</b>	<b>ALL CORES</b>	<b>Yes</b>	<b>ACGME</b>
<b>Wyckoff Heights Medical Center</b>	<b>374 Stockholm Street, Brooklyn, NY 11237</b>	<b>325</b>	<b>180,000</b>	<b>75,000</b>	<b>FP, IM, OB/GYN PEDS, SURG</b>	<b>Yes</b>	<b>ACGME</b>
<b>Hotel-Dieu Grace Hospital</b>	<b>1030 Ouellette Ave. Windsor, Ontario, Canada</b>	<b>410</b>	<b>78,000</b>	<b>40,000</b>	<b>ALL CORES</b>	<b>Yes</b>	<b>LMCC</b>

**SCHOOL**

**XII. STUDENT AFFAIRS: PERSONAL COUNSELING, FINANCIAL AID, HEALTH**

1. Who is in charge of student affairs?

Name: **Dr. Stephen Heller**

Title **Director of Student Affairs**

Academic degree(s) Ph.D.

Date of Appointment **April 2003**

2. Student Records:

a. Is there a central file within the medical school (e.g. Dean's office, medical school registrar's office, etc.) containing student records?

Yes X No \_\_\_ Where? **Registrar's office, Oviedo, Florida**

b. If YES, indicate which records:

X Premedical credentials (transcripts, letter of recommendation, interview resume, MCAT scores, etc.)

X Academic record of medical school performance

X Faculty comments on performance

X Counselor's comments or recommendations

\_\_\_ Other (please specify)

**All student records are also digitized and available to faculty and staff on the Student Data Base including transcripts of all grades in basic and clinical sciences, preceptor evaluations, letters of reference, personal statements, financial records, financial aid information, and a place for notes regarding student contacts.**

c. Are all these records available to each student for feedback on performance and/or correction of errors? Explain below:

**Yes, all records are digitized and available to the Dean and the faculty Admissions Committee members on the university data base. Also, the students have a secured web site where they can view their transcript of grades, their financial aid information and student accounts information.**

3. Describe the situation for housing of students (a) at the home campus and community; (b) at clinical locations. Does the school operate any housing facilities?

**St. Matthew's University, School of Medicine acquired dormitory housing for 125 students in August 2003. Dormitory rooms will be priority for entering first semester students. The University Residence Hall provides for private rooms with numerous amenities including wireless internet, maid service, kitchens, telephone, cable, and swimming pool.**

**Second semester students are assisted by the housing coordinator in the locating and renting of apartments. Grand Cayman has a large number of apartments available to SMU students. The coordinator assists students with all their housing needs including the identification of a suitable room mate if desired.**

**The teaching hospitals in the UK provide student housing for a nominal fee. The teaching hospitals in the US are in large cities and students make their own apartment arrangements. They are provided assistance and helpful information from the teaching hospital education department regarding potential housing options.**

## SCHOOL

### XIII. FACULTY

**MEDICAL SCHOOL FACULTY MEMBERS** (include those salaried by affiliated hospitals)

Medical School Faculty Members - Residents and Fellows should not be included unless actually serving as faculty members. When joint appointments are held, include only once and in the department of major appointment. The total column should equal the total number, full-time positions. Data are for 2002 to 2003. (Use most recent data available.)

	Full-Time						
Basic Science	Professor	Associate Professor	Assistant Professor	Instructor and other	Total Full-Time	Part-Time (Paid)	Volunteer (Unpaid)
Anatomy		2	1		3		
Biochemistry		2			2		
Microbiology		1			1		
Pathology	1	2			3	4	
Pharmacology		1			1	6	
Physiology		2			2	2	
Histology		1			1		
Psychology/Ethics		1			1		
Medicine		1	1		2	26	

Genetics							
Neuroscience		<b>1</b>			<b>1</b>		
Biostatistics							
Basic Science Totals	<b>1</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>17</b>	<b>38</b>	

**SCHOOL MEDICAL SCHOOL FACULTY MEMBERS (continued)**

Clinical Departments	Full-Time					Part-Time (Paid)	Summary
	Professor	Associate Professor	Assistant Professor	Instructor and Other	Total Full-Time		
Anesthesiology						<b>1</b>	<b>1</b>
Dermatology						<b>1</b>	<b>1</b>
Family Medicine						<b>25</b>	<b>25</b>
Internal Medicine	<b>1</b>					<b>32</b>	<b>33</b>
Neurology							
Obstetrics/Gynecology	<b>2</b>					<b>25</b>	<b>27</b>
Ophthalmology						<b>1</b>	<b>1</b>
Orthopedics						<b>2</b>	<b>2</b>
Otolaryngology							
Physical Medicine							
Pediatrics	<b>1</b>					<b>13</b>	<b>14</b>
Psychiatry	<b>1</b>					<b>13</b>	<b>14</b>
Public Health							
Preventive Medicine							
Radiology						<b>2</b>	<b>2</b>
Surgery	<b>1</b>					<b>30</b>	<b>31</b>
Urology						<b>2</b>	<b>2</b>
Emergency Medicine						<b>2</b>	<b>2</b>
Clinical Totals GRAND TOTALS Basic Sci. & Clinical	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>149</b>	<b>155</b>

#### XIV. PHYSICAL PLANT

BUILDING NAME	YEAR COMPLETED	NET USABLE SQ. METERS	LOCATION IN REFERENCE TO MAIN CAMPUS	FUNCTION
SAFE HAVEN LEEWARD THREE				
1.Faculty Offices	1991	473	On Campus	Faculty Offices
2.Classroom 1	1991	168	On Campus	Teaching
3.Classroom 2	1991	110	On Campus	Teaching
4.Classroom 3	1991	152	On Campus	Teaching
5.Classroom 4	1991	168	On Campus	Teaching
6.Library	1991	291	On Campus	Teaching/ Research/ Study Area
7.Anatomy/ Pathology Lab	1991	297	On Campus	Teaching/ Research/ Study Area
8.Histology/ Microbiology Lab	1991	110	On Campus	Teaching/ Research/ Study Area
9.Clinical Skills Lab	1991	149	On Campus	Teaching/ Research/ Study Area
10. Student Services	1991	248	On Campus	Student Services

#### MAP ATTACHED TEACHING FACILITIES CLASS ROOMS (FOR LECTURES)

NAME	WHICH BUILDING	NUMBER OF SEATS	AUDIO-VISUAL FACILITIES YES OR NO
1.All Basic Sciences Grand Cayman	Classroom 1	120	Overhead, In focus, slide projector, Video Conference
2. All Basic Sciences Grand Cayman	Classroom 2	60	Overhead, In focus, slide projector, Video Conference
3. All Basic Sciences Grand Cayman	Classroom 3	120	Overhead, In focus, slide projector, Video Conference
4. All Basic Sciences Grand Cayman	Classroom 4	120	Overhead, In focus, slide projector, Video Conference
5.Basic Science 4 <sup>th</sup> Semester- Maine	Classroom 1	60	Overhead, In focus, slide projector, Video Conference
6.Basic science 5 <sup>th</sup> Semester-	Classroom 2	60	Overhead, In focus, slide projector,

**TEACHING FACILITIES (continued)**

**STUDENT LABORATORIES:**

CIRCLE ONE

ANATOMY DISSECTING ROOM	<u>(YES)</u>	NO	# CADAVER TABLES <u>20</u>
ANATOMY MICROSCOPIC LAB	<u>(YES)</u>	NO	# STUDENT SEATS <u>70</u>
BIOCHEMISTRY LAB	YES	<u>(NO)</u>	# STUDENT BENCH SPACES <u>25</u>
MICROBIOLOGY/HISTOLOGY LAB	<u>(YES)</u>	NO	# STUDENT BENCH SPACES <u>60</u>
PHYSIOLOGY/NEUROSCIENCE LAB	<u>(YES)</u>	NO	# STUDENT WORK SEATS <u>60</u>
PATHOLOGY LAB	<u>(YES)</u>	NO	# MICROSCOPES
OTHER (SPECIFY)	YES	NO	

SPECIAL RESOURCES

CIRCLE ONE

MEDICAL PHOTOGRAPHY AND ILLUSTRATION	YES	<u>NO</u>
ELECTRONICS SHOP	YES	<u>NO</u>
COMPUTER, DATA PROCESSING	<u>YES</u>	NO
PRINTING, DUPLICATING, REPRODUCTION SHOP	YES	<u>NO</u>
MACHINE SHOP	YES	<u>NO</u>
AUDIO VISUAL-MULTIPLE MEDIA VIEWING AREA	<u>YES</u>	NO

SPACE FOR        0   DOGS

  0   CATS

  0   RATS

  0   GUINEA PIGS

  0   MICE

  0   OTHER (LIST)

OTHER (LIST AND DESCRIBE)

NOTE: PHOTOGRAPHS OF THE SCHOOLS TEACHING FACILITIES FOUND IN ATTACHED BROCHURES

**SCHOOL**

XV. LIBRARY

1. a. Name of Librarian: **Jacqueline K. Ryan**
- b. Year appointed **2003** : Professional degree **MA , Library & Information Science** :  
From **University of South Florida, Tampa, FL**
- c. To whom does the Librarian report? (check one)

- University Librarian
- X** Dean of Medical School
- Other specify)

2. List professional schools that this library serves:  
**N/A: This library solely serves St. Matthew's University School of Medicine.**

3. Show schedule of hours open for each day of the week.

CAYMAN CAMPUS

DAY	OPENING TIME	CLOSING TIME
SUNDAY	<b>9:00AM</b>	<b>5:00PM</b>
MONDAY	<b>8:00AM</b>	<b>10:00PM</b>
TUESDAY	<b>8:00AM</b>	<b>10:00PM</b>
WEDNESDAY	<b>8:00AM</b>	<b>10:00PM</b>
THURSDAY	<b>8:00AM</b>	<b>10:00PM</b>
FRIDAY	<b>8:00AM</b>	<b>10:00PM</b>
SATURDAY	<b>1:00PM</b>	<b>9:00PM</b>
<b>Extended hours during final exam week</b>		

MAINE CAMPUS

DAY	OPENING TIME	CLOSING TIME
SUNDAY		
MONDAY	<b>7:00AM</b>	<b>6:00PM</b>
TUESDAY	<b>7:00AM</b>	<b>6:00PM</b>
WEDNESDAY		
THURSDAY	<b>7:00AM</b>	<b>6:00PM</b>
FRIDAY	<b>7:00AM</b>	<b>6:00PM</b>
SATURDAY		



#### 4. Holdings

	# Volumes End of Year	# Volumes Added this Year	# Serial Titles Received End of Year	Participates in Inter-Library Loans
a. Medical School or Health Center Library	<b>2,435-Cayman 359-Maine</b>	<b>225 Includes The Brandon/Hill selected texts for the small Medical Library 2003.</b>	<b>58 Titles-print retrospective 20 Titles-print, current  Over 750 titles-electronic access To EBSCO Biomedical Reference Collection &amp; MEDLINE</b>	<b>Interlibrary Loan available through the National Library of Medicine DOCLINE</b>
b. University Hospital Library	<b>Not Applicable</b>	<b>Varies</b>	<b>Not Applicable</b>	<b>No</b>
c. Affiliated Hospital Libraries (please list)	<b>Affiliated Hospital Library Holdings 51,426</b>	<b>4,541</b>	<b>2,696</b>	<b>Yes, see documents attached</b>

**(PLEASE SEE AFFILIATED HOSPITAL LIBRARY HOLDINGS ATTACHED.)**

#### XV. LIBRARY (continued)

##### 5. Facility

	Square Meters	Seating Capacity
a. Reading areas	<b>50</b>	<b>80</b>
b. Stacks	<b>18 Stacks 5 shelves high</b>	
c. Offices	<b>18</b>	<b>2</b>
d. Staff workspace	<b>18</b>	<b>5</b>
e. Storage, off-site	<b>25</b>	
f. Conference rooms	<b>35</b>	<b>20</b>
g. Audio Visual Rooms	<b>TV/VCR/DVD Combos</b>	
h. Study carrels	<b>180</b>	<b>20</b>
i. Other	<b>15</b>	

6. Circulation:

a. Total number of volumes circulated outside library (**Average annual in house use: circulation 4,000. Average annual circulation outside library: 1,700**)

- b. Interlibrary loans: **Just established program.**
- c. Number loaned N/A
- d. Number borrowed N/A

7. Budget:

- a. Acquisitions, expenditures \$ 90,000
- b. Salaries, wages, etc. \$ 123,000
- c. All other expenses \$ N/A
- d. Total expenditures \$ 213,000

8. Number of Staff:

- a. Professional full- time 1
- b. Nonprofessional full-time 3
- c. Part-time staff 1

**\*NOTE: St. Matthew's is moving toward online library resources. Currently we have 20 online print journals with electronic access. Harrison's On-line resource available electronically. It is far more than the 15<sup>th</sup> edition of Harrison's Principles of International Medicine. Daily updates provide clinical trials, daily news articles and editorials. STAT! Ref provides students access to 44 plus electronic medical textbooks. EBSCO hosts comprehensive edition of The Biomedical Reference Collection connects students to 750 plus journals and MEDLINE. Each student has a personal laptop which is wirelessly connected to the university servers and the internet. St. Matthew's will continue to add to the list of online resources to broaden their options and to speed their research efforts.**