

LEAP Steering Committee

CHARTER (revised)

Charter Fiscal Year: 2015 (revised 2018)

Committee Purpose

The Primary purpose of the LEAP Steering Committee is to:

- Provide oversight and support for the quality of the educational environment for medical students, residents, fellows and other learners at the University of Vermont Larner College of Medicine, the University of Vermont Medical Center, and affiliate organizations or hospitals where trainees complete clinical training or other educational activities.

Specific Duties and Responsibilities

The principal responsibilities of this steering committee are to:

Educational Standards

- Inform, support and uphold all Professionalism and Learning Environment educational standards needed to support a high quality clinical and didactic learning experience for all participants.
- Establish, review, modify and/or recommend assessment tools and quality metrics needed to maintain a high quality educational program and learning environment.
- Analyze the data collected from review of established metrics to drive Professionalism and Learning Environment program improvements.

Positive Learning Environment

- Inform, review and make recommendations to leadership on the policies and procedures governing or impacting medical students, residents, fellows, and other learners
- Perform interdisciplinary case reviews of complaints and concerns of mistreatment and disruptive or unprofessional behavior raised by medical students, residents, fellows, faculty, administrators or others in the learning environment.
 - Make recommendations to assist in resolving issues.
 - Monitor ongoing improvements associated with the above.

- Identify and support existing efforts aimed at enhancing medical professionalism and creating positive learning environments.

Program Compliance

- Maintain program compliance and integrity through the following duties:
 - Identify and recommend corrective actions when non-compliance with educational standards are identified.
 - Identify, implement and/or recommend changes to ensure alignment between program practices and policies of the University of Vermont Larner College of Medicine, the University of Vermont Medical Center, and affiliate hospitals or other organizations.

Performance Improvement

- Act as a steering committee for performance improvement of the learning environment through:
 - Identification of areas for improvement and working with internal and external stakeholders to ensure systems improvements are made.
 - Collaboration with partner hospitals to provide expertise, as needed, across the system of care to ensure that educational experiences are delivered in an effective, equitable and respectful manner.
 - Service as an independent resource to students, faculty, practitioners, administrators to review policies, practices, non-conforming events, etc.
 - Oversight and assurance that planned and/or implemented organizational changes that affect the learning environment optimize integration across providers, i.e., physicians, administrators, case managers, information systems, hospital etc.
 - Assisting in coordination of activities between the Larner College of Medicine and The University of Vermont Medical Center, as well as other affiliated hospitals.
 - In partnership with the University of Vermont Teaching Academy, investigate and apply best practices in medical student, resident and fellow education.
- Provide periodic updates on educational program quality to
 - The University of Vermont Medical Center *Quality Council*
 - University of Vermont Medical Education Clerkship Directors
 - Partner hospitals
- Act as the primary committee to inform College of Medicine and Hospital Leadership on Medical Education related activities affecting the learning environment of medical student and resident training programs.

- Provide oversight of the education of leaders as a result of program changes, complaints, concerns, etc.

Committee Membership

The committee is comprised of the following:

Chair: The Associate Dean for Graduate Medical Education/Designated Institutional Official

Permanent Members:

- Associate Dean for Graduate Medical Education/Designated Institutional Official
- Associate Dean for Medical Education
- Associate Dean for Students
- UVM Medical Center GME Ombuds Representative
- COM Director of the Learning Environment
- Chief Information Officer for Health Sciences
- Faculty Representatives (3)
- Resident Representatives (3)
- Medical Student Representatives (6, 2 from each of years 2-4)
- Quality Improvement Partner, Jeffords Institute for Quality
- Director of Nursing Education and Professional Development
- Associate Dean for Diversity and Inclusion
- Representatives from Clinical Affiliate Sites (1 each from Hudson Headwaters Health Network, Western Connecticut Health Network, and St. Mary's Medical Center)
- Education Specialist, Office of Graduate Medical Education

Ad Hoc Members:

Ad hoc members will be invited to Committee meetings on as needed basis when situations arise that require special expertise. Under these circumstances, consideration will be given to permanent membership if continued support is crucial to the committee's mission.

Committee Processes

1. Schedules permitting, the Committee will meet the quarterly on the first Wednesday of September, January, April, and June.

2. The Committee Chair plans the meeting agenda.
3. The Committee Chair will preside at the meeting. In his/her absence, the Chair will appoint an Acting Chair.
4. Related materials are to be received by committee members prior to the meeting time. Committee members are encouraged to call in advance of the meeting if they have any questions related to the materials received.
5. Minutes will be recorded at each meeting.
6. Progress on the committee's work is reported to The University of Vermont Medical Center Quality Council, the UVM-COM Clerkship Directors, and the UVM-COM Office of Student Affairs
7. The Committee's reports are directed to leadership teams (vice president/senior vice president roles):
 - Chief Medical Officer, UVM Medical Center
 - Senior Associate Dean for Education, UVM-LCOM

Approved