*Note to Team Secretary: You may choose to alter this template, including by adding, deleting, or rearranging the order of sessions, to achieve the best schedule for information gathering and report writing. If an element is not 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 Full 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

**Faculty Fellow**

Full Name, Degree

 Title

 School

**Visit Schedule**

**Sunday, 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**

**Monday, Month #, 20##**

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

7:30 am **Team breakfast at school**

8:00 am **Dean’s perspective on the status of the medical school** [insert location]

 *Topics for discussion include:*

* Strengths and challenges of the school
* Reflections on changes since the last full survey, including class size expansion, campus development, and clinical partnerships
* Standard 2: Leadership and Administration
* Element 1.1: strategic planning and continuous quality improvement
* Element 4.1: sufficiency of faculty
* Element 5.1: adequacy of financial resources
* Element 5.2: dean’s authority/resources
* Element 5.5: resources for clinical instruction

 Participants:

9:00 am **Meeting with senior leadership staff** (i.e., vice/associate deans) [insert location]

 *Topics for discussion include:*

* Element 1.1: strategic planning and continuous quality improvement
* Element 2.4: sufficiency of administrative staff
* Element 4.6: responsibility for medical school policies
* Element 5.2: dean’s authority/resources
* Element 5.4: sufficiency of buildings and equipment
* Element 5.5: resources for clinical instruction

Participants:

10:00 am **Break**

10:15 am **Educational program objectives, content, curriculum management, and evaluation** [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

 Participants:

11:45 am **Teaching, supervision, student assessment, student advancement** [insert location]

*Topics for discussion include*:

* Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety, including
	+ Element 9.4: assessment system
	+ Element 9.8:fair and timely summative assessment
	+ Element 9.9: student advancement and appeal process

 Participants:

12:45 pm **Tour of educational facilities**

 *Topics for discussion include:*

* Element 5.4: sufficiency of buildings and equipment
* Element 5.11: study/lounge/storage space/call rooms

 Student tour leaders:

1:30 pm **Lunch with preclerkship students** [insert location]

 *Topics for discussion could include:*

|  |  |
| --- | --- |
| * *research access and support (3.2)*
* *the learning environment (3.5)*
* *student mistreatment policies (3.6)*
* *study/lounge/storage space (5.11)*
* *program and learning objectives (6.1)*
* *self-directed and lifelong learning (6.3)*
* *electives (6.5, 11.3)*
* *service learning (6.6)*
* *use of student feedback (8.5)*
* *student time (8.8)*
* *assessment of student learning (9.4)*
* *narrative assessment (9.5)*
 | * *formative and summative assessment (9.7, 9.8)*
* *student advancement and appeal process (9.9)*
* *academic advising (11.1)*
* *career advising (11.2)*
* *access to educational records (11.6)*
* *debt management counseling and financial aid (12.1)*
* *personal counseling and well-being programs (12.3)*
* *health services (12.4, 12.5, 12.6)*
* *infection control education and counseling (12.7, 12.8)*
 |

Participants:

2:30 pm **Medical school finances** [insert location]

 *Topics for discussion include:*

* Element 5.1: adequacy of financial resources
* Element 5.3: pressures for self-financing

 Participants:

3:30 pm **Break**

3:45 pm **Meetings with (selected) preclerkship course directors** [insert location]

 *Topics for discussion include:*

* Element 3.5: learning environment
* Element 4.1: sufficiency of faculty
* Element 5.4: sufficiency of buildings and equipment
* Element 6.3: self-directed and life-long learning
* Element 7.1: biomedical, behavioral, social sciences
* Element 9.5: narrative assessment
* Element 9.7: formative assessment and feedback

 Participants:

4:30 pm **Meetings with (selected) clerkship directors** [insert location]

 *Topics for discussion include:*

* Element 3.6: student mistreatment
* Element 5.5: resources for clinical instruction
* Element 9.1: preparation of resident and non-faculty instructors
* Element 9.2: faculty appointments
* Element 9.3: clinical supervision of medical students
* Element 9.4: direct observation of core clinical skills
* Element 9.8: fair and timely summative assessment

 Participants:

5:15 pm **Teams return to hotel**

[time] **Team dinner**

**Tuesday, Month #, 20##**

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

7:30 am **Breakfast with residents** [insert location]

 *Topics for discussion include:*

* Element 3.6: student mistreatment
* Element 9.1: resident preparation for teaching
* Element 9.3: clinical supervision of medical students

 Participants:

8:15 am **Admissions and student selection/Financial aid and debt management** **counseling**

 [insert location]

 *Topics for discussion include:*

* Standard 10: Medical Student Selection, Assignment, and Progress
* Element 12.1: financial aid/debt management counseling/student educational debt

 Participants:

9:15 am **Academic support, career advising, and personal counseling/Student health** [insert location]

 *Topics for discussion include:*

* Standard 11: Medical Student Academic Support, Career Advising, and Educational Records
* Element 12.3: personal counseling/mental health/well-being programs
* Element 12.4: student access to health care services
* Element 12.5: providers of student health services/location of student health records
* Element 12.8: student exposure policies/procedures

 Participants:

10:45 am **Break**

11:00 am **Learning environment/professionalism and student mistreatment** [insert location]

 *Topics for discussion include:*

* Element 3.5: learning environment/professionalism
* Element 3.6: student mistreatment

 Participants:

11:45 pm **Lunch with clerkship students** [insert location]

 *Topics for discussion could include:*

|  |  |
| --- | --- |
| * *research access and support (3.2)*
* *the learning environment (3.5)*
* *student mistreatment policies (3.6)*
* *resources for clinical instruction (5.5)*
* *clinical instructional facilities/informational resources (5.6)*
* *study/lounge/storage space/call rooms (5.11)*
* *program and learning objectives (6.1)*
* *required clinical experiences (6.2)*
* *electives (6.5, 11.3)*
* *service learning (6.6)*
* *use of student input (8.5)*
* *student time (8.8)*
* *resident teaching (9.1)*
* *clinical supervision (9.3)*
* *direct observation, assessment of student learning (9.4)*
 | * *narrative assessment (9.5)*
* *formative and summative assessment (9.7, 9.8)*
* *student advancement and appeal process (9.9)*
* *academic advising (11.1)*
* *career advising (11.2)*
* *access to academic records (11.6)*
* *debt management counseling and financial aid (12.1)*
* *personal counseling and well-being programs (12.3)*
* *health services (12.4, 12.5, 12.6)*
* *infection control education and counseling (12.7, 12.8)*
 |

 Participants:

1:15 pm **Break**

1:30 pm **Meeting with junior faculty** [insert location]

 *Topics for discussion could include:*

* *Element 1.3: mechanisms for faculty participation*
* *Element 3.2: community of scholars/research opportunities*
* *Element 4.1: sufficiency of faculty*
* *Element 4.2: faculty appointment policies*
* *Element 4.3: scholarly productivity*
* *Element 4.4: feedback to faculty*
* *Element 4.5: faculty professional development*

 Participants:

2:15 pm **Institutional faculty issues** [insert location]

 *Topics for discussion include:*

* *Element 1.3: mechanisms for faculty participation*
* *Element 4.2: faculty appointment policies*
* *Element 4.4: feedback to faculty*
* *Element 4.5: faculty professional development*
* *Element 4.6: responsibility for medical school policies*

 Participants:

3:00 pm **Meeting with basic science department chairs** [insert location]

 *Topics for discussion include:*

* successes and ongoing challenges in administrative functioning of departments
* adequacy of resources for all missions - research, scholarship, teaching (3.2, 4.1, 4.3, 5.1, 5.2, 5.3, 5.4)
* departmental support for faculty and graduate programs
* balancing of research and other academic demands on faculty

 Participants:

3:45 pm **Meeting with clinical chairs** [insert location]

 *Topics for discussion include:*

* successes and ongoing challenges in administrative functioning of departments
* adequacy of resources for all missions – clinical, research, scholarship, teaching (3.2, 4.1, 4.3, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6,)
* departmental support for faculty and residents
* balancing of clinical and other academic demands on faculty

 Participants:

4:30 pm **Team returns to hotel**

[time] **Team dinner**

**Wednesday, Month #, 20##**

7:30 am **Team departs hotel** [driver’s name and phone number]

8:00 am **Research/Medical student research opportunities** [insert location]

 *Topics for discussion include:*

* Element 3.2: community of scholars/research opportunities
* Element 4.2: scholarly productivity
* Element 6.6: service-learning

 Participants:

8:45 am **Library/Information resources** [insert location]

 *Topics for discussion include:*

* Element 5.8: library resources/staff
* Element 5.9: information technology resources/staff

 Participants:

9:30 am **Explanation of next steps with dean**

9:45 am **Team departs**