



# Self-Study Instructions

## 2011-2012 Submissions

Joint Review Committee on Educational  
Programs in Nuclear Medicine Technology  
2000 W. Danforth Road  
Suite 130, #203  
Edmond, OK 73003

Phone: 405.285.0546  
Fax: 405.285.0579  
jrcnmt@coxinet.net  
[www.jrcnmt.org](http://www.jrcnmt.org)

**Joint Review Committee  
on Educational Programs  
in Nuclear Medicine  
Technology**

# Getting Started

---

Whether you are preparing a self-study for initial accreditation of a new program or reaccreditation of an existing program, the following pages serve as your guide on how to prepare and package the document. It's strongly suggested you read these pages before beginning the self-study process.

Self-study is an on-going evaluation process – not just a report completed every five or seven years. The purpose of the self-study process is to ensure a program is routinely analyzing itself and making modifications based on results of the analysis, changes in the profession and changes in the student body. The culmination of the process is the written self-study document which identifies program resources and processes, explains analyses conducted, demonstrates results of the analyses and explains changes made or planned due to the findings.

Most education experts agree – programs will only get as much out of the self-study process as they put into it. The JRCNMT hopes programs will use the self-study process to identify weaknesses, publicize strengths, implement improvements and plan for the future.

All files needed for the self-study report are located on the JRCNMT website in the Forms area under the Self-Study link. You will need the free version of Adobe Acrobat Reader X to open and utilize the fillable PDF files. For files pertaining to affiliate sites you will need to make as many copies of the blank file as you have affiliates.

JRCNMT office staff are available to answer questions as programs work their way through the self-study process so do not hesitate to call or email for assistance.

Jan M. Winn, MEd, RT(N), CNMT  
Executive Director, JRCNMT

# Overview of Self-Study Sections

---

## I. Introduction

The introduction is a brief narrative of how the self-study was conducted, the period of time devoted to the process and a list of participants and their specific assignments. A brief historical overview of the program and description of the program's organization/structure should be included to assist the self-study reviewers and site visitors in gaining a broad overview of the program. A form is provided for submission of the introduction.

## II. Data Form & Signature Page

The Data Form requests basic facts about the sponsoring institution and the program. The signed Authorization to Conduct Site Visit form for the sponsoring institution should be included as the final page in this section of the self-study.

## III. Program Report

The program report consists of a two-part narrative for most Standards plus the appended supporting documentation. Unless noted otherwise, the first narrative is a factual description of the processes and/or policies the program has in place to meet the Standard. The narrative should give the reader an overview and understanding of the appendix items but does not need to quote the appendix items verbatim. *This narrative should answer "What are you doing at your program to address this Standard?"*

The second narrative describes the program's self-assessment of how well the relevant policies, processes and/or published documents are helping the program meet the Standard. It is a qualitative assessment of the strengths and weaknesses of the program with respect to the Standard along with a description of any changes implemented since the last self-study or planned for implementation to improve compliance with the Standard. *This narrative should answer "How well is what I'm doing working and what changes have been or will be implemented for improvement?"*

Supporting documentation and forms provided by the JRCNMT related to each Standard are listed and should be placed in an appendix immediately following the narratives for that particular Standard (e.g. Standard A Narratives followed by Standard A appendix).

## IV. Affiliate Reports

A set of documents comprises the affiliate report for each institution formally associated with the program. Instructions for completing and organizing the affiliate report forms are included in this document. Collection of information to complete the reports should be started early in the self-study process to allow sufficient time for affiliates to provide the required statistics, information and signatures. Programs are responsible for reviewing all documentation submitted by affiliates to ensure it is complete and accurate prior to submission.

Requests to add new affiliates may be included within the self-study. The forms to submit are the same as for existing affiliates except there will also be a set of narrative questions to include that address the reasons for adding the affiliate. The narrative file is available on the JRCNMT website.

## V. Summary

The summary is a statement of the significant findings from the complete self-study process including overall program strengths and weaknesses and should also include a review of how the program has addressed any concerns that have arisen since the previous accreditation review. Future plans to remedy any deficiencies or make program modifications should be addressed. A form is provided for submission of the summary.

## VI. Checklists

Checklists for the program report and each affiliate report must be included with each copy of the self-study. The Checklists are designed to assist the program in reviewing the document for completeness prior to submission and they assist the self-study review team and site visitors in efficiently locating information. Please enter the location of each required item in the space provided on the checklist. **Do not bind checklists within the document.** Place loose checklists in the front of the binder.

# Affiliate Documentation Guide

Affiliates should be arranged in alphabetical order by name within the affiliate volume of the self-study and separated by 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.	<b>Affiliate Summary:</b> 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.	<b>Narrative:</b> <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.	<b>Form B Resume with attachments:</b> Complete for affiliate clinical supervisor.	X	X	
4.	<b>Affiliation agreement:</b> Submit a copy of the first page and signature page.	X	X	X
5.a	<b>Documentation of External Quality Assurance:</b> Complete 5.a <b>OR</b> 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. <b>Documentation for a radiopharmacy is its current state pharmacy license.</b> State pharmacy licenses and proof of recognition by a national agency may be printed from websites. Joint Commission <a href="http://www.qualitycheck.org/consumer/searchQCR.aspx">http://www.qualitycheck.org/consumer/searchQCR.aspx</a> ICANL <a href="http://www.intersocietal.org/icanl/main/lab_list.htm">http://www.intersocietal.org/icanl/main/lab_list.htm</a> ACR <a href="http://www.acr.org/accreditation/AccreditedFacilitySearch.aspx">http://www.acr.org/accreditation/AccreditedFacilitySearch.aspx</a>	X	X	
<b>OR</b>		or	or	
5.b	For clinical affiliates not recognized by a national agency contact the JRCNMT office.	X	X	
5.c	Provide documentation of the institution’s regional accreditation printed from the website of its regional accrediting agency.			X
6.	<b>Form CL-A Nuclear Medicine Equipment:</b> Identify the type and number of imaging and non-imaging equipment available at this facility for student clinical education.	X		
7.	<b>Form CL-B Nuclear Medicine Studies:</b> Report the number of imaging, non-imaging, therapeutic and radiopharmaceutical procedures performed at the affiliate in the most recent 12-month period.	X		
8.	<b>Form CL-C Clinical Staff:</b> Report the nuclear medicine technology or radiopharmacy staff at this affiliate. Answer all questions at the bottom of the page.	X		
9.	<b>Form CL-D Student Capacity:</b> Complete charts A and/or B and answer all questions. Include completed <b>Form CL-E</b> if the affiliate is shared.	X	X	
10.	<b>Authorization to Conduct Clinical Site Visit</b> form must be completed and signed by the appropriate signatories at each major affiliate.	X		

# Document Assembly Instructions

---

1. Everything in the self-study except signatures **must** be typed.
2. The self-study report should be placed in a pressboard binder with prong fastener. Individual volumes should not exceed 3 inches in thickness. **Note: three-ring or spiral binders should not be used.**
3. The cover of the report should clearly identify 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.) **The complete submission must consist of an original and four copies.** A single digital version of the complete self-study must also be submitted on USB flash drive.

NAME OF INSTITUTION CITY, STATE
VOLUME _____
DATE SUBMITTED
ORIGINAL or COPY # OF 4

4. Forms and exhibits for each Standard should be placed immediately after the narratives for that Standard.
5. If the program has multiple affiliates, affiliate reports should be placed in a separate binder, not more than 3 inches thick. Additional binders should be used if the number of affiliates cannot fit into one binder.
6. Labeled tabs should separate major sections of the self-study. This should be done in the original and all copies of the document. Affiliates should be separated with the name of the affiliate identified on the tab.
7. All pages throughout the document must be numbered.
8. If using the full version of Adobe Acrobat software to manage files and number pages, do not electronically merge sets of affiliate PDF documents into a single PDF file. This will corrupt entered data.

**It is imperative that all parts of the self-study are complete and prepared as instructed. Failure to follow the directions will result in the self-study being returned to the program and a late submission fee of \$250.**

## Items Available At the Site Visit

---

The following items should be available in the site visitors' work room or readily available at the time of the visit:

1. Student records – didactic and clinical
2. Complete affiliation agreements with all academic and clinical affiliates
3. Complete and current syllabi for all courses in the professional curriculum
4. Radiation dosimeter reports
5. Copy of certificate or degree awarded
6. Samples of recent exams
7. Documentation of professional development of academic faculty
8. Minutes of Advisory Committee meetings that have occurred since self-study was submitted
9. Certification scores of graduates received since self-study was submitted
10. Records of clinical affiliate visits by program director and/or clinical coordinator