



Policy Title: Continuous Quality Improvement (CQI)

Accountable Dean(s) or Director(s):

Associate Dean for Medical Education & Academic Affairs
Director of Accreditation and Special Programs

Approval Body:

Executive Faculty

RELEVANT LCME STANDARD:

1.1 Strategic Planning and Continuous Quality Improvement

POLICY STATEMENT AND PURPOSE:

The LCME states: A medical school engages in ongoing strategic planning and continuous quality improvement processes that establish its short and long-term programmatic goals, result in the achievement of measurable outcomes that are used to improve educational program quality, and ensure effective monitoring of the medical education program's compliance with accreditation standards.

CQI Working Group:

Led by the Associate Dean for Medical Education and Academic Affairs or their designee, Tulane University School of Medicine has a CQI Working Group that is charged with oversight and review of LCME standards and elements. This working group functions in an advisory role and provides initial review of elements, documentation, and evidence before final review by the relevant standing committees who have final authority.

The working group is comprised of the following members:

- Associate Dean for Medical Education & Academic Affairs
- Associate Dean for Admissions and Student Affairs
- Assistant Dean for Clinical Education
- Assistant Dean for Basic Science Education
- Director of Accreditation and Special Programs
- Senior Department Administrator, Office of Academic Affairs

DUTIES AND RESPONSIBILITIES:

The CQI working group will meet at least quarterly but may choose to meet more frequently to ensure effective monitoring of compliance with accreditation standards. Duties, responsibilities, and processes include:

- ❖ Establishing a review schedule prioritized according to the parameters outlined below:
 - Elements cited in previous site visits and/or follow-up surveys.

- New elements or elements where LCME expectations have changed or evolved.
- Elements for which data (internal and/or external) show areas of concern.
- Elements with policies that require regular review to ensure congruence with current operations.
- Elements scheduled for review based on Tulane's established CQI review cycle.
- ❖ Senior leaders, regardless of whether a member of the CQI working group, are responsible for reviewing performance in elements that fall within their domain and will present recommendations and timelines for correction (if needed) to the CQI committee.
- ❖ Applicable standing committees (Curriculum Committee, Professionalism and Promotions Committee, etc.) will receive the findings to review, evaluate, and approve. Based on the review and approval of the standing committee, the relevant senior leader is then responsible for carrying out recommendations.
- ❖ The Associate Dean for Medical Education & Academic Affairs or their designee will monitor progress and adherence to established timelines and ensure that resulting outcomes are revisited and evaluated to determine and document whether they were achieved.

LAST REVIEW DATE/APPROVAL:

Executive Faculty: 02/18/25

REVIEW CYCLE:

Every 3 years