



Connecting with the Secretariat Webinar

January 19, 2017

1:30 pm – 3:00 pm ET

Welcome!

Please remember to connect to audio.

- You will not hear audio until the webinar begins at 1:30.
- An audio connection pop-up box should appear on your screen (if you closed it, click on the “Communicate” tab in the upper left of WebEx then click “Audio Connection”). Then select an option: “I Will Call In”, “Call Using Computer” or “Call Me.”
- If you call in, be sure to dial the access code and “Attendee ID” so your name will be linked to your phone and we can unmute you if you have a question.

LCME®

LIAISON COMMITTEE ON
MEDICAL EDUCATION

Special Announcement!



The LCME Celebrates

75 **Years!**

Help Us Celebrate 75 Years!

The LCME is committed to ensuring the highest level of confidence in medical education program accreditation while continually doing its own "CQI" to improve its efficiency, effectiveness and value to our medical schools. As an important part of this effort, we want to hear from YOU. **What suggestions do you have for making the medical school accreditation process more efficient and effective?**

[Submit Your Feedback](#)

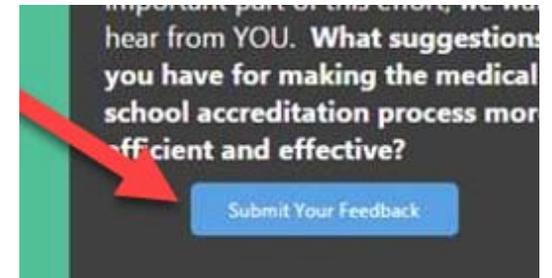
What suggestions do you have for making the medical school accreditation process more efficient and effective?



Special Announcement!

To submit your feedback:

1. Visit <http://lcme.org/>
2. Click on the “Submit Your Feedback” button on the LCME 75th Anniversary Banner
3. Complete the online form and submit



To directly access the online form, click:

<https://form.jotform.com/lcme/lcme-75th-anniversary-questionnaire>



Guest Speaker



David Lambert, MD

Senior Associate Dean for Medical Student Education
University of Rochester School of Medicine and Dentistry

Organizing Yourself for the Self-Study Process

David R. Lambert, M.D.

Senior Associate Dean for Medical Student Education
University of Rochester School of Medicine and Dentistry

Discussion Points

- Timeline
- Oversight
- Subcommittees
- ISA
- DCI
- Finalization

Timeline for Full Survey Visit

- 18 months prior begin discussions about the process and timeline.
- Hold on calendars of key visit participants (dean, department chairs...), reservation of rooms.
- Target dates set:
 - First Task Force Meeting 14 months prior
 - Subcommittees charged 13 months prior
 - Subcommittee DCI draft due 10 months prior
 - Subcommittee return of DCI draft due 9 months prior
 - ISA report due 9-10 months prior
 - Subcommittee Final Report due 8 months prior
 - Task Force Summary Report due 6 months prior
 - Submission of all materials to LCME 3 months prior

Oversight

"Task Force"

- Created at request of Dean
- Chaired by Senior Associate Dean for Medical Student Education
- Broad membership: Dean, Vice Deans, Faculty, Administration, Residents, Alumni, Students*, Dean School of Nursing
- Updates to the medical center community throughout process

Subcommittees

- Each of six subcommittees was chaired by a member of the Task Force
- All members of the Task Force were assigned to a subcommittee
- Subcommittees were mostly individuals not on the Task Force

Subcommittees

- Standards 1, 2, 4: Senior Associate Dean for Academic Affairs
- Standard 3: Associate Vice President and Senior Associate Dean for Inclusion and Culture Development
- Standard 5: Director of Center for Experiential Learning
- Standards 6,7: Senior Associate Dean for Medical Student Education
- Standards 8,9: Director of Assessment
- Standards 10, 11, 12: Associate Dean for Admissions and Assistant Dean for Medical Education and Student Services

**It isn't the title....it's the people....

Independent Student Analysis

- Three student leaders identified from Year 2/Year Out
- Furnished previous accreditation's ISA, current LCME guides, and AAMC GQ
- Given all ISA data that would be needed for DCI** (one document organized by element)
- Response options for students—Strongly Disagree, Disagree, Agree, Strongly Agree—N/A
- Submitted independently of any administrative input.
- **You will need a file with all the raw data from the ISA—by class and total

Data Collection Instrument

- Prior to distribution to Subcommittees, DCI was reviewed centrally and content that could be provided from "central" was entered.
- Specific content asked for from ISA*
 - *We furnished students with a document from the DCI of all areas that would require input of ISA data.*
- DCI divided for each subcommittee into "Subcommittee DCIs" (SubDCI).
- Also, DCI distributed as whole to all subcommittee members.
- Subcommittee chair responsible for completion of "SubDCI"

Our process for completing DCI

- When SubDCI's completed, edited by SADMSE, points for clarification made and returned to subcommittees to finalize and create reports.
- Final SubDCI and reports submitted to SADMSE
- Use of central shared file?
- SADMSE reviewed full DCI prior to submission.
- All Appendices/Supporting Documents named in a consistent format. (e.g. 2.4.c-Faculty Review Form)

Continuous Quality Improvement Process

As issues were identified, the SADMSE and others implemented a process to address them prior to completion of the DCI.

Examples:

If a functioning process was not codified as a policy, a policy was drafted and went through the proper channels to create a policy.

Technical standards re-review by central governing body as it had been a few years since reviewed at that level.

Attention to commonly cited Elements.

Our process for reports

- Subcommittee Reports
 - School created template for subcommittee reports.
 - Summarize by Standard and Element
 - Strengths and Areas for Attention identified for each Standard
- ISA
 - Students decided on report format
 - *Need an Executive Summary
 - Again...raw data by class
- Task Force
 - Task Force reviewed subcommittee reports
 - Summary by standard of Strengths and Areas for Attention and voted on a "top list"
 - Summary written, distributed and finalized

After DCI submission

- Developed a draft survey visit schedule.
- Responded to LCME and Survey Team's requests for updated/additional information.
 - *Provided in Word Document organized by Element
- Summarized further changes since DCI submission
- Visit Preparation
 - Logistics of rooms, food, refreshments
 - Preparation by each group that would meet with survey team done by SADMSE

Overall impression of the process leading up to survey visit.

- Was very effective at engaging individuals in various levels of multiple areas of our medical center in a reflective, critical and facilitative process.
- Seemed more intense and uncertain than eight years prior.
- Reflected on our growth and strengths.
- Able to identify and address areas for improvement.
- University of Rochester motto: Meliora—always better.



Questions for Dr. Lambert

Q&A for Guest Speaker

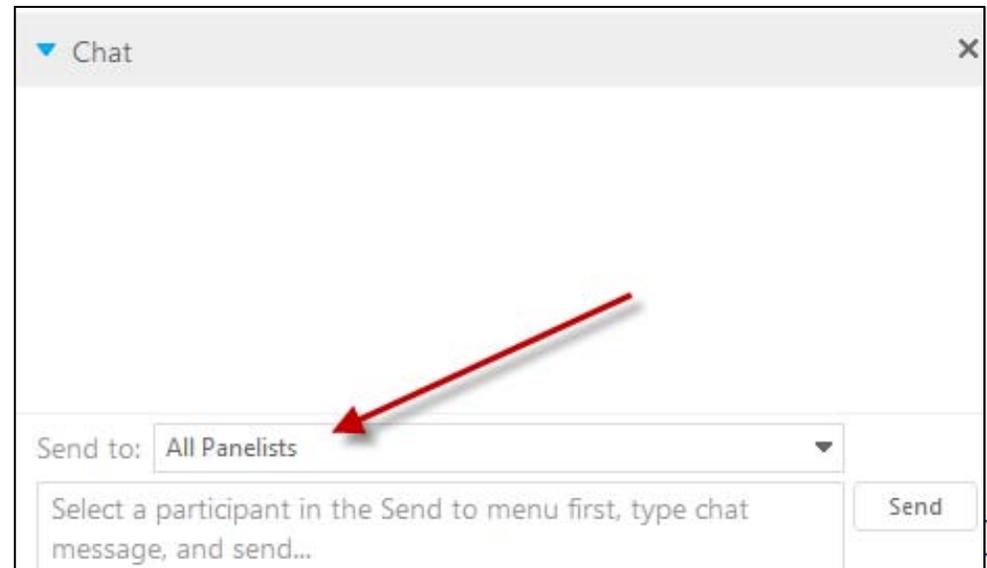
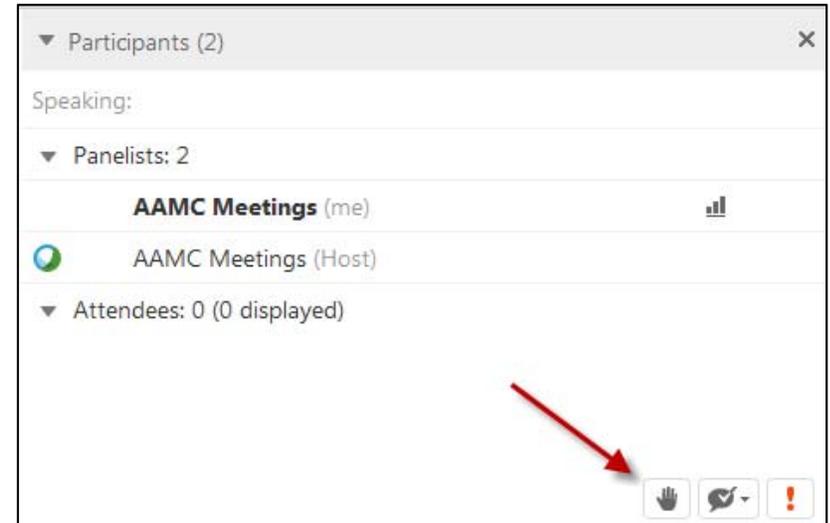
2 Ways to Ask Questions

Verbal

Click the “Raise Hand” icon () to ask a question over the teleconference line. Your name will be called and your phone line will be unmuted. Then click the  again so we know you are finished.

Written

Submit typed questions through the Chat panel. Send to All Panelists.





Questions for our Guest Speaker?



David Lambert, MD

Senior Associate Dean for Medical Student Education
University of Rochester School of Medicine and Dentistry



Submitted Questions for the Secretariat



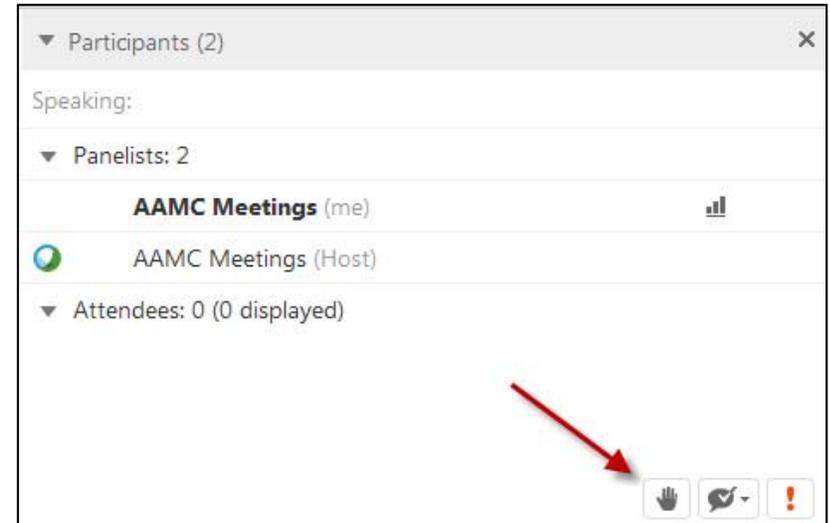
Question 1

I've seen a number of self-study materials submitted by different schools throughout the country. The narratives contained in these submissions vary in form - some are written in traditional paragraph form and are quite descriptive while others are bulleted and contain only essential information. Which way is preferred by the LCME? Can you provide us with an example of a well-executed narrative?

2 Ways to Ask Questions

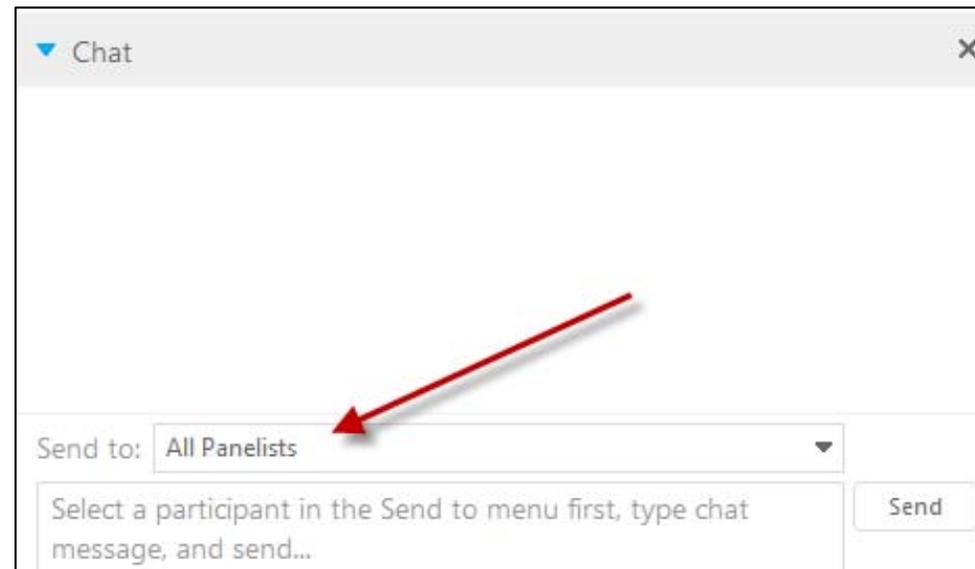
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Questions?



LIAISON COMMITTEE ON
MEDICAL EDUCATION

Announcements: 2017 LCME Workshops & Webinars

2017 *Connecting with the Secretariat* webinar dates are available at: <http://lcme.org/events/secretariat-webinar/>.

An illustration of a modern computer workstation on a light blue background. It includes a monitor displaying a lightbulb filled with colorful icons, a keyboard, a mouse, and a hand in an orange sleeve writing on a tablet. A small potted plant is on the left. To the right, a dark grey panel contains text and a button.

Connecting with the Secretariat Webinars: 2017 Dates Announced!

Join the LCME Secretariat for interactive discussions about the accreditation process, LCME elements, and peer sharing approaches to meet LCME expectations. Visit the Connecting with the Secretariat homepage for more information and to view scheduled dates and topics/elements of the month.

More Information

Submit your element/topic suggestions to lcme@aamc.org.



Announcements: 2017 LCME Workshops & Webinars

- **LCME Survey Prep Workshop: Thursday, April 20, 2017**
AAMC Learning Center, Washington DC
- **LCME Team Secretary Training: Wednesday, May 24, 2017**
AAMC Learning Center, Washington DC
- **LCME Team Chair and Team Member Training: online**
- **Learn, Serve, Lead: The AAMC Annual Meeting: November 3-7, 2017, Boston, MA**



Announcements: New Documents for 2017-18 Schools

<http://lcme.org/publications/>

The *2017-18 Data Collection Instrument for Preliminary Accreditation Surveys* and *2017-18 Guide to the Planning Self-study for Preliminary Accreditation* are now available on the LCME website.

New Documents Available

The *DCI for Preliminary Accreditation Surveys* and *Guide to the Planning Self-Study for Preliminary Accreditation* for the 2017-18 academic year are now available on our publications page.

[View All Documents](#)



Announcements: New for 2017
Connecting slides now posted to LCME website
(<http://lcme.org/events/secretariat-webinar/>)

Effective January 2017, the *Connecting with the Secretariat* slide presentation will be posted on the LCME website, the morning of the webinar. Any non-public information contained in the slides will be removed from the slide deck posted to the website.

Webinars will not be recorded.

Attendees can access the slide deck on the *Connecting with the Secretariat* subpage for that month.

To access this slide presentation, visit <http://lcme.org/event/jan-2017-connecting-with-the-secretariat-webinar/>.



Next Webinar: Thursday, February 9, 2017

Element/Topic of the Month: Tapas!

Email your questions and element suggestions by January 27th to

lcme@aamc.org