

Learning Environment and Professionalism (LEAP) Steering Committee

CHARTER (revised)

Charter Fiscal Year: 2015 (revised 2023)

Committee Purpose

The primary purpose of the LEAP Steering Committee is to:

- Provide oversight and support for the quality of the educational environment for students, residents, and fellows at the University of Vermont Larner College of Medicine, the University of Vermont Medical Center and Health Network, 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 Accreditation Council for Graduate Medical Education (ACGME), Liaison Committee on Medical Education (LCME) and NECHE professionalism and learning environment educational standards needed to support a high quality clinical and non-clinical 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 and/or appropriate committees on the policies and procedures governing or impacting students, residents, residents & fellows.
- Perform interdisciplinary case reviews of complaints and concerns of mistreatment and disruptive or unprofessional behavior raised by 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, policies and accreditation standards 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 improvement of the learning environment by:
 - Identifying areas for improvement and working with internal and external stakeholders to ensure systems improvements are made.
 - Collaborating 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.
 - Serving as an independent resource to students, faculty, practitioners, administrators to review policies, practices, non-conforming events, etc.
 - Providing 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 Health Network, as well as other affiliated hospitals.
 - Partnering with the University of Vermont Larner College of Medicine Teaching Academy, to investigate and apply best practices in medical student, resident and fellow education.
- Provide periodic updates on issues affecting and/or occurring in the learning environment that have the potential to impact educational quality to:
 - The University of Vermont Medical Center *Quality Council*
 - University of Vermont Larner College of Medicine Course Directors
 - Partner hospitals
 - Medical Students and Resident/Fellow trainees
 - Medical Education Leadership Team
 - Medical Curriculum Committee
 - Graduate Education Committee

- Act as the primary committee to inform College of Medicine and Hospital Leadership on matters 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:

Co-Chairs:

- Associate Dean for Graduate Medical Education/Designated Institutional Official
- Director of the Larner College of Medicine Learning Environment

Permanent Members:

- Associate Dean for Graduate Medical Education/Designated Institutional Official
- Director of the Larner College of Medicine Learning Environment
- Senior Associate Dean for Medical Education
- Associate Dean for Diversity, Equity and Inclusion
- Associate Dean for Students
- Assistant Dean for Students, CT campus
- UVM Medical Center GME Ombuds Representative
- Clinical Faculty Representatives (3)
- Graduate Program Basic Science Faculty Representative
- Resident Representatives (3)
- Medical Student Representatives (9 total. 3 M2, 3 M3 and 3 M4 students; 2 from each year representing the VT campus and 1 from each year representing the CT campus)
- Graduate Program Basic Science Student Representative
- Quality Improvement Partner, Jeffords Institute for Quality
- Director of Nursing Education and Professional Development

Ad Hoc Members:

Ad hoc members will be invited to Committee meetings on an 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. The Committee will meet bimonthly on the first Tuesday of October, December, February, April, June and August.
2. Elections for new student and resident representatives occurs in April of each year. Letters of nomination are submitted to the LEAP Committee in March. The LEAP Committee elects new student and resident members.
3. Students are elected as representatives for the campus to which they are assigned at the time of the election. In the event of a subsequent campus change, student representatives forego their participation on LEAP and a new election process is unveiled to fill the vacant seat(s)
4. The Committee Chair plans the meeting agenda.
5. The Committee Chair will preside at the meeting. In their absence, the Chair will appoint an Acting Chair.
6. Related materials are to be received by committee members prior to the meeting time. Committee members are encouraged to contact the Chair via email in advance of the meeting if they have any questions related to the materials received.
7. Minutes will be recorded at each meeting.
8. Progress on the committee's work is reported to The University of Vermont Medical Center Quality Council, the UVM-COM Clerkship Directors, the University of Vermont Health Network Graduate Medical Education Council (GMEC), the UVM-COM Medical Education Leadership Team (MELT), and the Dean's College of Medicine Advisory Council (COMAC)
9. 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 Medical Education

Approved