Continuous Quality Improvement Policy
Educational Program Committeee Approved: October 2, 2019

Purpose
The University of Louisville School of Medicine reviews Liaison Committee for Medical Education (LCME) elements in accordance with Element 1.1. The school is dedicated to continuously improving the quality of its medical education program and ensuring effective monitoring of the program’s compliance with accreditation standards on an ongoing basis.

Process
The Dean has assigned responsibility for each element to the appropriate administrator(s) who is responsible to review the element internally at least annually and present findings to the School of Medicine’s LCME Continuous Quality Improvement (CQI) Committee on a pre-determined schedule. The CQI Committee monitors all LCME elements on a scheduled basis to ensure compliance with elements and their updates between LCME reviews. If any deficiencies are identified, recommendations and timelines for correction will be made.

Monitored Elements and Timing
Monitoring of elements is particularly focused on elements that are most commonly cited, elements for which we were previously cited, elements that require an explicit requirement for monitoring or involve a regularly-occurring process, new or recently revised elements or changes in LCME expectations related to performance in elements, elements that need reviewing to ensure that policies are congruent with current operations, and elements that directly or indirectly affect the core operations of the school. All other elements that do not fall into one of the above categories are reviewed on a regularly scheduled basis to ensure compliance.

Calendar
The calendar will include the elements that are monitored, timing of monitoring of the element, data source used to monitor element, individuals/groups receiving the results, and individuals/groups responsible for taking action.

Applicable LCME Standard and Element:

Standard 1: Teaching, Supervision, Assessment, and Student and Patient Safety.
A medical school has a written statement of mission and goals for the medical education program, conducts ongoing planning, and has written bylaws that describe an effective organizational structure and governance processes. In the conduct of all internal and external activities, the medical school demonstrates integrity through its consistent and documented adherence to fair, impartial, and effective processes, policies, and practices.

Element 1.1: MISSION, PLANNING, ORGANIZATION, AND INTEGRITY.
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.