

SAMPLE LCME SURVEY VISIT SCHEDULE

WEEK OF ENTER DATE

Sunday (Evening)

SESSION TITLE/ PARTICIPANTS	TOPICS
6:00 Dean's perspective on the status of the medical school	Strengths and challenges of the school, Reflections on changes since the last full survey, including class size expansion, campus development, and clinical partnerships

Monday

SESSION TITLE/ PARTICIPANTS	TOPICS
8:00 Meeting with senior leadership staff (Vice/Associate deans)	Strategic Planning and Continuous Quality Improvement Administrative Staff Dean's Authority/Resources for Curriculum Management
8:45 Educational program objectives, content, curriculum management, and evaluation	Competencies, Curricular Objectives, and Curricular Design, Curricular Content, Curriculum Management, Evaluation, and Enhancement, Resident Participation in Medical Student Education, Dean's Authority/ Resources for Curriculum Management
10:15 Teaching, supervision, student assessment, student advancement	Teaching, Supervision, Assessment, and Student and Patient Safety
11:00 Tour of educational facilities (MS1 & MS2)	Sufficiency of Buildings and Equipment, Study/Lounge/Storage Space
12:00 Lunch with preclerkship students	Their entire experience e.g. learning environment, self-directed and lifelong learning, sue of student input, student workload, due process, career and academic advising, access to academic records, financial aid, financial literacy, personal counseling/well-being.
1:15 Medical school finances	Adequacy of Financial Resources, Pressures for Self-Financing
2:30 Meetings with (selected) preclerkship course directors	Student Mistreatment, Sufficiency of Buildings and Equipment, Self-directed and Life-Long Learning, Narrative Assessment, Formative Assessment and Feedback
3:00 Meetings with (selected) clerkship directors	Student Mistreatment, Resources for Clinical Instruction Preparation of Resident and Non-Faculty Instructors, Clinical supervision of Medical Students, Direct Observation of Core Clinical Skills, Fair and Timely Summative Assessment
4:00 Hospital tour (optional) or team return to hotel	Resources for Clinical Instruction, Clinical Instructional Facilities/Informational Resources

Tuesday

SESSION TITLE/ PARTICIPANTS	TOPICS
7:30 Breakfast with residents	Student Mistreatment, Resident Preparation for Teaching, Clinical Supervision of Medical Students
8:30 Admissions and student selection/Financial aid and debt management counseling	Medical Student Selection, Assignment, and Progress, Financial Aid/ Debt Management Counseling/ Student Educational Debt
9:30 Academic, career, and personal counseling/Student health	Medical Student Support, Career Advising, and Educational Records, Student Counseling/Well-Being Programs, Student Access to Health Care Services, Providers of Student Health Services/Location of Student Health Records, Student Access to Health and Disability Insurance, Immunization Guidelines, Student Exposure Policies/Procedures
10:30 Break	
10:45 Institutional diversity	Diversity/Pipeline Programs and Partnerships
11:30 Learning environment and student mistreatment	Learning Environment/ Professionalism, Student Mistreatment
12:00 Lunch with clerkship students	Their entire experience (see Monday's lunch topics) and also Resources for Clinical Instruction, Clinical Instructional, Facilities/Informational Resources
1:15 Meeting with junior faculty	Mechanisms for Faculty Participation, Community of Scholars/ Research Opportunities, Diversity, Sufficiency of Faculty, Faculty Appointment Policies, Feedback to Faculty, Professional Development
2:15 Institutional faculty issues	Mechanisms for Faculty Participation, Faculty Appointment Policies, Feedback to Faculty, Faculty Professional Development
3:00 Research/ Medical student research opportunities/ Academic environment	Community of Scholars/Research Opportunities, Scholarly Productivity, Service Learning, Academic Environment
3:45 Meeting with basic science department chairs	Successes and Ongoing Challenges in Administrative Functioning of Departments, Adequacy of Resources for All Missions - Research, Scholarship, Teaching, Diversity, Departmental Support for Faculty and Graduate Programs, Balancing of Research and Other Academic Demands on Faculty
4:30 Meeting with clinical chairs	Successes and Ongoing Challenges in Administrative Functioning of Departments, Adequacy of Resources for All Missions - Clinical, Research, Scholarship, Teaching, Diversity, Departmental Support for Faculty and Residents, Balancing of Clinical and Other Academic Demands on Faculty

Wednesday

SESSION TITLE/ PARTICIPANTS	TOPICS
8:30 Library/Information resources	Library resources/Staff, : Information Technology Resources/Staff
9:15 Meeting with representatives from clinical affiliates	Affiliation Agreements, Resources for Clinical Instruction, : Clinical Instructional Facilities/Information Resources
10:00 Team finalizes report	
12:00 Exit report to dean	
12:20 Exit report to university leadership	
12:45 Survey Team Departs	



THE UNIVERSITY OF ARIZONA

College of Medicine

Tucson