

## **LCME Self-Study Report GUIDELINES FOR COMMITTEE SUMMARY REPORTS**

### **MEDICAL STUDENTS**

(Note: The self-study committee or group responsible for developing the report on medical students should review the results of the student analysis and the school's most recent AAMC Medical School Graduation Questionnaire data, in addition to the material contained in the medical education database.)

#### **A. Admissions**

##### ***SOM Committee Report Guide***

1. Critically review the process of recruitment and selection of medical students, and evaluate the results of that process. Is the size of the applicant pool appropriate for the established class size, both in terms of number and quality? How do you validate your selection criteria?
2. Evaluate the number of students of all types (medical students, residents, visiting medical students, graduate students in basic sciences, etc.) in relation to the constellation of resources available for teaching (number of faculty members, space, clinical facilities, patients, educational resources, student services, etc.).
3. Describe your goals for gender, racial, cultural, and economic diversity of students. How well have they been accomplished? Are there student recruitment and support programs and professional role models appropriate for the school's diversity goals?
4. Evaluate whether the acceptance of transfer students, or visiting students in the school's affiliated teaching hospitals, affects the educational program of regular students (i.e., in the context of competition with the school's own students for available resources, patients, educational venues, etc.).

##### ***Consider: LCME Site Visitors Report Guide***

Insert the following items from the database and student analysis in the Appendix:

- Student enrollment by class year
- Mean MCAT scores and premedical GPAs for past three entering classes
- Gender, racial, and ethnic distribution of medical students
- Table of students who left school, exhibited academic difficulty, or took leave of absence
- Sample Medical Student Performance Evaluation ("dean's letter")
- Tables of financial aid support
- Narrative section of student self-study analysis and data from student self-study questionnaire

Summarize the requirements for admission, including any courses or topics that are recommended but not required. Review the admissions process, including the composition, organization and operation of the admissions committee. Comment on the appropriateness of selection criteria in light of the school's mission, goals, and educational objectives. Evaluate the sufficiency of qualified applicants in relation to the number of students matriculated, and in terms of premedical GPAs, MCAT scores, and any other relevant antecedents predicting academic success in medical school. Is the school achieving student diversity consistent with its mission, goals, and environment?

Are there programs and processes in place (for example, pipeline programs) to support diversity goals? Note whether the school possesses and disseminates technical standards admission. Comment on the accuracy of the school catalog or equivalent materials in portraying the educational program and admissions requirements. How are informational materials about the school and its requirements disseminated (paper format, online)?

Evaluate the total number of students enrolled (including students in combined or joint degree programs) relative to available resources for their education. Has enrollment changed recently or is it likely to in the near future?

Are adequate resources available to accommodate the numbers of transfer and visiting students accepted by the school? Discuss the academic qualifications of transfer students relative to enrolled students. Evaluate the effectiveness of the system for verifying credentials and registering visiting students.

## **B. Student Services**

### ***SOM Committee Report Guide***

5. Comment on the levels of student attrition and academic difficulty in relation to your school's admission requirements, academic counseling efforts, and remediation programs. How effective are counseling and remediation systems?
6. Analyze the pattern of career choice among your recent graduates. Is the pattern congruent with your school's mission and goals? Evaluate the effectiveness of your systems of career counseling, residency preparation, and the selection of elective courses.
7. Evaluate the level of tuition and fees in relation to the size of graduates' accumulated debt, and to the level of financial aid needed and available. What is the school doing to minimize student indebtedness and comment on the effectiveness of these efforts? Comment on the effectiveness of debt counseling programs.
8. Evaluate the adequacy of student support in the following areas:
  - Personal counseling and mental health services.
  - Preventive and therapeutic health services, including immunizations and health and disability insurance.

- Education of students about bodily fluid exposure, needle stick policies, and other infectious and environmental hazards associated with learning in a patient care setting.

***Consider: LCME Site Visitors Report Guide***

**1. Academic and Career Counseling**

Summarize the academic advisory system, including any programs designed to assist potentially high-risk students in the entering class or students who experience academic difficulty throughout the curriculum.

Discuss the attrition rate and the proportion of students on leave of absence. Comment on the effectiveness of the school's efforts to identify students with academic difficulty, and the efficacy of remediation activities.

Describe the system for counseling students on choice of electives and on career choice and residency application, including student perceptions of efficacy. How well do students perform in the NRMP (or CaRMS)? Briefly summarize the process for generating the Medical Student Performance Evaluation ("dean's letter"). Comment on the mechanisms used by the school to prevent the residency application process from interfering with scheduled academic activities.

**2. Financial Aid Counseling and Resources**

Comment on the organization, operation, and accessibility of the financial aid office. Does it have sufficient staff to meet the needs of the medical students? Briefly summarize programs or services for counseling students about financial aid and debt management, and provide data on student perceptions of the availability and utility of such counseling..

Describe recent trends in tuition and fees, and the overall cost of attending medical school. Is the policy for tuition refund reasonable and appropriate? Does the availability of loans and scholarships meet the needs of the school's students? Note any trends in the amount of institutional funding for grants and scholarships and describe any institutional initiatives for enhancing funding for scholarship support. Cite the average debt of indebted students in comparison with national norms, and comment on trends in debt levels in the context of institutional initiatives to limit debt.

**3. Personal Counseling and Health Services**

Describe the personal counseling services available to students, including their accessibility and confidentiality. How does the school ensure that those responsible for psychiatric or psychological counseling, and the provision of other sensitive health services, are not also involved in the academic evaluation or promotion of medical students? Summarize any programs to promote student well-being or facilitate their adjustment to the demands of medical school.

Summarize the health services available to students, and evaluate their cost and accessibility. Note the school's requirements for student health insurance, including the costs to students and their dependents.

What measures does the school take to make disability insurance available to students? Are students adequately screened for their immunization status, given appropriate vaccinations, and properly instructed about infectious disease prevention and protocols for treatment after exposure?

### **C. The Learning Environment**

#### ***SOM Committee Report Guide***

9. Comment on the effectiveness of school policies for addressing allegations of student mistreatment, and for educating the academic community about acceptable standards of conduct in the teacher-learner relationship.

10. Evaluate the familiarity of students and course/clerkship directors with the school's standards and policies for student advancement, graduation, disciplinary action, appeal, and dismissal. Review the adequacy of systems for providing students with access to their records, and assuring the confidentiality of student records.

11. Assess the adequacy and quality of student study space, lounge and relaxation areas, and personal storage facilities. Do available resources for study contribute to an environment conducive to learning?

#### ***Consider: LCME Site Visitors Report Guide***

Comment on the school's student mistreatment policies, and educational efforts to prevent mistreatment.

Are there standards of conduct in the teacher-learner relationship and are students, faculty, and residents familiar with these standards? Do students perceive that the school's policies and procedures are effective?

Judge the clarity and appropriateness of the school's standards and procedures for student evaluation, advancement, graduation, disciplinary action, dismissal, and appeal. Are the standards and procedures widely understood by students, faculty members, and administration? Describe due process mechanisms that apply in cases of possible adverse action regarding a student, including timely notice of the charge or action, specification of the particulars of the situation, and opportunity for a fair and impartial hearing. Briefly summarize the options for appealing recommendations for dismissal or disciplinary action.

Describe the system for assuring confidentiality of student records. Are student records readily accessible to students who wish to review them? Note any impediments to student review or challenge of examination or course grades.

Comment on the quality, quantity, and availability of study space, student lounge and relaxation areas, and storage facilities for personal belongings.

#### **D. Student Perspective on the Medical School**

Briefly summarize general student opinion of the medical school and the educational experience it provides, based on information contained in the student analysis, AAMC Graduation Questionnaire, and discussions with students on site. If not mentioned elsewhere in the report, describe particular strengths and concerns identified by the students. To what extent are the administration and faculty responsive to student concerns? Do students believe that they have adequate representation in decision-making bodies that directly affect their education?