



Site Visit Checklist

The following should be completed prior to the onsite evaluation.

	1.	Send flash drive to site visitors at least four weeks prior to the visit
	2.	Coordinate agenda with team chair
	3.	Coordinate lunches with team chair
	4.	Coordinate transportation between the airport, clinical sites, and the program with the site visitors
	5.	Book hotel with internet access provided in the rooms and restaurant availability for site visitors. The hotel accommodation expenses must be direct billed to the sponsoring institution;* effective with visits projected for May 2016 and after.
	6.	Provide a private workspace within reasonable proximity to the program offices with wireless internet access, a computer and a phone during the site visit

The following is a list of potential items (if not previously submitted within the self-study) that should be available to the site visit team in a private workspace. These are simply suggestions. The program should work collaboratively with the site visit team chair to facilitate the site visit.

	1.	Hard copies of the program's student handbook and college catalog, if available
	2.	An organizational chart and a faculty roster which includes names, titles, offices/classrooms, and hours
	3.	Schedule of classes (course numbers and titles, meeting times, room numbers, instructors) and the enrollment roster for each class on the days of the visit.
	4.	A list of all students enrolled
	5.	A list of students who have graduated from the program, including the graduation dates, within the 12-month period prior to the site visit
	6.	Program curriculum, course syllabi, and lesson plans
	7.	Clinical externship information: list of students, locations of externship, dates/times of externships, clinical instructors' names and phone numbers for sites currently hosting students, and student radiation exposure monitoring documentation
	8.	Clinical competencies, evaluations, and attendance records
	9.	Most recent program assessment plan
	10.	Published grievance policy and complaint file
	11.	Files for all enrolled students
	12.	Files for the most recent graduating class available
	13.	Files for students who have been terminated or have withdrawn from the program within the 12-month period prior to the site visit
	14.	Minutes of faculty, advisory, and assessment committee meetings (if applicable) held within the past 12 months
	15.	Faculty training materials (e.g., distance education, professional development, etc.) during the current accreditation cycle
	16.	Clinical instructor, student performance, and course evaluations for the 12-month period prior to the site visit

*****All communications with the site visit team members is concluded at the end of the visit. After the visit, any questions and/or concerns need to be directed to the JRCERT office. *****