



Terms of Reference Disciplinary Committee

Purpose

The role of the Disciplinary Committee is to oversee the ASA's complaints handling and disciplinary process in line with the current Code of Professional Conduct. This will include:

- Overseeing the development and maintenance of the Code of Professional Conduct.
- Monitoring compliance with the Code of Professional Conduct.
- Overseeing the disciplinary process in relation to breaches of the Code of Professional Conduct.
- Reporting to the Board, including listing the type of breaches and action taken.
- Monitoring the operation of, and suggesting amendments to, the Code of Professional Conduct.

Reporting

The minutes of all meetings of the Committee will be recorded and filed securely in a locked cabinet at the ASA's office. Minutes will only be circulated to members of the Committee.

The Committee will report to the ASA Board quarterly. Such reports will include general information about the type and quantity of complaints and actions taken by the Committee. Reports will not include any information which could identify complainants, respondents or anyone else who provides information in relation to a complaint.

Structure

All members of the Committee are voting members and have a single vote. The Chair does not have a casting vote and any tied votes are resolved in the negative.

Committee members are:

- The Chair who will be a senior experienced sonographer
- Five (5) other senior members of the profession, preferably with experience in ethics/disciplinary procedures
- Two (2) consumer representatives
- One (1) legal representative

The CEO will provide secretarial support and other assistance to the Committee at the discretion of the Chair

Members are appointed for two years, with a maximum term of six years. In appointing the initial Committee, some members will be appointed for three years.

Meeting Frequency

The Committee will meet as required. As a general rule, an annual face-to-face meeting will be organised either at the ASA's annual national conference or in Melbourne.

Activities

Only undertaken once any civil proceedings are completed

- The Chair, in consultation with CEO, determines which complaints need further investigation.
- For alleged material breaches of the Code, the Committee appoints Investigation Panels from within its membership.
- The Committee monitors progress of any investigations to ensure appropriate processes are followed and timelines are met.
- The Committee reviews recommendations of any Investigation Panel and determines, on the balance of probabilities, any sanction to be applied.
- The Committee selects members for an Appeal Panel from the approved pool of people which has been nominated by the Board and reviewed by the Board every two years.



Terms of Reference Disciplinary Committee

- The Committee reviews operations regularly and reports to the ASA Board.

Authority / Decision Making

- The Committee is formed under the auspices of the Association's Board of Directors to oversee the disciplinary process and determine penalties for breaches of the Code of Professional Conduct.
- The Committee must work within the annual budget approved by the Board.
- The Committee does not have the authority to enter into contracts or agreements independently.
- The Committee is able to make recommendations to the Board in relation to initiatives both within and beyond the scope of this document.
- Process – by vote as required.