**Survey Team Exit Report**

**Virtual Limited Survey Visit to School Name**

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

*Instructions for the Team Secretary:*

* *Delete or replace the highlighted text and remove all highlight color before providing this document to the dean. This includes deleting the instructions.*
* *For each finding, list the element number and title under the relevant standard. Include elements in numerical order within a standard. DO NOT assign a performance category (unsatisfactory, etc.) to the element. DO NOT assign compliance findings to standards.*
* *Provide a finding for each element cited in the briefing book, and any additional new findings for elements where the survey team believes the school’s performance is either satisfactory with a need for monitoring or unsatisfactory.*
* *Remove any standards for which there are no elements with findings.*

During the survey visit, survey team members reviewed the medical education program at the School Name using the elements as described in the [date] letter to President (name) and contained in the LCME publication, *Functions and Structure of a Medical School*. The team wishes to express its gratitude to Dean (name) and to the faculty, staff, students, residents, and leadership team. We understand that preparation for this virtual visit required significant time and effort, and the survey team appreciates the work involved. The survey team wishes to convey its special appreciation to the following individuals for their assistance and support prior to and during the virtual survey visit: (include the names of the FAL and SVC and/or any others who were of significant assistance).

The purpose of this exit report is to provide the survey team’s initial findings. The findings are organized according to the LCME accreditation standards from *Functions and Structure of a Medical School*, and are linked to the specific elements that were previously cited by the LCME and formed the basis of the visit. The findings address the insert the number of elements reviewed elements reviewed during this limited survey visit, but do not specify whether they represent performance that is satisfactory, satisfactory with a need for monitoring, or unsatisfactory. This exit report also does not make a statement about compliance with the relevant standards, as that is the purview of the LCME. After the visit, the survey team secretary will prepare a survey report that includes the survey team’s recommendations about the performance of each element reviewed during the visit. Since you will have an opportunity to review and comment on the draft survey report prior to its submission to the LCME, there is no need for any action on your part at this time. The details of this process are summarized at the conclusion of this statement.

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

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

**Element #.# (short element title)**

**Finding:** Type finding here.

**Standard 2: Leadership and Administration**

**Element #.# (short element title)**

**Finding:** Type finding here.

**Standard 3: Academic and Learning Environments**

**Element #.# (short element title)**

**Finding:** Type finding here.

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

**Element #.# (short element title)**

**Finding:** Type finding here.

**Standard 5: Educational Resources and Infrastructure**

**Element #.# (short element title)**

**Finding:** Type finding here.

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

**Element #.# (short element title)**

**Finding:** Type finding here.

**Standard 7: Curricular Content**

**Element #.# (short element title)**

**Finding:** Type finding here.

**Standard 8: Curricular Management, Evaluation, and Enhancement**

**Element #.# (short element title)**

**Finding:** Type finding here.

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

**Element #.# (short element title)**

**Finding:** Type finding here.

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

**Element #.# (short element title)**

**Finding:** Type finding here.

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

**Element #.# (short element title)**

**Finding:** Type finding here.

**Standard 12: Medical Student Health Services, Personal Counseling, and Financial Aid Services**

**Element #.# (short element title)**

**Finding:** Type finding here.

This concludes the survey team's formal findings.

**Next steps**

A draft survey report will be developed in which the team’s findings for each reviewed element are identified as satisfactory, satisfactory with a need for monitoring, or unsatisfactory. The survey team secretary will submit the draft survey report to the LCME Secretariat for review and comment. Once Secretariat comments have been incorporated, the survey team secretary will provide the draft survey report and draft survey team findings document to the dean via email, who will have 10 business days to provide feedback to the team secretary on perceived factual errors in the report and any concerns about the process of the visit. Any comments regarding grammar, punctuation, and/or typographical errors in the survey report also will be reviewed.

Significant factual errors in the survey report and any concerns about the process of the visit should be detailed in a letter from the dean to the survey team secretary. The letter may only reference information contained in the briefing book submitted by the program or in documents provided to the survey team before or during the visit. Actions taken or information discovered after the visit will not be considered. This letter is the only opportunity to provide feedback on the content of the survey report and on the visit process. This letter, along with comments and suggested revisions to the content of the survey report, should be returned via email to the survey team secretary according to instructions provided by the team secretary.

The survey team secretary’s email response to school comments will include which, if any, of the suggested revisions that are based on factual errors in the report were incorporated into the final survey report. The dean’s comments and proposed revisions to the draft survey report and the team secretary’s response related to the changes that were and were not made will be provided to the LCME when the survey report is reviewed. Any concerns raised by the dean about the process of the visit will also be provided to the LCME along with the team secretary’s comments on those concerns.

The survey team secretary submits a clean copy of the final survey report, including both the narrative and the appendix, and a copy of all communications to/from the dean regarding changes to the survey report, to the Secretariat for provision to the LCME. Once the LCME has made its determinations, the dean receives a letter of accreditation that includes the findings of the LCME related to elements and standards, the LCME’s decision on accreditation status of the medical education program, and a description of any required follow-up requested by the LCME. Information also will be provided about how to access an electronic copy of the final survey report.

If you have questions regarding the timeline for the LCME review process, please contact the LCME Secretariat at [lcme@aamc.org](mailto:lcme@aamc.org).