



ASAR

Australian Sonographer
Accreditation Registry

POLCPE012 Clinical Supervision CPD Policy

This document outlines the requirements for claiming Continuing Professional Development (CPD) under the Clinical Supervision category (Category 6 on the CPD activity table).

1. Scope

This policy applies to all ASAR registrants who claim CPD points in the Clinical Supervision category.

2. Points allocation

- 1 hour equals 1 CPD point.
- Maximum claimable is 30 CPD points per triennium.
- Time claimed must reflect actual hours spent in documented supervision, education, preparation, assessment, or structured reflection and cannot be claimed for simple supervision of students as part of normal work day duties.

3. Eligible activities

Eligible activity	Examples of evidence (retain for audit)
Documented planning for / reflection on / review of supervision of students	Supervision plan, learning objectives, reflective notes
Documented planning for / reflection on / review of supervision of new graduates	Mentoring plan, reflective practice record, supervision notes
Documented planning for / reflection on / review of upskilling of sonographers	Competency plan, mentoring documentation, reflective notes
Completion of clinical supervisor training course	Certificate of completion, transcript, course outline
Completion of education related university course (AQF 7 or more)	Certificate of completion, transcript, course outline
Contribution to student / trainee assessment and feedback	Assessment forms/documentation, feedback records, moderation notes
Development of clinical teaching resources	Teaching guides, case studies, protocols, instructional materials
Involvement in university teaching outside usual role (lectures, tutorials, skills labs, assessments)	Teaching schedule, confirmation email/letter from university with number of hours completed, course materials



ASAR

Australian Sonographer
Accreditation Registry

4. Declaration and record keeping

- Registrants claiming CPD points in this category must complete the ASAR Clinical Supervisor Declaration once per triennium, or when supervision circumstances change.
- The declaration is retained by the registrant and is not submitted routinely with CPD records.
- ASAR will request the declaration and supporting evidence during a CPD audit.
- All evidence must be deidentified with student names removed or covered.
- A representative from the ASAR CPD may ask for further evidence and check that the evidence is accurate

5. Exclusions

- Informal or undocumented supervision alone is not claimable.
- Routine clinical service delivery and standard on-the-job support are not claimable unless supported by documented education, assessment, preparation, or structured reflection.

For questions about CPD requirements contact ASAR office: CPD@ASAR.com.au