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## Checklist of Requirements

## for Completing the Independent Student Analysis (ISA) for Full Accreditation Visits

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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 items in the required format.   * Include all of the [survey items listed in the Required Student Opinion Survey Items section below](#_Required_Student_Opinion_1) exactly as written (these same items are listed in Appendix C of the *Role of Students* document). * Add survey items not included in the required list 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_1) for all survey items (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 for each class year. * Title the ISA sections “Introduction”, “Methods”, “Executive Summary”, “Narrative”, “Summary and Conclusions”, and “Numerical Tables”. See the [ISA Report Development section below](#_ISA_Report_Development). * Specify in the “Methods” section the dates when surveys were administered to each class, the survey response rate for each class year, and the overall response rate. 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 below](#_Reporting_of_Results_1) to report responses to each survey item 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 items 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 Full Accreditation* (May 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 survey. The following are guidelines for writing some of the ISA Report sections:

1. “Methods”. Begin with a description of the method(s) used to gather student opinion data, including the survey of students in all classes. Include the dates when surveys were administered and a response rate table that displays the number and percent of students responding to the survey for each class year and overall. If applicable, also include the number of students participating in other methods used by students to collect opinions from their classmates, such as class meetings or focus groups.
2. “Executive Summary”. Follow the “Methods” section with an executive summary. Use the summary to highlight the major findings and organize it by accreditation elements or by some other framework (e.g., curriculum, student services).
3. “Narrative”. 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 in which the medical school is doing well and areas in which it needs improvement, documenting conclusions using data from the survey. DO NOT INCLUDE individual student data or individual student comments. However, you may include as illustrations in the “Narrative” section comments that are representative of a large number of student responses and/or include a synthesis of similar comments from a number of students.

# Required Student Opinion Survey Items

**The LCME requires that the student opinion survey include, at a minimum, the following items and that you use the scale below.** **This is so that the response data matches what the medical school needs to meet LCME requirements for its data collection instrument.**

**You may add survey items 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.**

**Note: Data from items indicated by an asterisk (\*) should only be included for students in the required clerkship years of the curriculum (typically years 3 and 4, but could be years 2 to 4).**

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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 Educational Programs/Medical 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 medical school faculty a b c d N/A
5. Participation of students on key medical school committees a b c d N/A

**LEARNING ENVIRONMENT AND FACILITIES**

1. Adequacy of the medical school’s 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 student

mistreatment a b c d N/A

1. Adequacy of medical school actions on reports of student

mistreatment a b c d N/A

1. Adequacy of safety and security at medical school campus a b c d N/A
2. Adequacy of safety and security at clinical sites\* a b c d N/A
3. Adequacy of lecture halls, large group classroom facilities a b c d N/A
4. Adequacy of small group teaching spaces on campus a b c d N/A
5. Adequacy of educational/teaching spaces at hospitals\* 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 student study space at hospitals/clinical sites\* a b c d N/A
3. Adequacy of secure storage space for personal belongings at the

medical school campus a b c d N/A

1. Adequacy of secure storage space for personal belongings at

hospitals/clinical sites\* a b c d N/A

1. Adequacy of relaxation space at hospitals/clinical sites\* a b c d N/A
2. Administration and faculty diversity a b c d N/A
3. Student diversity a b c d N/A
4. Access to research opportunities a b c d N/A
5. Support for participation in research a b c d N/A
6. Access to service learning/community service opportunities a b c d N/A

**LIBRARY AND INFORMATION RESOURCES**

1. Ease of access to library resources and holdings a b c d N/A
2. Quality of library support and services a b c d N/A
3. Ease of access to technology support a b c d N/A
4. Access to online learning resources a b c d N/A

**STUDENT SERVICES**

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

1. Adequacy of education to prevent exposure a b c d N/A

to infectious and environmental hazards

1. Adequacy of education about procedures to follow after

a 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 pre-clerkship phase a b c d N/A
2. Clinical skills instruction in the pre-clerkship phase a b c d N/A
3. Amount of formative feedback in the pre-clerkship

phase a b c d N/A

1. Quality of formative feedback in the pre-clerkship

phase a b c d N/A

1. Opportunities for self-directed learning in the

pre-clerkship phase§ a b c d N/A

1. Adequacy of unscheduled time for self-directed learning

in the pre-clerkship phase§ a b c d N/A

1. Overall student workload in the pre-clerkship phase a b c d N/A
2. Coordination/integration of content in the

pre-clerkship phase a b c d N/A

1. Utility of the pre-clerkship phase as preparation for

required clerkships a b c d N/A

1. Quality of the required clerkships\* a b c d N/A
2. Access to patients during the required clerkships\* a b c d N/A
3. Student workload in the required clerkships\* a b c d N/A
4. Adequacy of supervision in clinical settings\* a b c d N/A
5. Amount of formative feedback in the required clerkships\* a b c d N/A
6. Quality of formative feedback in the required clerkships\* a b c d N/A
7. Clarity of policies for advancement/graduation a b c d N/A
8. Access to student academic records a b c d N/A
9. Clinical skills assessment in the clerkship phase\* a b c d N/A
10. Medical school responsiveness to student feedback on

courses/clerkships\* a b c d N/A

1. Adequacy of education to diagnose disease a b c d N/A
2. Adequacy of education to manage disease a b c d N/A
3. Adequacy of education in disease prevention a b c d N/A
4. Adequacy of education in health maintenance a b c d N/A
5. Adequacy of education in caring for patients from

different backgrounds a b c d N/A

1. Adequacy of interprofessional education experiences√ a b c d N/A

§ Self-directed learning (Element 6.3) includes self-assessment of learning needs, identification of information to meet those needs from credible sources, and feedback on this skill.

√ Interprofessional collaborative skills (Element 7.9) prepare students to function collaboratively on health care teams with students/health professionals from other professions

# Reporting of Results – Required Tables in the Independent Student Analysis

**Develop a separate table for each survey item** such that the data for all relevant class years are included in the same table. 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) responses and satisfied + very satisfied (c + d) responses. 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. Response data percentages calculated any other way will need to be redone, which may cause delays for your medical school.

If an item is specific to a set of students, such as an item about the clinical years/clerkships, the medical school class(es) responding to that item can be modified. For example, instead of asking the all four classes about their satisfaction with the quality of the educational spaces at hospitals, the survey item and its corresponding data table can be structured so that only data from M3 and M4 students are included. Note that this affects the “Total” row, which should only include the M3 and M4 responses in such an instance.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |  |  |
| M2 |  |  |  |  |  |  |  |  |
| M3 |  |  |  |  |  |  |  |  |
| M4 |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

\*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. 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.”

If an item is directed to students in the clerkship years, the following table format should be used:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | % |
| M2\* |  |  |  |  |  |  |  |  |
| M3 |  |  |  |  |  |  |  |  |
| M4 |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

\* If the required clerkships only occur in the second year, include the M2 class responses in this table.  
 If the required clerkships extend across the M2 and M3 years, include the data for each class.

If the required clerkships only occur in the M3 year, leave the M2 row blank.