Team Secretary Communication Template (2)   
Provide team members with visit details and, optionally, provide writing assignments\*

\*The preferred model is to communicate writing assignments at this point 12 weeks before the visit; however assignments can be made as late as ten weeks before the visit.

*Note: the information in bold is either required or strongly recommended.*

Dear Members of the LCME Survey Team for the University of [Name of School of Medicine]:

I want to introduce myself to all of you as I will be serving as the team secretary. I will be sending emails to update you on timelines and writing assignments and to get your input on your review of the school's survey package.

All of you should have received the school’s DCI and the survey report template which represents the start of our work together as a team. If you have not received this information, let me know right away and I see that you get it. Either way, please reply back to this email so I know that this is a good way to reach you.

For those of you who are new to LCME accreditation survey visits, here are some guidelines that will help you navigate through the process.

1. The school's self-study summary and the independent student analysis are good places to begin your reading as they will provide a good overview of how the school and its students view themselves. The AAMC Graduation Questionnaire also provides useful data.
2. As you are reading the documents, begin noting areas of concern, as well as any areas that you will need to explore further in the remainder of the DCI or at the time of the visit. You will be asked to make a list of the areas that may be unsatisfactory and submit them to me about a week before the visit.
3. A list of writing assignments is attached. After you have done a general review of the documents, the writing assignment can guide you into the specific areas that you will be responsible for during the survey visit and for the written team report.
4. The Survey Report Template provides you the specific questions that you will need to answer for each of the elements that you are assigned. The Survey Report and Team Findings Guide provides general information as well.
5. The key is to start reading the materials early, gather as much information as you can, and prepare your questions for the survey visit day. By the time you arrive at the school you should have 80% of the writing done and use the time at the visit to confirm or explore areas that are of concern.

Logistics of our travel:

1. The school will select a hotel, make reservations for each of us, and send us confirmation numbers soon.
2. **When you check in, please make sure to use your own credit card. Later, you will submit receipts to the AMA office of the LCME for reimbursement of all travel-related expenses.** The travel reimbursement form and process are available on the “Travel & Reimbursement” tab of the Survey Teams section of the LCME website.  
     
   **Faculty fellow travel and hotel expenses will be covered by [HIS/HER] medical school. I will pick up the dinner tabs in the evening, including that of our faculty fellow. Please let me know if you have any special dietary needs or preferences so that I can alert the school.**
3. **Our first session starts at 4pm on Sunday, [MONTH DATE]. The survey visit will end around 2:30pm on Wednesday, [MONTH DATE]. Please plan to arrive at the hotel no later than mid-afternoon on Sunday, [MONTH DATE, YEAR] in time to begin our first meeting at 4:00pm in the team chair's suite. Plan to depart from the airport no earlier than [TIME PM] on Wednesday.**
4. If you are unable to identify any convenient flights on Wednesday, you may stay overnight and depart on Thursday morning. Similarly, if you are unable to identify any convenient flights for the Sunday arrival, the LCME will cover the extra day(s) for you. However, let me know about any extra days on either end of the visit so that I can ask the school to extend the hotel reservation for you. When you have your flights arranged, please send me your itinerary.
5. We should be able to get taxis from the airport to the hotel so that rental cars will not be necessary.

The visit will involve some effort, but I hope that you will find it to be both enjoyable and instructive. I look forward to working with each of you, as we all become better informed about this school.

Please feel free to call or e-mail me if you have any questions about the survey visit.

Sincerely,

Team Secretary