



ASAR

Australian Sonographer
Accreditation Registry

Form 1-2

Application form & guide for entry onto the register of Accredited Student Sonographers



Australian Sonographer Accreditation Registry Limited
PO Box 8323 Baulkham Hills BC NSW 2153

Telephone: (02) 8850 1144, Facsimile: (02) 8850 1177, Email: registry@asar.com.au, Website: www.asar.com.au



ASAR

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Under Medicare regulations, sonographers performing ultrasound examinations on behalf of medical practitioners must be accredited. This requirement is part of the Medicare Benefits Schedule regulations. A register of accredited student sonographers is maintained by ASAR in conjunction with Medicare Australia.

To be eligible for admission on to the Register of Accredited Student Sonographers, an applicant has to be residing in Australia/New Zealand and fit into one of the following three categories (Category 2A/2C/2P):

Category 2A - Accredited Student Sonographer

To be eligible for admission on to the Register of Accredited Student Sonographers, the applicant must meet the following criteria:

Be an Australian/New Zealand Citizen OR a Permanent Resident of Australia OR hold a valid visa to work/study in Australia

And

Be a student participating in an ASAR accredited program of study in medical ultrasound. A current list of accredited programs is available from the ASAR web site at www.asar.com.au.

Category 2C - Conditional Student Sonographer

This category of accreditation is for applicants who intend to undertake an ASAR accredited program within one year. These applicants will be granted entry onto the register on the condition that they supply ASAR with an employer's letter* stating that the applicant will enrol in an ASAR accredited program within one year of registering with ASAR. A current list of accredited programs is available from the ASAR web site at www.asar.com.au.

To be eligible for this admission, the applicant must meet the following criteria:

Be an Australian/New Zealand Citizen OR a Permanent Resident of Australia OR hold a valid visa to work/study in Australia

And

Provide ASAR with an employer's letter* stating that the applicant will enrol in an ASAR accredited program within one year of registering with ASAR.

Please note that this letter is only applicable for initial student application to ASAR and is valid for one year. Failure to enrol in an ASAR accredited program within the specified timeframe will result in removal of that person from the Register.



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Category 2P - Provisional Student Sonographer

This category of accreditation is for sonographers who wish to return to clinical practice following a period of inactivity. These applicants will be granted entry on to the register provided they successfully comply with ASAR's Return to Clinical Practice Policy and Guidelines within the specified timeframe. On completion, sonographers will be placed in their appropriate AMS categories (subject to the sonographer fulfilling the ASAR Regulations for Accreditation). **(Failure to comply with ASAR's Return to Clinical Practice Policy within the specified time will result in removal of that member from the Register).**

To be eligible for admission, a sonographer must meet the following criteria:

Be eligible for admission onto the ASAR Register through one of the AMS Categories

And

Successfully comply with ASAR's Return to Clinical Practice Policy within the specified timeframe.

The Return to Clinical Practice Policy and Guidelines is specified in the next page. For more details, check the ASAR website or contact the ASAR Secretariat on 02 8850 1144.



Return to Clinical Practice Guidelines

The following guidelines have been developed as a pathway for any AMS who wishes to re-enter the Register and who has been absent for 3 years or more.

Definitions:

'Register' means the Register of accredited sonographers

'Clinical assessment' means a 3-month workplace clinical assessment

'Supervisor' means the appointed clinical supervisor or senior sonographer supervising the applicant

1. Clinical experience equivalent to at least 6 months full-time during the last 3 years:

For those people such as an AMS who has been deactivated from the Register for three years or more (eg: on travel or work overseas or working in public hospital and do not need ASAR membership during this time) and wants to return to the ASAR Register.

If the sonographer can show at least 6 months equivalent full-time clinical practice during the last 3-year period (for example, experience gained overseas) and can provide suitable evidence of their clinical practice during this time (eg letter from employer, VAT form), then re-entry on to the register is permitted using the Reactivation form (available from the ASAR website).

The Reactivation form together with required documentation and fee should be submitted to ASAR for an AMS to become reactivated.

2. Clinical experience less than 6 months full-time equivalent during the last 3 years:

For those people such as an AMS who has been deactivated from the Register for 3 years or more (eg: on travel) and wants to return to the ASAR Register OR for new applicants who are otherwise eligible for Category 1A/1B/3

If the sonographer cannot show at least 6 months full-time equivalent clinical experience in the last 3 years, then the sonographer must undergo clinical assessment in order to gain re-entry/entry on to the Register. This clinical assessment should be performed within the prospective work place by the supervisor and be successfully completed within 3 months of gaining employment and applying to the Register.

During this assessment period, the sonographer will be listed on the Register as a Provisional Student Sonographer. The clinical assessment form (available from the ASAR office, on application) must be completed by the supervisor and returned to ASAR within this 3 month timeframe. A sonographer with a successful clinical assessment will be placed on the Register as an AMS.

If notice of successful completion of the clinical assessment is not submitted to ASAR within 3 months of gaining employment and applying to the Register, the sonographer must follow the RCP guidelines for people who have been inactive in clinical ultrasound practice for 5 years or more.

Workplace assessment forms are available from the ASAR office on application.



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3. Inactive in clinical ultrasound practice for 5 years or more:

For those people such as an AMS who has been deactivated from the Register for 5 years or more or inactive in clinical ultrasound practice for 5 years or more but otherwise eligible for AMS status (ie hold an accredited qualification), the sonographer must enrol in an ASAR-approved Return to Clinical Practice program followed by a clinical assessment.

Information on ASAR-approved Return to Clinical Practice programs are available from the ASAR website.

The sonographer must successfully complete both the Return to Clinical Practice program and the clinical assessment in order to gain re-entry on to the Register as an AMS. The clinical assessment should be performed within the prospective work place by the supervisor and be successfully completed within 12 months of gaining employment and applying to the Register.

During this period, the sonographer will be listed on the Register as a Provisional Student Sonographer.

Within 12 months of application, notice of successful completion of the Return to Clinical Practice program and a satisfactory clinical assessment must be returned to ASAR by the supervisor to complete entry on to the register as an AMS.

Workplace assessment forms are available from the ASAR office on application.

Removal from the Register

If notice of successful completion of a RCP program and successful clinical assessment are not submitted to ASAR within 12 months of application, the sonographer's name will be removed from the Register and Medicare Australia will be notified. In this case, the sonographer may return to the Register via category 2A, by enrolling in an ASAR accredited program.



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ASAR Privacy Policy

1. Introduction

This statement details our practices for the gathering, protection and handling of personal and sensitive information relating to our members, employees, customers and other stakeholders.

The Australian Sonographer Accreditation Registry Ltd. (ASAR) voluntarily adheres to the National Privacy Principles.

2. National Privacy Principles

ASAR respects the privacy rights of individuals and organisations and voluntarily seeks to only collect, store and disclose personal information that is necessary for the operation of the register in a manner consistent with the 10 National Privacy Principles. Further information on NPP's is available at their website (www.privacy.gov.au)

3. Functions of ASAR

- To accredit sonography training and education programs within Australia
- Maintain a register of Accredited Sonographers and Accredited Student Sonographers
- To establish minimum standards of Continuing Professional Development (CPD) and to monitor the CPD requirements for sonographers to remain on the register
- To support activities that advance the profession of sonography.
- To provide registration information about sonographers to Medicare Australia.
- To provide public access to the name, registration number, State or Territory, current type of accreditation and area of specialty for active sonographers.

4. Collection

ASAR collects personal information in order to carry out its functions. Depending on the nature of the relationship with ASAR (member, business, employee, etc) this information may include:

- Name, gender, date of birth, educational qualification, employer and employment position Information relating to home, work or other address, phone and fax numbers, email and web addresses.
- Status of CPD and related activities.
- Status on the register.
- For employees of ASAR, information documenting tax file numbers, letters of appointment and employment contract, work history, bank account details, salary records and leave taken or accrued.

5. Use & Disclosure

ASAR provides personal information about members of ASAR, including each member's current CPD and accreditation status, to Medicare Australia on a regular basis.

ASAR also provides public access to the names and registration numbers of sonographers on the Registry. The primary drivers for giving that access are:

1. to assist practices that are applying for accreditation under the Medicare accreditation requirements; and
2. to assist practices that are employing sonographers who require accreditation for Medicare purposes

At all times, ASAR strives to ensure that the collection and storage of such information is fair, lawful and un-intrusive.

One of the objectives of ASAR is to support professional activities that advance the profession of sonography. ASAR may, after considering the merits of a research project, send information to members to facilitate that research. This material will generally be questionnaires or surveys. Members will have the option to opt out of receiving research material (see point 6). ASAR will respect the decision of a member who advises ASAR that they do not wish to receive research material.

If a member receives research material they are under no obligation to participate.

ASAR will not sell members' personal information outside of the ASAR organisational structure.

There are a variety of reasons why ASAR is required to hold other information related to our obligations under relevant legislation, ensuring OH&S welfare of employees and allowing for appropriate insurance. Some material considered by ASAR, including accreditation submissions, may be confidential. ASAR will only disclose that material in appropriate circumstances in accordance with law.

6. Opt-out provision

Members can notify ASAR in writing that they do not wish to be sent material for the purposes of conducting ASAR-supported professional research. Members can also opt-out of receiving such material on an application or renewal form.

7. Access

All individuals are provided access to their information upon request. It is necessary for ASAR to operate effectively to have the most up to date and accurate information possible. It is the responsibility of all individuals to ensure that their details are current. All ASAR data is stored securely and can be accessed by authorised ASAR staff, its officers and the relevant government agency. Limited data can be accessed by individuals on the Register with personalised logins and passwords provided to them by the Registry. Public access to limited information is available consistent with the requirements of the Department of Health & Ageing.

8. Website

Links to non-ASAR websites are provided for convenience and do not constitute endorsement of material at those sites, or any associated organisation, product or service. ASAR is not responsible for the privacy practices or the content of linked websites.

9. Online Payments

Online payments are made through a secure payment system. All banking details are encrypted and are not stored on our server.

10. Complaints

Any complaints regarding this privacy policy should go through the ASAR complaints process.

11. Contact Details

If you have any questions about this privacy policy you may contact the ASAR Secretariat, Australian Sonographer Accreditation Registry Ltd, PO Box 8323, Baulkham Hills BC NSW 2153, PH: 0288501144, Fax: 0288501177, Email: registry@asar.com.au, Website: www.asar.com.au



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Application for entry onto the Register Accredited Student Sonographers

Please complete this form with a black ballpoint pen. Only **certified copies of documents** such as sonography qualifications, work visas and name changes will be accepted. **Please do not send original documents.**

Information, such as demographics, which does not identify individuals, may be published by ASAR.

You are eligible for admission to the Accredited Student Sonographers Register only if you are residing in Australia/New Zealand.

REGISTRY VERIFICATION INFORMATION - Must be completed

Name:

Have you already been on the ASAR Register? No Yes

If yes, what was your ASAR Registration Number:

Are you re-applying following removal from the Register for fee default? No Yes

Field of sonography you are applying for / State category (2A/2C/2P):

General sonography: ASS (general)

Obstetric sonography: ASS (obstetric)

Cardiac sonography: ASS (cardiac)

Breast sonography: ASS (breast)

Vascular sonography: ASS (vascular)

Cerebrovascular sonography: ASS (cerebrovascular)



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GENERAL INFORMATION - All Questions must be answered

Surname

Given Names

Title (Dr, Mr, Ms, Mrs)

Sex:

Male

Female

Date of birth

(DD.MM.YY)

Address for correspondence

State

Postcode

Phone (H)

Mobile

Fax

Email

Current Work/Practice Name

Current Work/Practice Address

State

Postcode

Phone (W)

Mobile



GENERAL INFORMATION - Continued

Are you an Australian or New Zealand citizen OR a Permanent Resident of Australia?

- Yes If yes, you do not need to answer the following question about visa status
- No If no, please answer the following visa question

Do you hold a valid visa to work in Australia? (please tick)

- Yes If yes, please attach a certified copy of your work/study visa
- No If no, please attach/provide details of your visa status

What is the nature of your present ultrasound practice? (you can tick more than one box)

- | | |
|---|---|
| <input type="checkbox"/> Public Practice | <input type="checkbox"/> Private Practice |
| <input type="checkbox"/> Research Institution | <input type="checkbox"/> Tertiary Education Institution |
| <input type="checkbox"/> Application Specialist | <input type="checkbox"/> Self Employed |

Other (Please Specify)

What type of ultrasound studies do you routinely perform? (please tick)

- | | |
|--|---|
| <input type="checkbox"/> General Abdomen | <input type="checkbox"/> Obstetrics & Gynaecology |
| <input type="checkbox"/> Fetal Medicine | <input type="checkbox"/> Neonatal Studies |
| <input type="checkbox"/> Superficial Parts | <input type="checkbox"/> Paediatrics |
| <input type="checkbox"/> Vascular Sonography | <input type="checkbox"/> Musculo-skeletal Studies |
| <input type="checkbox"/> Echocardiography: | <input type="checkbox"/> Adult <input type="checkbox"/> Paediatrics |
| <input type="checkbox"/> Breast | <input type="checkbox"/> Cerebrovascular Sonography |

Other (Please Specify)



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GENERAL INFORMATION - Continued

ASAR facilitated research projects:

One of the functions of ASAR is to support professional activities that advance the profession of sonography. ASAR may, after considering the merits of a research project, send information to members to facilitate that research. This material will generally be questionnaires or surveys. At no time will any personal details be released by ASAR to any 3rd party. Members are under no obligation to participate. For more information regarding ASAR's privacy policy please visit the ASAR website.

Please tick the box only if you DO NOT wish to participate in such research projects

I wish to opt out of receiving such information / research materials

What is the Student status you are applying for?

Category 2A - Accredited Student Sonographer Go to page 11

Category 2C - Conditional Student Sonographer Go to page 12

Category 2P - Provisional Student Sonographer Go to page 13

Membership of Professional Organisations

Please tick all organisations that you are a current financial member of:

AUSTRALASIAN SOCIETY FOR ULTRASOUND IN MEDICINE (ASUM)

AUSTRALIAN INSTITUTE OF RADIOGRAPHY (AIR)

AUSTRALIAN SONOGRAPHERS ASSOCIATION (ASA)

CARDIAC SOCIETY OF AUSTRALIA AND NEW ZEALAND (CSANZ)

NONE OF THE ABOVE

Please note: this information is required for the purposes of determining the membership of the ASAR and voting rights for ASAR members.



CATEGORY 2A - Accredited Student Sonographer

This section should be completed by applicants who are students participating in an ASAR accredited program of study in medical ultrasound. A current list of accredited programs is available from the ASAR web site at www.asar.com.au. Evidence of continuing participation in an accredited program must be provided to the Registry on an annual basis in order to remain on the Student Register.

Please specify the ASAR accredited program you are currently undertaking:

Program title

Conferring Institution

Please attach a certified copy of your enrolment or other evidence of continuing participation in an ASAR accredited program to your application.

List your clinical practice for the above course of study:

Name, address and telephone number of practice(s), clinical supervisor contact details and dates (inclusive) of training.

List your other tertiary qualifications:

Qualification

Conferring Body

Date Completed
(DD.MM.YY)

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CATEGORY 2C – Conditional Student Sonographer

This section should be completed by applicants who are applying for Conditional Student Status with ASAR. Applicants should ensure that this page is signed by present employer(s) verifying that the applicant will be undertaking an ASAR accredited program within one year of registering with ASAR. A current list of accredited programs is available from the ASAR website at www.asar.com.au.

Please note that this letter is only applicable for the initial application to ASAR and is valid for one year. Failure to enrol in an ASAR accredited program within the specified timeframe will result in removal of that person from the Register.

To: ASAR. This is to verify that

Surname Given Names

Title (Dr, Mr, Ms, Mrs) Sex: Male Female

Address for correspondence

is currently employed by

as a full-time/part-time student sonographer. The applicant wishes to apply for conditional student status with ASAR and will be undertaking an ASAR accredited vcourse of study within the next 12 months.

Yours sincerely

Signature Date
(DD.MM.YY)

Print Name

Title (Dr, Mr, Ms, Mrs) Position

Business/Practice Name

Business/Practice Address

State Postcode

Phone (W) Fax

This verification should be completed by a medical person in authority where the applicant is gaining the ultrasound experience - preferably the specialist in charge.

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CATEGORY 2P - Provisional Student Sonographer

This section should be completed by applicants who are applying for Provisional Student Status with ASAR. Applicants need to comply with ASAR's Return to Clinical Practice Policy within the specified timeframe. On completion, sonographers will be placed in their appropriate AMS categories (subject to the sonographer fulfilling the ASAR Regulations for Accreditation). More information regarding the Return to Clinical Practice Policy is available on Page 3 of this form or contact the Secretariat on 02-8850 1144.

Failure to comply with ASAR's Return to Clinical Practice Policy within the specified time will result in removal of that member from the Register.

To be eligible for admission, a sonographer must meet the following criteria:

Be eligible for admission onto the ASAR Register through one of the AMS Categories

AS such, applicants need to attach the relevant verification with this form to show they fit into one of the AMS categories.

- 1A: a certified copy of their accredited qualification
- 1B: a certified copy of their AIR certificate of proficiency in ultrasound

List your Clinical practice experience in ultrasound in the last 10 years

Name, address and telephone number of each practice(s), position held (specify full/part time) and dates (inclusive).

You must provide evidence of this employment history for example a letter (or certified copy of a letter) from your previous employers.

List any other tertiary qualifications:

Qualification	Conferring Body	Date Completed (DD.MM.YY)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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To: ASAR.

I wish to apply as a Provisional Student Sonographer with ASAR due to my inactivity in clinical ultrasound practice for:

3 years or more

5 years or more

I have read and understood ASAR's Return to Clinical Practice Policy and realize that I am required to comply with ASAR's Return to Clinical Practice Policy within the specified timeframe. As such, I agree to supply ASAR with details of my workplace assessment/any approved return to clinical practice program that I enrol in and verification documentations upon completion.

I also understand that if I fail to comply with the Policy, I will be removed from the Register.

Upon completion of the RCP program, I am eligible for admission onto the ASAR Register through one of the AMS Categories (Please tick and attach verification with this form)

1A

1B

Yours Sincerely,

Signature

Date

(DD.MM.YY)

Print Name

Title (Dr, Mr, Ms, Mrs)

Position

Business/Practice Name

Business/Practice Address

State

Postcode

Phone (W)

Fax

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Declaration

All applicants must sign this declaration.

I declare that the information provided in this application is true and accurate.

I have read and agree to the privacy policy on page 5.

Name of the Applicant

Signature of the Applicant

NB. Submission of this form via email will count as a digital signature

Date

(DD.MM.YY)

The Accreditation Fee is AUD \$99.00 including GST. New Zealand residents should submit a bank draft for AUD \$99.00. **The fee for return to the ASAR register following removal due to fee default is AUD \$200.00 including GST.** Fees are subject to change.

Payment options

Bankcard

MasterCard

Visa

Cheque

Name on Card

Card Number

Expiry date

 /

Cardholder's Signature

NB. Submission of this form via email will count as a digital signature

For instructions on returning this form please go to **page 16**.

Enquiries can be directed to the Secretariat on the above address, or via facsimile at: 02 8850 1177 for Australian applicants or +61 2 8850 1177 for international applicants.



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Reminder

You may submit this form electronically however you are still required to submit the following information:

- Certified copies of your qualifications/letter from employer verifying your employment dates.
- A certified copy of your marriage certificate – if you have changed your name since obtaining your qualification, or
- A certified copy of the deed poll – if you have changed your name since obtaining your qualification.
- A cheque or bank draft made out to ASAR in Australian dollars and drawn on an Australian bank or Credit Card details.
- All documentation accompanying the application form must be certified as a 'true copy of the original' by a register medical practitioner, or registered nurse, Justice of the Peace, minister of religion, accountant, solicitor, bank manager or pharmacist.

How to submit this form

Please follow this simple guide to submit your form

1. Save form to your local drive
2. Fill out the form on screen or print the form and fill it out by hand
3. Choose your method of submission:

→ Email form as attachment by clicking here:

→ Manually attach form to an email and send to: registry@asar.com.au

→ Send via fax to: 02 8850 1177

→ Send by post to: The Secretariat
Australian Sonographer Accreditation Registry Limited
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