

**TIMELINE FOR LCME SITE VISIT**

**March 20-23, 2022 (ACADEMIC YEAR 2021-2022)**

	Months to Site Visit	Responsibility	Activities
<b>2019 November</b>	-28 <b>(AY 2019-2020)</b>	Dean	Assign 2019 DCI sections/Preparation Retreat SOM Retreat with Terri Workman
<b>2020 January</b>	-26	Dean	Appoint Self-Study Task Force members /Subcommittees Kickoff: Charge Task Force members  Create pilot survey instrument per Dean and add questions relevant to the school (assessing the climate)
<b>February</b>	-25		Dean was notified of Survey dates & Confirmed: <b>Sunday, March 20- Wednesday 23, 2022</b>  Refine pilot survey to include Wellness questions  Initial selection of ISA Task Force to participate in Kickoff (student leadership). Provide selected students the link to the document: <i>The Role of Students in the Accreditation of U.S. Medical Education Programs for Full Accreditation</i>
<b>March</b>	-24	FAL Dean	Retreat to develop SOM Strategic Plan (Friday, March 6, 2020)
<b>April</b>	-23	FAL and SVC  Dean and FAL	Access the 2021-2022 <a href="#">DCI</a> for the survey year.  Appoint any new members to the institutional <a href="#">self-study task force</a> Make any refinements and updates regarding people assigned to sections of the DCI Review pilot survey dealing with climate
<b>May</b>	-22	Selected Individuals	Attend the LCME Survey Prep Workshop (Webinar)
<b>July</b>	-20 <b>(AY 2020-2021)</b>	ISA Task Force	Select additional students to participate on the ISA Task Force.

<b>August</b>	-19	ISA Task Force	<p>Student ISA Task Force to meet and given the charge by the FAL and ensure that all students have reviewed <i>The Role of Students in the Accreditation of U.S. Medical Education Programs for Full Accreditation</i>.</p> <p>Students will be provided a copy or access to the 2012-2012 ISA Survey to review in preparation for developing the 2020-2021 ISA Survey.</p> <p>ISA Task Force to meet and review the questions in <i>The Role of Students in the Accreditation of U.S. Medical Education Programs for Full Accreditation</i> and start preparing questions relevant to the school for ISA</p> <p>Do Marketing and publicity in preparation for official distribution to entire student body</p>
<b>September</b>	-18	ISA Task Force	Distribute ISA survey to student body. (Data from student ISA are needed for completion of the DCI; therefore should be open for a maximum of two months)
<b>November</b>	-16	ISA Task Force	<p>Compile student ISA data and send to FAL for incorporation into DCI</p> <p>Begin analysis of data</p>
<b>November</b>	-16	FAL	Distribute completed DCI sections to self-study task force
<b>December 2020-April 2021</b>	-15/-11	Self-study Task Force	Review and analyze relevant sections of completed DCI
<b>March</b>	-12	ISA Task Force	Provide final ISA report to FAL for distribution to self-study task force members
<b>April-July</b>	-11/-8  <b>(As of July, AY 2021-2022)</b>	Self-study Task Force	<p>Review and analyze DCI and ISA reports</p> <p>Prepare the self-study summary report</p> <p>Develop plans and implement changes to correct issues identified in self-study process</p>

<b>August</b>	-7	Selected members of College and SOM, students	RECITAL for Mock Visit
<b>September</b>	-6	Selected members of College and SOM, students	MOCK SITE VISIT
<b>November</b>	-4	FAL and Dean	<p>Receive school's unique Secure Electronic File Transfer (SEFT) account information and survey package submission instructions from LCME staff via email; FAL to confirm receipt to <a href="mailto:lcmesubmissions@aamc.org">lcmesubmissions@aamc.org</a></p> <p>Review survey team member roster from LCME staff and send email to <a href="mailto:dwaechter@aamc.org">dwaechter@aamc.org</a> if a potential conflict of interest is identified</p>
<b>Early December</b>	-3	FAL and Dean  FAL	<p>Update DCI, DCI appendices, and self-study summary report with current information</p> <p>Review survey package for consistency and accuracy. Submit survey package via school's SEFT account and email <a href="mailto:lcmesubmissions@aamc.org">lcmesubmissions@aamc.org</a> to confirm it contains final version of survey package</p>
<b>Early December</b>	-3	Survey Team	Receive team's unique SEFT account information and instructions for accessing the submitted survey package from LCME Secretariat staff via email
<b>Early December</b>	-3	Survey Team Secretary	<p>Upon receipt of survey package contact FAL/SVC to:</p> <ul style="list-style-type: none"> <li>- Request supplemental information (if needed)</li> <li>- Discuss travel and hotel;</li> <li>- Coordinate visit logistics, including round-trip daily travel between hotel and school and travel between campus and other sites, as necessary</li> </ul> <p>Contact the FAL/SVC to request first draft of visit schedule based on the <i>Visit Schedule Template</i></p> <p>Email survey team to:</p> <ul style="list-style-type: none"> <li>Confirm that team members received DCI</li> <li>Provide travel advice</li> </ul>

			<p>Offer advice on strategy for reading DCI and drafting the survey report</p> <p>Review draft schedule and list of session participants and contact team chair to discuss preferences</p> <p>Review suggested list of participants at survey visit sessions</p> <p>Email survey team to inform members of:          Hotel information          Individual writing assignments</p>
<p><b>2022</b>  <b>Mid-January</b>  <b>February</b></p>	-1.5-1	<p>Survey Team          Secretary</p>	<p>Email survey team to:          Request travel itineraries          Secure information about any dietary preferences or requirements          Identify any supplemental information team would like from the school          Request summary of preliminary impressions from the team</p> <p>Contact FAL/faculty fellow and any inexperienced team members to provide overview of school visit mechanics and to answer questions</p>
<p><b>Mid-January</b>  <b>February</b></p>	-1.5-1	<p>Selected          members of          College and          SOM, students</p>	<p>LAST MOCK SITE VISIT</p>
<p><b>February</b></p>	-1	<p>Survey Team          Secretary</p> <p>Dean/FAL</p>	<p>Request supplementary information from the SVC and the FAL, as needed</p> <p>Last date for school to send “unsolicited updates” to the survey team (must be submitted 30 calendar days before survey visit begins)</p>
<p><b>Mid-February</b></p>	-0.5	<p>Survey Team          Secretary and          Survey Team</p>	<p>Email survey team the consolidated summary of preliminary findings; discuss with team, as needed.</p> <p>Finalize visit schedule with school</p> <p><i>Optional:</i> Telephone conference call with survey team</p>

<b>March</b>	<b>Survey Visit March 20-23, 2022</b>	Survey Team Chair/Secretary  Dean/FAL	Develop team findings and prepare the survey exit report  At the conclusion of the survey visit, submit final batch updates to the LCME Secretariat via <a href="mailto:lcmesubmissions@aamc.org">lcmesubmissions@aamc.org</a> or the school's SEFT account (depending on the size of the files/zip drive)
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