ASAR
Australian Sonographer Accreditation Registry

Continuing Professional Development Committee (CPD)
Terms of Reference

Statement of Commitment

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

Purpose

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

Accountability

- 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.

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 research and developments in CPD nationally and internationally.
- Oversee the yearly CPD audit of a randomly selected 10% of ASAR registrants, including the review of evidence submitted by those Sonographers randomly selected for audit.
- Oversee the yearly student enrolment audit of a randomly selected 10% of ASAR student sonographers, including the review of evidence submitted by those Sonographers.
- Review and allocate CPD points for activities submitted by external organisations.
- Submit reports and recommendations to the Board on:
    - Participation rates in ASAR approved CPD Programs
    - CPD Audit outcomes
    - CPD Defaulters
    - National and international developments in CPD
    - Proposed revisions to the ASAR CPD program.

Composition

- ASAR Board member (Chair)
- ASAR Board member
- Minimum two and maximum six members drawn from ASAR's membership.

Meetings will also be attended by the following, non-voting members:

- ASAR Chief Executive or designate

The committee may invite other individuals with required expertise to attend meetings as non-voting participants, as required.

Administrative support will be provided to the committee by nominated staff, who may also attend meetings as required.

Terms of appointment

Each year, the Board will appoint one of its members to the role of Chair of the CPD Committee.

Other voting members drawn from the ASAR membership will be appointed by the Board for a period of three years and are eligible for reappointment for two further terms of three years, to a maximum of nine years.

Meeting Procedures

- Meetings must be held at least three times a year.
- Meetings to be face to face meeting or via videoconference or teleconference, as determined by the Chair.
- ASAR will provide support to all administrative functions associated with the annual CPD audit.

Quorum

- A quorum will consist of at least 50% of voting Committee members.
- If the Chair is absent from a meeting, the meeting will be chaired by the other ASAR Board member who sits on the committee.
- If a vote of the Committee is tied, then the Chair of the meeting may cast a deciding vote.

Conflicts of Interest

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