# Standard A: Administration

**A1 Sponsorship**

A1.1 The institution sponsoring a nuclear medicine technology program must be one of the following:

* 1. A ***post-secondary*** academic institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), and authorized under applicable state law or other acceptable authority to provide a post-secondary educational program that awards a minimum of a certificate upon completion of the program.
  2. A hospital or medical center that is accredited by a health care accrediting agency or equivalent recognized by the U.S. Department of Health and Human Services, and authorized under applicable state law or other acceptable authority to provide healthcare, that awards a minimum of a certificate upon completion of the program.
  3. A branch of the United States Armed Forces that awards a minimum of a certificate upon completion of the program.

**Narrative Responses**

NONE REQUIRED

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| **Evidence of compliance to provide in Appendix A**  *The type of program and state in which it’s located will determine whether a program must provide documentation to #1, #2 or both (see below)*  A1.1-1 Certificate, accreditation letter or current detailed sponsor listing from institutional accreditor’s website.  A1.1-2 Documentation of authorization to provide a post-secondary education program from relevant **state** agency such as a vocational education office or higher education office (if applicable).  A1.1-3 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

A1.2 When multiple institutions collaboratively sponsor a program it shall be called a ***consortium***. All institutions in the consortium must meet one of the criteria in Standard A1.1. The responsibilities of each member institution must be clearly documented in a formal contract or memorandum of understanding, which delineates responsibility for all aspects of the program including instruction, student services, resources, reporting, governance and lines of authority.

**Place an X in the box if this standard is not applicable to this program:**

**Narrative Responses**

1. Describe how the program meets this standard:
2. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing the concerns. Please include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  A1.2-1 Duly executed agreement, contract or memorandum of understanding governing operation of the consortium.  A1.2-2 Organizational chart(s) demonstrating the program’s relationship to the partners in the consortium, clearly depicting how the program reports to or is supervised by the various consortium partners.  A1.2-3 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

A1.3 Entry-level programs culminating in a master’s degree must be sponsored by the educational institution that awards the graduate degree.

**Place an X in the box if this standard is not applicable to this program:**

**Narrative Responses**

NONE

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| **Evidence of compliance to provide in Appendix A**  A1.3-1 Documentation demonstrating the sponsor is accredited to offer master’s degrees.  ***This information should be in the institutional accreditation document appended for A1.1. Do not provide it again unless it is not part of the earlier evidence.***  A1.3-2 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

# A2 Sponsor Responsibilities

A2.1 The sponsor must be capable of providing required prerequisite and co-requisite courses or have a process for evaluating and accepting transfer credit for these courses from other regionally or nationally accredited educational institutions.

**Narrative Responses**

1. Does the sponsoring institution offer the prerequisite courses? *It is recognized that some sponsors may offer the prerequisite courses yet permit students to transfer them from another college or university. In this instance indicate ‘Yes’ since the sponsor offers the prerequisites.*

Yes, the sponsor offers all required prerequisite courses

No, the sponsor does not offer the required prerequisite courses

1. Describe how the program meets this standard:
2. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing the concerns. Please include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  A2.1-1 Transfer of credit policy.  A2.1-2 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

A2.2 The sponsor must be capable of providing the professional didactic and laboratory instruction and is responsible for:

1. hiring faculty and staff;
2. supporting the program faculty in curriculum planning, selection of course content, and program assessment;
3. supporting the program in maintaining compliance with JRCNMT Standards and policies;
4. receiving and processing applications for admission;
5. conferring the academic degree or ***credential*** which documents satisfactory completion of the educational program;
6. ensuring that all faculty and student policies are consistent with federal and state statutes, rules and regulations; and
7. creating and following a ***teach out plan*** for currently matriculated students in accordance with the institution’s regional or national accreditor and federal law, in the event of program closure and/or loss of accreditation.

**Narrative Responses**

1. Describe how the program meets (or would meet) this standard by addressing each lettered item in the standard next to the corresponding letter below:
2. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing the concerns. For each area of concern identified, indicate the letter in the standard (a-g) it relates to and include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  **Submit only requested policies, not an entire procedure manual**  A2.2-1 Provide no more than two relevant institutional **policies and procedures** on faculty and staff hiring.  A2.2-2 Institutional **policies and procedures** on curriculum planning, selection of course content and program assessment by program faculty. **Do not include assessment data or reports.**  A2.2-3 List of institutional support staff/offices that provide accreditation compliance support to the program with a brief description of the types of support each office/staff provides  A2.2-4 Procedure and/or flow chart demonstrating the complete cycle for processing student applications  A2.2-5 Copy of the diploma or certificate awarded to graduates upon program completion.  A2.2-6 Procedure used by the institution to ensure that all faculty and student policies, at both the institutional and program levels, are consistent with federal and state statutes, rules and regulations  A2.2-7 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

A2.3 The sponsor must provide the opportunity and financial support for ongoing professional development of the ***primary faculty*** of the program to ensure they are able to fulfill their instructional and administrative obligations.

**Narrative Responses**

1. Describe how the program meets this standard:
2. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing the concerns. Please include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  A2.3-1 Institutional **policies or guidelines** demonstrating support for continued professional development of the primary faculty.  A2.3-2 Documentation of primary faculty participation in continuing professional development activities for the most recent 2 years, to include nuclear medicine **and** education topics. *Documentation of earlier professional development activities (since last site visit) must be available for review at the site visit.*  A2.3-3 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

# A3 Program Responsibilities

A3.1 The program must have a mission and student learning outcomes that are commensurate with the degree level offered and used to guide the development of the curriculum.

**Narrative Responses**

1. Describe how the nuclear medicine technology program’s mission and student learning outcomes integrate with and support the institution’s mission and goals.
2. Describe how the program ensures that its mission and student learning outcomes are commensurate with the degree level of the program.
3. Describe how the program’s mission and student learning outcomes are used to develop the curriculum.

1. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing the concerns. Please include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  A3.1-1 Copy of the program’s published mission and student learning outcomes. *Provide as a screen shot from program webpage or page from program manual/student handbook.*  A3.1-2 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

A3.2 The program shall be responsible for:

* + 1. Maintaining and documenting effective supervision, coordination, and continuing communication with all clinical affiliates to ensure students receive equivalent and adequate clinical experiences to meet ***competencies*** defined by the program.
    2. Maintaining and documenting effective coordination and continuing communication with

***academic affiliates*** to ensure students receive accurate and timely advisement

* + - * prior to entering the nuclear medicine technology program, and/or
      * upon transfer of professional coursework from the program to the academic affiliate for degree completion.

**Narrative Responses**

1. Describe how the program meets this standard:
2. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing the concerns. Please include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  A3.2-1 Sample documentation of communication with clinical affiliates (i.e., newsletter, email blast, etc.). Do not provide clinic visit notes; they are requested later in the self-study.  A3.2-2 Sample documentation of communication with academic affiliates (if applicable).  A3.2-3 Process used by the program to ensure students receive equivalent and adequate clinical experiences to meet the program’s competency requirements.  A3.2-4 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

A3.3 The program must ensure there is a current, duly executed ***affiliation agreement*** between the sponsor and each clinical affiliate. An agreement must identify the roles and responsibilities of all parties; specifically address student supervision and student liability; and provide adequate notice of termination of the agreement to minimize the impact on the clinical education of enrolled and matriculated students.

**Place an X in the box if this standard is not applicable to this program:**

**Narrative Responses**

1. Describe the process and frequency of reviewing clinical affiliation agreements to ensure they remain current.
2. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing concerns. Please include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  A3.3-1 *Clinical affiliation agreements are provided in the individual affiliate documentation. They are not to be included as evidence here.*  A3.3-2 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

A3.4 The program must ensure there is a current, duly executed ***affiliation agreement*** between the sponsor and each academic affiliate. The agreement must identify the roles and responsibilities of all parties. It must delineate the credits the academic affiliate will award for completion of the nuclear medicine technology program, the degree to be awarded, and the process whereby the transfer of credits is accomplished.

**Place an X in the box if this standard is not applicable to this program:**

**Narrative Responses**

1. Describe the process and frequency of reviewing academic affiliation agreements to ensure they remain current.
2. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing the concerns. Please include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  A3.4-1 *Academic affiliation agreements are provided in the individual affiliate documentation. They are not to be included as evidence here.*  A3.4-2 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |

A3.5 When a clinical affiliate is utilized by more than one nuclear medicine technology program, each program and the clinical site must negotiate and sign an ***affiliate sharing agreement*** then adhere to the terms of the agreement to ensure the maximum student capacity at the affiliate is not exceeded.

**Place an X in the box if this standard is not applicable to this program:**

**Narrative Responses**

1. Describe the procedure, including schedule or timeline, to ensure there is regular communication between the programs and the shared affiliate to discuss whether the current sharing agreement continues to reflect the affiliate’s student capacity and meets the needs of the programs sharing the affiliate.
2. Describe the program’s assessment of any areas of concern regarding its compliance with this standard and the plans for addressing the concerns. Please include projected timelines in the response.

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| **Evidence of compliance to provide in Appendix A**  A3.5-1 **Form A: Sharing Agreement Review** - documents evidence of periodic review of affiliation sharing agreements to ensure they remain current.  A3.5-2 *Affiliate sharing agreements are provided in the individual affiliate documentation. They are not to be included as evidence in the Standard A Appendix.*  A3.5-3 **(OPTIONAL)** Additional evidence of compliance with this standard. Provide a brief description of the item below and add the document after the requested evidence of compliance for this standard.  DO NOT TYPE IN THIS BOX UNLESS INCLUDING AN OPTIONAL ITEM |