Keck School of Medicine Quality Assurance and Continuous Quality Improvement Policy

Policy Statement:
The Keck School of Medicine maintains a quality assurance (QA) and continuous quality improvement (CQI) program that regularly monitors the quality of the medical education program. The program includes monitoring to assure that accreditation standards mandated by the Liaison Committee for Medical Education (LCME) are being met. Additionally, an ongoing set of quality improvement efforts to address areas of the medical education program identified by faculty and/or students as potential opportunities for advancement are monitored. All employees, faculty and staff are responsible for complying with this policy and when appropriate participating in the process.

Policy Guidelines:
1. Monitoring of KSOM identified elements of the medical education program and LCME standards will occur on a regular basis.
2. The Vice Dean for Medical Education or his/her designee has the core responsibility for and authority to manage the effort of such monitoring and manages the process of continuous quality improvement.
3. The process to be used for monitoring LCME standards during the interval between full accreditation visits involves monitoring by the CQI administrator with report to the appropriate individuals or committees.
4. Standards or elements to be monitored include but are not limited to:
   a. New elements or elements where LCME expectations have evolved
   b. Elements that include policies that must be congruent with current operations
   c. Elements that directly or indirectly affect the core operations of the school
   d. Standards/elements that were cited in the School of Medicine’s previous full survey
   e. Additional elements will undergo regular monitoring as part of annual program evaluation
5. Applicable standing committees receive the results of monitoring for analysis and review. The applicable senior leader is responsible for acting upon the results.
6. The senior leader/committee responsible for reviewing the performance in elements have a responsibility to develop recommendations and timelines for correction of identified deficiencies.
7. The Vice Dean for Medical Education or his/her designee acts as the liaison between senior leaders/committees responsible for making recommendations and those who will be responsible for carrying out the recommendations to ensure that specified corrections are made and that the resulting outcomes are evaluated.
8. Quality improvement projects with defined intervention(s) and outcome metrics may be proposed by individual or groups of students and/or faculty and submitted to the appropriate committee(s) for evaluation and approval. Implementation of approved projects are conducted by the appropriate committee(s) and monitored by the CQI Administrator with results and reports sent to the appropriate committee and the Vice Dean for Medical Education.