

**VCU**

Committee on LCME Standards and Continuous Quality Improvement Policy

Policy Statement and Purpose

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to engage in ongoing strategic planning and continuous quality improvement processes that establish its short and long-term programmatic goals, create measurable outcomes to improve educational quality, and ensure ongoing monitoring of compliance with LCME standards. The Virginia Commonwealth University School of Medicine has appointed a Committee to address these requirements and ensure consistent, effective monitoring of the quality of the undergraduate medical education (MD) program.

Stakeholders

The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

ADEEQA: Assistant Dean of Educational Excellence, Quality, & Accreditation

Dean: The Chief Academic Officer for the VCU SOM.

LCME: Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

LCME CQI Committee: The Committee on LCME Standards and Continuous Quality Improvement.

MSG: Medical Student Government.

SADMESA: Senior Associate Dean for Medical Education and Student Affairs.

VCU SOM: Virginia Commonwealth University School of Medicine.

Responsibilities

LCME CQI Committee: The LCME CQI Committee will oversee the regular review of compliance with LCME standards and elements that address all aspects of the VCU SOM undergraduate medical education program, including: leadership, administration, finances, curricular design and delivery, program and student outcomes, and student services.

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Dean: Appoint one (1) faculty to act as a voting member and Chair of the LCME CQI Committee.

MSG: The MSG will elect the two (2) student representatives to fill the student voting seats on the LCME CQI Committee.

SADMESA: The SADMESA is responsible for reviewing the results of the work of the LCME CQI Committee as presented by the Associate Dean CQI/LCME, and working with the Dean, Associate Dean CQI/LCME, Chair of the LCME CQI Committee, and Director of CI&Q to develop and execute plans to address areas of concern and/or non-compliance.

Assistant Dean of Educational Excellence, Quality, & Accreditation: The Assistant Dean of Educational Excellence, Quality, & Accreditation (ADEEQA) is responsible for the ongoing monitoring and follow up of all required actions as designated by the SADMESA and Dean. The ADEEQA is accountable for ensuring adherence to established timelines and providing a report on progress related to required actions at least quarterly, but more frequently as requested by the SADMESA and Dean.

Procedures

Committee Charge

The LCME CQI Committee is charged with ensuring the undergraduate medical education (MD) program at the VCU SOM is of premium quality and at the forefront of science and medicine. The LCME CQI Committee will ensure compliance with all LCME standards by continually monitoring each standard and element throughout the accreditation cycle to determine current compliance with each item and make recommendations for timelines regarding continued ongoing monitoring of each item. The results of these ongoing monitoring efforts will be reported to the SADMESA and the Dean, who hold ultimate authority for addressing areas of concern.

Committee Structure and Membership

The LCME CQI Committee will consist of eleven (11) voting members:

- Seven (7) faculty members
 - One (1) faculty member, appointed by the Dean
 - This faculty member will serve as the Chair of the LCME CQI Committee
 - One (1) Department Chair, Vice Chair, or Division Chief, appointed by the SADMESA
 - Five (5) faculty members, elected by the faculty
 - Of the five (5) faculty members, at least one (1) must be a clinical faculty member and one (1) must be a teaching and research faculty member
- One (1) faculty or staff member, appointed by the SADMESA
- Two (2) student representatives, elected by the MSG to one (1) year terms
 - One (1) rising M2 student
 - One (1) rising M4 student
- Assistant Dean of Educational Excellence, Quality & Accreditation will serve as an ex-officio voting member



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All faculty/staff committee members will serve terms of four (4) years, and all positions are eligible for election and/or appointment to subsequent terms

The LCME CQI Committee will also include a defined set of non-voting resource members:

- Assistant/Associate Dean(s) for Medical Education
- Assistant/Associate Dean(s) for Student Affairs
- Director of Evaluation for Undergraduate Medical Education
- Assistant/Associate Dean(s) for Admissions
- Liaison Librarian to the School of Medicine
- Representative from the Office of Faculty Affairs

Faculty members should be appointed/elected to this committee based upon the following factors:

- Experience serving on VCU SOM curriculum committees
- Institutional knowledge from five years or more experience as a faculty member
- Significant CQI experience or background
- Expressed interest in curricular review and oversight
- Experience in the LCME accreditation process
- Significant experience as a course or clerkship director

Committee Meetings

The LCME CQI Committee will meet at least quarterly, but may choose to meet more frequently to ensure they are able to fulfill the duties of their charge.

Committee Procedures

The LCME CQI Committee, in support of their established charge, will implement the following procedures:

- Establish a calendar for the ongoing review of the institution's educational standards.
 - Review cycles for individual standards and elements will be determined by the LCME CQI Committee.
 - Established review cycles may be modified or revised as the LCME CQI Committee deems appropriate.
 - The established calendar will be reviewed and approved by the LCME CQI Committee every two years to ensure standards and elements that pose potential concern are prioritized appropriately.
- Evaluate reports generated by the review process to determine compliance with LCME standards.
 - Indicate if each standard and element is being sufficiently achieved.
 - Refer elements found to be out of compliance or in need of additional monitoring or intervention to the Dean of the SOM and the SADMESA.
- Utilize annual reports, webinars, and other published materials and communications from the LCME, AAMC, and other relevant entities to stay abreast of changes in LCME requirements, national trends, and other issues that may impact accreditation.



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Non-Compliance Reporting and Follow Up

The LCME CQI Committee is responsible for escalating areas of concern and/or non-compliance identified through their review efforts.

- The LCME CQI Committee will report any areas of concern or non-compliance to the ADEEQA.
- The ADEEQA will assign responsibility to specific individuals and develop timelines for addressing each area of concern.
 - The ADEEQA will communicate the assignments to responsible individuals.
- The ADEEQA will monitor progress and adherence to established timelines.
 - The ADEEQA will provide updates and status reports on these items to the SADMESA and Chair of the LCME CQI Committee.
 - The SADMESA will provide the status reports to the Dean of the SOM and the Deans Senior Leadership Team for review.
 - These reports will be provided on a quarterly basis at minimum, but may be more frequent as requested by the Dean of the SOM or SADMESA.
- The ADEEQA will provide an overview of compliance with reviewed standards to the Curriculum Council on a quarterly basis.

Related Policies

Review Cycle and Revision History

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

Currently Approved Version: 04.03.2025

Previously Approved Versions: 10.12.2023

Applicable Laws, Regulations & Standards

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 1, Element 1



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