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**

[Appendix ii](#_Toc186533767)

[Memorandum 1](#_Toc186533768)

[Introduction 2](#_Toc186533769)

[The Briefing Book 3](#_Toc186533770)

[Findings from the Original Survey and Results of the Limited Survey 4](#_Toc186533771)

[Standard #: Short Title 4](#_Toc186533772)

[Element #.# (short element title) 4](#_Toc186533773)

[Standard #: Short Title 5](#_Toc186533774)

[Element #.# (short element title) 5](#_Toc186533775)

*Once all elements have been added to the survey report, please update the Table of Contents.*

# 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.

#

***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/preliminary/provisional survey (or status report or complaint) of the Name of School occurred on Month #-#, 20##.

# The Briefing Book

Briefly note the quality of the briefing book in answering the questions in the briefing book letter and the responsiveness of the school in providing materials requested from the team.

***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 adding each element to be addressed numerically under the relevant standard.*
* *Make sure to include the entire wording of each cited element.*
* *Check page breaks and modify spacing so that standard or element headers do not cut across pages.*
* *Check formatting of element headings before submitting: the short element title in parenthesis should be all lowercase letters and use a long dash (–), not a short one (-) to separate the element short title from the performance rating. There should be a space before and after the long dash. For example:*

**Element 1.1 (strategic planning and continuous quality improvement) – Unsatisfactory**
A medical school engages in ongoing strategic planning and continuous quality improvement processes that establish its short and long-term programmatic goals, result in the achievement of measurable outcomes that are used to improve educational program quality, and ensure effective monitoring of the medical education program’s compliance with accreditation standards.

# Findings from the Original Survey and Results of the Limited Survey

**DISCLAIMER:** The summary that follows represents the findings of the LCME ad hoc survey team that conducted the virtual visit to the Name of School from Month #–#, 20##. The findings are based on the information provided by the school and its representatives before and during the accreditation survey, and by the LCME. The LCME may come to differing conclusions when it reviews the survey report and any related information.

## Standard #: Short Title

See Appendix for the following documents:

Appendix #:

Appendix #:

## Element #.# (short element title)

Full Text of Element

**Finding from the Previous Type of Survey, Status Report, or Complaint: Satisfactory with a Need for Monitoring or Unsatisfactory**

Finding text.

**Questions from the Briefing Book Letter and the Survey Team’s Report on the School’s Responses to These Questions**

1. Insert question 1 here.

Survey Team Report:

2. Insert question 2 here.

Survey Team Report:

3. Insert question 3 here.

Survey Team Report:

**Survey Team’s Current Finding:**

Survey Team’s Current Recommended Performance Rating for This Element –**Satisfactory, Satisfactory with a Need for Monitoring, or Unsatisfactory**

## Standard #: Short Title

See Appendix for the following documents:

Appendix #:

Appendix #:

## Element #.# (short element title)

Full Text of Element

**Finding from the Previous Type of Survey, Status Report, or Complaint: Satisfactory with a Need for Monitoring or Unsatisfactory**

Finding text.

**Questions from the Briefing Book Letter and the Survey Team’s Report on the School’s Responses to These Questions**

1. Insert question 1 here.

Survey Team Report:

2. Insert question 2 here.

Survey Team Report:

3. Insert question 3 here.

Survey Team Report:

**Survey Team’s Current Finding:**

Survey Team’s Current Recommended Performance Rating for This Element – **Satisfactory, Satisfactory with a Need for Monitoring, or Unsatisfactory**

*Continue adding standards and each associated element that was reviewed during the limited survey by copying and pasting the template above. Once all elements have been added, please update the Table of Contents.*