

JRCNMT Site Evaluation Overview

The JRCNMT is proud of the dedicated professionals who volunteer their time and expertise to conduct on-site evaluations. It requires commitment to the task, objectivity, and candor with the individuals involved. The following information is provided to assist site evaluators in performing and documenting a program or affiliate site visit that they are conducting on behalf of the JRCNMT.

- Site evaluators are required to complete an ethics and conflict of interest form provided by the JRCNMT. This form signifies that the individual team member has no association with the institution and does not stand to benefit in any way from its accreditation or lack thereof.
- The self-study and other pertinent materials will be forwarded to the team members directly from the JRCNMT. Other materials may be requested as appropriate before or during the on-site evaluation.
- The JRCNMT Executive Director is available to assist the site team in all aspects of the visit.

Responsibilities of Site Evaluators

Because of the investment made to train new site evaluators, the JRCNMT asks that evaluators commit to performing a minimum of four visits in a five-year period, which begins after the trainee completes his/her observation site visit.

It is the site evaluators' responsibility to perform an assessment of the program within the framework of the relative accreditation standards. In accepting this assignment the site evaluators' first responsibility is to review the JRCNMT standards and relevant policies. The program's self-study must be reviewed in relation to the appropriate standards, prior to arriving at the program. Throughout the site visit, the independent insights and judgments arrived at by the site evaluation team:

- Confirm and validate the contents of the program's self-study
- Document whether the program meets each of the accreditation standards

All team members have a professional and moral obligation to preserve the confidentiality of the self-study and other accrediting documents provided to the team by the program and the JRCNMT. Information gathered about the institution or program from self-study materials or during the site visit may not be shared with persons other than the appropriate institutional/program officials, the JRCNMT, and the members of the site team.

Site evaluators are instructed not to make evaluative comments independently to any faculty or official of the institution or program without the clear consensus of the whole team. Evaluation teams and programs are also reminded that the JRCNMT Board makes the final accreditation decision.

Setting the Dates of the Site Visit

The site visit is scheduled by the JRCNMT in cooperation with the program director and the site evaluators.

Responsibilities of the Team Chair

One member of the evaluation team will be designated as team chairman and will assume responsibility for leadership in conducting the evaluation and in preparing the team's report. Prior to the site visit, the chair must:

- Contact the program director well in advance of the visit to discuss arrangements for lodging, transportation and the necessity for a private conference room for the team's use onsite.
- In conjunction with the program director and prior to the site visit, develop the agenda for the site visit. It is important that the schedule allow for thorough program evaluation.
- Provide team members the agenda at least 2 weeks prior to the site visit. The time and location of the first team meeting on the evening before the site visit should be identified.
- Contact the team members in advance of the site visit to confirm lodging arrangements and transportation arrival times.
- It is suggested that the team chairman and the program director exchange telephone numbers where they can be reached immediately prior to the scheduled site visit, in the event a change in arrangements becomes necessary.

On-Site Evaluation Process

The purpose of the evaluation process is to determine if the institution meets JRCNMT accreditation standards. This purpose is achieved by means of the program's self-study and the on-site evaluation of the program by the evaluation team.

Typically the evaluation visit, whether for initial or renewal of accreditation will be scheduled for two to three days, depending upon the number and geographic distribution of clinical affiliates.

The final activity on the site visit agenda is a meeting with evaluation team and the appropriate officials of the institution to summarize the team's findings and recommendations. This exit summary provides the institution with an oral preview of the major points that may appear in the team report.

Report of Site Visit Team Findings

JRCNMT provides site evaluation worksheets for the team to substantiate the findings and decisions.

- The team chair must follow the format of the Site Evaluation Summary Form in presenting the exit summation.
- All sections of the worksheets should be completed and must demonstrate that team evaluation procedures were consistent and based on accreditation standards.
- The site visit team chair shall forward all necessary site evaluation worksheets, electronically signed by all team members, via mail, e-mail or fax to the JRCNMT. The completed forms must be received by the JRCNMT within 14 days of the site visit.

Completing the Report of Site Visit Team Findings

The JRCNMT Executive Director relies on the site visit team to provide sufficient information on the site visit worksheets so that an appropriate report of findings can be developed and provided to the sponsoring institution. As a result, site evaluators are reminded that the reports of the site visit team must be evaluative and emphasize outcomes documented by the program.

- The Site Evaluation Worksheets must be complete with a "yes" or "no" where asked and all open ended questions have a written response.
- Comments must substantiate the particular deficiency of the program and the source of evidence reviewed. It is of critical importance that the report contains significant, accurate information upon which the team's assessment was made.
- Comments on program strengths should be provided whenever possible.
- Consultative comments of the site visit team should be identified as suggestions in the report.
- In preparation for JRCNMT Board action on the team's report and recommendation, the Executive Director may provide historical, policy and factual context information to the Board.

Site Evaluator Reimbursement Guidelines and Instructions

Site evaluators are reimbursed for actual out-of-pocket expenses. To request travel reimbursement, complete the Travel Expense Report and attach all itemized receipts.

Itemized receipts for all expenses claimed must be submitted within 45 days of travel. Receipts submitted after 45 days will not be reimbursed.

Evaluation of Site Evaluator Performance

The credibility of the accrediting process relies heavily on the competence of each member of the site visit team. Assessment of site visitor performance is a vital step on the quality assurance program of the JRCNMT.

The performance of the site visit team will be evaluated by program and affiliate officials and reviewed by the JRCNMT Board annually.