Eastern Virginia Medical School │ School of Medicine
Continuous Quality Improvement Steering Committee Inaugural Charge

Overview

The Continuous Quality Improvement (CQI) organizational, procedural, and technological structures and frameworks at Eastern Virginia Medical School (EVMS) foster an environment where EVMS and its School of Medicine engage in continuous and intentional processes aimed at supporting educational program improvement for the M.D. program. These efforts drive the enhancement of student learning and experiences, and translate to positive outcomes during accreditation reviews and meeting of the Liaison Committee on Medical Education (LCME) requirements in Element 1.1 (Strategic Planning and Continuous Quality Improvement):

> *A medical school engages in ongoing planning and continuous quality improvement processes that establish short and long-term programmatic goals, result in the achievement of measureable outcomes that are used to improve programmatic quality, and ensure effective monitoring of the medical education program's compliance with accreditation standards.*

Purpose

The Continuous Quality Improvement Steering Committee (CQISC) is charged with monitoring compliance with the LCME accreditation standards and elements chosen by the committee through an informed and thoughtful process. In an ongoing effort to improve the M.D. program and its learning environment, the CQISC supports the design of systematic processes and structures to collect and review data, advises on long and short-term goals and approaches, and disseminates outcomes as appropriate. The CQISC also collaborates with leadership and administration, as well as appropriate topic and area-specific roles and units to identify action plans to achieve goals and address challenges, as evidenced by measurable outcomes.

CQISC Membership Representation

Academic Affairs

Accreditation

Admissions and Enrollment

Clinical Affairs

Clinical Education

Department Chairs

Development

Diversity and Inclusion

Evaluation and Assessment

Graduate Medical Education

Institutional Effectiveness

Medical Education Committee

Pre-Clerkship Education

Strategic Planning and Faculty Affairs

Student Affairs

Organization

The CQISC functions in a collaborative, advisory role with leadership and administration, specific SMEs, and data and business process owners. The CQISC will not infringe on the autonomy and authority of other committees in local planning and decision-making activities, such as curriculum or admissions committees. However, the spirit and function of the CQISC is to hold the entire medical school team accountable for continual improvement of the M.D. program, and as such, regular and open communication between the CQISC and other groups and roles is essential.

The CQISC will engage, as appropriate, subject matter and process experts (SMEs) through the establishment of area and topic-specific CQI Working Groups (CQIWGs), responsible for suggestion and interpretation of goals and measures, data collection and input, monitoring of progress, and reporting of outcomes and results.

CQISC Duties and Responsibilities:

- Establish, review, and maintain formal CQI guidelines for the School of Medicine.

- Determine accreditation standards and elements to be reviewed and monitored. Reasons for monitoring may include, but are not limited to: (1) required, new, or recently revised LCME elements, (2) historically problematic elements, (3) elements that are prone to risk/slippage, (4) frequently cited elements as identified by LCME, and (5) elements that tie to other strategic initiatives at the institution.

- Share outcomes, results, and recommendations with leadership and administration.

- Annual review of and report on CQI process compliance, including annual results for all elements.

CQIWG Duties and Responsibilities:

- Develop and maintain a process and system for monitoring elements, including appropriate goals and measures, responsible parties, and schedules for review of results. This effort will entail working with subject matter experts (SMEs) and parties/roles responsible for the management and review of certain, specific elements.

- Oversee the development of data collection and management processes and systems.
  Regularly review data sources for appropriateness, accuracy, completion, and relevance.

- Review and ensure policies, bylaws, committee membership, affiliation agreements, etc. are systematically monitored and updated.

- Conduct and deliver quarterly reviews and reports of CQI results and compliance to the CQISC for all elements.

Meetings

During development and implementation, CQISC meetings will be held biweekly to establish initial policies, processes, frameworks, and strategies. Upon implementation of the CQI process and system, CQISC meetings should become quarterly with at least four meetings occurring during each academic year. Meeting agendas and minutes will be kept on file in the Office of Education

Like the CQISC, CQIWGs will meet more regularly during the development and implementation of a school-wide plan. At this time, the schedule of working group meetings will remain fluid and based on need, informed by the selection and prioritization of the monitored elements by the CQISC. After implementation, CQIWG meetings will continue on a monthly basis to regularly monitor compliance with LCME standards and elements, and update the CQI system. The CQIWGs will provide updated outcome reports and action plans for their areas/topics at the quarterly CQISC meetings.

An annual retreat will be held each summer to provide the CQISC with a comprehensive overview of the current state of the LCME standards and elements, recommendations on standards and elements that need attention or inclusion, and specific topics and issues expected to arise during the coming academic year.

[1] Last updated on 1/12/2020.

[2] Adapted from LCME processes and documents as described and written by the Schools of Medicine at Emory University, West Virginia University, and Wright State University.