*Note to Team Secretary: You may choose to alter this template, including adding, deleting, or rearranging the order of sessions, to achieve the best schedule for information gathering and report writing. If an element isn’t in the schedule template, and if there are issues with the school’s performance regarding that element, determine where to include it in the schedule. Replace or delete the highlighted areas before finalizing this document.*

**Name of School**

**LCME Preliminary Accreditation Survey**

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

Accreditation survey visit to the insert school name on Month #-#, 20## by an ad hoc survey team representing the LCME.

**Team Members**

**Team Chair**

Full Name, Degree

 Title

 School

**Team Secretary**

Full Name, Degree

 Title

 School

**Team Member**

Full Name, Degree

 Title

 School

**Team Member**

Full Name, Degree

 Title

 School

**Visit Schedule**

**Day, Month #, 20##**

[time] **Team checks into the hotel** [insert hotel location and information]

[time] **Team caucus** (optional; decision to be made by team chair and team secretary prior to the visit)

[time] **Team dinner**

**Day, Month ##, 20##**

7:00 am **Team departs hotel** [driver’s name and phone number]

7:30 am **Team breakfast**

8:00 am **Founding Dean’s perspective: Status of planning** [insert location]

 *Topics for discussion include:*

* *Overview of planning to date/timelines and accomplishments*
* *Standard 2: Leadership and Administration*
* *1.1: Strategic Planning and Continuous Quality Improvement*
* *1.6: Eligibility Requirements*
* *4.1: Sufficiency of Faculty*
* *5.1: Adequacy of Financial Resources*
* *5.2: Dean’s Authority/Resources*
* *5.5: Resources for Clinical Instruction*

 Participant:

9:15 am **Meeting with senior leadership staff (i.e., vice/associate deans)** [insert location]

 *Topics for discussion include:*

* *1.1: Strategic Planning and Continuous Quality Improvement*
* *1.3: Mechanisms for Faculty Participation*
* *1.4: Affiliation Agreements*
* *1.5: Bylaws*
* *2.4: Sufficiency of Administrative Staff*
* *4.1: Sufficiency of Faculty*
* *4.6: Responsibility for Educational Program Policies*
* *5.2: Dean’s Authority/Resources*

Participants:

10:15 am **Break**

10:30 am **Educational program overview** [insert location]

 *Topics for discussion include:*

* + - *Standard 6: Competencies, Curricular Objectives, and Curricular Design*
		- *Standard 7: Curricular Content*
		- *Standard 8: Curriculum Management, Evaluation, and Enhancement*
		- *3.1: Resident Participation in Medical Student Education*
		- *3.5: Learning Environment/Professionalism*
		- *3.6: Student Mistreatment*

Participants:

12:00 pm **Teaching, supervision, student assessment, student advancement** [insert location]*Topics for discussion include*:

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

Participants:

1:00 pm **Lunch with sponsoring organization leadership/other academic leaders** [insert location]

 Participants:

2:15 pm **First- and second-year courses/Discussion with course directors and planners** [insert location]

*Topics for discussion include:*

* *Standard 7: Curricular Content*
* *4.1: Sufficiency of Faculty*
* *5.4: Sufficiency of Buildings and Equipment*

Participants*:*

3:15 pm **Break**

3:30 pm **Overview of plans for educational and other facilities** [insert location]

*Topics for discussion include:*

* *5.4: Sufficiency of Buildings and Equipment*
* *5.11: Study/Lounge/Storage Space/Call Rooms*

Participants:

4:30 pm **Status of faculty recruitment, including plans and timetables, and faculty affairs** [insert location]

*Topics for discussion include:*

* *1.3: Mechanisms for Faculty Participation*
* *1.5: Bylaws, including Faculty Appointment Policies (4.2)*
* *4.1: Sufficiency of Faculty*
* *4.5: Faculty Professional Development*

Participants:

5:30 pm **Team returns to hotel**

**Day, Month #, 20##**

7:00 am  **Team departs hotel** [driver’s name and phone number]

7:30 am **Team breakfast**

8:00 am **Basic Science and Clinical Department Chairs** [insert location]

*Topics for discussion include:*

* *Standard 5: Educational Resources and Infrastructure*
* *4.1: Sufficiency of Faculty*
* *4.4: Feedback to Faculty*

Participants:

8:45 am **Finances** [insert location]

*Topics for discussion include:*

* *5.1: Adequacy of Financial Resources*
* *5.3: Pressures for Self-Financing*

Participants:

9:45 am**Break**

10:00 am **Admissions and Selection/Financial Aid and Debt Management** [insert location]

*Topics for discussion include:*

* *Standard 10: Medical Student Selection, Assignment, and Progress (excluding Elements 10.7-10.9)*
* *12.1: Financial Aid/Debt Management Counseling/Student Educational Debt*
* *12.2: Tuition Refund Policy*

Participants:

11:00 am **Academic and Career Counseling** [insert location]

*Topics for discussion include:*

* *Standard 11: Medical Student Academic Support, Career Advising, and Educational Records (excluding Elements 11.3, 11.4)*

Participants:

12:00 pm **Student Health and Personal Counseling** [insert location]

*Topics for discussion include:*

* *12.3: Personal Counseling/Mental Health/Well-Being Programs*
* *12.4: Student Access to Health Care Services*
* *12.5: Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records*
* *12.6: Student Health and Disability Insurance*
* *12.7: Immunization Requirements and Monitoring*
* *12.8: Student Exposure Policies/Procedures*

Participants:

1:00 pm **Lunch (could include community leaders)** [insert location]

 Participants:

2:00 pm **Research/Medical student research opportunities**

*Topics for discussion include:*

* *3.2: Community of Scholars/Research Opportunities*
* *4.3: Scholarly Productivity*
* *6.6: Service-Learning*

Participants:

2:45 pm **Break**

3:00 pm **Meeting with Potential Clinical Partners/Status of Affiliations** [insert location]

*Topics for discussion include:*

* *1.4: Affiliation Agreements*
* *5.5: Resources for Clinical Instruction*
* *5.6: Clinical Instructional Facilities/Information Resources (discussion, not in DCI)*

Participants:

3:45 pm **Library/Information support** [insert location]

*Topics for discussion include:*

* *5.8: Library Resources/Staff*
* *5.9: Information Technology Resources/Staff*

4:30 pm **Explanation of next steps with dean**

4:45 pm **Team departs**