**Survey Team Exit Report**

**Virtual Limited 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.*
* *Provide a finding for each element cited in the briefing book, and any additional new findings for elements where the survey team believes the school’s performance is either satisfactory with a need for monitoring or unsatisfactory.*
* *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 preparation for this visit required significant time and effort. 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 statement is to report the survey team’s findings to you. The LCME asks survey teams to avoid discussion of the findings until the draft report is sent to the school. The findings presented to you today are organized according to the LCME accreditation standards from *Functions and Structure of a Medical School*, and are linked to the specific elements that were cited by the LCME. The findings presented today address the insert the number of elements reviewed elements reviewed during this limited survey visit, but will not specify whether they represent performance that is satisfactory, satisfactory with a need for monitoring, or unsatisfactory. This exit report also does not make a statement about compliance with the relevant standards, as that is the purview of the LCME. After the visit, the survey team secretary will prepare a survey report and a document with the summary of survey team findings. The latter includes the survey team’s recommendations about the performance of each element reviewed during the visit. You 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 limited survey team that conducted the virtual visit to School Name from Month #-#, 20##, based on the information provided by the school and its representatives before and during the limited 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**

A draft survey report and accompanying set of survey team findings will be developed in which the team’s findings for each reviewed element are identified as satisfactory, satisfactory with a need for monitoring, or unsatisfactory. The survey team secretary will submit 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 will provide the draft survey report and draft survey team findings via email to the dean, who will have 10 business days to provide feedback on perceived factual errors in the report. Editorial comments on the survey report are welcomed, but not required. Please note that the team findings are provided for informational purposes only; they represent the judgment of the survey team and are not subject to comment by school representatives.

Significant factual errors in the survey report should be detailed in a letter to the survey team secretary. The letter may only reference information contained in the briefing book submitted by the program or in documents provided to the survey team before or during the visit. Actions taken or information discovered after the visit 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 will notify the dean by email 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 related to the visit process and not the content of the report or its findings. This letter must be received by the LCME Co-Secretaries within 10 business days after 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 also may receive a copy of the survey team secretary’s response to the dean’s suggested revisions.

The survey team secretary will submit 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 LCME Secretariat. Once the LCME has made its determinations, the dean will receive 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.

If you have questions regarding the timeline for the LCME review process, please contact the LCME Secretariat at lcme@aamc.org.