

## News and Updates from JRC-DMS

### Meet Our New Staff Member

The JRC-DMS welcomes **Gerry Magat, Accreditation Coordinator**. Mr. Magat is the primary contact in the JRC-DMS office and can be reached by phone at 443.973.3251 or via e-mail at [magat@jrcdms.org](mailto:magat@jrcdms.org).

### New Fees

Beginning August 1, 2011, there will be an administrative fee of \$50.00 for any requested materials not returned to the JRC-DMS by the requested due date. In addition, there will be a \$500.00 charge incurred by any program that fails to notify the JRC-DMS of any substantive changes to the program. Substantive changes include, but are not limited to: changes in primary staff members; curriculum changes; increase or decrease in required student clinical hours; change in sponsorship. (Changes in clinical sites and instructors need only be indicated in the program's annual report.)

### Annual Report Tips

When completing your annual report, keep the following items in mind:

1. Use your previous year's completed report and edit it to reflect the current status.
2. Always include the specific and verified credentials for all current clinical instructors. If RDMS, include (AB) and/or (OB). Instructors must have the appropriate credential(s) for concentrations in which they instruct. For example, if a clinical instructor only has an RDMS (AB) credential, the site cannot be used as an OB/GYN site.
3. If your outcomes do not meet the required thresholds, include a corrective action plan in the text boxes included in the report.
4. The action plan should indicate the year that it is put into place.
5. Do not remove a previous year's action plan from the report.

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*This email is intended to provide information and tips related to JRC-DMS accreditation. If you would like subsequent e-mails of this type sent to another address, or know of others who may benefit from this information, please contact the JRC-DMS office to be added to our distribution list.*