

## CONTINUOUS QUALITY IMPROVEMENT POLICY

**Owner Department:** Dean

**Owner:** Assistant Dean for Accreditation and Educational Assessment

**Affected Department(s) or Parties:** Carle Illinois College of Medicine

**Effective Date:** August 31, 2018

**Revision Date:** March 16, 2023

**Next Review Date:** March 16, 2026

**Policy Number:** FS-7

**Purpose:** Define the Continuous Quality Improvement Committee Mission, Goals, Process, and Accountability

**Mission and Goals:** Carle Illinois College of Medicine (Carle Illinois) engages in a process of Continuous Quality Improvement (CQI) to ensure that the college fulfills its mission of educating diverse and exceptional physician-innovators while staying true to its institutional values: compassion, competence, curiosity, creativity, collaboration, and diversity. Informed by the strategic plan, CQI efforts are aligned with the mission and goals of the college, university and clinical partners and strive to be sustainable and meaningful to help the institution move forward.

Serving as the hub for quality improvement initiatives within the college, the CQI Committee will use a systematic approach to improve institutional performance. Since the CQI process may impact many aspects of the college, membership includes key staff and faculty stakeholders from the units and committees involved in receiving and acting on results from review of institutional data and LCME elements. Membership may include, but is not limited to:

- Assistant Dean of Accreditation and Educational Assessment (chair)
- Dean and/or Executive Vice Dean
- Associate Dean for Academic Affairs
- Associate Dean for Student Affairs
- Associate Dean for Faculty Affairs and Development
- Associate Dean for Research and Innovation
- Associate Dean for Clinical Affairs
- Associate Dean for Finance and Administration

Associate Dean for Diversity and Democratization of Health Innovation  
Chief Diversity and Inclusion Officer  
Chief of Staff  
Director of Project Management  
Department Head, Biomedical and Translational Sciences  
Department Head, Clinical Sciences  
Chairs of Faculty Standing Committees or their delegates  
Assistant Dean of Curriculum  
M1, M2, M3, and M4 student representatives

The primary objectives of the CQI Committee are to: 1) monitor and achieve compliance with LCME standards and elements; 2) create and implement processes and systems for reviewing and acting upon data across the college; and 3) optimize the medical education program's ability to deliver high quality education.

**Accountability:** The Dean of the Carle Illinois College of Medicine is accountable for the outcomes of the CQI Committee and process, though he/she may delegate responsibility for monitoring specific areas to other individuals as he/she finds appropriate, and for ensuring that appropriate resources are allocated for these efforts, including personnel, information technology systems and infrastructure for the collecting, analyzing and reporting of data.

The office of Accreditation and Educational Assessment is responsible for managing the CQI Committee and process.

**Process:** Led by the office of Accreditation and Assessment, the CQI committee will develop a comprehensive system for monitoring accreditation standards and elements. All elements will be reviewed and monitored in the order of their perceived risk. The elements deemed at risk will take precedence over the elements that present the least risk. At risk elements may include those pertaining to areas where the school is or has fallen out of compliance, have undergone significant changes without clear outcomes, or are receiving significant negative feedback from students, faculty, or staff. The CQI committee decides the frequency of monitoring (i.e., annually, biennially).

The CQI process will focus on the following areas for monitoring and/or improvement. Please note that these categories are not mutually exclusive – a given element may fit in more than one category.

1. Elements that have been cited as “unsatisfactory” or “satisfactory with a need for monitoring” during the previous accreditation visit
2. Frequently cited LCME elements
3. New elements or elements in which LCME expectations have evolved as communicated by the secretariat
4. Elements related to core operations or elements affected by changes to Carle Illinois
5. Other elements that have been identified as possible areas of concern by the faculty, staff, or student body

The elements noted above, and all other elements are monitored in a work plan and a review calendar by the Office of Accreditation and Educational Assessment.

The CQI Committee acts as the leader of all quality improvement initiatives and has the authority to determine how often a specific element will be reviewed and by which group, what data sources will be used to monitor compliance as well as determine the criteria for compliance. In addition to reviewing the performance in elements, the CQI Committee is also responsible for developing recommendations and timelines for instituting processes to optimize performance. To ensure that the CQI Committee's recommendations are implemented, and that resulting outcomes are evaluated, the Office of Accreditation and Educational Assessment will act as the liaison between the CQI Committee and personnel who will be responsible for carrying out the recommendations.

The CQI Committee will meet monthly and will provide regular status reports to the Dean and all Carle Illinois College of Medicine stakeholders.

**Governing Body:** Executive Leadership Team

**History:** Continuous Quality Improvement policy submitted for the Preliminary Accreditation Visit

Created: May 22, 2018

Revised: July 3, 2018, December 16, 2020, February 16, 2023

**Approved By/Date:** CQI Committee, August 31, 2018, December 16, 2020, February 16, 2023