



## Undergraduate Medical Education (UME) Program Policies

**Policy Title: OHSU UME Continuous Quality Improvement: for LCME Accreditation**

**Effective Date: May 1, 2025**

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### 1. General

The OHSU Undergraduate Medical Education (UME) program's goal is to effectively prepare the MD graduate for residency training and professional practice to best serve and meet the needs of society in the 21<sup>st</sup> century. To ensure the quality and effectiveness of the UME program, the School of Medicine (SoM) utilizes the continuous quality improvement (CQI) process to provide continuous feedback and guidance that: 1) assesses Standards set by Liaison Committee on Medical Education (LCME) accreditation; 2) routinely monitors UME's progress on Satisfactory and Unsatisfactory Elements; and 3) takes action to address areas on Elements of Interest to assure reaccreditation.

### 2. Definitions

- A. **Elements.** Elements are specific expectations defined by the LCME related to aspects of the medical school and the UME program. Multiple elements relate to an overarching standard. During the LCME accreditation cycle, data and information about elements are provided to the LCME for the purpose of receiving feedback on the function of the overall program.
- B. **Standards.** Standards are a collection of elements grouped by a common theme outlining the expectations for a medical school to be deemed in compliance. Data and information about the 12 LCME accreditation standards are collected and interpreted by LCME during the accreditation cycle for the purposes of reaffirming accreditation.
- C. **Elements of Interest.** Specific elements that have been found to be unsatisfactory by the LCME and outlined in an accreditation final report or are discovered to be at risk of being out of compliance through the CQI process.
- D. **Compliant.** A final determination by LCME that indicates the program meets accreditation requirements for a specific standard by demonstration of required policies, processes, resources or systems being found in place along with appropriate evidence of effectiveness. Similarly, elements may be judged by the LCME to be Satisfactory (S).
- E. **Non-Compliant.** A final determination by LCME that indicates the program does not meet accreditation requirements for a specific standard. A standard is Non-Compliant (NC) if the required policies, processes, resources, or systems are not in place, or if the evidence is judged to be ineffective. Similarly, elements may be judged by the LCME to be Unsatisfactory (U).
- F. **Compliant with Need for Monitoring.** A final determination by LCME that indicates (1)

the program has the required policies, procedures, resources, or systems in place for a standard to be Compliant, but there is insufficient evidence of effectiveness; or (2) the that program is currently in compliance, but there are circumstances identified which could lead to future Non-Compliance. Therefore, these standards require further monitoring to ensure the desired outcomes are achieved with the standard being brought back into Compliance. Similarly, elements maybe found to be Satisfactory with need for Monitoring (SM).

### **3. Stakeholders for CQI**

The CQI process for the UME program will require the coordination and cooperation of multiple stakeholders within the SoM and within the larger OHSU educational community and regional healthcare system. These stakeholders are identified through key leadership roles with responsibilities related to the elements defined by the LCME.

### **4. Routine Monitoring of UME Program Data**

Regular monitoring of accreditation data is an important part of the CQI process. The Program Manager for LCME Accreditation, with input from relevant stakeholders, will be responsible for establishing this schedule. The data monitoring schedule will vary by element. Routinely monitored data will be reported back to relevant stakeholder groups by the Program Manager for LCME Accreditation.

### **5. Identification Process for an Element of Interest**

Elements of Interest may be identified during the LCME self-study period during the usual LCME accreditation cycle. The final LCME accreditation report and any elements thought to be less than fully Satisfactory will be automatically placed on the list of Elements of Interest through the next accreditation cycle. Elements of Interest will also be identified based on monitoring of the LCME publications and website for new elements or new interpretations of current elements to assure the UME program maintains Satisfactory performance for these changes. Elements of Interest will also be identified through routine data monitoring to be facilitated through the Program Manager for LCME Accreditation and interpreted by relevant stakeholders and stakeholder groups. Elements of Interest will be monitored via a dashboard by the Program Manager for LCME Accreditation.

Elements of Interest may also be brought forth to the Program Manager for LCME Accreditation for further study by any individual with direct responsibility for any element. Student feedback regarding various LCME topics will be sought through an annual student survey. Requests for an ad hoc evaluation of a LCME element will be submitted in writing to the Program Manager for LCME Accreditation via email communication.

### **6. Development and Implementation of an Action Plan**

The Program Manager for LCME Accreditation will generate a report to the Associate Dean for UME (ADUME) and the Senior Associate Dean for Education in the SoM, and all stakeholders directly responsible for and/or involved in processes associated with the Element of Interest will be notified of its status.

- A. If necessary, the Program Manager for LCME Accreditation is responsible for reporting any resource constraints or lack of progress in implementing a plan to the ADUME and the Senior Associate Dean for Education for further action.

## 7. Data Security

Data collected by the Program Manager for LCME Accreditation for the CQI process will be stored securely, and data will be used only for CQI purposes. Whenever possible, data pertaining to individuals within the UME program will be kept in a de-identified and/or aggregated format. Confidential information must be maintained in an encrypted format. All encrypted data will be stored on computers or drives controlled by OHSU or by third party vendors on behalf of OHSU who contract with OHSU, requiring the vendor to store data in a manner that is consistent with all OHSU privacy and security requirements. Data shared with stakeholders will be de-identified and given in aggregate, unless it is deemed this is not able to be possible and still maintain data in an interpretable form.

## 8. Procedures

Additional procedures may be developed by the Program Manager for LCME Accreditation pursuant to this policy.

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**Origination Date:** April 11, 2019

### History:

- April 11, 2019 – reviewed and approved by UMECC
- October 10, 2019 – reviewed and reaffirmed by UMECC
- October 14, 2019 – reviewed and approved by SoM Faculty Council and Dean
- March 13, 2025 – revisions reviewed and approved by UMECC
- April 3, 2025 – revisions reviewed by SoM Faculty Council and Dean
- May 1, 2025 – revisions approved by SoM Faculty Council and Dean

**Related Policies and Procedures:** [Policy 02-50-005, Academic Program Review](#); [Policy 02-50-035, Student Evaluation of Course and Instructional Effectiveness](#); [Policy 01-05-020, OHSU Information Security](#)

**Responsible Office:** OHSU School of Medicine Dean's Office

**Key Words:** UME curriculum, continuous quality improvement