Joint Review Committee on Education in Radiologic Technology
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SITE VISIT CHECKLIST

The following should be completed prior to the onsite evaluation.

	1.	Coordinate agenda with team chair – Chair will contact you.
	2.	Coordinate lunches with team chair – working lunch is typically appropriate
	3.	Coordinate transportation between the airport, clinical sites, and the program with the site visitors. JRCERT believes the program should be responsible for this transportation and not depend on buses, trains, shuttles, etc.
	4.	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 May 1, 2016.
	5.	Provide a private workspace within reasonable proximity to the program offices. Coordinate with team chair if wifi is needed versus a desktop computer with internet access.
	6.	Provide site visit team with access to distance education courses (if applicable) prior to the 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 information: list of students, locations of clinical rotations, clinical rotational schedule, clinical instructors' names and phone numbers[*] for sites currently hosting students, and student radiation exposure monitoring documentation. * This information is needed in case conference calls are required.
	8.	Current student and recent graduates' files to include clinical competencies, evaluations, and attendance records
	9.	Most recent program assessment plan
	10.	Published grievance policy and complaint file
	11.	Minutes of faculty, advisory, and/or assessment committee meetings (if applicable) held within the past 12 months
	12.	Faculty training materials (e.g., distance education, professional development, etc.) during the current accreditation cycle
	13.	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. ***