*Note to Team Secretary: You may choose to alter this template, to include adding, deleting, or rearranging the order of sessions, 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 Provisional 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

 Title

 School

**Team Secretary**

Full Name, Degree

 Title

 School

**Team Member**

Full Name, Degree

 Title

 School

**Visit Schedule**

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

[time] **Team checks into the hotel** [insert hotel location and information]

[time] **Team caucus** (optional; decision to be made by team chair and team secretary prior to the visit)

[time] **Team dinner**

**DAY 1, Month #, 20##**

[time] **Team departs hotel** [driver’s name and phone number]

[time] **Team breakfast at school (or team breakfast with dean)**

[time] **Dean’s perspective on the status of development of the medical school**

 *Topics for discussion include:*

* + - *Strengths and challenges of the school*
		- *Reflections on developments since the review for preliminary accreditation, including preparation for the clinical years*
		- *Elements 2.3 to 2.6: Leadership and Administration*
		- *Element 1.1: Strategic Planning and Continuous Quality Improvement*
		- *Element 4.1: Sufficiency of Faculty*
		- *Element 5.1: Adequacy of Financial Resources*
		- *Element 5.5: Resources for Clinical Instruction*

 Participants:

[time] **Meeting with senior leadership staff** (i.e., vice/associate deans)

 *Topics for discussion include:*

* + - *Element 1.1:* *Strategic Planning and Continuous Quality Improvement*
		- *Element 2.4: Sufficiency of Administrative Staff*

Participants:

[time] **Educational program objectives, content, curriculum management**

 *Topics for discussion include:*

* *Element 3.1: Resident Participation in Medical Student Education*
* *Element 6.1, 6.2, 6.3, 6.5: Competencies, Curricular Objectives, and Curricular Design*
	+ - *Elements 7.1: Curricular Content*
		- *Elements 8.1, 8.2, 8.3, 8.5, 8.8: Curriculum Management, Evaluation, and Enhancement*

Participants:

[time] **Teaching, supervision, student assessment, student advancement**

*Topics for discussion include*:

* 9.1, 9.3, 9.4, 9.5, 9.7, 9.9: Teaching, Supervision, Assessment, and Student and Patient Safety

 Participants:

[time] **TEAM LUNCH BREAK**

[time] M**eeting with pre-clerkship students**

 *Topics for discussion include:*

|  |  |
| --- | --- |
| * *the learning environment (3.5)*
* *student mistreatment policies (3.6)*
* *program and learning objectives (6.1)*
* *self-directed and lifelong learning (6.3)*
* *elective opportunities (6.5)*
* *use of student input (8.5)*
* *student time (8.8)*
* *assessment of student learning (9.4)*
* *narrative assessment (9.5)*
 | * *formative assessment (9.7)*
* *due process (9.9)*
* *academic advising (11.1)*
* *career advising (11.2)*
* *debt management counseling and financial aid (12.1)*
* *personal counseling and well-being programs (12.3)*
* *health services (12.4, 12.5)*
* *infection control education and counseling (12.8)*
 |

 Participants:

[time] **Medical school finances**

 *Topics for discussion include:*

* *Element 5.1: Adequacy of Financial Resources*
* *Element 5.3: Pressures for Self-Financing*

 Participants:

[time] **Break**

[time] **Meeting with (selected) pre-clerkship course directors**

 *Topics for discussion include:*

* + - *Element 5.4: Sufficiency of Buildings and Equipment*
		- *Element 6.3: Self-Directed and Life-Long Learning*
		- *Element 9.5: Narrative Assessment*
		- *Element 9.7: Formative Assessment and Feedback*

Participants:

[time] **Meeting with (selected) clerkship directors**

 *Topics for discussion include planning for the clerkships, including:*

* + - *Element 5.5: Resources for Clinical Instruction*
		- *Element 9.1: Preparation of Resident and Non-Faculty Instructors*
		- *Element 9.3: Clinical Supervision of Medical Students*
		- *Element 9.4: Direct Observation of Core Clinical Skills*

Participants:

[time] **Teams return to hotel**

**DAY 2 Month #, 20##**

[time] **Team departs hotel** [driver’s name and phone number]

[time] **Meeting with residents**

 *Topics for discussion include:*

* + - *Element 3.1: Resident Participation in Medical Student Education*
		- *Element 9.3: Clinical Supervision of Medical Students*

 Participants:

[time] **Admissions and selection/financial aid and debt management**

 *Topics for discussion include:*

* + - *Elements 10.2 and 10.9: Medical Student Selection, Assignment, and Progress*
		- *Element 12.1: Financial Aid/Debt Management Counseling/Student* *Educational Debt*

 Participants:

[time] **Academic, career, and personal counseling/student health**

 *Topics for discussion include:*

* + - *Elements 11.1 and 11.2: Academic and Career Advising*
		- *Element 12.3: Personal Counseling/Mental Health/Well-Being Programs*
		- *Element 12.4: Student Access to Health Care Services*
		- *Element 12.5: Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records*
		- *Element 12.8: Student Exposure Policies/Procedures*

 Participants:

[time] Break

[time] **Institutional diversity**

 *Topics for discussion include:*

* Element 3.3: Diversity Programs and Partnerships

 Participants:

[time] **Learning environment and student mistreatment**

 *Topics for discussion include:*

* Element 3.5: Learning Environment/Professionalism
* Element 3.6: Student Mistreatment

 Participants:

[time] **TEAM LUNCH BREAK**

[time] **Meeting with junior faculty**

*Topics for discussion include:*

* *Element 1.3: Mechanisms for Faculty Participation*
* *Element 3.2: Community of Scholars/Research Opportunities*
* *Element 3.3: Diversity/Pipeline Programs and Partnerships*
* *Element 4.1: Sufficiency of Faculty*
* *Element 4.2: Scholarly Productivity*
* *Element 4.3: Faculty Appointment Policies*
* *Element 4.4: Feedback to Faculty*
* *Element 4.5: Faculty Professional Development*

 Participants:

[time] **Meeting with basic science department chairs**

 *Topics for discussion include:*

* *Successes and ongoing challenges in administrative functioning of departments*
* *Adequacy of Resources for all missions - Research, Scholarship, Teaching (*3.2, 4.1, 4.2, 5.1, 5.4*)*
* *Departmental support for faculty and graduate programs*
* *Balancing of research and other academic demands on faculty*
* *Diversity* (3.3)

 Participants:

[time] **Meeting with clinical chairs**

*Potential topics for discussion include:*

* *Planning for the clinical education program*
* *Successes and ongoing challenges in administrative functioning of departments*
* *Adequacy of resources for all missions – clinical, research, scholarship, teaching (3.2, 4.1, 4.2, 5.1, 5.4, 5.5, 5.6)*
* *Departmental support for faculty and residents*
* *Balancing of clinical and other academic demands on faculty,*
* *Diversity (3.3)*

 Participants:

[time] **Teams return to hotel**

**DAY 3 Month #, 20##**

[time] **Team departs hotel** [driver’s name and phone number]

[time] **Meetings with representatives from clinical affiliates** [insert location]

 *Topics for discussion include:*

* + - *Element 1.4: Affiliation Agreements*
		- *Element 5.5: Resources for Clinical Instruction*
		- *Element 5.6: Clinical Instructional Facilities/Information Resources*

[time] **Institutional faculty issues**

 *Topics for discussion include:*

* + - *Element 1.3: Mechanisms for Faculty Participation*
		- *Element 4.3: Faculty Appointment Policies*
		- *Element 4.4: Feedback to Faculty*
		- *Element 4.5: Faculty Professional Development*

 Participants:

[time] **Research/Medical student research opportunities/Academic environment**

 *Topics for discussion include:*

* + - *Element 3.2: Community of Scholars/Research Opportunities*
		- *Element 4.2: Scholarly Productivity*

 Participants:

[time] **Explanation of next steps with dean**

[time] **Team departs**