This privileged communication

is the property of the

Liaison Committee on Medical Education

**TEAM REPORT**

**OF THE**

**VIRTUAL LIMITED SURVEY OF**

**OFFICIAL NAME OF THE**

**SCHOOL OF MEDICINE**

**City, State**

**Month #-#, 20##**

PREPARED BY AN AD HOC SURVEY TEAM

FOR THE

**LIAISON COMMITTEE ON MEDICAL EDUCATION**

**Table of Contents**

Memorandum 1

Introduction

LCME Findings from the Previous Type of Survey or Status Report

The Briefing Book

The Limited Survey

Standard #: Short Title

 Element #.# Short Title

 Element #.# Short Title

Standard #: Short Title

 Element #.# Short Title

 Element #.# Short Title

*Continue adding Standards and Elements associated with each Element that was reviewed during the limited survey.*

**Appendix
*Note to Team Secretary: Add team-selected appendix documents from the briefing book in order.***

1. Survey visit schedule
2. Briefing book letter to the school
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
22.
23.
24.
25.
26.

***Note to Team Secretary: Replace or delete the highlighted areas before finalizing the survey report.***

# Memorandum

TO: Liaison Committee on Medical Education (LCME)

FROM: The Secretary of the ad hoc Survey Team that Conducted a Virtual Limited Survey Visit to the Name of School on Month #-#, 20##

RE: Survey Report

The following survey report is provided on behalf of the ad hoc LCME survey team that conducted a limited survey visit to the Name of School on Month #-#, 20##.

Respectfully,

Survey team secretary signature

Name, Degrees

Survey Team Secretary

# Introduction

A virtual limited survey of the Name of School was conducted on Month #-#, 20##, by the following ad hoc survey team representing the Liaison Committee on Medical Education (LCME):

Chair:

Name

Title

Institution

Secretary:

Name

Title

Institution

Member:

Name

Title

Institution

Member:

Name

Title

Institution

The survey team expresses its sincere appreciation to Dean First and Last Name and the staff, faculty, and students of Name of School for their many courtesies during the survey visit. Others’ First and Last Names merit special recognition and commendation for their thoughtful visit preparations and generous support during the conduct of the survey.

A copy of the survey visit schedule is included in the Appendix A.

#

## LCME Findings from the previous source of LCME findings being reviewed during the limited survey visit

## *Note to Team Secretary: Typically, the limited survey visit is being conducted following and is based on the findings from the previous full survey, but a limited visit might also occur following a preliminary or provisional survey, status report, or complaint. Please indicate the source of the LCME findings being reviewed during this limited visit.*

The last full survey of the Name of School occurred on Month #-#, 20##. The findings from that survey are summarized below:

*Instructions for team secretary: Delete or replace the highlighted text and remove all highlight color before submitting to the Secretariat via email to* *lcmesubmissions@aamc.org**. This includes deleting the instructions. Provide each of the LCME findings of performance that was satisfactory with a need for monitoring or unsatisfactory in the previous survey, status report, or complaint. Organize this section by standard/element. Include the Standard # (short title) and Element # (short title) for each finding. Delete standards where there were no cited elements from the previous survey/status report/complaint. Delete the placeholder performance text that is not needed. For example, if performance in the element is Unsatisfactory, delete “Satisfactory with a Need for Monitoring or”.*

# Standard 1: Mission, Planning, Organization, and Integrity

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 2: Leadership and Administration

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 3: Academic and Learning Environments

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 4: Faculty Preparation, Productivity, Participation, and Policies

 **Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 5: Educational Resources and Infrastructure

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 6: Competencies, Curricular Objectives, and Curricular Design

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 7: Curricular Content

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 8: Curricular Management, Evaluation, and Enhancement

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 10: Medical Student Selection, Assignment, and Progress

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 11: Medical Student Academic Support, Career Advising, and Educational Records

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 12: Medical Student Health Services, Personal Counseling, and FinancialAid Services

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# The Briefing Book

Briefly note the quality of the briefing book and responsiveness of school for materials requested from the team.

# The Results of the Limited Survey

## Standard #: Short Title

See Appendix for the following documents:

Appendix #:

Appendix #:

## Element #.# (short element title)Full wording of the element

Summary of Issues of Concern that Led to the Finding from the Previous Survey *(or status report/complaint)*

*Briefly summarize the issues (i.e., category of concern(s) that led to the finding from the previous survey (or status report) to provide context of the issues. Do not simply repeat the finding that was included in the previous section. but include the category of concern that led to the finding (e.g., the lack of student relaxation space in clinical settings) rather than including the details/data that were used to make a judgment about performance (e.g., ISA data).*
At the time of the 20## full survey visit, the survey team found concerns related to…(summarize the areas of concern without duplicating the original finding…)

Summary of Changes Implemented Since 20##

*Provide details of changes made and outcomes achieved that support the limited survey team’s finding for this element.*

Add text.

## Standard #: Short Title

See Appendix for the following documents:

Appendix #:

Appendix #:

## Element #.# (short element title)Full wording of the element

Summary of Issues of Concern that Led to the Finding from the Previous Survey

*Briefly summarize the issues (i.e., areas of concern) that led to the finding from the previous survey (or status report/complaint) to provide context of the issues.*

At the time of the 20## full survey visit, the survey team found that…(or At the time of the Month 20## status report/complaint, the LCME found that…)

Summary of Changes Implemented Since 20##

*Provide details of changes made and outcomes achieved that support the limited survey team’s finding for this element.*

Add text.

*Continue adding standards and the elements associated with the standard that were reviewed.*