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## Checklist of Requirements

## for Completing the Independent Student Analysis (ISA)

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| Please note that the LCME considers the independent student analysis critical, but it can only use the analysis if it is completed using the required survey questions in the required format.   * Include all the [survey questions listed in the Required Student Opinion Survey Items section below](#_Required_Student_Opinion) exactly as written (these same questions are listed in Appendix C of the *Role of Students* document). * Add survey questions as needed to reflect the distinctive characteristics of your medical school or to address other issues of particular importance to your medical school’s students. * Use the [required response scale in the Reporting of Results - Tables in the Independent Student Analysis section below](#_Reporting_of_Results) for reporting the results of all survey questions (this is the same scale depicted in Appendix D of the *Role of Students* document). * Encourage participation in the survey; aim for at least a 70-80% response rate. * Label the ISA sections: Introduction; Methods; Executive Summary; Narrative; Summary and Conclusions; and Numerical Tables. See the [ISA Report Development](#_ISA_Report_Development) section below. * Specify in the “Methods” section the date when survey- was administered, the survey response rate for the first entering class (and the date of administration and response rate for any additional entering class surveyed), and the overall response rate if the survey was administered to more than one entering class; describe any other methods used by students to collect information from their classmates. * Use the [table in the Reporting of Results - Tables in the Independent Student Analysis section of below](#_Appendix_D:_Reporting) to report responses to each survey question in the “Numerical Tables” section. * Note that the Faculty Accreditation Lead may ask for the survey and the independent student analysis to be redone if they do not contain the required questions or are not reported in the required format.   For more detailed information, see *The Role of Students in the Accreditation of U.S. Medical Education Programs for Provisional Accreditation* (January 2021) on the LCME website (lcme.org/publications). |

# ISA Report Development

The ISA report includes a narrative and the data tables for each item in the questionnaire. The following are some guidelines for writing the ISA:

1. Begin with a description of the method(s) used to gather student opinion data, including the survey of students. Include the dates when survey was administered and the number and percent of students in the first entering class responding to the survey; if the survey was administered to the second entering class, provide that information as well. If applicable, also include the number of students participating in other methods used by students to collect student opinion from their classmates, such as class meetings or focus groups.
2. Follow the “methods” section with an executive summary. The executive summary should highlight the major findings organized by accreditation elements or by some other framework (e.g., curriculum, student services).
3. In the narrative that follows the executive summary, concisely summarize the results of the student opinion survey, organizing the findings by topic areas (e.g., curriculum, student services). Note the areas where the medical school is doing well and areas in which it needs improvement, documenting conclusions using data from the survey. DO NOT SEND data from individual students and DO NOT include individual student comments. However, comments that are representative of the responses from a large number of students or synthesized comments may be included in the narrative as illustrations.

4. The individual data tables for each question should be included at the end.

# Required Student Opinion Survey Items

**The LCME requires that the student opinion questionnaire include, at a minimum, the following items and that you use the scale below.** **This is so that the response data matches what is needed by the medical school for completing its data collection instrument.**

**You may add questions to reflect the distinctive characteristics of your medical school or to address other issues of particular importance to your medical school’s students.**

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***Please circle the letter indicating your level of satisfaction, using the following scale:***

a = Very dissatisfied

b = Dissatisfied

c = Satisfied

d = Very satisfied

N/A = No opportunity to assess/Have not experienced this yet

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**STUDENT-FACULTY-ADMINISTRATION RELATIONSHIPS**

**Office of the Associate Dean of Students/Student Affairs**

1. Accessibility a b c d N/A
2. Awareness of student concerns a b c d N/A
3. Responsiveness to student problems a b c d N/A

**Office of the Associate Dean for Education**

1. Accessibility a b c d N/A
2. Awareness of student concerns a b c d N/A
3. Responsiveness to student problems a b c d N/A
4. Accessibility of faculty a b c d N/A

**LEARNING ENVIRONMENT AND FACILITIES**

1. Adequacy of the medical school student mistreatment policy a b c d N/A
2. Adequacy of the mechanisms to report student mistreatment a b c d N/A
3. Adequacy of medical school activities to prevent mistreatment a b c d N/A
4. Adequacy of lecture halls, large group classroom facilities a b c d N/A
5. Adequacy of small group teaching spaces a b c d N/A
6. Adequacy of student relaxation space at the medical school

campus a b c d N/A

1. Adequacy of student study space at the medical school campus a b c d N/A
2. Adequacy of secure storage space for personal belongings at

the medical school campus a b c d N/A

1. Administration and faculty diversity a b c d N/A
2. Student diversity a b c d N/A
3. Access to research opportunities a b c d N/A
4. Support for participation in research a b c d N/A

**STUDENT SERVICES**

1. Accessibility of student health services a b c d N/A
2. Confidentiality of mental health services a b c d N/A
3. Availability of mental health services a b c d N/A
4. Availability of programs to support student well-being a b c d N/A
5. Adequacy of career counseling a b c d N/A
6. Quality of financial aid administrative services a b c d N/A
7. Adequacy of debt management counseling a b c d N/A
8. Availability of academic counseling a b c d N/A
9. Availability of tutorial help a b c d N/A
10. Adequacy of education about prevention of exposure

to infectious and environmental hazards a b c d N/A

1. Adequacy of education about procedures to follow after

potential exposure to infectious and environmental hazards a b c d N/A

**MEDICAL EDUCATION PROGRAM**

1. Utility of the medical education program objectives to

support learning a b c d N/A

1. Quality of the first year a b c d N/A
2. Amount of formative feedback in the first year a b c d N/A
3. Quality of formative feedback in the first year a b c d N/A
4. Opportunities for self-directed learning in the first year a b c d N/A

39. Adequacy of unscheduled time for self-directed learning a b c d N/A

1. Overall workload in the first year a b c d N/A
2. Coordination/integration of content in the first year a b c d N/A
3. Medical school responsiveness to student feedback

on courses and teaching a b c d N/A

# Reporting of Results - Tables in the Independent Student Analysis

To report the questionnaire results, **develop a separate table for each survey question. If the survey is administered to more than one class, include a row in the table for each class.** The required template for the table is shown below. The column titled “Number of Total Responses/Response Rate to this Item” shows the total number of students responding to the item (N) divided by the total number of students in the class (%). For the other columns, please add very dissatisfied + dissatisfied (a + b) and satisfied + very satisfied (c + d). Calculate all response data percentages using the total number of responses **which includes N/A responses** as the denominator, and the type of response (e.g., satisfied/very satisfied) as the numerator. If more than one class is responding to a question (i.e., students in the M1 and M2 years), include a row labelled “Total,” which includes the total number of responses and percent of responses for each category.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table Title\*** | | | | | | | | |
| Medical School Class | Number of Total Responses/Response Rate to this Item | | Number and % of  N/A  Responses | | Number and % of Combined Dissatisfied and Very Dissatisfied  Responses | | Number and % of  Combined  Satisfied and  Very Satisfied Responses | |
| N | % | N | % | N | % | N | % |
| M1 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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\*The table title should match or be similar to the items/topics listed in above in the  [**Required Student Opinion Survey Items**](#_Appendix_C:_Required_1) **section above**. For example, the table title for #1 in the Required Student Opinion Survey Items would be “Accessibility of the Office of the Associate Dean of Students/Student Affairs.”