

Association of American Medical Colleges
Group on Educational Affairs
Undergraduate Medical Education Section Projects
Guiding Principles and Processes

GUIDING PRINCIPLES FOR UME PROJECTS

- UME section projects can take any form: assessments, information resources, educator toolkits, etc.
- Projects are chosen based upon suggestions solicited from members at regional and national GEA meetings coupled with section/committee members input, project feasibility, and broader relevance.
- Project topics should be relevant to administrative leaders AND faculty
- Projects will be evidence based whenever possible and may also include best practices/current practices
- Project development should ideally include educators from around the country to collaborate with the UME Section Steering Committee (SC) in developing educator resources
- Project development should create opportunities for professional growth for all involved: networking, scholarship, and leadership

PROCESS

- **Choosing Projects**
 - At each regional GEA meeting, the UME Section SC representative will facilitate a regional section meeting. At least a portion of the meeting should be dedicated to soliciting ideas for UME section projects that will be of use to members. The participants of that meeting should prioritize the ideas and determine which ideas can be done at the regional level vs. those that need to go to the national level.
 - The UME Section Steering Committee determines which projects can/should be implemented by members at the regional level and those to be led by the SC. Part of the SC role is to encourage collaboration at the regional level although the regional SC representative is not required to lead the initiative. The regional SC representative should try to keep track of collaborations that develop.
 - The UME Section Steering Committee should identify themes across regions and years from the ideas generated annually.
 - In making final project decisions, the SC needs to consider the feasibility of the project (should be able to be completed within 2 years) and whether other groups/organizations should be invited to participate.
 - The UME Section SC Chair needs to inform the GEA Steering Committee about projects that are selected.
 - Ideas that are not selected will be logged in a central excel file and reviewed annually for recurring themes.
- **Communication with GEA Steering Committee**
 - Once projects have been decided upon within the section committees, the section chair will present the project to the GEA Steering Committee for the

purposes of communication and feedback. The section chair completes the GEA Project Proposal Framework and submits it to the GEA Steering Committee Chair as soon as possible prior to the GEA Steering Committee meeting.

- Submit an annual update to the GEA Steering Committee by updating the GEA Project Proposal Framework

- **Evidence Based Approach**

- UME Section Steering Committee projects should be developed utilizing evidence from educational (or other) literature when available and the description of the projects must reference this evidence.
- If there is a lack of evidence, the description needs to clarify this as well.
- It is advisable to ask a medical librarian to conduct a broad search of the literature.

- **Engaging Educators Broadly in Project Development**

- The section chair emails the medical education community to solicit participation, requesting a statement of interest, experience, and commitment. (See Appendix for Example)
- Email can be sent to any relevant listservs and distribution lists (GEA, DR-ED, etc.)
- Regional section reps can also reach out to people they know who may be interested in the project and/or have expertise.

- **Enhancing Professional Development and Scholarship**

- The UME Section Steering Committee is encouraged to include junior and senior people in projects to intentionally build in mentoring.
- One of the goals of UME projects is to create scholarship and advance learning in the medical education community. In addition, this provides opportunities for scholarship and leadership for project developers. Therefore, project groups/steering committee members are strongly encouraged to disseminate project resources (e.g. regional or national meeting presentation, publication, MedEdPORTAL).
- Authorship, roles, and responsibilities should be discussed and clarified early in the project development. The SC Chair should ensure that appropriate attribution is given to those who contributed to the project.
- When possible and if appropriate, the junior project group member(s) should be given opportunities to lead presentations at meetings, etc.

Developed and Approved by UME Steering Committee: Jacob Alholz, April Buchanan, Lisa Coplit, Sheila Crow, Gary Beck Dallaghan, Lars Osterberg, Brenda Roman, Toshiko Uchida

Last Updated March 20, 2019