



## ***Guidelines for Site Visitors***

### **Before the Site Visit**

1. Schedule your airline reservations as early as possible. This will assist in ensuring the least expensive cost of travel. If possible, please make your reservation at least **21 days** in advance. Contact Cindy Mielke at **Regency Travel at (954) 525-5117** to book your flight and it will be billed directly to the JRC-DMS. When contacting the travel agent, please identify yourself as a JRC-DMS site visitor.
2. The Team Chair should contact the program director and team member (via phone call or by e-mail) as soon as possible after receiving the self-study.
  - a. Contact the other team member to coordinate arrival and departure times. This will aid the program in arranging ground travel. The program staff should provide transportation to the hotel and to the school. If this isn't possible, discuss transportation options with the program director. The use of a rental car can be costly and is the decision of the program. By coordinating your arrival and departure time only one rental car should be necessary. **Do not change travel arrangements without the approval of the program director.**
  - b. Ask the program director if someone will be meeting the site visit team at the airport. If not, confirm what type of transportation should be used to take the site visit team to the hotel (see section 'a' above).
  - c. Ask the program director to make room reservations for the site visit team and have the program director send the Team Chair the hotel name, address and phone number.
  - d. The program should pay the cost of hotel directly. If lodging expenses are not paid directly by the program being visited, please submit hotel costs to the JRC-DMS on the expense report provided with the appropriate receipt(s) attached.
3. The team chair should call the program director and assist with the development of the site visit agenda a minimum of thirty (30) days prior to the site visit.
  - a. When setting the agenda (see attached agendas), please ask the program director to confirm that the people listed on the agenda are available at the times listed. Include all of the names and titles of the people who will be present, i.e., Dean, Chair, clinical instructors, staff sonographers, who will be met at clinical sites, etc.
4. Please be mindful of all expenses incurred. The sponsoring institution is responsible for the cost of the site visit, and therefore, has the right to challenge all questionable expenses.
5. Visit the JRC-DMS website at [JRCDMS.org](http://JRCDMS.org) to ensure you are familiar with the most current standards and policies.