PMB Policy on Continuous Improvement

Purpose
This policy describes the philosophy and procedures of PMB regarding a continuous improvement process relating to all aspects of the function of the Department.

Background
Continuous improvement is an organizational characteristic essential to the proper function of any complex organization. Since the purpose of education is the communication of knowledge relating to the advancing frontiers of a field of study, it is appropriate that continuous improvement be a major goal of a quality educational program. Continuous improvement processes require the contributions of and empower all members of an organization to impact on the effectiveness of the organization. It is a culture that can be established and effectively maintained only if it is the responsibility of all members of the Department. The elaboration of a policy in this area is not intended to impose burdensome responsibilities on any member of the Department, but rather to facilitate and strongly encourage the active participation of all in development of the culture and processes.

Responsibilities
It is the responsibility of all members of PMB to participate in an ongoing continuous improvement program. The extent of participation is to be documented in annual reporting by committee chairs and individuals with programmatic responsibilities, as well as in annual performance reviews. The purpose of inclusion of the topic in performance reviews is not punitive, but to encourage the ongoing contributions of all members in continuous improvement.

Procedures
a. The Medical Education Program Director will conduct an evaluation of the Program annually, including formal surveys of medical students completing PMB courses, make assessments of curriculum changes to be made, and report the recommendations to the Medical Education Committee. The surveys of medical students will be conducted with the assistance of course directors and obtain feedback about course content and delivery and effectiveness of faculty lecturers. Information regarding the effectiveness of faculty lecturers and recommendations for change will be presented to the relevant Division or Program directors and the Chair of PMB.

b. The Graduate Programs Director will conduct an evaluation of the Program annually, including formal surveys of graduate students completing PMB courses, make an assessment of changes to be made, and report the recommendations for curricular change to the Graduate Education Committee and its Curriculum subcommittee. The survey of medical students will obtain feedback about course content and delivery and effectiveness of faculty lecturers.

c. Education program committees and subcommittees: PMB policies describe the purposes and responsibilities of each of these committees. Each is expected to review its area of responsibility on an annual basis and report the results of the review in its minutes. Each report should indicate any recommended changes
intended to improve the quality of the program that is the charge of the respective committee.

d. MPH Areas of Concentration directors: Each individual with lead responsibility for an Area of Concentration in the MPH program should report to the Masters Degree Subcommittee of the Graduate Affairs Committee on an annual basis that a review of the Area has been conducted and recommend any potential improvements resulting from the review.

e. MTM&H and MSPH degrees: Individuals with lead responsibilities for the specialty curricula for these degrees should report to the Masters Degree Subcommittee of the Graduate Affairs Committee on an annual basis that a review of the Area has been conducted and recommend any potential improvements resulting from the review.

f. Doctoral degrees in Medical Zoology and Environmental Health Sciences: Individuals with lead responsibilities for these degree programs should report to the Doctoral Degree Subcommittee of the Graduate Affairs Committee on an annual basis that a review of the Area has been conducted and recommend any potential improvements resulting from the review.

g. Directors of courses for both the graduate and medical education programs should report to the Curriculum Subcommittee of the Graduate Affairs Committee or the Medical Education Committee on an annual basis that a review of the Area has been conducted and recommend any potential improvements resulting from the review.

h. Individual faculty members should include in their annual Faculty Performance Management System Outline of Significant Contributions and/or Goals should include one or more specific statements that describe any proposed changes that will impact on the quality of the Department education, research, and/or service function.

i. Supervisors and employees are expected to include in annual performance reviews discussion of any employee recommendations for improvements in performance of the Department, as well as any actions completed on the part of the employee resulting in improvement of the function of the Department.

j. All members of PMB are encouraged to communicate on an ongoing basis any recommendations for improvement of PMB function to their supervisors or the Department Chair.

k. Annual and triennial review of PMB Policy documents will encompass consideration of impact of policies on continuous improvement practices of the

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Gerald V. Quinnan, MD
Chair, Preventive Medicine & Biometrics