**example 12: MASTER EDUCATOR**

**EDUCATION ADMINISTRATION AND LEADERSHIP WORKSHEET**

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| **Brief description of project/initiative** | The recertification process for XYZ for the institution that went from a probationary status to accreditation with commendation |
| **Leadership role and number of years in this role** | Since becoming director of XYZ 4 years ago (Year X-present), I have overseen all of the educational aspects of this project |
| **Co-leader(s)** | Other leadership included Dr. X/department |
| **Number of people affected**  **(Quantity)** | This affected the entire MSSM community and reputation as an outstanding education programming provider |
| **Need/problem/**  **opportunity** | The XYZ accreditation was in peril.  In collaboration with a very talented Director of XYZ and the Administrative Dean for X, we were able to turn around the situation to one of accreditation with commendation. |
| **Goals** | The goal was to develop outstanding educational programs for physicians that complied with all of the XYZ parameters |
| **Actions Taken** | 1. I created a task force to completely revamp all processes, oversight, and implementation of programming. 2. I reviewed the XYZ guidelines 3. I reviewed all of our programs 4. I surveyed 10 programs to determine successful “lessons learned” 5. I created the documentation that described our compliance and I very honestly pointed out our shortcomings with a plan to rectify things.  I made sure that all of our documentation was in educational terminology. |
| **Resources Utilized** | * This was a team effort with the involvement of many other faculty and staff. * We consulted with national guidelines and XYZ resources * We hired an external consultant and created an internal advisory committee |
| **Outcomes/Impact** | Our XYZ programming was accredited with commendation in my 2nd year in this role. We now have new systems and oversight in process (see Appendix A for details). |
| **Evaluation** **and Evidence of Quality** | 1. Extensive external national accreditation process (3 day site visit) which also requires continuous external review on a periodic basis 2. Internal advisory committee evaluates the entire program and provides feedback 3. Developed a new needs assessment process   -The outcome of accreditation with commendation is qualitative evidence   * The outcome of accreditation with commendation is qualitative evidence * We now train the most number of physicians in the region (stated on XYZ national accreditation website) * The number of quality programs has increased by 50% * We have an increased diversity of programming including novel formats * I was made chair of a XYZ national educational organization as a result of these efforts |
| **Evidence of Dissemination**  ***(Items in this category are optional)*** | 1. The accreditation status is broadcast on the national accreditation website and in all brochures 2. This select status may allow us advantages in being selected as an XYZ provider for those submitting programs for credit. 3. Developed “Strategies for Successful Accreditation” and presented at a discussion group at XYZ national educational meeting this year 4. Additional Information:    1. XZY Accreditation notification and congratulations (Appendix B pp 33-39)    2. Annual report (Year 3) of our programs (Appendix C pp 40-43) |