



ASAR

Australian Sonographer
Accreditation Registry

Course Assessment Committee (CAC) Terms of Reference

Commitment to providing high standards of medical sonography in Australia

ASAR is committed to promoting high standards of medical sonography in Australia which includes setting uniform, minimum standards of Sonographer education by assessing and accrediting courses in all disciplines of sonography.

Purpose

The CAC reviews all evidence provided by the Course Provider seeking course accreditation against the ASAR Standards for the Accreditation of Sonography Courses (SASC) and makes a recommendation to the ASAR Board of Directors in regard to the outcome of the applications for accreditation; however only the Board of Directors can determine the status of courses seeking accreditation.

Composition

ASAR CAC members are selected from the ASAR Course Assessor Pool, by the ASAR Board of Directors. The ASAR Course Assessor Pool (the Pool) is a cohort of people approved by the Board who have skills and expert knowledge of sonography, specialist disciplines, and/or expertise in education and training.

The Committee must comprise a minimum of 4 people including:

- Course Lead Assessor
- Course Assessor who is an education specialist as applicable;
- Course Assessor who is a Discipline Specialist relative to the discipline being reviewed
- Co-opted persons who are deemed by ASAR to be able to make a major contribution to the accreditation procedure.

The Committee is formed for the duration of an accreditation application.



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Appointment of Chair

The Lead Course Assessor will be the Chair and is to have acted as a Course Assessor on other Course Assessment Committees.

Conflicts of Interest and Confidentiality:

ASAR has a Conflict Of Interest Policy which applies to Course Assessors.

Notice of Interest

ASAR requires that Assessor Pool members maintain current Notices of Interest at all times. This includes any personal or professional interests which may, or might be perceived to influence, their capacity to impartially undertake their roles as members of the Committees.

Disclosure

When announcing the membership of a Committee, ASAR will disclose all and any declared interests of those Committee members.

Confidentiality of accreditation procedures and activities

All committee members and ASAR staff involved in the accreditation procedures will hold all documents, correspondence, discussions, recommendations, outcomes and actions related to any accreditation procedures as confidential.

Confidentiality Agreement

ASAR require that a written confidentiality agreement is completed by all members of the Committee.



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Functions

The Committee will fulfil the following functions for ASAR:

1. To assess accreditation applications and make recommendations to the Board of Directors on the accreditation of proposed or existing courses, based on their compliance with the SASC.
2. To assess accreditation applications and make recommendations to the Board of Directors on the refusal or removal of accreditation from courses based on their non-compliance with the SASC.
3. To make recommendations to the Board of Directors on policy and practice related to the accreditation and removal of accreditation of courses.
4. To identify and make recommendations on emerging issues pertaining to course accreditation.

The committee will fulfil the above functions in accordance with the current policies and processes for course accreditation endorsed by the ASAR Board of Directors.

Reporting Requirements

Committee members are required to produce an evaluation report to support each accreditation decision that is made. An evaluation report format is provided by ASAR for use by the CAC.

Frequency of Meetings

The CAC will meet as required for each accreditation application. This will include at least one face to face meeting for the course provider's presentation day and may include additional virtual meetings as determined by the lead assessor.



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Meeting Procedures

Agenda: An agenda for each meeting will be produced by ASAR Office Manager in consultation with the lead assessor and forwarded to all CAC members and the applicant if applicable.

Minutes: Minutes will be kept for the Presentation Day Meeting by the ASAR Office Manager, however all other records of outcomes of accreditation meetings or discussions will be kept on the Evaluation Tool by the Lead Assessor. The evaluation tool is to be provided to ASAR by the Lead Assessor on completion of the accreditation process for inclusion in the records of the accreditation process.

Evaluation Tool and Evaluation Report: The assessment process for each accreditation application will be recorded on the evaluation tool. The evaluation tool will be retained by ASAR in accordance with record keeping policy and procedure. Each accreditation application will result in the production of an evaluation report that outlines the reasons for the accreditation decision of the CAC. The evaluation Report will be considered by the Board of Directors in making the accreditation decision. The Evaluation Report will be retained by ASAR in accordance with record keeping policy and procedure.

Funding: Assessors will be reimbursed for out of pocket expenses.

Dissolving the Committee

The Committee will be dissolved by Board of Directors once all actions required by policy and procedure for an accreditation application have been completed.