

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Medical Education Program Policy on Policies

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 6/11/2019

REVISED DATE: 1/28/2020

LCME ACCREDITATION STANDARD REFERENCE:

PURPOSE

The purpose of this policy is to ensure that the Medical Education Program community has access to well developed and understandable policies that support the program's mission, achieve accountability, and provide guidance to the medical education program community.

POLICY

This policy addresses the process for developing, issuing, revising, and maintaining the medical education program policies at Creighton University School of Medicine. This policy applies to all departments, divisions, faculty, staff, and students associated with the medical education program.

DEFINITIONS

"School of Medicine" or "School" shall mean the Creighton University School of Medicine.

"Medical Education Program Policy Review Committee" or "Policy Review Committee" or "Committee" shall mean the Medical Program Policy Review Committee created by the order of the Educational Program Committee.

SCOPE

This applies to policies that have impact on the medical education program. For policies related to the Physician Assistant Program refer to the PA Program Student Handbook. For policies that are internal to one department, division, or office refer to that specific unit. For policies solely applicable to faculty, refer to the Creighton University Faculty Handbook.

Medical Education Program Policy Review Committee

Purpose

The Policy Review Committee is a subcommittee of the Educational Program Committee charged with reviewing the medical education program policies to suggest feedback to the submitting party and to review policies for consistency with other policies. The Policy Review Committee will review all proposed and revised policies. They will also review policies that are scheduled for review as indicated in Procedure Number 8 of this policy.

Composition

The Chair of the Educational Program Committee will appoint members to the committee. The Committee will select a committee member as Chair.

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PROCEDURE

1. Creation or Modification of a Policy
 - a. Any faculty, staff, or student associated with the medical education program may propose the creation or modification of a policy. The initiator must receive the endorsement of the leadership of his/her curriculum component, department, or office before requesting review by the Policy Review Committee.
 - b. The initiator, or a representative of the endorsing curriculum component, department, or office, shall provide the proposed policy, or a redline of the proposed modifications to an existing policy, to the Chair of the Policy Review Committee (“Chair”).
 - c. The Chair will conduct a preliminary review to advise and assist the initiator/representative in preparing for presentation to the Policy Review Committee.

2. Presentation of New or Modified Policy to the Policy Review Committee
 - a. Unless otherwise agreed upon by the initiator/representative, the Chair will add the policy to the next Committee meeting agenda and distribute the policy in advance to Policy Review Committee members.
 - b. The Chair will invite the initiator/representative to attend the next meeting and present the proposed policy or proposed modifications to the existing policy.
 - c. The initiator/representative shall present the policy to the Policy Review Committee and answer preliminary questions, if any.

3. Review and Discussion of Proposed New Policies or Modifications to Existing Policies
 - a. The Policy Review Committee may review and discuss the policy with or without the initiator/representative present.
 - b. The Policy Review Committee may appoint an ad-hoc work group consisting of members of the Policy Review Committee and/or other stakeholders deemed by the Policy Review Committee to hold expertise relevant to the policy under consideration for further review and development of the policy.
 - c. The Policy Review Committee may request additional members of the medical education program community to provide consultation in the form of review and input.
 - d. Any changes proposed by the Policy Review Committee shall be discussed with the initiator /representative for their input.

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4. Approval Process

The Chair shall forward the policy to the Educational Program Committee for review and approval.

5. Promulgation

Upon approval, the Educational Program Committee shall promulgate the policy through electronic posting and any other appropriate electronic venues and post the new and revised policies on the Medical Education (MD) Program Policies webpage.

6. Expedited Review

- a. Where the Chair of the Educational Program Committee reasonably believes, in his/her judgment, that a policy is required to be issued or modified due to urgent issues of safety, changes in law, to meet accreditation standards, or upon recommendation of the Policy Review Committee, the Chair of the Educational Program Committee shall have the power to issue a policy or modified policy.
- b. Any policy issued pursuant to this Section shall be valid only for a period of 60 days.

7. Ongoing Review

- a. The Policy Review Committee shall regularly review existing Medical Education Program policies at least annually to ensure policies remain relevant to the program's mission, achieve accountability, and provide guidance to the Medical Education Program community.
- b. Where changes in law and or accreditation standards necessitate an earlier review, the Chair of the Policy Review Committee shall propose an earlier review schedule for such policies.
- c. After the completion of the policy review, the Committee shall vote upon motion and second to retain, revise, or retire. The recommendation is then forwarded to the Educational Program Committee for final approval.

8. Report to the Educational Program Committee

The Chair of the Policy Review Committee shall provide any reports on the work of the Committee as requested by the Educational Program Committee. A copy of such report shall be made available to the Policy Review Committee members.

ADMINISTRATION AND INTERPRETATION

The Educational Program Committee is responsible for the administration of this policy. Please

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forward questions to the Chair of the Educational Program Committee.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Educational Program Committee.