JRCNMT

Self-Study Instructions

Issued July 2018

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

Revised 7/5/18

Getting Started

Whether you are preparing a self-study for initial accreditation or reaccreditation, 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 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 analyses, changes in the profession, changes in higher education, 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 to the program or planned for the future 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. The free version of Adobe Acrobat Reader is necessary to open and utilize the fillable PDF files. For files pertaining to affiliate sites you will need to make as many copies of each blank file as there are affiliates.

JRCNMT staff is available to answer questions as programs move through the self-study process. Do not hesitate to call or email for assistance.
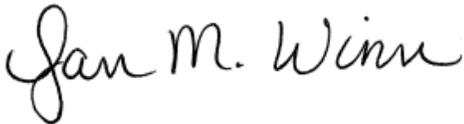
Jan M. Winn, MEd, RT(N), CNMT
Executive Director, JRCNMT

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 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 the introduction narrative.

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 narrative section containing one or more questions for most Standards plus the appended supporting documentation. Program responses should give the reader an overview and understanding of the appendix items but should not quote the appendix items verbatim.

Some narratives request the program's assessment of how well the identified policies, processes and/or published documents are ensuring the Standard is met. 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.

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 documents).

IV. **Affiliate Reports**

A set of documents comprises the affiliate report for each academic and clinical affiliate used by 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 information. <u>Programs are responsible for reviewing all documentation submitted by affiliates to ensure it is complete and accurate prior to submission.</u> **Hospital-based programs must complete a set of documents for their facility.**

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 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 the summary narratives.

VI. **Program Checklist**

A checklist for the program report must be included with the self-study. The Checklist is designed to assist the program in reviewing the document for completeness prior to submission; it also assists the self-study review team and site evaluators in efficiently locating information within the document. Please enter the page number of each required item in the space provided on the checklist.

Affiliate Documentation Guide

Affiliates should be arranged alphabetically by name, with each having its own PDF file. 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 clinical and academic affiliates are identified in the appropriate column with an X.	Clinical	Academic
1.	**Affiliate Summary:** There is one version of the form for clinical affiliates and a different one for academic affiliates.	X	X
2.	**Form C Résumé with attachments:** Complete for the designated affiliate education supervisor (AES) at that affiliate.	X	
3.	**Affiliation agreement:** Submit a copy of the complete agreement.	X	X
4.	**Regional accreditation:** Documentation required only for academic affiliates.		X
5.	**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	
6.	**Form CL-B Nuclear Medicine Studies:** Report the number of imaging, non-imaging, therapeutic and radiopharmaceutical procedures performed at the affiliate.	X	
7.	**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	
8.	**Form CL-D Student Capacity:** Complete charts A and/or B and answer all questions.	X	
9.	**Form CL-E Sharing Agreement:** complete and insert if affiliate is shared with another NMT program. Do not include if the affiliate is not shared.	X	
10.	**Narrative:** Only required for new affiliate applications. Select and complete the appropriate set of questions based on the type of affiliate.	X	X

Document Assembly Instructions

1. Everything in the self-study except signatures **must** be typed.

2. A cover page that identifies the name and address of the institution and date submitted should be created for the self-study and made the first page of the document (see next page).

> NAME OF INSTITUTION
> CITY, STATE
>
>
> DATE SUBMITTED

3. All pages in the program portion of the document must be numbered. Pages in the affiliate files do not need to be numbered. Numbering can be done by numbering prior to digitizing or using Adobe Acrobat software to insert page numbers in each digital folder after the final digital document has been created. Numbering may be consecutive across all the program PDF files or per individual PDF file, as long as the method is used consistently throughout the self-study.

4. Do <u>not</u> include web links in the self-study since the links may not remain accurate or active over the life of the document.

5. Follow all steps on the JRCNMT Self-Study File Structure for Digital Submission (next two pages) to create the digital self-study.

6. The final submission will be five flash drives, each containing the complete self-study, and the <u>original</u> signature page permitting the JRCNMT to conduct the on-site evaluation.

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 charged since the submission deadline must be extended.

JRCNMT Self-Study File Structure for Digital Submission

[PDF icon] Indicates a PDF file on the flash drive and the name it should be given. The list beneath each folder includes the documents to include, <u>in the order they should be included</u>. Each titled file must be a single PDF document that can be created by 1) digital merger of the individual documents listed using Adobe Acrobat software or 2) scanning of hardcopy documents into a single PDF file.

Documents obtained and inserted by the program are in *italics*. Documents listed in black font are forms located on the self-study page of the JRCNMT website.

[PDF icon] **1 Introduction**
    Cover page
    Introduction.docx
    DataForm.pdf
    Site Visit Authorization Form.pdf

[PDF icon] **2 Standard A**
    Narratives.docx
    JRCNMT forms and *external documents* in the order listed on the Standard A Evidence of Compliance lists

[PDF icon] **3 Standard B**
    Narratives.docx
    JRCNMT forms and *external documents* in the order listed on the Standard B Evidence of Compliance lists

[PDF icon] **4 Standard C**
    Narratives.docx
    JRCNMT forms and *external documents* in the order listed on the Standard C Evidence of Compliance lists

[PDF icon] **5 Standard D**
    Narratives.docx
    JRCNMT forms and *external documents* in the order listed on the Standard D Evidence of Compliance lists

[PDF icon] **6 Standard E**
    Narratives.docx
    JRCNMT forms and *external documents* in the order listed on the Standard E Evidence of Compliance lists

[PDF icon] **7 Summary.docx**

[PDF icon] **8 Affiliate A** *(substitute the actual name of the affiliate for 'Affiliate A', abbreviating as needed)*
    Affiliate_Summary.pdf (clinical or academic, as appropriate for each affiliate)
    Campus map (if needed - see top of page 2 of summary form)
    AES Résumé form and *board certifications (include all if more than one AES)*
    Affiliation agreement
    CL-A Equipment.pdf
    CL-B Procedures.pdf
    CL-C Staff.pdf
    CL-D Capacity.pdf
    CL-E Sharing Agreement.pdf *(needed only if site is shared)*
    Narratives.docx *(only if new affiliate application)*

9 Affiliate B
    Repeat list in Affiliate A and continue this format until all affiliates are included

X Program Checklist
    Program Checklist.pdf

Save Time - Include Only What Is Needed!

Below are examples of the documentation from web sites that should be included in a self-study or affiliate application. In many instances multiple pages of information can be obtained from these websites but only the portion demonstrated below should be included in a self-study or application by utilizing a screen shot of the web page.

NMTCB
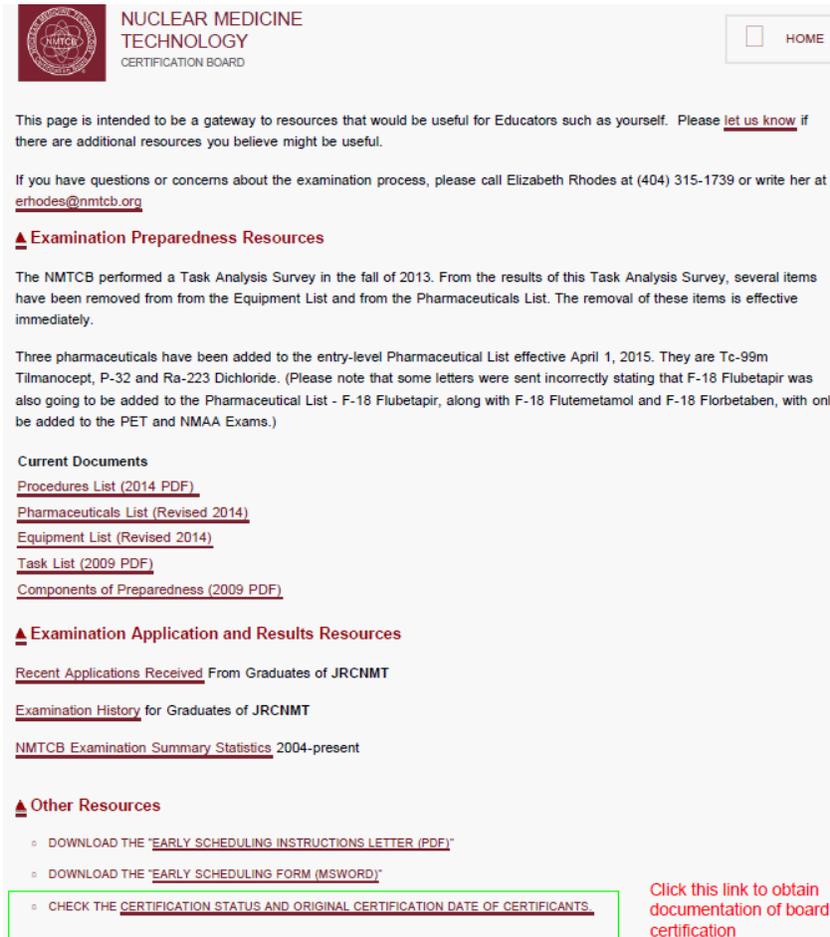
NUCLEAR MEDICINE TECHNOLOGY
CERTIFICATION BOARD

HOME

This page is intended to be a gateway to resources that would be useful for Educators such as yourself. Please let us know if there are additional resources you believe might be useful.

If you have questions or concerns about the examination process, please call Elizabeth Rhodes at (404) 315-1739 or write her at erhodes@nmtcb.org

▲ Examination Preparedness Resources

The NMTCB performed a Task Analysis Survey in the fall of 2013. From the results of this Task Analysis Survey, several items have been removed from from the Equipment List and from the Pharmaceuticals List. The removal of these items is effective immediately.

Three pharmaceuticals have been added to the entry-level Pharmaceutical List effective April 1, 2015. They are Tc-99m Tilmanocept, P-32 and Ra-223 Dichloride. (Please note that some letters were sent incorrectly stating that F-18 Flubetapir was also going to be added to the Pharmaceutical List - F-18 Flubetapir, along with F-18 Flutemetamol and F-18 Florbetaben, with only be added to the PET and NMAA Exams.)

Current Documents
Procedures List (2014 PDF)
Pharmaceuticals List (Revised 2014)
Equipment List (Revised 2014)
Task List (2009 PDF)
Components of Preparedness (2009 PDF)

▲ Examination Application and Results Resources

Recent Applications Received From Graduates of JRCNMT

Examination History for Graduates of JRCNMT

NMTCB Examination Summary Statistics 2004-present

▲ Other Resources

○ DOWNLOAD THE "EARLY SCHEDULING INSTRUCTIONS LETTER (PDF)"

○ DOWNLOAD THE "EARLY SCHEDULING FORM (MSWORD)"

○ CHECK THE CERTIFICATION STATUS AND ORIGINAL CERTIFICATION DATE OF CERTIFICANTS.

Click this link to obtain documentation of board certification

To get to the correct place to print board certifications within the NMTCB website you must log in through the Program Director portal and scroll down the list of links until you see the one that says "Check certification status and original certification date of certificants." The print-out obtained from this link includes original date of certification, which is not included on the public access directory.

NUCLEAR MEDICINE TECHNOLOGY
CERTIFICATION BOARD

NMTCB ONLINE VERIFICATION

Jan M. Winn
Edmond, OK
CNMT Certified Since: **9/27/1986**
Certifications held: **CNMT**
CNMT Expiration: **5/31/2019**

ARRT

Documentation is obtained from the online public directory. No special log-in is required.

Name	Jan M Winn
City, State, Zip	Edmond, OK 73003-2256
Country	U.S.A.
Credentials	R.T.(N)(ARRT)
Valid Thru	05/2019
CE Biennium	5/1/2017 to 4/30/2019

Credential Description
(N)Nuclear Medicine Technology

You can obtain free or low cost software to capture and manipulate screen shots from websites. This is the best way to obtain the documentation needed for inclusion in the self-study since it allows you to combine a person's ARRT and NMTCB on a single page or exclude unnecessary information. Talk to the IT staff at your institution to see what is available to you.

Proof of Program Sponsor's Accreditation

Regional/National Accreditation from Accreditor Website

CHE MSA — **MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

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- Membership Lists

ccreditation Actions
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Policies
Events
Evaluators
News

Institution Directory

Accredited: 523   Candidate: 9

Search results for: Thomas Jefferson University

Selected Options:
State: All States
Country: All Countries
Institution Control: Public and Private
2015 Carnegie Classification: All Carnegie Classifications
Carnegie Sub-Classification: All Carnegie Sub-Classifications

Insitutions found: 1

Thomas Jefferson University [Accredited]
1020 Walnut Street
Philadelphia, PA 19107

Phone: (215) 955-6000
Fax: (215) 955-1122
Website: www.jefferson.edu

2015 Carnegie Classification:
Special Focus Four-Year - Medical Schools & Centers

First Accredited in: 1976
Reaccredited in: 2014
Institution Code: 0588

▶Statement of Acc

Joint Commission Accreditation for Hospital-Sponsored Program

Quality Report

Froedtert Memorial Lutheran Hospital, Inc

DBA: Froedtert Memorial Lutheran Hospital
HCO ID: 7718
9200 West Wisconsin Avenue
Milwaukee, WI, 53226
(414) 805-3000
www.froedtert.com

Summary of Quality Information

Accreditation Programs

View Accreditation History

	Accreditation Decision	Effective Date	Last Full Survey Date	Last On-Site Survey Date
Hospital	Accredited	8/6/2016	8/5/2016	4/20/2018