



# ASAR

Australian Sonographer  
Accreditation Registry

## Form 3-2

### Application for reactivation to the register of Accredited Sonographers and Student Sonographers





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Australian Sonographer Accreditation Registry Limited

## When should I use this form?

This form must be completed by sonographers seeking reactivation to the ASAR Register following voluntary deactivation.

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## What are my CPD obligations?

If your period of voluntary deactivation is less than 12 months, the CPD triennium commenced prior to deactivation will continue unchanged. If your period of deactivation is greater than 12 months, a new CPD triennium will commence following reactivation. The date of reactivation will be taken to be the date ASAR Secretariat receives your reactivation request. Medicare Australia will be notified of your reactivation to the ASAR Register.

**Deactivations and Reactivations cannot be backdated therefore please inform the Secretariat promptly.**

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## When will reactivation take effect?

Reactivation will occur on the date that this form is received by the ASAR secretariat with the prescribed fee, Medicare Australia will be notified of your reactivation. The ASAR secretariat will provide you with written confirmation of your reactivation date and your current CPD status.

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## Are there any reactivation fees?

**Yes**, depending on the type.

To view updated Fees following voluntary deactivation, CPD default removal or Due to Non Payment of Fees please consult the ASAR website [www.asar.com.au](http://www.asar.com.au). **Fees are subject to change.**

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## What if I am returning to work following a period of absence?

If you have been deactivated and wish to return to clinical practice following a period of inactivity in clinical ultrasound practice of 3 years or more, you will be required to comply with ASAR's Return to Clinical Practice Policy within the specified timeframe. For more information regarding this policy, please visit the ASAR website on [www.asar.com.au](http://www.asar.com.au) or contact the ASAR Secretariat prior to submitting this form.



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## REACTIVATION FORM

ASAR Number

Title (Dr, Mr, Ms, Mrs)

Surname

Given Names

Address

State

Postcode

Phone (H)

Mobile

Email address

Last date of working in clinical ultrasound practice

(DD.MM.YY)

(Please attach a verification letter from your employer/s supporting this statement)

## 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.



## Declaration

I wish to be reactivated to the ASAR Register of Sonographers  (DD.MM.YY)

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)

To view updated Fees following voluntary deactivation, CPD default removal or Due to Non Payment of Fees please consult the ASAR website [www.asar.com.au](http://www.asar.com.au). **Fees are subject to change.**

## Payment options

MasterCard

Visa

Cheque

Name on Card:

Card Number:

Expiry date:

 / 

CCV

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 8**.



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## ASAR CPD Requirements

**This section contains information about the CPD requirements of ASAR. After reading the information below, applicants will have to complete the CPD Nomination Form on the next page.**

All Sonographers will have to nominate an ASAR recognised CPD program that will be used to satisfy their accreditation CPD requirements for that year. Once a CPD program is selected the accredited sonographer will be required to meet the CPD requirements of that program. Changing to an alternative CPD program is permitted at the beginning of each year when renewing the ASAR membership. This is the only time when a sonographer will be able to transfer or opt out of their nominated CPD program.

All sonographers will be tracked by ASAR using their existing ASAR triennium dates. All educational providers will send a CPD report of each individual to ASAR at the end of their ASAR triennium to ensure that all members are complying with ASAR accreditation requirements. The report will identify if the sonographer has successfully complied with their nominated CPD program or not. Those sonographers who have failed to comply with their nominated CPD program requirements, will default to the ASAR CPD default program. Following successful completion of the ASAR default program, the sonographer may again nominate an ASAR accredited CPD program of their choice to participate in.

Managers of each CPD program conduct audits; therefore all CPD documentation must be kept and made available for audit if requested.

### **ASAR currently recognises 4 CPD programs:**

- the Maintenance Of Standards In Professional Practice (MOSIPP) program conducted by the Australian Society for Ultrasound in Medicine (ASUM)
- the AIR CPD program conducted by the Australian Institute of Radiography (AIR)
- the ASAR CPD program
- the PD-asa CPD Program conducted by the Australian Sonographers Association (ASA)

To know more about the above programs, please contact the relevant organisations or visit the links page at [www.asar.com.au](http://www.asar.com.au) to be directed to the various program sites



## ASAR CPD Nomination Form

**Please tick the program you would like to nominate as your CPD program for the current year**

- I would like to nominate MOSSIP for the current year to satisfy my ASAR accreditation CPD requirements. I understand that to remain on the ASAR register, I need to comply with the MOSSIP rules and regulations. I agree to ASAR seeking information regarding my compliance with my nominated CPD program (MOSSIP) from the program provider (ASUM) at the end of my ASAR triennium. I also understand that changing to an alternative CPD program is only permitted at the time of renewing my ASAR membership, and does not affect my ASAR triennium.
- I would like to nominate AIR CPD program for the current year to satisfy my ASAR accreditation CPD requirements. I understand that to remain on the ASAR register, I need to comply with the AIR CPD program rules and regulations. I agree to ASAR seeking information regarding my compliance with my nominated CPD program from the program provider (AIR) at the end of my ASAR triennium. I also understand that changing to an alternative CPD program is only permitted at the time of renewing my ASAR membership, and does not affect my ASAR triennium.
- I would like to nominate PD-asa CPD program for the current year to satisfy my ASAR accreditation CPD requirements. I understand that to remain on the ASAR register, I need to comply with the PD-asa rules and regulations. I agree to ASAR seeking information regarding my compliance with my nominated CPD program (PD-asa) from the program provider (ASA) at the end of my ASAR triennium. I also understand that changing to an alternative CPD program is only permitted at the time of renewing my ASAR membership, and does not affect my ASAR triennium.
- I would like to nominate ASAR CPD program for the current year to satisfy my ASAR accreditation CPD requirements and agree to abide by its rules and regulations. I also understand that changing to an alternative CPD program is only permitted at the time of renewing my ASAR membership, and does not affect my ASAR triennium.

## 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**



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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](http://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 Australian Sonographer Accreditation Registry Ltd, GPO Box 7109, Sydney NSW 2001, PH: 02 9299 9785, Email: [registry@asar.conm.au](mailto:registry@asar.conm.au), Website: [www.asar.com.au](http://www.asar.com.au)



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## 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](mailto:registry@asar.com.au)

→ Send by post to:

The Secretariat  
Australian Sonographer Accreditation Registry Limited  
GPO Box 7109  
Sydney, NSW 2001, Australia