JRC-DMS Self-Study List of Document Uploads with Labels

Page Name in Instrument	Document Label	Single or Multiple File Uploads Allowed
PROGRAM INFORMATION	ProgramNumber_RAS	Single
ATTESTATION and SIGNATURES	ProgramNumber_Attestation	Single
ANNUAL REPORT and SELF STUDY QUESTIONNAIRES	ProgramNumber_AnnualReport	Single
SPONSORSHIP	ProgramNumber_InstitutionAccred ProgramNumber_ConsortAgreement* ProgramNumber_ConsortOrg* *only if consortium	All single file uploads
ADVISORY COMMITTEE and GOAL STATEMENT	ProgramNumber_AdvBoardRoster ProgramNumber_CommMtgMins	Single Single
PROGRAM RESOURCES	ProgramNumber_ClinAffilbyConc (each conc on a separate worksheet) ProgramNumber_ClinRotationMatrix ProgramNumber_StudentPartLog	All single file uploads
KEY PERSONNEL	ProgramNumber_PD_JobDescrpt ProgramNumber_PD_CV* ProgramNumber_ClinCoord_JobDescrpt ProgramNumber_ClinCoord_CV* ProgramNumber_ConcCoord_JobDescrpt ProgramNumber_ConcCoord_CV* ProgramNumber_MA_JobDescrpt ProgramNumber_MA_CV* *if multiples, add initials & #	Single Multiple if needed Single Multiple if needed Single Multiple if needed Single Multiple if needed
FACULTY and INSTRUCTIONAL STAFF	ProgramNumber_Faculty_JobDescrpt ProgramNumber_Faculty_CV* *if multiples, add initials & # ProgramNumber_CI_JobDescrpt	Single Multiple if needed Single
CURRICULUM	ProgramNumber_CurricularSequence ProgramNumber_CurriculumMap_GenEdCommon ProgramNumber_CurriculumMap_ConcentrationAbbreviation (i.e., *234567_CurriculumMap_Vasc or 234567_CurriculumMap_MSK*) ProgramNumber_MasterList	All single file uploads
RESOURCE ASSESSMENT	ProgramNumber_PersonnelResSurveys (must combine into one) ProgramNumber_StudentResSurveys (must combine one file) ProgramNumber_ProgResourceMatrix	Single Single Single
STUDENT EVALUATIONS	ProgramNumber_ProgramClinCommLog	Single
OUTCOMES ASSESSMENTS	ProgramNumber_GradEmployMatrix ProgramNumber_GradSurveys ProgramNumber_EmployerSurveys ProgramNumber_CredentialExamRep	Single Multi/Single **per cohort** Multi/Single **per cohort** Multi/Single **per cohort**
FAIR PRACTICES	ProgramNumber_DocumentTitleabbreviation *(i.e., 199999_AdvPlacmntPolicy.docx or 199999_TechStds.pdf)*	Multi/Single **per document**
SAFEGUARDS and STUDENT RECORDS	ProgramNumber_HumanSubjctVolPolicy ProgramNumber_StudentVolConsent ProgramNumber_VolunteerConsent	All single file uploads
CHANGES, AFFILIATES and AGREEMENTS	ProgramNumber_ChangeApproval (if substantive change is applicable) ProgramNumber_ClinAffiliates (all sites/concentrations on 1 worksheet)	Single Single

This list is provided as a reference tool when preparing files for upload to the JRC-DMS Self-Study instrument in the Online Portal.*

Program Number

1. The program ID or program number is assigned by the JRC-DMS and is typically a six digit number found on the Home or Profile tabs of the Online Portal account. New programs applying for initial accreditation will be assigned temporary numbers that contain the letter "T".
2. Include the program ID number as a prefix when labeling any files to be uploaded to the self-study instrument.

Document Information/Notes

1. The page names and documents for upload are listed in the order that they appear in the online self-study.
2. RAS is the acronym for the CAAHEP Request for Accreditation Services form which must be completed/submitted by the program prior to completing the self-study.
3. The attestation form is accessible only from the shared documents folder in the JRC-DMS Online Portal.
4. The Annual Report spreadsheet posted on the JRC-DMS website is only for initial programs to complete and upload in two places (ANNUAL REPORTS page and CHANGES, AFFILIATES page). Reaccrediting programs will obtain a copy of their most recent Annual Report from the Online Portal for upload on the ANNUAL REPORT page. On the CHANGES, AFFILIATES and AGREEMENTS page reaccrediting programs will need their updated Clinical Affiliate Sites list that is used when the Annual Report is completed.
5. The CVs listed must be the completed JRC-DMS Summary CV Forms for program personnel and Medical Advisors.
6. On the CURRICULUM page there are several required documents: the Curricular Sequence and Schedule of Courses, the General Education and Common Curriculum Map, the Curriculum Map(s) for each concentration the program is applying and the Master List of Clinical Competencies.
7. Before administering any surveys (resource surveys, graduate and employer surveys, etc.), be sure to verify the program is utilizing the most current versions that align with the associated matrices.
8. Certain documents must be combined into a single file upload as noted in the table.
9. All documents must be oriented correctly so that when viewed, they do not need to be rotated.

*Expected release of the online version of the self study is in 2024.