Instructions for Completing the JRCNMT Annual Report

Part 1: Compliance with the Standards

It is important for programs to review program changes made in 2022 and report them now if they were not reported to the JRCNMT last year. Do not use this process to report 2023 program changes. Failure to report changes may impact a program’s accreditation status.

In addition to a detailed explanation of the particular change you are addressing, supporting documentation when reporting a change relative to items 1 through 5 in Part 1 may include:

**Item 1**
- Letter from institutional administration or state-level higher education office approving administrative restructuring
- Organizational chart

**Item 2**
- Letter from institutional administration explaining financial resources issue and its impact upon the program

**Item 3**
- Program change form* deleting a clinical affiliate no longer associated with the program
- Personnel change form* with supporting documents to name new affiliate education supervisor
- Contact the JRCNMT office if a substantive change occurred that was not reported

*Forms and directions located on JRC website on Notification Forms page in the Program Resources area.

**Item 4**
- Syllabi for new or significantly revised NMT courses
- Sample evaluation and/or competency forms if clinical education evaluation process was modified significantly

**Item 5**
- Published documents explaining new admission policies/criteria (ex: website, catalog or program brochure)

Part 2: Graduate Outcomes Data

Since nuclear medicine technology (NMT) programs are configured in many different ways, this section of the report is challenging to design. Please read all directions carefully and provide the data requested. If you have questions please call or email the JRCNMT office for assistance.

**For all tables in this section enter “0” if the response is zero or N/A if the item is not applicable. Do not leave a space blank since the office will not know whether to count it as zero or not applicable.**

**Item 3: Student Graduation Rate**

Graduation rate (%) = (# of students in cohort that graduated / # initially enrolled in the cohort) x 100
Item 5: Job Placement for Graduates
For the combined nuclear medicine and diagnostic CT job category, only count graduates that routinely perform a variety of diagnostic CT studies. Do not count graduates in this category if they randomly perform only a few types of diagnostic CT studies on a PET/CT or SPECT/CT camera.

Non-respondents may be graduates that failed to respond to a request for information or those for which the program has no contact information. Programs are expected to attempt to reach all graduates in a class and not selectively invite graduate participation in the survey.

Item 6: Certification Exam Pass Rates for First-Time Examinees
The JRCNMT will only accept pass rate data provided on reports printed from the certification exam websites. Directions on obtaining the appropriate report from each exam agency are on the annual report form.

Program directors are encouraged to use the spreadsheet provided to track their program’s three-year pass rate for first time examinees, rather than waiting for the JRCNMT to post the annual report containing each program’s pass rate.

Part 3: Program Assessment Data

Attach completed Forms J and L for the academic year that concluded in 2022. Be certain to use the versions of J and L provided to you to ensure submission of the current version of each form. Review J and L submissions from prior years and address the results of planned changes mentioned on past submissions.

Annual Report Due Date is August 1, 2023

The JRCNMT will produce the annual graduate outcomes report for programs after the deadline and publish it on the JRCNMT website.