



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Liaison Committee on Medical Education (LCME) Continuous Quality Improvement (CQI) Policy / ADMIN-0119-3

Policy Owner: Kenneth E. Olive, MD / Associate Dean for Accreditation Compliance	
Committees, Departments, or Individuals Responsible for Implementation: Associate Dean for Accreditation Compliance	
Original Approval Date/ By: 1/11/2019 / William A. Block, Jr., MD, MBA / Vice President for Clinical Affairs and Dean of Medicine	Effective Date: 9/14/2023
Most Recent Revision Date: 9/14/2023	Policy Advisory Committee Review Date: 9/14/2023
Date of Next Review: 9/14/2026 <i>(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)</i>	

(A) Policy Statement:

Quillen College of Medicine (QCOM) will engage in an ongoing continuous quality improvement (CQI) process to ensure the medical education program's compliance with the Liaison Committee on Medical Education (LCME) accreditation standards.

The Dean and Vice Dean for Academic Affairs (senior leadership) will systematically review all accreditation standards and elements with relevant administrative staff, and faculty members. Senior leadership will identify those elements to be reviewed during the CQI process. These will be selected based on those determined to be in non-compliance or compliance with monitoring at the last full survey visit as well as those standards identified by LCME as frequent standards resulting in severe actions (Hunt D, Migdal M, Waechter DM, Barzansky B, Sabalis RF. The Variables That Lead to Severe Action Decisions by the Liaison Committee on Medical Education. Acad. Med. 2016 Jan; 91(1):87-93) and as most frequent LCME citations (from LCME presentations). Senior leadership will seek input on the elements chosen from the Administrative Council, the Faculty Advisory Council (FAC), and the Medical Student Education Committee (MSEC). Senior leadership will identify the data to be reviewed for each element, a schedule for review, and the group(s) to review the data. Most data will be reviewed annually.

The Accreditation CQI Committee will review the elements and data as indicated by the schedule and make determinations of the program's compliance with the standards/elements.

For those elements determined to be non-complaint, senior leadership will develop, implement, and monitor the outcomes of a corrective action plan in cooperation with appropriate faculty and staff members. Each corrective action plan will identify goals, measures of effectiveness, and a timeline.

The most recent schedule is attached and considered a part of the policy.

(B) Purpose of Policy:

The LCME CQI Policy is designed to ensure ongoing compliance with the LCME accreditation standard.

(C) Scope of Policy (applies to):

Applies to all faculty and staff members responsible for compliance with accreditation standards.

(D) Policy Activities:

Collecting, analyzing, and reporting data related to compliance with LCME accreditation standards.

I. Committee

An Accreditation CQI Committee will be formed as a standing committee for the purpose of reviewing LCME elements to be monitored.

Committee Membership:

- The Associate Dean for Accreditation Compliance – Chair
- Associate Dean for Institutional Effectiveness and Innovation
- Dean's Office representative – appointed by the Dean
- Academic Affairs representative – appointed by the Vice Dean
- Student Affairs representative – appointed by the Associate Dean of Student Affairs
- At large faculty member – appointed by Faculty Advisory Committee

II. Roles and Responsibilities

The Accreditation CQI Committee will annually review (and update as appropriate) the LCME elements to be monitored and the data sources to be monitored. The committee will review the data and make determinations related to the QCOM compliance status for each element. All elements on this list to be monitored will be reviewed at least annually. Results will be distributed to the Administrative Council, Faculty Advisor Council and other entities as appropriate constituent groups as determined by the committee.

III. Scheduling and Frequency of Meetings

- A. Routine meetings will be scheduled quarterly by the Chair.
- B. Special meetings will be called by the Chair on an as needed basis.