

Eastern Virginia Medical School | School of Medicine Continuous Quality Improvement Guidelines

I. Purpose

As part of the Eastern Virginia Medical School's (EVMS) commitment to the highest standards of quality, these guidelines ensure systematic evaluation of the Doctor of Medicine (MD) educational program to promote program efficiency, effectiveness, and ongoing improvement.

II. Guidelines

Eastern Virginia Medical School and its School of Medicine will engage in a process of continuous quality improvement (CQI) across the MD educational program and related administrative divisions in support of its educational program quality and improvement. All employees, administrators, faculty, support staff, and affiliated non-employees are responsible for complying with these guidelines and participating in CQI activities as appropriate.

III. General Principles/Definitions

Continuous Quality Improvement (CQI): Continuous quality improvement refers to the cyclical process of assessing performance, implementing improvement plans, and reassessing results. The intention is to constantly strive to reach the best possible outcomes through data-driven decision making. Organizations employing a CQI approach make a conscious commitment to not only collect specific and meaningful information, but also to learn from it and make improvements to practices as necessary. CQI is not a one-time event, but rather a mindset and commitment to collecting meaningful data and using it to improve practices and move an organization towards its goals.

Academic Program: An academic program is a formal course of study that leads to a degree or certificate.

Administrative Unit: An administrative unit is a unit with a mission that does not include offering credit-bearing courses that lead to a degree or certificate, but instead provides services and operational support in fulfillment of the institutional mission.

IV. Purpose and Scope

The EVMS School of Medicine MD educational program is accredited by the Liaison Committee for Medical Education (LCME). As part of the LCME requirements, Element 1.1 (Strategic Planning and Continuous Quality Improvement) puts forth the following CQI expectations for all accredited medical schools:

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 measurable outcomes that are used to improve programmatic quality, and ensure effective monitoring of the medical education program's compliance with accreditation standards.

These guidelines establish responsibilities and expectations for EVMS' compliance with the accreditation standards set forth for MD programs by LCME.

While the CQI guidelines and processes may serve as a useful model for other improvement efforts within the school and institution, it is understood that CQI efforts as they relate to these guidelines will focus on areas that have direct impacts on education in and administration of the EVMS MD program. Quality improvement and institutional effectiveness efforts unrelated directly to LCME accreditation and compliance are outside the scope of these guidelines.

V. Institutional Oversight

Ultimate oversight of Continuous Quality Improvement activities in the EVMS School of Medicine resides with the Dean of the School of Medicine. Responsibility for enforcement of these guidelines resides with the School of Medicine's Vice Dean for Academic Affairs, who establishes and communicates all requirements and expectations for leadership across academic departments and administrative units (i.e. Deans, Directors, Chairs, etc.). Guidance in and facilitation of the implementation and maintenance of EVMS' CQI guidelines and processes will be provided by the CQI Steering Committee (CQISC) and its working groups (CQIWGs).

The EVMS Office of Strategic Planning and Institutional Effectiveness and the School of Medicine's Director of Accreditation will provide support for related accreditation matters.

VI. Responsibilities for Continuous Quality Improvement

The EVMS School of Medicine will establish, maintain, and support a school-level CQI steering committee (CQISC) representing key units and roles related to the delivery and support for the M.D. educational program. The CQISC is responsible for the oversight of CQI efforts as they relate to Element 1.1 in the monitoring of compliance with LCME standards, setting priorities, obtaining progress reports for the CQI working groups, and disseminating findings to key stakeholders. This committee will establish selected LCME standards and elements for routine monitoring based on assessment of needs, opportunities and challenges, accreditation requirements, and other strategic initiatives in the school and at the institutional level, as appropriate. The CQISC will function in a collaborative, advisory role with leadership and administration, CQI working groups, subject matter experts (SMEs), and data and business process owners. Regular review and communication of outcomes and related decisions and actions to administration and leadership, including the identification of issues requiring timely action, is expected.

The EVMS School of Medicine will establish, maintain, and support area and topic-specific CQI Working Groups (CQIWGs), responsible for implementing CQI efforts as directed by the CQISC. These responsibilities include establishing standard and element review schedules and ownership, data collection and input, and monitoring, interpretation, and regular reporting of outcomes and results to the Vice Dean for Academic Affairs and the CQISC, including the identification of issues requiring timely action.

* Approved 1/14/2020.