**Survey Team Exit Report**

**Full/Provisional/Preliminary 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.*
* *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 contained in the LCME publication, *Functions and Structure of a Medical School*. The team wishes to express its gratitude to the faculty, staff, students, residents, and leadership team. We understand that the accreditation process requires significant time and effort. Members of the medical education community have gone out of their way to assist us over the past few days. The survey team wishes to convey its special appreciation to the following individuals for their assistance and support prior to and during the 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 LCME asks survey teams to avoid discussion of the findings until the draft survey report is sent to the school. This exit report does not make a statement about compliance with the standards, as that is the purview of the LCME. The findings included in this report are organized according to the 12 LCME accreditation standards from *Functions and Structure of a Medical School* and are linked to specific elements under the relevant standard but do not specify performance in the cited elements.

The survey team secretary will prepare a survey report and a document that includes the survey team findings and its recommendations about the program’s performance in each element. These will be reviewed by the LCME Secretariat. The purpose of the LCME Secretariat review is to look for congruence between the data in the report and the team’s findings. As a result, the draft findings document that the school receives along with the draft survey report may contain additional findings and/or may exclude others included in this exit report.

You and your colleagues will have an opportunity to review the draft survey report and associated survey team findings document prior to its submission to the LCME. 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 visited the School Name from Month #-#, 20##, based on the information provided by the school and its representatives before and during the full/provisional/preliminary 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: Document Development, Review, and Submission**

A draft survey report and accompanying set of survey team findings is developed in which the performance for each cited element is identified. The survey team secretary submits the survey report and survey team findings document to the LCME Secretariat for review and comment. Once Secretariat comments have been incorporated, the survey team secretary provides the draft survey report and draft survey team findings to the dean via email. The dean has 10 business days to provide feedback on perceived factual errors in the report to the team secretary. Editorial comments on the survey report are welcomed, but not required. The team secretary provides the draft survey team findings for informational purposes only; they represent the judgment of the survey team and are not subject to comment.

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

The survey team secretary’s email response to school comments will include which, if any, of the suggested revisions were incorporated into the final survey report.

Following that, the dean may submit a letter to the LCME via lcmesubmissions@aamc.org detailing any remaining concerns about the process of this survey visit. The LCME will only consider concerns surrounding visit process and not the content of the report or its findings. This letter must not contain any new information and must be received by the LCME Co-Secretaries within 10 business days of receipt of the survey team secretary's response to the dean. Letters from the dean that solely address the content of the survey report or the survey team findings and information in letters that addresses survey report content or findings will not be shared with the LCME. In addition to the letter from the dean, the LCME may also receive a copy of the survey team secretary’s response to the dean’s suggested revisions.

The survey team secretary submits a clean copy of the final survey report, including both the narrative and the appendix, the survey team findings document, and a copy of all communications to/from the dean regarding changes to the survey report, to the Secretariat. 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.

Any questions regarding the timeline for the LCME review process should be directed to the LCME Secretariat at lcme@aamc.org.