



Connecting with the Secretariat Webinar

January 11, 2018

1:30 pm – 3:00 pm ET

Happy New Year!

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 select “Call Using Computer,” you will have the option to test your microphone and speakers first. If they are disabled, please call in instead.
- 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.

Guest Speakers



Khanh-Van Le-Bucklin, MD

Senior Associate Dean, Medical Education
University of California, Irvine School of Medicine

Nancy Koehring

LCME and ACGME Accreditation Specialist and
Special Projects
University of California, Irvine School of Medicine

Moving and Improving: Preparing for the Self-study and Survey Visit

- Khanh-Van Le-Bucklin, MD
Faculty Accreditation Lead

- Nancy Koehring
Survey Visit Coordinator



UC Irvine Health
School of Medicine

LCME Accreditation Survey Visit
January 29 - February 1, 2017



**Moving
and Improving**

Danielle Brabender is moving and improving... and so are we!

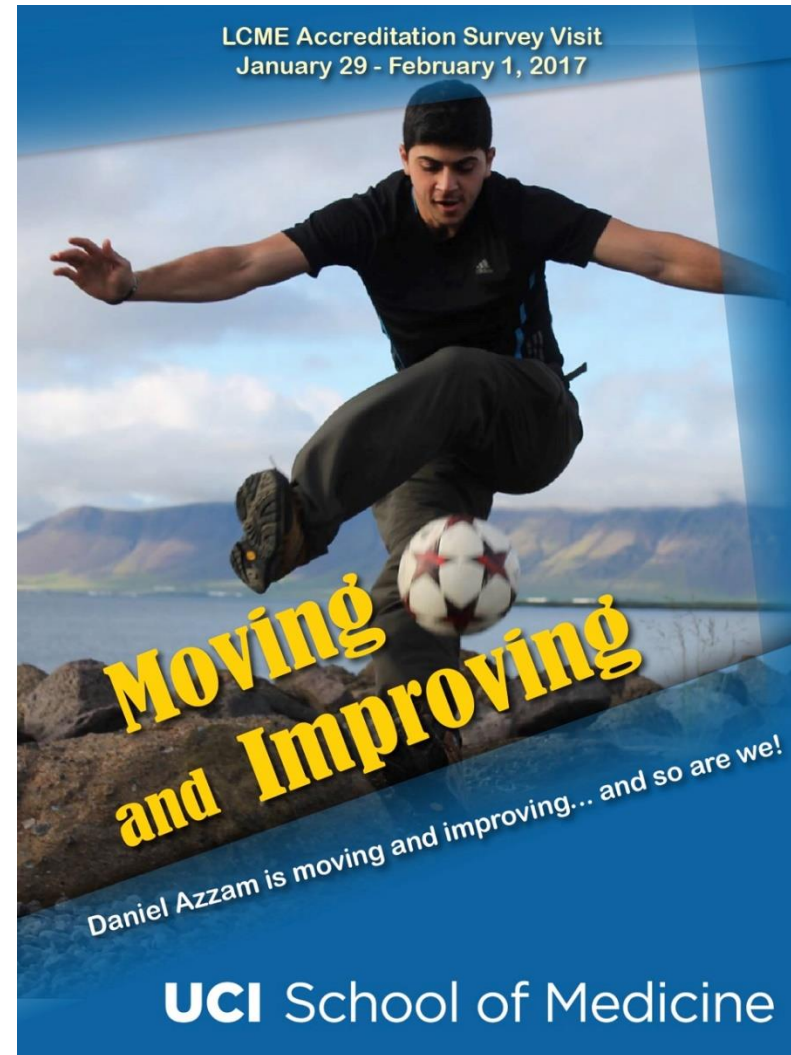
UCI School of Medicine



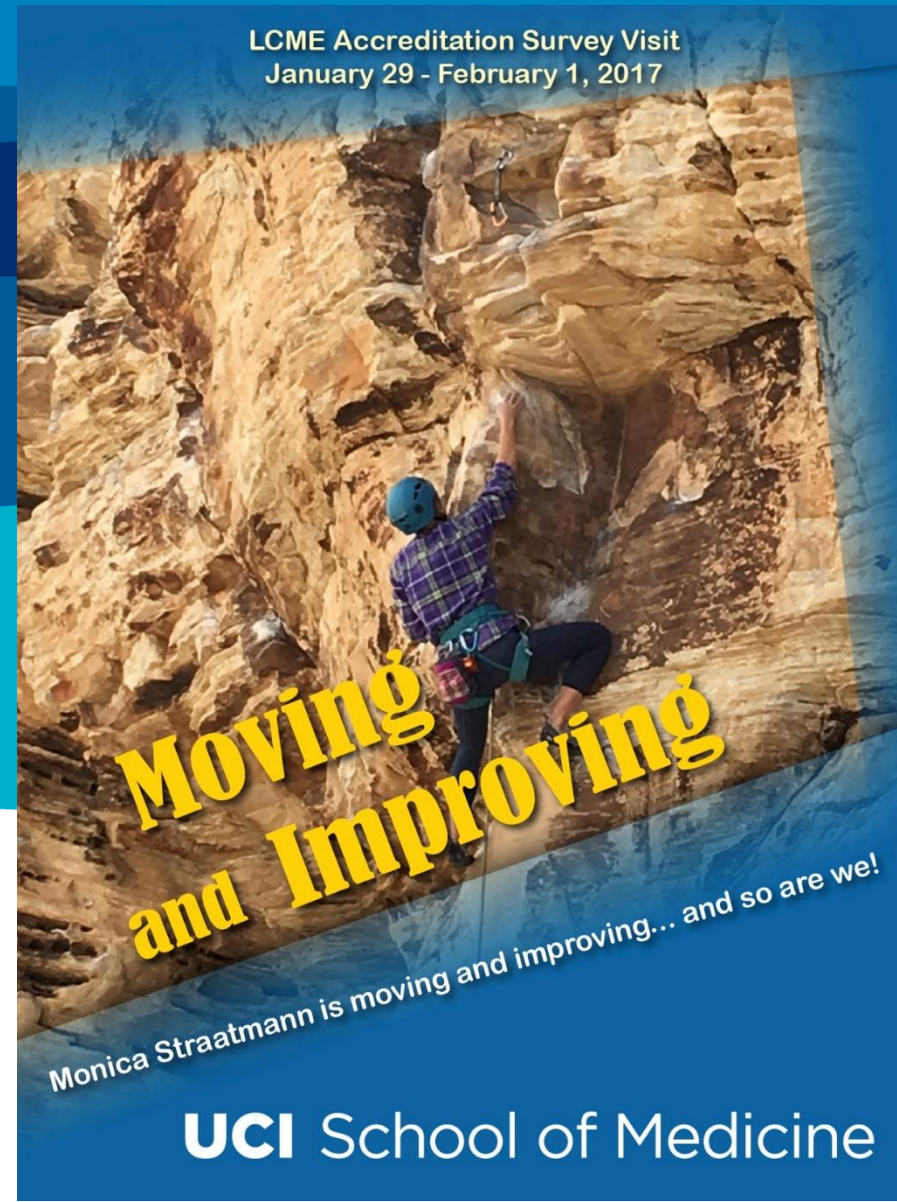
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Presentation outline

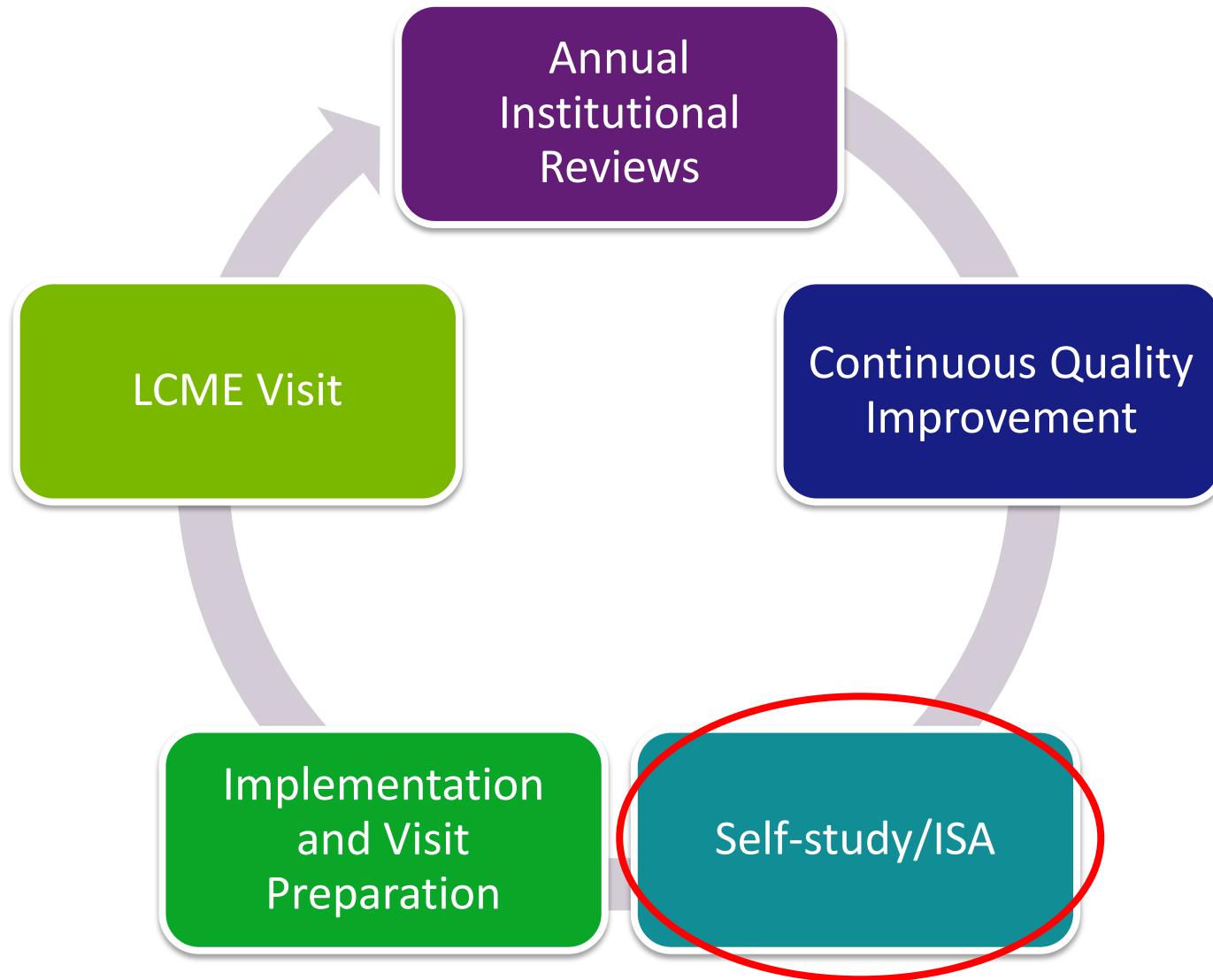
- **Self-study**
 - 5 Ws and How
 - Lessons learned
- **Survey Visit**
 - Planning tips



Self-study

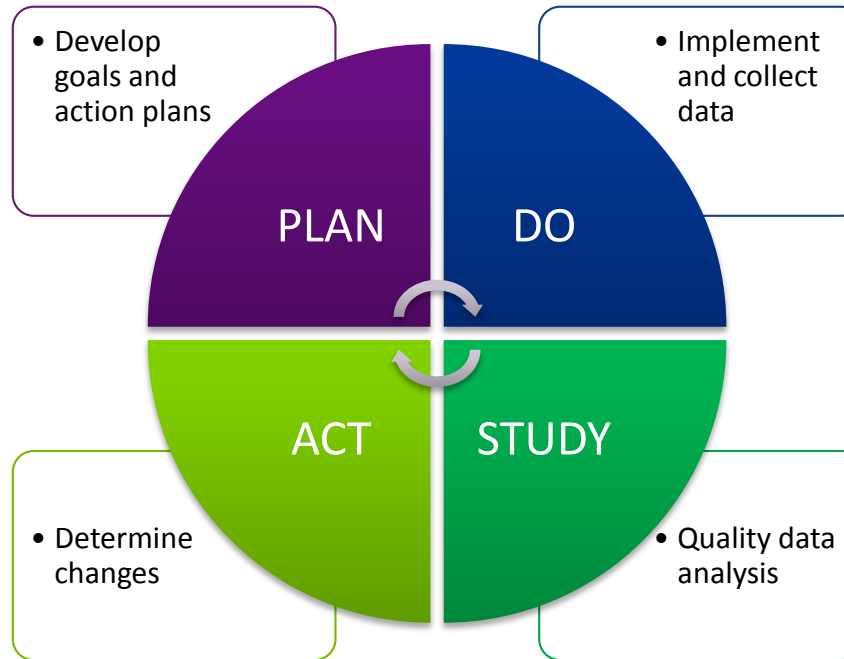


WHAT: Self-Study and CQI

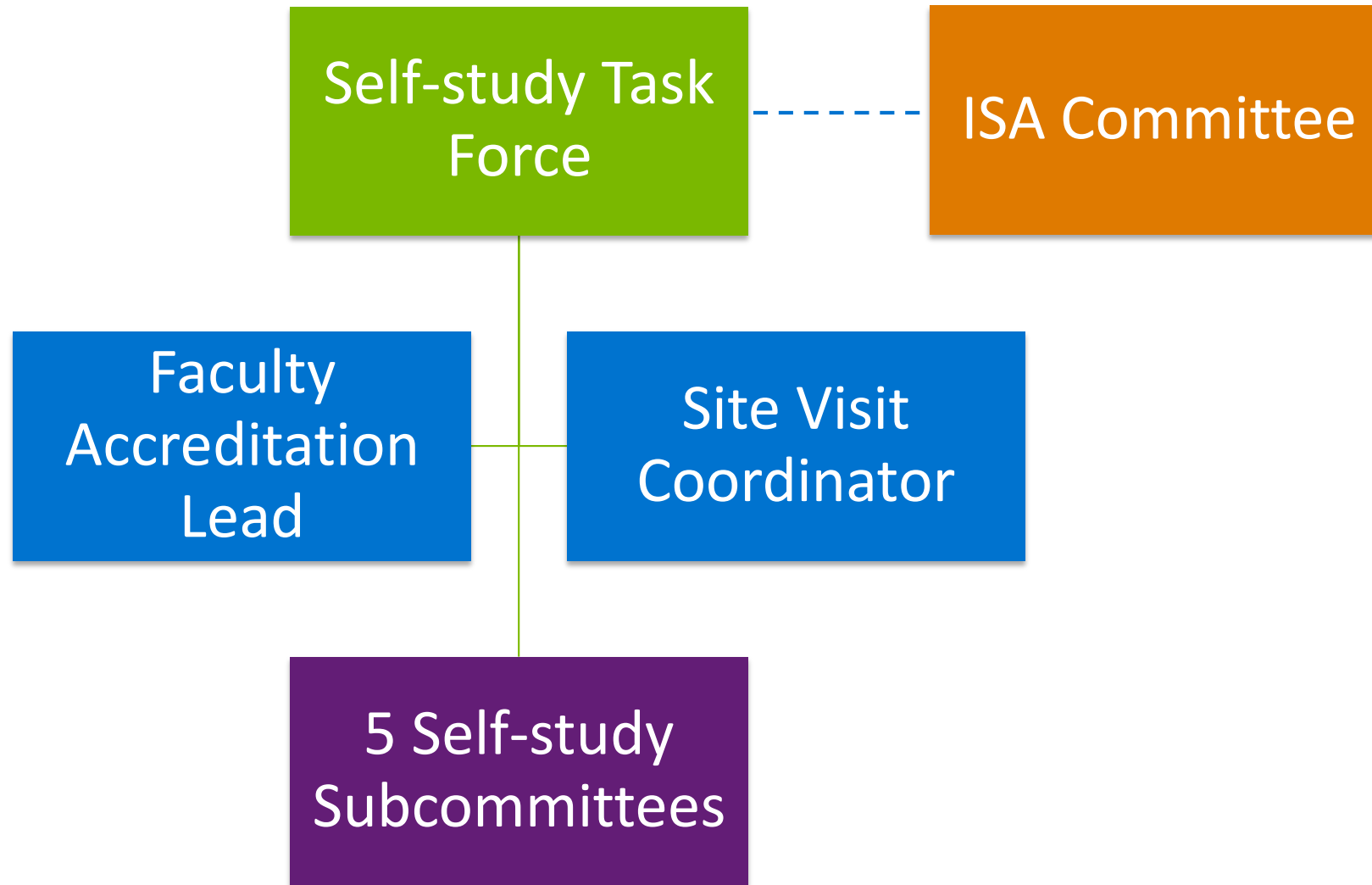


WHAT: Self-study Goals

- Gather and analyze data
- Identify areas of strength and in need of improvement
- Develop action plans
- Implement plans
- **SELF-STUDY REPORT**



WHO: Self-study/ISA Structure



WHO: FAL and SVC Roles

Faculty Accreditation Lead

- Senior with time, connections, support
- Organizes all steps of self-study
- Oversees document preparation and delivery
- Survey visit schedule with Team Secretary

Survey Visit Coordinator

- Senior with time, connections, support
- Plans team accommodations and transportation
- Survey visit coordination
- Assists with DCI/self-study report production

WHO: Self-Study Committee and Task Force Roles

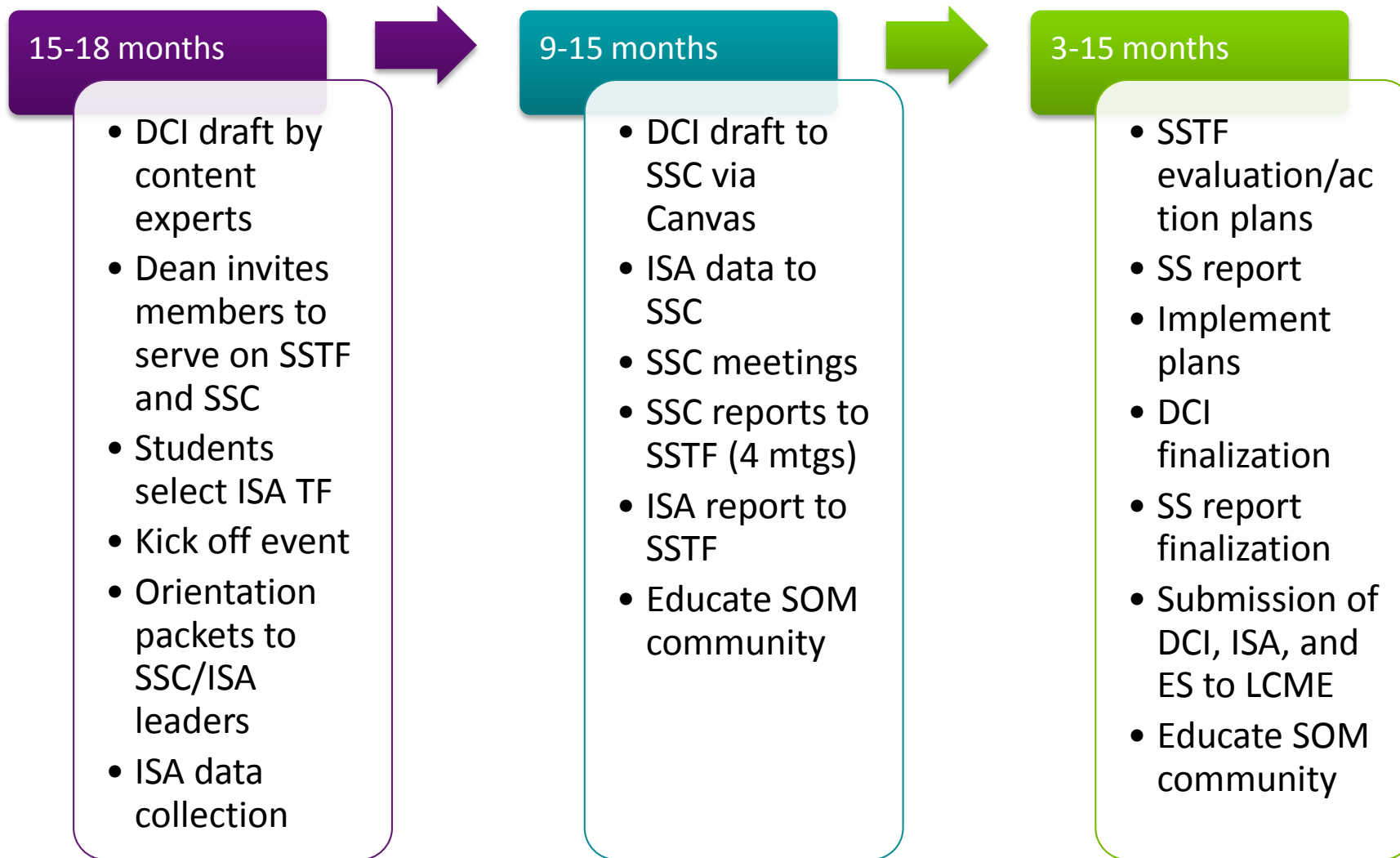
Self-study Subcommittees (SSC)

- Standards (1-2,5; 3-4; 6-7; 8-9; 10-12)
- Broad and representative engagement
- Deans as advisors only; staff coordinator
- Evaluate DCI using Guide to Self-study
- Separate meetings with reports to SSTF

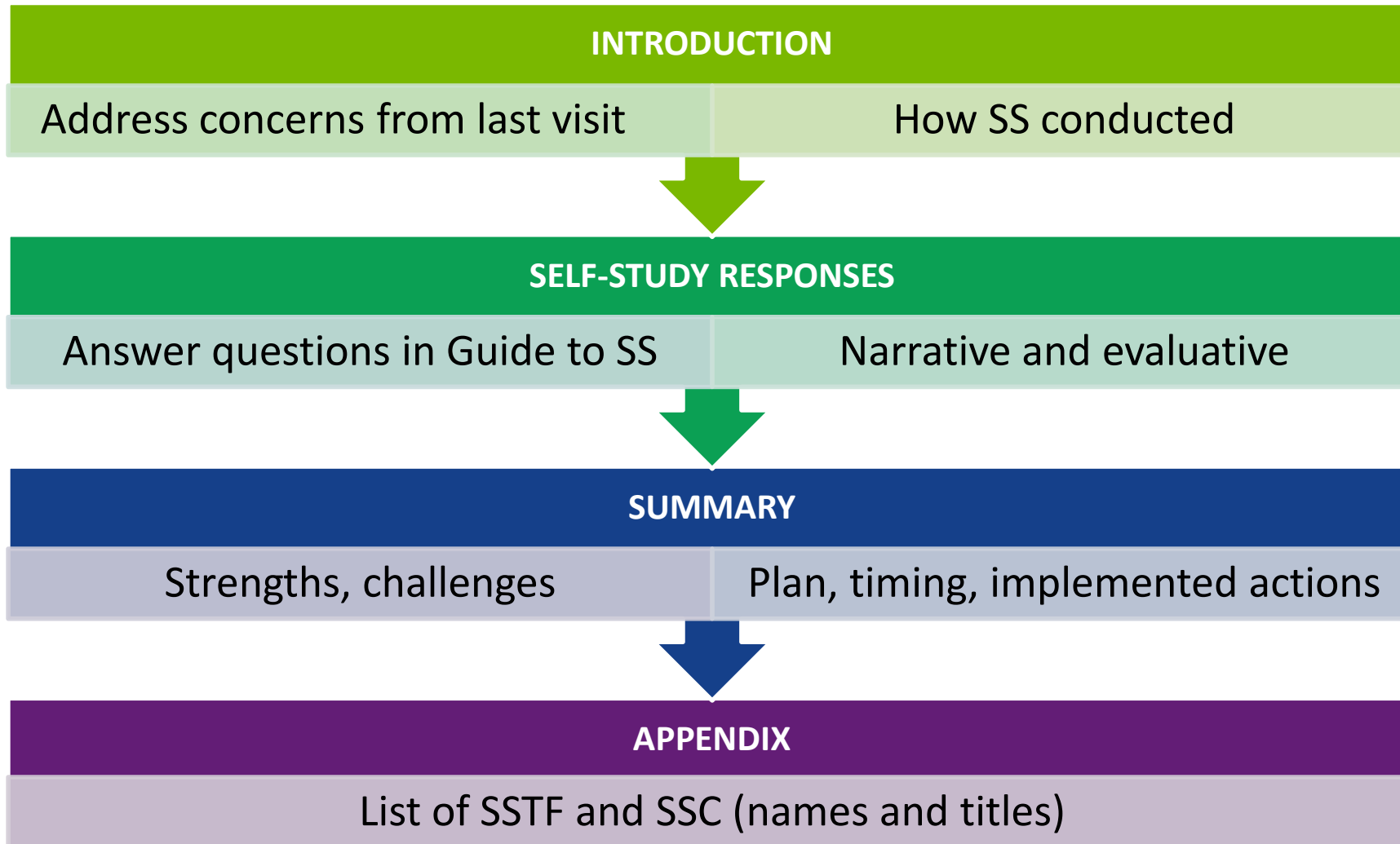
Self-study Task Force (SSTF)

- Dean and Vice Chancellor
- SSC Chairs, deans, broad representation
- Objectives and timeline
- Evaluate SSC reports and action items
- Self-study report

WHEN, WHERE, and HOW: Workflow and Timeline



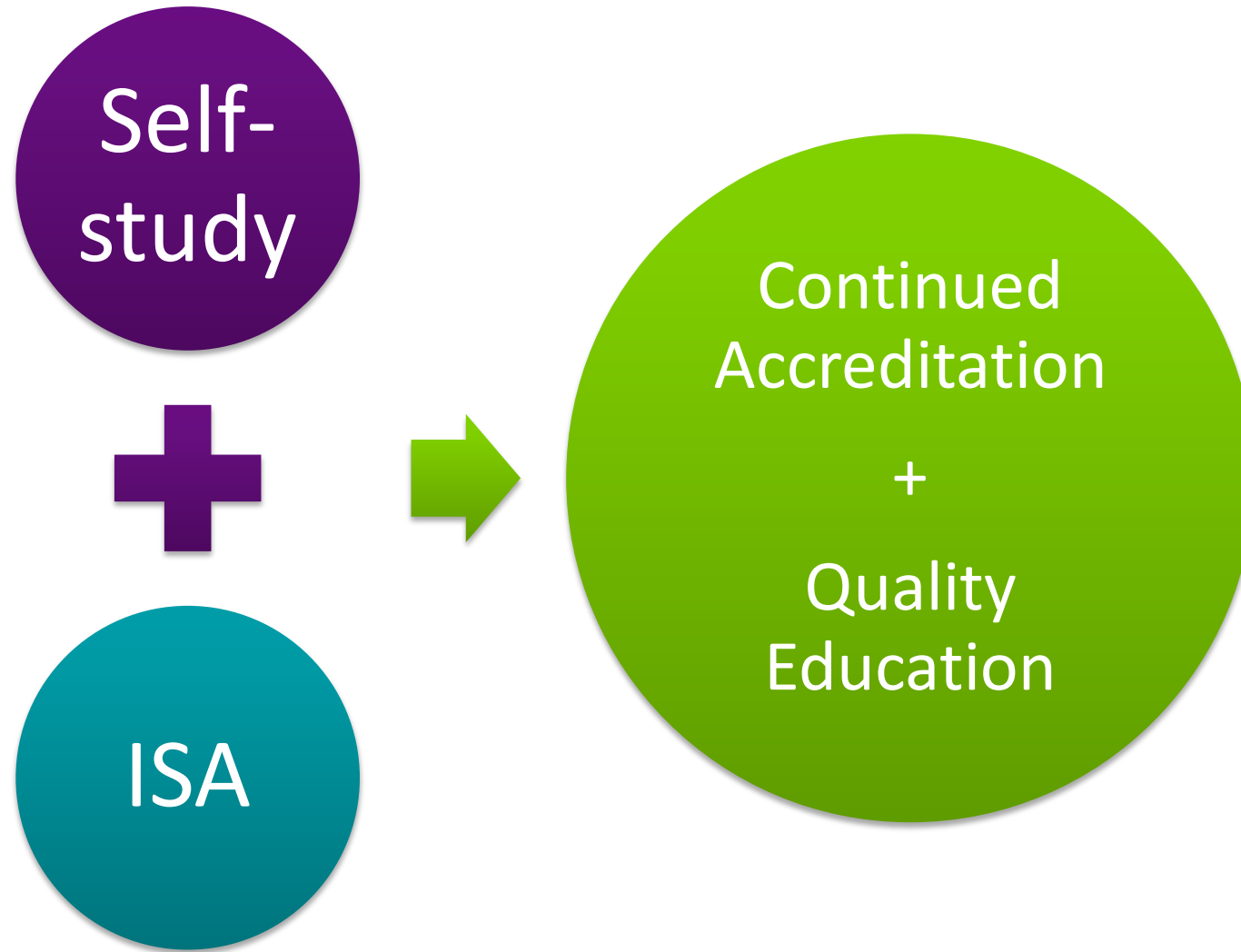
HOW: Self-Study Summary Report (35 pages)



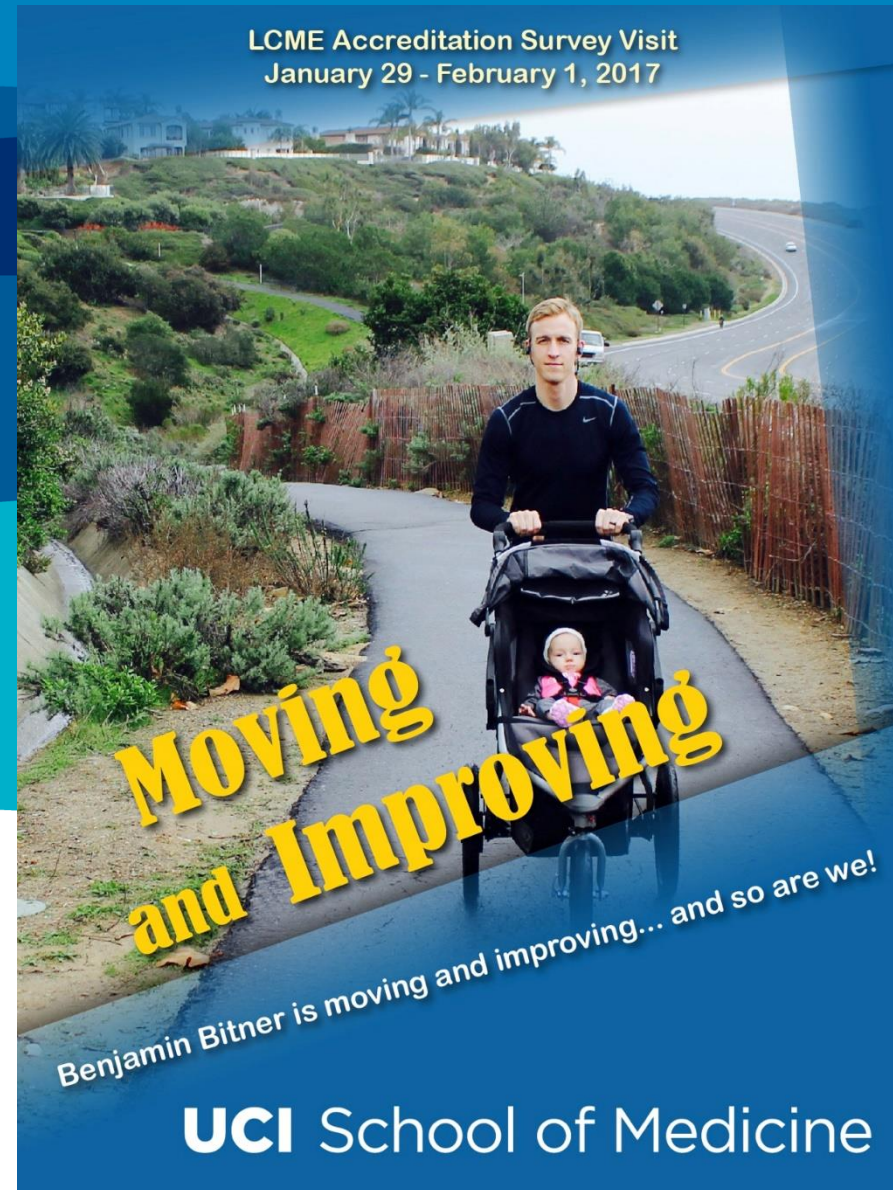
HOW: Lessons Learned and Other Tips for Self-Study

- Pride in the school
 - Highlight things that school is doing well
- Honest and action-oriented
 - Constructive and honest about areas for improvement
 - Remediation plans that are realistic, sustainable, and implemented
 - “Satisfactory with monitoring” – plans in action; good to have f/u data
 - Commit to action
- Collaboration and communication
 - Engage and educate faculty and students at large
 - If they don’t know about it, it doesn’t count

WHY: Successful Self-study/ISA = Successful School



Survey Visit



Survey Visit Tips – Team Accommodations and Transportation

- Make team reservations at a full-service hotel near the school
- Reserve a suite for Team Chair with sufficient meeting space for entire team (or a hotel conference room) for nightly team meetings
 - Stock with drinks
 - Ask Team Secretary regarding a computer and printer for this room
- Provide hotel reservation confirmations and restaurant recommendations to Team Secretary two months before visit
- Ask Team Secretary about any dietary restrictions or food preferences and arrange catering accordingly

Survey Visit Tips – Team Accommodations and Transportation

- Arrange airport ground transportation with Team Secretary for arrivals and departures
- Arrange ground transportation for team for entire survey visit (preferably a single van that fits up to 7 passengers)
- Prepare welcome folder for each survey team member
 - Welcome letter and cell phone numbers for SVC and FAL
 - Restaurant recommendations
 - Survey visit schedule
- Be on site with FAL to greet survey team at the hotel
- Be available and flexible throughout the visit

Survey Visit Tips – Meeting Spaces

- Meeting space for Sunday night session with the Dean
 - Can be Team Chair suite if sufficiently large or hotel conference room
 - Provide refreshments
- Large meeting space
 - Big enough for largest group
 - AV equipment
 - Large table
 - Chairs around table
 - Table tents for survey team members
 - Catering for breakfast and lunch delivered to this room or just outside
 - Coffee, tea, soft drinks, and water available in room all day

Survey Visit Tips – Meeting Spaces

- Survey team work space
 - Printer, computer, shredder
 - Office supplies
 - Drinks and snacks available all day
 - USB thumb drive with documents not submitted in the survey package, but designated in the DCI to have available for review
- Participant gathering room
 - Printer, computer, shredder
 - Office supplies
 - Drinks and snacks all day
- Signage to rooms



Survey Visit Tips – Personnel and Participant Preparations

- Prepare hotel staff; provide them with your cell number
- IT available to team in AM first day and readily thereafter to set up internet access and ensure printer connection
- Staff preparations
 - Assignment schedule for staff
 - Prep meetings 1 month, 2 weeks, and 1 day prior to visit
 - Walk through of all facilities 1 month, 2 weeks, and 1 day prior to visit
 - Assign person to create USB thumb drive of all materials (including requested updates and documents)
- Participant preparations
 - Schedule and hold calendars for all participants (3 months prior)
 - Send multiple reminders and obtain cell phone numbers
 - Arrive 15 minutes prior to session

Survey Visit Tips – Managing School Participants

- Participants should meet at the gathering room
- Have an electronics box and collect all electronics
- Between sessions, knock on door and ask if survey team is ready prior to bringing next group into the room
- Usher participants into meeting room
- Participants to enter the room with their table tents with name and title

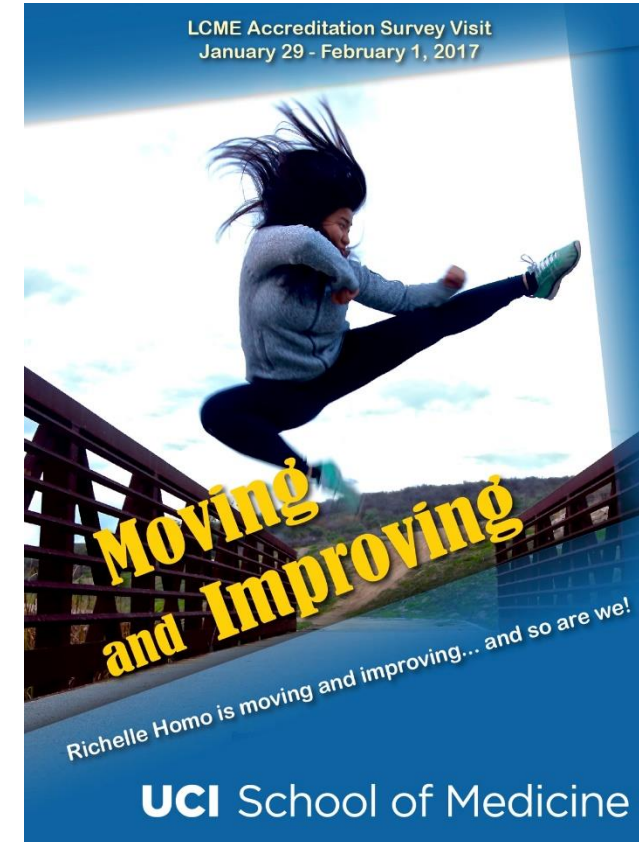
Survey Visit Tips – Last Day

- Breakfast and box lunch for survey team on last day (some members are headed straight to the airport)
- Small gift for school staff and participants
- Post-LCME celebration right after or shortly thereafter



Final Tip from Both of Us

- Train next generation of accreditation leaders/coordinators




MAY THE FORCE BE WITH YOU AS YOU MOVE AND IMPROVE!

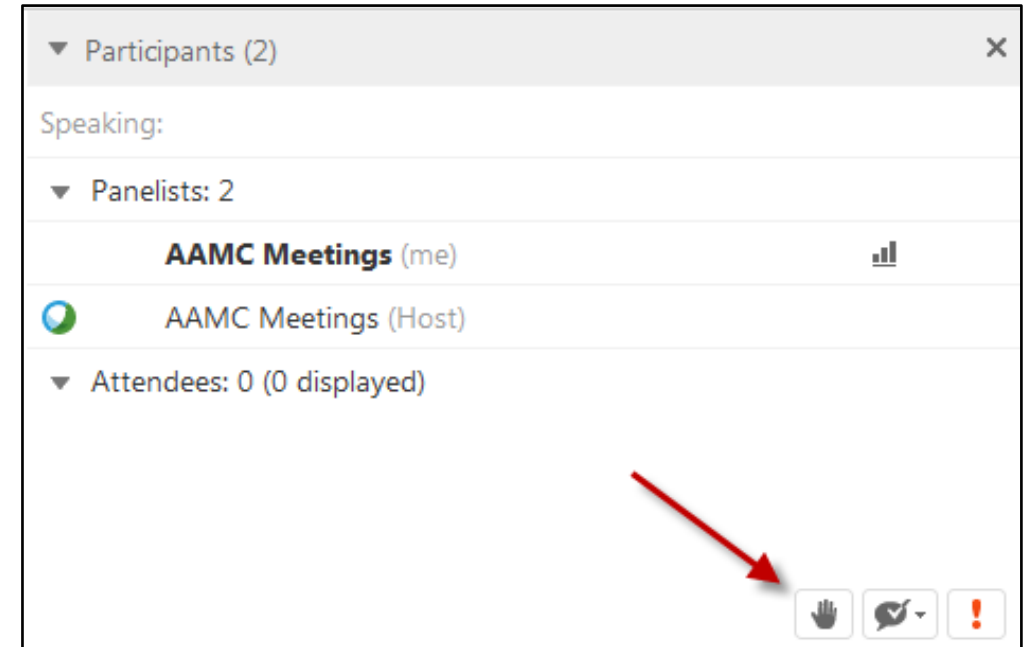


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How to Ask Questions

Verbal

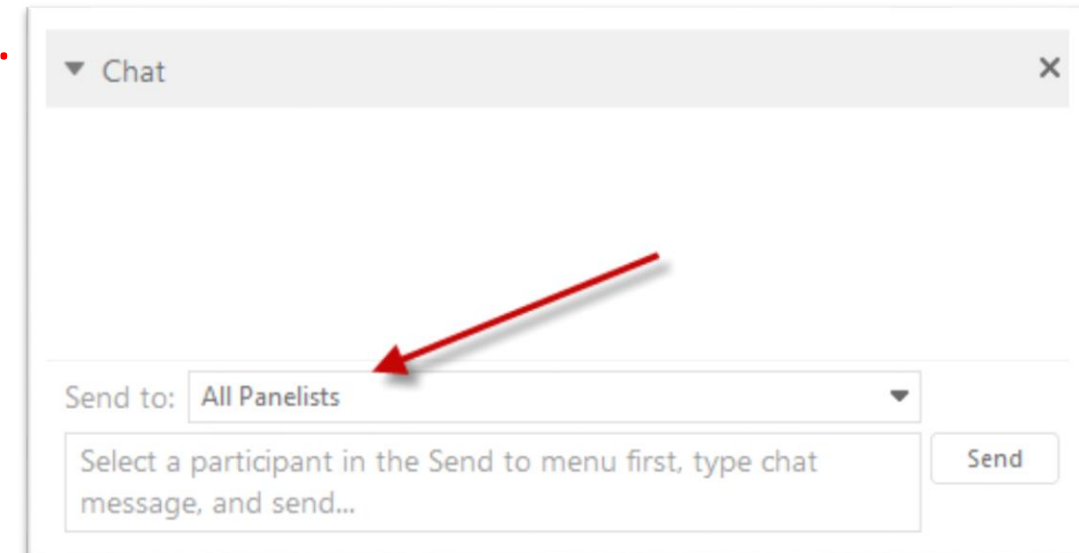
Click the “Raise Hand” icon () to ask a question over the teleconference line. Your name will be called and your phone line will be unmuted.



Then click the  again so we know you are finished.

Chat

To open the Chat panel, click on the Chat icon. Type your question in the chat box. Make sure “Send to” is set to “All Panelists.”



Submitted Questions

Submitted Question 1 – Element 12.8

Our institution would appreciate clarification on one point in Element 12.8.

This element reads, "A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including...The effects of infectious and environmental disease or disability on medical student learning activities."

Can you please clarify if this is intended to:

- a. Ensure the medical school provides accommodation to any student affected by an infectious or environmental disease or disability so that their learning activities are not hindered;**
- b. Confirm the school has a process to review and ensure prevention of such exposure in learning activities;**
- c. Both.**

Submitted Question 2

Are there best practices around selecting membership of the task force and sub-committees (nominations v. invitation, size, etc.)?

Submitted Question 3

What is the earliest date we might receive access to the DCI? How disadvantageous is it to use the most currently available DCI as a general template for those involved in data compilation in an effort to increase awareness and understanding about what data will be needed?


Submitted Question 4

Have schools identified proprietary software that they have found beneficial in organizing, tracking, and compiling the LCME accreditation requirements, including opportunities for on-going quality improvement?

Other Questions for the Secretariat?

How to Ask Questions

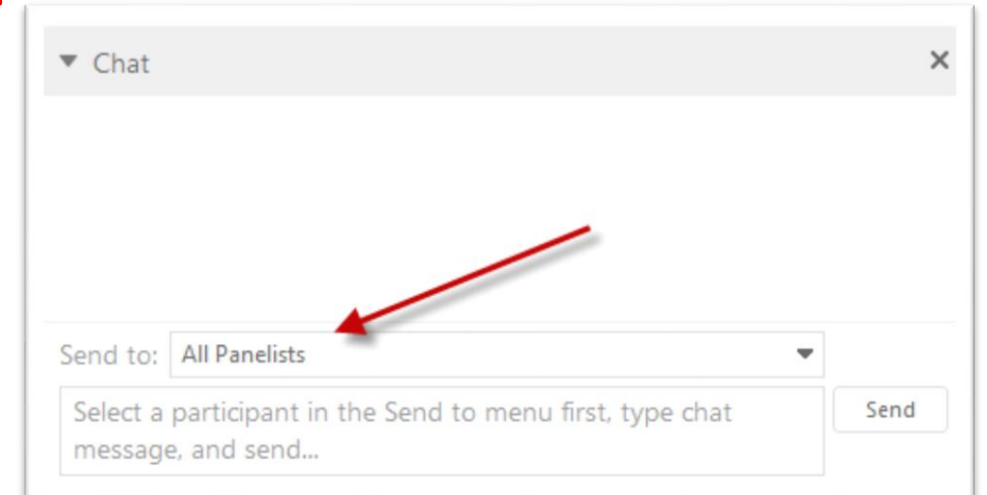
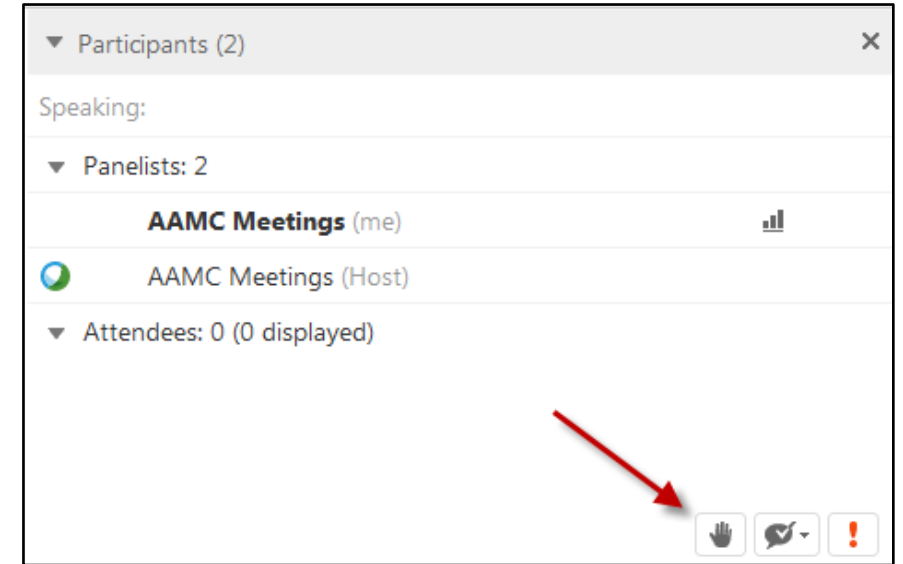
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Next Webinar: Thursday, February 1, 2018

Element of the Month:
Element 11.2 (career advising)

Email your questions and topic/element suggestions to lcme@aamc.org