

Affiliate Application Guide

Affiliates should be arranged in alphabetical order by name within the affiliate volume of the self-study and marked with a labeled tab. Place the required items noted below within the respective affiliate area, in the order listed below.

| Documents required at the time of submission to JRCNMT for major, minor or academic affiliates are identified in the appropriate column with an X. | | Major | Minor | Academic |
|--|---|-------|-------|----------|
| 1. | Affiliate Summary: Complete this form for each program affiliate – major, minor and academic. If rotation areas are listed at addresses different than the main affiliate you must provide a copy of the RAM license showing all addresses are covered on a single license. <u>If the locations are licensed separately then these are separate affiliates and must be submitted as such.</u> | X | X | X |
| 2. | Narrative: <u>Only</u> required for new affiliate applications. Select and complete the appropriate set of questions based on the type of affiliate. | X | X | X |
| 3. | Form B Resume: Complete for affiliate clinical supervisor. | X | X | |
| 4. | Affiliation agreement: Submit a copy of the first page and signature page. | X | X | X |
| 5.a | Documentation of External Quality Assurance: Complete 5.a OR 5.b for major and minor affiliates. Complete 5.c for academic affiliates. For clinical affiliates recognized by a national agency such as JCAHO, ICANL or ACR provide proof of that recognition. Documentation for a radiopharmacy is its current state pharmacy license. State pharmacy licenses and proof of recognition by a national agency may be printed from websites. Joint Commission http://www.qualitycheck.org/consumer/searchQCR.aspx ICANL http://www.intersocietal.org/icanl/main/lab_list.htm ACR http://acr.org/accreditation/AccreditedFacilitySearch.aspx | X | X | |
| OR 5.b | For clinical affiliates not recognized by a national agency contact the JRC office. | X | X | |
| 5.c | Provide documentation of the institution's regional accreditation printed from the website of its regional accrediting agency. | | | X |
| 6. | Form CL-A Nuclear Medicine Equipment: Identify the type and number of imaging and non-imaging equipment available at this facility for student clinical education. | X | | |
| 7. | Form CL-B Nuclear Medicine Studies: Report the number of in-vivo imaging, non-imaging, therapeutic and radiopharmaceutical procedures perform at this affiliate in the most recent 12-month period. | X | | |
| 8. | Form CL-C Clinical Staff: Report the nuclear medicine technology or radiopharmacy staff at this affiliate. Answer all questions at the bottom of the page. | X | | |
| 9. | Form CL-D Student Capacity: Complete charts A and/or B and answer all questions. Include Form CL-E or similar document if affiliate is shared. | X | X | |
| 10. | Authorization to Conduct Clinical Site Visit form must be completed and signed by the appropriate signatories at each major affiliate. | X | | |

Document Assembly Instructions – Affiliate Applications Submitted Between Self-Study Cycles

1. For affiliate applications submitted between self-study submissions, **an original and one copy** should be submitted to the JRCNMT. A digital copy is also appreciated and can be on CD, disk or USB drive.
2. Everything in the application except signatures **must** be typed.
3. Affiliate applications can be stapled and submitted without any type of binder. If you wish to submit in a binder please use a pressboard binder with prong fastener. **Note: three-ring or spiral binders should not be used.**
4. A cover page should be created for each application that identifies the name of the institution, address of the institution, date submitted, and an indication as to whether each volume is the original or a copy (see sample below.)

| |
|--|
| NAME OF INSTITUTION CITY, STATE |
| Major Affiliate Application for Hospital X |
| DATE SUBMITTED |
| ORIGINAL or COPY 1 |

5. If using the full version of Adobe Acrobat software to manage files and number pages, do not electronically merge multiple affiliate PDF documents into a single PDF file. This will corrupt entered data. You can place them in a PDF package of files without the data being overwritten.

It is imperative that all parts of the application are complete and prepared as instructed. Failure to follow the directions will result in the documentation being returned to the program.