*Note to Team Secretary: You may choose to alter this template to achieve the best schedule for information gathering and report writing. If an element isn’t in the schedule template, and if there are issues with the school’s performance regarding that element, determine where to include it in the schedule. Replace or delete the highlighted areas before finalizing this document.*

**Name of School**

**LCME Preliminary Accreditation Survey**

**Month #-#, 20##**

Accreditation survey visit to the insert school name on Month #-#, 20## by an ad hoc survey team representing the LCME.

**Team Members**

**Team Chair**

Full Name, Degree Discipline/Specialty

 Title

 School

**Team Secretary**

Full Name, Degree Discipline/Specialty

 Title

 School

**Team Member**

Full Name, Degree Discipline/Specialty

 Title

 School

**Team Member**

Full Name, Degree Discipline/Specialty

 Title

 School

**Visit Schedule**

**Sunday, Month #, 20##**

5:00 pm **Team caucus** [insert hotel location]

6:00 pm **Founding Dean’s perspective: Status of planning** [insert hotel location]

 *Topics for discussion include:*

* *Standard 2: Leadership and Administration*
* *1.1: Strategic Planning and Continuous Quality Improvement*
* *1.6: Eligibility Requirements*
* *4.1: Sufficiency of Faculty*
* *4.6: Responsibility for Educational Program Policies*
* *5.1: Adequacy of Financial Resources*
* *5.2: Dean’s Authority/Resources*
* *5.3: Pressures for Self-Financing*
* *5.5: Resources for Clinical Instruction*

(Dean’s name and title)

7:15 pm **Dean departs**

7:30 pm **Team dinner**

**Monday, Month ##, 20##**

7:30 am **Team departs hotel** [driver’s name and phone number]

8:00 am **Breakfast with senior leadership staff (i.e., vice/associate deans)** [insert location]

 *Topics for discussion include:*

* *1.1: Strategic Planning and Continuous Quality Improvement*
* *1.5: Bylaws*
* *2.4: Sufficiency of Administrative Staff*
* *4.1: Sufficiency of Faculty*
* *4.6: Responsibility for Educational Program Policies*
* *5.2: Dean’s Authority/Resources*

9:00 am **Educational program overview** [insert location]

 *Topics for discussion include:*

* + - *Standard 6: Competencies, Curricular Objectives, and Curricular Design*
		- *Standard 7: Curricular Content*
		- *Standard 8: Curriculum Management, Evaluation, and Enhancement*
		- *1.3: Mechanisms for Faculty Participation*
		- *1.4: Affiliation Agreements*
		- *3.1: Resident Participation in Medical Student Education*
		- *3.5: Learning Environment/Professionalism*
		- *5.2: Dean’s Authority/Resources*

10:30 am Break

10:45 am **Teaching, supervision, student assessment, student advancement** [insert location]

*Topics for discussion include*:

* Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety

11:45 am **First- and second-year courses/Discussion with course directors and planners** [insert location]

*Topics for discussion include:*

* *Standard 7: Curricular Content*
* *4.1: Sufficiency of Faculty*
* *5.4: Sufficiency of Buildings and Equipment*

12:30 pm **Lunch with university leadership/other academic leaders** [insert location]

1:30 pm **Overview of plans for educational and other facilities** [insert location]

*Topics for discussion include:*

* *5.4: Sufficiency of Buildings and Equipment*
* *5.11: Study/Lounge/Storage Space/Call Rooms*

2:15 pm **Status of faculty recruitment, including plans and timetables** [insert location]

*Topics for discussion include:*

* *3.3: Diversity/Pipeline Programs and Partnerships*
* *4.1: Sufficiency of Faculty*
* *4.5: Faculty Professional Development*

3:00 pm **Faculty Affairs Issues** [insert location]

*Topics for discussion include:*

* *1.3: Mechanisms for Faculty Participation*
* *1.5: Bylaws*
* *4.5: Faculty Professional Development*

4:00 pm **Basic Science and Clinical Department Chairs** [insert location]

*Topics for discussion include:*

* *Standard 5: Educational Resources and Infrastructure*
* *4.1: Sufficiency of Faculty*
* *4.4: Feedback to Faculty*

5:00 pm **Team returns to hotel**

**Tuesday, Month #, 20##**

7:30 am  **Team departs hotel** [driver’s name and phone number]

8:00 am **Finances** [insert location]

*Topics for discussion include:*

* *5.1: Adequacy of Financial Resources*
* *5.3: Pressures for Self-Financing*
* *5.5: Resources for Clinical Instruction*

9:15 am **Admissions and Selection/Financial Aid and Debt Management** [insert location]

*Topics for discussion include:*

* *Standard 10: Medical Student Selection, Assignment, and Progress (excluding Elements 10.7-10.9)*
* *3.3: Diversity/Pipeline Programs and Partnerships*
* *12.1: Financial Aid/Debt Management Counseling/Student Educational Debt*
* *12.2: Tuition Refund Policy*

10:00 am **Academic and Career Counseling** [insert location]

*Topics for discussion include:*

* *Standard 11: Medical Student Academic Support, Career Advising, and Educational Records (excluding Elements 11.3, 11.4)*

10:45 am Break

11:00 am **Student Health and Personal Counseling** [insert location]

*Topics for discussion include:*

* *12.3: Personal Counseling/Well-Being Programs*
* *12.4: Student Access to Health Care Services*
* *12.5: Non-Involvement of Providers of Student Health Services in Student
 Assessment/Location of Student Health Records*
* *12.6: Student Health and Disability Insurance*
* *12.7: Immunization Requirements and Monitoring*
* *12.8: Student Exposure Policies/Procedures*

11:45 am **Lunch (could include community leaders)** [insert location]

1:00 pm **Research/Medical student research opportunities/Academic environment**

*Topics for discussion include:*

* *3.2: Community of Scholars/Research Opportunities*
* *4.2: Scholarly Productivity*
* *6.6: Service-Learning*
* *6.7: Academic Environments*

1:45 pm **Meetings with Potential Clinical Partners/Status of Affiliations** [insert location]

*Topics for discussion include:*

* *1.4: Affiliation Agreements*
* *5.5: Resources for Clinical Instruction*
* *5.6: Clinical Instructional Facilities/Information Resources (discussion, not in DCI)*

2:45 pm **Library/Information support** [insert location]

*Topics for discussion include:*

* *5.8: Library Resources/Staff*
* *5.9: Information Technology Resources/Staff*
* *5.11: Study/Lounge/Storage Space/Call Rooms*

3:30 pm **Team returns to hotel**

**Wednesday, Month #, 20##**

8:00 am  **Team departs hotel** [driver’s name and phone number]

8:30 am \***Exit report to dean** [insert location]

9:00 am \***Exit report to university leadership** [insert location]

9:30 am **Team departs**

*\*Note that the dean should inform the team secretary whether there will be one combined exit report session (dean with university leadership) or two separate exit report sessions, as written above.*