



Joint Review Committee on Education in Radiologic Technology  
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## Hybrid Site Visit

Intent: A hybrid site visit is utilized in rare circumstances in which only one individual is able to administer the on-site visit and the other individual completes responsibilities virtually. Rare circumstances include, but are not limited to, pandemic, natural disasters, and other catastrophic events.

The following details the responsibilities of each site visitor in the hybrid evaluation process.

### Responsibilities of both visitors:

#### First Day

- A pre-site visit conference the night before the site visit.
- Introductory Meeting – morning of first site visit day on campus
  - To assure confidentiality, review the purpose of the site visit, the accreditation process, and the roles of the site visit team and the JRCERT; revise agenda as needed.
  - As meeting concludes, brief meeting with institutional representatives as needed. Purpose: Assess support of the program and the educational process and understand and validate support for program mission, goals, and objectives.
- Meeting with Program Director
  - Collect additional needed documents; obtain clarification, initial review of actual instrument/surveys, student records, etc.
- Meeting with other program faculty (Clinical Coordinator, didactic faculty, etc.) as needed.
- At the end of the first day, provide the Program Director with a list of any additional data needed to complete review the following day.

#### Second Day

- Meet with Program Officials
  - Review Program Records, previously requested information, and any additional documentation if needed for compilation of final report.
- Pre-Exit Meeting with Program Director and program faculty, if applicable
  - Share findings with the Program Director and faculty prior to the exit summation to assure mutual understanding and avoid presentation of inaccurate information.
- Exit Summation
  - Concluding meeting with Program Officials and Campus/Institutional representatives as selected by the sponsoring institution.
  - Reassurance of confidentiality
  - Provide exit summary of the site review

On-Site Visitor Responsibilities (to be conducted in accordance with site visit agenda):

- Regular calls with virtual member to assure clear transfer of information.
- Tour of Campus/Facilities
  - Tour facilities and brief interview with those in charge of learning resources, and student services to assess level of support for the program.
  - Tour library, student commons, classrooms, laboratory, faculty offices.
- Visit Clinical Facilities
  - Meet with department director, if possible.
  - Tour facilities and resources, interview designated Clinical Instructors & students on-site, clinical staff, program graduates, records, etc.

Virtual Visitor Responsibilities (to be conducted in accordance with site visit agenda):

- Regular calls with on-site member to assure clear transfer of information.
- Interviews with students
  - Students will be given time frames to join a videoconference meeting and will join at the scheduled time.
- Interviews with clinical instructors and clinical staff
  - All clinical instructors must be present at the meeting with the exception of those who preside over students at the facilities the team will be visiting.
  - Interview with clinical staff members, if possible.

This is a template, used to help facilitate the roles and responsibilities of the on-site and off-site evaluators. This template can be modified to better meet the needs of the site visit team and program for circumstances regarding on-site abilities and/or limitations.