****

**Required Documentation for JRC-DMS Self-Study Submission**

Self-Study Document

Completed Student Anonymous Surveys. All enrolled students must complete and submit.

**Checklist for Attachments Required within the Self-Study**

1 CAAHEP Request for Accreditation (Email acknowledging receipt of submission of form)

2 Annual report (most recent year)

* Initial program applicant – Excel document
* Continuing accreditation applicant – Excel document

3 Consortium Agreement (if applicable) (PDF)

4 Advisory Committee Minutes (PDF)

5 Clinical Affiliate list per concentration (Excel document)

6 Personnel (PDF each saved as separate documents)

Job descriptions

Summary CVs

7 Curriculum map(s) as applicable to the concentration(s) applying for (PDF)

8 Program resource surveys (One bookmarked PDF file for completed surveys)

Program and Clinical Personnel surveys

Student Evaluation surveys

Program resource matrix (Excel document)

9 Program and Clinical Communication Log

10 Program Outcomes (One bookmarked PDF for the completed surveys and official credential reports)

Graduate & Employer Matrix (Excel document)

Copies of completed Graduate Surveys per cohort

Copies of completed Employer Surveys per cohort

Official (ARDMS, ARRT, CCI) national credentialing results for the past two graduating cohorts

11 Institutional Catalog if URL is not available (PDF)

12 Information for applicants (one bookmarked PDF or URLs)

13 Program Handbook if URL is not available (PDF)

14 Use of volunteer (one bookmarked PDF)

Policy on the use of human subjects for educational purposes

Scan consent form for student volunteers

Scan consent form for volunteers other than students (if applicable)

15 Clinical affiliate spreadsheet (Should be included with annual report, notation can be made to look at annual report)

**Worksheets**

The following forms are required to be completed in the tables provided within the self-study. These worksheets are provided for your use in documentation to assist in the preparation of the self-study as well as having organized documentation for the site team. Programs can modify or use alternate methods for the documentation and retention of the information to be reviewed by the site team.

* Institutional Organization for Reporting
* Advisory Board Member Roster
* Program Clinical Rotation Matrix
* Student Clinical Log Participation
* Program and Clinical Communication Log
* Curricular Sequence and Schedule of Courses
* Master List of Clinical Competencies
* Retention Calculation and Analysis Form