[DATE]

Team Secretary Communication Template
Team secretary communication regarding the dean’s response to the draft survey report

Note: The entire process outlined below must be communicated to the dean.

Replace or delete the highlighted areas before providing this letter to the dean*.*

Dear Dr. [Dean’s Last Name]:

I have reviewed the draft survey report containing track changes and your accompanying cover letter that you emailed to me on Month #, 20##. Thank you for your thorough review of the draft report.

Briefly summarize how you addressed track changes. For example:

“*I have incorporated [all/most] of the track changes into the final team report.”* If relevant, briefly explain why some track changes were not accepted.

Briefly summarize how you addressed any concerns the dean raised in the cover letter regarding significant factual errors in the report. For example, “*In your cover letter, you requested [#] substantive changes to the draft report. In discussion with the team chair, we have accepted and incorporated recommendations for …, but did not make the requested changes for…”* If the dean did not identify concerns about significant factual errors, provide a statement such as: “*As you noted in your cover letter, you did not identify any significant factual errors in the report.”*

After reading this letter, if you have any remaining concerns about theprocess of the survey visit, you may submit a letter for review by the LCME. Your letter should contain any relevant details that you believe may affect the LCME’s decision. The LCME will only consider issues surrounding process of the visit and will not consider concerns surrounding the content of the report or its findings. Your letter must not contain any new information and must be received by the LCME Co-Secretaries via email to lcmesubmissions@aamc.org within 10 business days of receipt of this letter notifying you of the changes made to the final report.

Your letter will be reviewed by the LCME at the same time as the survey team report and team findings. Following that LCME meeting, you will receive a copy of the final survey report, along with 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.

If you have any questions, feel free to contact me at ###-###-#### or [email].

Sincerely,

[Electronic Signature]
[First Last, Degree(s)]

Team Secretary