

TENNESSEE OSTEOPATHIC MEDICAL EDUCATION CONSORTIUM (TOMEK)

Mission Statement

The mission of THE CONSORTIUM is to promote, support, and contribute to the continuum of osteopathic medical education with excellence in postdoctoral training. THE CONSORTIUM will achieve this by:

- Contributing to the osteopathic profession by building and retaining osteopathic graduate medical education programs in Tennessee and beyond
- Contributing to the community by providing distinctive osteopathic health care
- Promoting osteopathic opportunities through partnerships and collaborations among member organizations, constituents and potential partners
- Promoting evidence-based education, scholarship and research throughout the continuum of osteopathic medical education
- Supporting programs with the highest level of resources essential to meet and exceed accreditation standards
- Supporting the best interest of trainees with qualified faculty, facilities and clinical experiences

Vision Statement

The Tennessee Osteopathic Medical Education Consortium (TOMEK) will be a national leader in graduate medical education that is recognized for its promotion of innovative, creative, and excellent educational programs.

Core Values

- Excellence - We seek excellence in all our endeavors, and we are committed to continuous improvement.
- Integrity - We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.
- Service - We believe that serving others is a noble and worthy endeavor.
- Intellectual Freedom - We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.
- Diversity - We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.
- Stewardship of Resources - We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One: To receive full accreditation

Critical Success Factors:

- Submit accreditation application to COPTI by mid-July
- Receive provisional accreditation by December 2012
- Receive full accreditation by summer 2014

Goal Two: To strengthen the organizational structure of the Consortium and it's contributing members.

Critical Success Factors:

- The TOMEK bylaws is updated and amended annually
- A TOMEK representative visits each member institution each quarter
- A quarterly TOMEK communication of AOA updates, highlights from Board meetings, OGME meetings and Subcommittee meetings is distributed to all consortium members
- TOMEK Board meets every 6 months
- OGME committee will meet every quarter
- Finance committee meets every 6 months prior to Board meetings
- Subcommittees meets at least twice annually to accomplish needs of the OGME Committee
- 100% of Board and Committee members knows and understands their role in the TOMEK structure
- TOMEK provides 100% of necessary documentation as deemed necessary by the AOA in accordance with OPTI accreditation

Objectives:

Objective 2.1: Update bylaws to reflect board approved changes

Strategies:

- Review/revise the TOMEK bylaws as recommended by members of the Board

Objective 2.2: Ensure communication between TOMEK member institutions.

Strategies:

- Schedule site visits to each member institution and keep record of these site visits on a quarterly basis (*Budget 61300-travel*)

- Develop and distribute a quarterly communications update to all member institutions and program directors to keep them abreast to TOMEK activities and AOA standards.

Objective 2.3: Organize and establish members of the Board.

Strategies:

- Schedule Board meetings twice annually
- Ensure minutes of the meetings are kept and distributed

Objective 2.4: Organize and establish members of the OGME committee.

Strategies:

- Schedule OGME committee meetings at least four times annually
- Ensure minutes of the meetings are kept and distributed

Objective 2.5: Organize and establish members of the Finance committee.

Strategies:

- Schedule the Finance committee meeting twice annually
- Ensure minutes of the meetings are kept and distributed

Objective 2.6: Organize and establish subcommittees based on needs (Curriculum and OP&P, Faculty Development, Research, Learning Resources).

Strategies:

- Schedule the Curriculum and OP & P will at least each quarter
- Schedule Faculty Development meetings at least each quarter
- Schedule Research meetings as needed
- Schedule Learning Resources meetings as needed
- Ensure minutes of the meetings are kept and distributed

Objective 2.7: Communicate structure and membership information to all consortium members.

Strategies:

- Communicate TOMEK structure in the TOMEK update
- Distribute a database of member list and roles to all member sites
- Distribute a copy of updated bylaws to all members

Objective 2.8: Comply with AOA standards for the OPTI.

Strategies:

- Document all TOMEK activities in the form of minutes or reports
- Organize committees and subcommittees
- Develop TOMEK budget and business plan
- Gather necessary data and compile OPTI annual report
- Review past accreditation deficiencies and work to ensure improvements
- Communicate with consortium sites all AOA updates and requests

Goal Three: To protect the integrity of the osteopathic medical profession by promoting understanding and collaboration among hospitals, colleges of osteopathic medicine, and physicians.

Critical Success Factors:

- Annual polls of LMU-DCOM medical students, faculty and local physicians generates an increase of understanding to the purpose of TOMEK and the OPTI
- Each member institution has a fill rate of 70% or greater
- At least (4) four luncheons for medical students at LMU-DCOM and other surrounding schools is sponsored by TOMEK to promote member institutions as the graduate programs of choice
- At least five (5) hospital days are attended annually in collaboration with member institutions
- A web portal for TOMEK generates registration of each member institution
- TOMEK Administration attends four (4) state or national conferences annually

Objectives:

Objective 3.1: Ensure promotion and understanding of the OPTI and TOMEK throughout the College and around the state.

Strategies:

- Schedule and develop TOMEK presentations to student body (clubs/organizations)
- Contribute write-ups about TOMEK in LMU Communications Magazine, Internal newsletters and other media
- Participate in college committees
- Generate a fact sheet for distribution via email to LMU-DCOM faculty, staff and medical students
- Develop a website for TOMEK

Objective 3.2: Help recruit medical students to TOMEC member programs.

Strategies:

- Ensure the distribution of recruitment material of consortium sites to LMU-DCOM medical students and students at surrounding COMs (*Budget 61300-travel*)
- Schedule recruitment lunches with medical student organizations at LMU-DCOM and surrounding Colleges of Osteopathic Medicine (COMs) (*Budget 65736-Special Events*)

Objective 3.3: Attend and participate in hospital days.

Strategies:

- Attend hospital days at LMU-DCOM, Virginia, West Virginia, Kentucky, Mississippi, and Alabama (*Budget 61300-travel/66035-Exhibits*)

Objective 3.4: Create a web portal for resource sharing and information.

Strategies:

- Create a user friendly website containing resource information such as calendar of events, resource listings for research, OPP, faculty development and learning resources

Objective 3.5: Attend and participate in state and national meetings.

Strategies:

- Attend the AOA OPTI workshop and AOA Conference
- Attend conferences related to graduate medical education
- Attend the Tennessee Osteopathic Medical Association (TOMA) annual conference (*All above-Budget 61300-travel/66000-memberships*)

Goal Four: To provide ready access to basic science and/or clinical research resources and identify statistical support services available to interns and residents.

Critical Success Factors:

- 100% of consortium sites has learning objectives for interns and residents created according to specialty college research-related educational objectives
- TOMEC works in collaboration with college departments to ensure research education through at least two (2) annual workshops or lectures for interns and residents

TOMEC

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- TOMEC works in collaboration with college departments to determine funding or support of research education and activities.
- At least one (1) person at LMU-DCOM is identified as a contact for trainees to answer statistical questions
- At least three (3) web-based learning modules with accompanying resources relevant to both basic science and clinical research is available for all interns and residents to review
- A document of policy and guidelines for scientific research activities among and between TOMEC member institutions is developed
- TOMEC identifies library support personnel and provides access to COM library resources

Objectives:

Objective 4.1: Provide educational opportunities for interns, residents and faculty on research basics.

Strategies:

- Develop and institutionalize research learning objectives
- Include learning objectives in trainee manuals
- Schedule workshops and lectures with DME offices of consortium sites (*Budget 61300-travel*)
- Schedule and provide specialty specific workshops/lectures with program directors
- Identify a contact librarian at the COM
- Develop a process for providing library resources to trainees and faculty (*Budget 61150-Library Resources*)

Objective 4.2: Identify research resources among member institutions.

Strategies:

- Identify COM research expert to provide support for sites and trainees
- Develop and provide a list of research opportunities for trainees (*Budget 66024-Research*)
- Develop and distribute a survey to identify faculty with research expertise at each site

Objective 4.3: Identify research consultant to answer statistical questions.

Strategies:

- Work with the Research subcommittee to identify personnel contact(s) to answer statistical questions
- Ensure the listing of contact(s) in intern/residency manual

- Identify contact(s) during intern/resident orientation as the statistical contact

Objective 4.4: Create web-based learning modules for review of basic science and clinical research.

Strategies:

- Collaborate with the LMU Research Department to develop and launch research learning modules based on learning objectives
- Include topics such as research basics, critical appraisal of literature, Institutional Review Board, etc.
- Work with Internet Services to create modules and post on web portal

Objective 4.5: Establish policies and guidelines governing scientific research activities.

Strategies:

- Draft and distribute policies and guidelines for scientific research
- Generate a standard process for submission of IRB applications

Goal Five: To establish competency-based learning and assessment throughout all trainee programs.

Critical Success Factors:

- 100% of all member institutions and specialties has in place a competency based learning and assessment plan for trainees
- 100% of consortium sites has in place protocol for program evaluation by trainees that meet AOA accreditation standards

Objectives:

Objective 5.1: Provide faculty development on competency based education to all member institution faculty.

Strategies:

- Schedule faculty development sessions as a part of OGME Committee meetings at each hospital site (*Budget 61330-Faculty Development*)
- Provide learning material via email to program directors
- Schedule faculty development lectures via distance learning

Objective 5.2: Assist in the development of a competency-based assessment plan for all specialties.

Strategies:

- Develop an TOMEK protocol for competency-based assessment of interns and residents
- Provide assessment resources to all specialties
- Link assessment resources on TOMEK website

Objective 5.3: Ensure program evaluation at consortium sites by trainees.

Strategies:

- Develop and implement a standard program evaluation tools across all consortium sites

Goal Six: To establish and improve technology and distance learning networks.

Critical Success Factors:

- Base institutions has readily accessible and technically compatible interactive video capability
- The technological development of an electronic data collection and retrieval system is available to all member institutions
- The distance learning network is utilized at least monthly to deliver educational lectures, discussions, and/or meetings among and between member institutions

Objectives:

Objective 6.1: Ensure interactive video capability is available and accessible at each base institution.

Strategies:

- Identify ready available technology for implementation
- Seek and obtain funding for interactive video connections at base institutions as needed
- Work with LMU Information Services to train base institution liaison

Objective 6.2: Ensure better patient care, collection of data and assessment of residents using technology.

Strategies:

- Seek and obtain funding for a residency management system such to record trainee activities, evaluations, procedures, etc.
- Seek and obtain funding to purchase evidence based medicine databases and other clinical software for trainee use (*Budget 61150-Library Resources*)
- Assist trainees to develop skills in medical informatics

Objective 6.3: Encourage the use of technology and the distance-learning network for meetings and/or educational opportunities.

Strategies:

- Schedule and conduct TOME C, Committee and Board meetings via the interactive video network
- Develop a calendar of activities which encourages the use of distance learning technology to share lectures and other educational opportunities (*Budget 65736-Special Events*)

Goal Seven: To improve and expand Osteopathic Principles and Practice (OPP) curriculum.

Critical Success Factors:

- An OPP workshop is held at each member site at least once a year
- One person is identified as a local OPP expert and/or mentor at each member site
- Two OPP workshops targeted to “teach the teacher” is offered each year to provide an venue for member institutions to share ideas
- Six web-based OPP learning modules are either developed or provided via readymade resources
- One COM faculty is identified to support member institutions
- An assessment tool is developed to ensure trainees are properly applying OPP in the outpatient as well as inpatient care of patients
- Each primary care resident will have the ability to accurately diagnose common problems and treat with OPP at a competent level by graduation

Objectives:

Objective 7.1: Collaborate with consortium members to ensure the delivery of a regularly scheduled OPP curriculum at each site. (*Budget 61300-travel*)

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Strategies:

- Conduct a needs assessment
- Develop a schedule of OPP activities, onsite and via interactive video

Objective 7.2: Encourage sharing of OPP curricular ideas among member institutional sites.

Strategies:

- Conduct regular (quarterly) OPP/Curriculum Committee Meetings

Objective 7.3: Develop web-based learning modules specific to OPP.

Strategies:

- Work with the OPP department and LMU Information Services to develop web-based learning modules which include video demonstrations. (*Budget 65736-Special Events*)

Objective 7.4: Develop onsite or local faculty to help in OPP implementation at each consortium institution.

Strategies:

- Develop a survey to identify faculty usage and integration of OPP in teaching and practice
- Plan and conduct yearly faculty development workshops (*Budget 61330-Faculty Development*)

Objective 7.5: Encourage residents in the use of OPP in the management of both inpatient and outpatient care.

Strategies:

- Identify opportunities to incorporate an Osteopathic Manipulative Medicine practice in the inpatient setting
- Plan and schedule regular OPP sessions via distance learning with all sites

Goal Eight: Provide faculty development for training sites.

Critical Success Factors:

- A web-portal for faculty development resources relevant to osteopathic graduate medical education is developed
- A faculty “survival kit” for existing as well as new faculty is developed so that all faculty are provided a base-line of developmental information
- TOMECS sponsors (3) three faculty development programs delivered through distance learning technology
- Faculty development updates are written into each quarterly TOMECS communication

Objectives:

Objective 8.1: Provide faculty development opportunities for faculty and physicians of member institutions.

Strategies:

- Identify faculty developmental needs for member institutions via a needs assessment
- Collaborate with LMU Preceptor Development and CME to create a “survival kit” faculty development module given to all new faculty
- List and link faculty development resources via the TOMECS website
- Conduct faculty development workshops/seminars/lectures via distance learning technology as deemed appropriate from needs assessment (*Budget 61330-Faculty Development*)
- Include faculty development information in quarterly TOMECS updates

Goal Nine: To collaborate with osteopathic undergraduate medical education to ensure a continuum of learning into graduate medical education.

Critical Success Factors:

- At least (4) four TOMECS related news or activities is written in the LMU-DCOM communication magazine or campus newsletters
- TOMECS is represented in the LMU-DCOM curriculum committee meetings
- TOMECS utilizes resources at LMU-DCOM to ensure competency-based assessment of trainees
- Consortium members will provide trainees to participate in at least five (5) undergraduate educational activities (i.e., research, courses, health fairs)

Objectives:

Objective 9.1: Effectively communicate with LMU-DCOM, the educational developments of OGME.

Strategies:

- Share with the Department of Communications for write-ups in the LMU-DCOM newsletter, LMU Physicians and local papers
- Use email to communicate TOMEK news

Objective 9.2: Participate in the LMU-DCOM curriculum committee meetings.

Strategies:

- Attend and contribute osteopathic graduate medical education updates during the curriculum committee

Objective 9.3: Work in collaboration with the college of osteopathic medicine (COM) to ensure a continuum of competency based education and assessment

Strategies:

- Utilize simulation and standardized patients at COM to assess competency of trainees
- Work with COM department(s) to develop a plan for measuring competency

Objective 9.4: Provide OGME resources to COM courses, rotations or programs.

Strategies:

- Ensure educational support (i.e., rotation for students, instructors, facilitators) from training sites
- Provide opportunities for trainees to serve as facilitators and instructors in labs, lecturers in courses and rotations and sponsors for student outreach programs (*Budget 61300-travel*)