



# ASAR

Australian Sonographer  
Accreditation Registry

## Continuing Professional Development Committee

### Commitment to Continuing Professional Development

- ASAR is committed to ensuring all Accredited Medical Sonographers (AMS) comply with Continuing Professional Development (CPD) programs approved by ASAR
- ASAR is committed to monitoring the compliance of AMS with CPD requirements at all times.

### Purpose

*The CPD committee is responsible for:*

- Oversight and review of the ASAR CPD program to ensure the program reflects current best practice.

### Composition

- ASAR Board Director
- ASAR Board Chair
- 2-3 members

### Terms

- Members are appointed by the ASAR Board for an initial two-year period and are eligible for reappointment for two further terms of two years

### Appointment of Chair

- The committee will appoint the Chair at least once a year
- The Chair of the committee must be a Director.



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## **Continuing Professional Development Committee**

### **Functions:**

- Regular review of the requirements of external CPD programs to ensure these programs continue to meet the requirements of the ASAR CPD program
- Regular review of the ASAR CPD program
- Monitor participation in and compliance with ASAR approved CPD programs.
- Monitor research and developments in CPD nationally and internationally
- Conduct yearly CPD audit of 10% of participants (selected randomly) in the ASAR CPD program including the review of evidence submitted by Sonographers randomly selected for audit
- Review and allocate CPD points for activities submitted by external organisations
- Submit reports and recommendations to the Board.

### **Delegations of Authority:**

- The CPD committee reports directly to the ASAR Board
- The ASAR Board will consider all recommendations from the CPD committee and will make the final decision on all matters.

### **Reporting Requirements to ASAR Board**

- Review of participation rates in ASAR approved CPD Programs (ASUM MOSIPP, AIR and PD-asa)
- CPD Audit outcomes
- CPD Defaulters
- National and international developments in CPD
- Proposed revisions to the ASAR CPD program.



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### Meeting Procedures

#### Agenda:

- The Office Manager in conjunction with the Chair is responsible for preparation and dissemination of the agenda and supporting papers
- The agenda and supporting papers should be disseminated at least 5 working days prior to the scheduled meeting date.

#### Quorum:

- A quorum will consist of the Director and one committee member
- If the Chair is absent from a meeting, the committee must nominate a member to Chair that meeting.

#### Conflicts of Interest: and Confidentiality

- All members of the committee must comply with ASAR's Conflict of Interest policy.

#### Minutes:

- The Office Manager will draft the minutes of meetings for approval by the Chair and dissemination to committee members.

#### Costs:

- ASAR will pay for travel and accommodation costs associated with attendance at face to face meetings in accordance with the ASAR Travel Policy.