

TIMELINE FOR LCME SITE VISIT

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

	Months to Site Visit	Responsibility	Activities
2019 November	-28 (AY 2019-2020)	Dean	Assign 2019 DCI sections/Preparation Retreat SOM Retreat with Terri Workman
2020 January	-26	Dean	Appoint DCI Committee members /Subcommittees Kickoff: Charge Task Force members Create pilot survey instrument per Dean and add questions relevant to the school (assessing the climate)
February	-25		Dean was notified of Survey dates & Confirmed: Sunday, March 20- Wednesday 23, 2022 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>
March	-24	FAL Dean	Retreat to develop SOM Strategic Plan (Friday, March 6, 2020)
April	-23	FAL and SVC Dean and FAL	Access the 2021-2022 DCI for the survey year. Appoint any new members to the DCI Committee Make any refinements and updates regarding people assigned to sections of the DCI Review pilot survey dealing with climate
May	-22	Selected Individuals	Attend the LCME Survey Prep Workshop (Webinar)
July	-20 (AY 2020-2021)	ISA Task Force	Select additional students to participate on the ISA Task Force.

August	-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>
September	-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)
November	-16	ISA Task Force	<p>Compile student ISA data and send to FAL for incorporation into DCI</p> <p>Begin analysis of data</p>
November	-16	FAL	Distribute completed DCI sections to self-study task force
December 2020-April 2021	-15/-11	DCI Committee & Self-Study Task Force	Review and analyze relevant sections of completed DCI
March	-12	ISA Task Force	Provide final ISA report to FAL for distribution to self-study task force members
April-July	-11/-8 (As of July, AY 2021-2022)	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>

August	-7	Selected members of College and SOM, students	RECITAL for Mock Visit
September	-6	Selected members of College and SOM, students	MOCK SITE VISIT
November	-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 lcmesubmissions@aamc.org</p> <p>Review survey team member roster from LCME staff and send email to dwaechter@aamc.org if a potential conflict of interest is identified</p>
Early December	-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 lcmesubmissions@aamc.org to confirm it contains final version of survey package</p>
Early December	-3	Survey Team	Receive team's unique SEFT account information and instructions for accessing the submitted survey package from LCME Secretariat staff via email
Early December	-3	Survey Team Secretary	<p>Upon receipt of survey package contact FAL/SVC to:</p> <ul style="list-style-type: none"> - Request supplemental information (if needed) - Discuss travel and hotel; - Coordinate visit logistics, including round-trip daily travel between hotel and school and travel between campus and other sites, as necessary <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: Confirm that team members received DCI Provide travel advice</p>

			<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>2022 Mid-January February</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>Mid-January February</p>	-1.5-1	<p>Selected members of College and SOM, students</p>	<p>LAST MOCK SITE VISIT</p>
<p>February</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>Mid-February</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>

March	Survey Visit March 20-23, 2022	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 lcmesubmissions@aamc.org or the school's SEFT account (depending on the size of the files/zip drive)
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