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Liaison Committee on Medical Education

**TEAM REPORT**

**OF THE**

**LIMITED SURVEY OF**

**OFFICIAL NAME OF THE**

**SCHOOL OF MEDICINE**

**City, State**

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

PREPARED BY AN AD HOC SURVEY TEAM

FOR THE

**LIAISON COMMITTEE ON MEDICAL EDUCATION**

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Standard #: Short Title

 Element #. # Short Title

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 Element #. # Short Title

*Continue Adding Standards and Elements Associated with Each Element that was Reviewed.*

**Appendix
*Note to Team Secretary: Add team-selected appendix documents from the briefing book in order.***

1. Survey visit schedule
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***Note to Survey Team Secretary: Replace or delete the highlighted areas before finalizing the survey report.***

# Memorandum

TO: Liaison Committee on Medical Education (LCME)

FROM: The Secretary of the ad hoc survey team that conducted a Limited Survey Visit to Name of School on Month #-#, 20##

RE: Survey Team Report

On behalf of the ad hoc LCME survey team that conducted a limited survey visit to the Name of School

on Month #-#, 20##, the following report of the survey team’s findings is provided.

Respectfully,

[Add survey team secretary signature]

Name, Degrees

Survey Team Secretary

# Introduction

A limited survey of the Name of School was conducted on Month #-#, 20##, by the following ad hoc survey team representing the Liaison Committee on Medical Education (LCME):

Chair:

Name Specialty/Discipline

Title

Institution

City, State

Secretary:

Name Specialty/Discipline

Title

Institution

City, State

Member:

Name Specialty/Discipline

Title

Institution

City, State

Member:

Name Specialty/Discipline

Title

Institution

City, State

SAMPLE/REPLACE WITH SURVEY TEAM WORDING

The survey team expresses its sincere appreciation to Dean First and Last Name and the staff, faculty, and students of Name of School for their many courtesies during the survey visit. Others’ First and Last Names merit special recognition and commendation for their thoughtful visit preparations and generous support during the conduct of the survey.

A copy of the survey visit schedule is included in the Appendix A.

#

## LCME Findings from the source of LCME findings being reviewed during the limited survey visit

## *Note to Team Secretary: Typically, the limited survey visit focus is on findings from the previous full survey, but a limited visit might also occur following a preliminary or provisional survey, as well as following a status report. Please indicate the source of the LCME findings being reviewed during this limited visit.*

The last full survey of the Name of School occurred on Month #-#, 20##. The findings from that survey are summarized below:

*Instructions for team secretary: Delete or replace the highlighted text and remove all highlight color before submitting to the Secretariat via email to* *lcmesubmissions@aamc.org**. This includes deleting the instructions. Provide each of the LCME findings of performance that was satisfactory with a need for monitoring or unsatisfactory in the previous survey or status report. Organize this section by standard/element. Include the standard # (short title) and element # (short title) for each finding. Delete standards where there were no cited elements from the previous survey. Delete the placeholder performance text that is not needed. For example, if performance in the element is Unsatisfactory, delete “Satisfactory with a Need for Monitoring.”*

# Standard 1: Mission, Planning, Organization, and Integrity

**Element #.# (short element title) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 2: Leadership and Administration

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 3: Academic and Learning Environments

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 4: Faculty Preparation, Productivity, Participation, and Policies

 **Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 5: Educational Resources and Infrastructure

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 6: Competencies, Curricular Objectives, and Curricular Design

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 7: Curricular Content

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 8: Curricular Management, Evaluation, and Enhancement

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

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

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 10: Medical Student Selection, Assignment, and Progress

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 11: Medical Student Academic Support, Career Advising, and Records

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# Standard 12: Medical Student Health Services, Personal Counseling, and FinancialAid Services

**Element #.# (short element text) – Satisfactory with a Need for Monitoring or Unsatisfactory**

**Finding:** Type finding here.

# The Briefing Book

Briefly note the quality of the briefing book and responsiveness of school for materials requested from the team.

# The Limited Survey

## Standard #: Short Title

See Appendix for the following documents:

Appendix #:

Appendix #:

## Element #.# (short element text)Full wording of the element

Summary of Issues that Led to the Finding from the Previous Survey *(replace if the limited survey follows a status report)*

*Briefly summarize the issues (i.e., areas of concern) that led to the finding from the previous survey (or status report) to provide context of the issues.*

Summary of Changes Implemented Since 20##

*Provide details of changes made that support the limited survey team’s finding for this element.*

Add text.

## Standard #: Short Title

See Appendix for the following documents:

Appendix #:

Appendix #:

## Element #.# (short element text)Full wording of the element

Summary of Issues that Led to the Finding from the Previous Survey

*Briefly summarize the issues (i.e., areas of concern) that led to the finding from the previous survey to provide context of the issues.*

At the time of the 20## full survey visit, the survey team found that…

Summary of Changes Implemented Since 20##

*Provide details of changes made that support the limited survey team’s finding for this element.*

Add text.

*Continue adding standards and the elements associated with the standard that were reviewed.*