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1. What is PD-asa?

PD-asa is the ASAR approved professional development program of the Australian Sonographers Association.

It is designed:

- to encourage regular participation in CPD
- to have a more planned approach to professional development
- to be used for one's career development and
- to increase knowledge and skill growth to ensure currency of practice and not just a point chase, and
- to add a small stretch (which derived from dividing the 40 over 3 years and rounding it up).

The program includes:

- A simple online tool for tracking your CPD points.
- Access to your personalised profile so you can update your details anytime.
- Automatic logging of all your ASA CPD activities.
- Automatic alerts and notifications of cycle timelines.
- Instant access to your CPD history.
- Flexibility to select your level of professional recognition.
- It's free and exclusive to members of the ASA.
- You can manually log all non-ASA CPD activities to ensure your CPD is managed securely from one location.
- You have access to a dedicated PD-asa Administrator who will liaise directly with ASAR on your behalf reducing your administrative burden.
- If selected, you will benefit from the support and expertise of the PD-asa Administrator working with you to navigate the ASAR audit process.

2. What are the differences between PD-asa and the ASAR CPD program?

- PD-asa runs on an annual cycle over a calendar year, ASAR works over 3 years (triennium).
- PD-b has two levels of participation Standard = 15 points per year and Extension = 40 points per year
- ASAR requires 40 points for 3 years.

There are other minor differences between the programs refer to the [comparison table](#).

3. What are the levels of participation?

Participants are able to choose between two levels, the Standard or Extension Level:

- **The Standard Level** participants complete 15 points per cycle to receive recognition from the profession's peak body.
- **The Extension Level** encourages sonographers to contribute to the further development of their profession by achieving 40 points per cycle. The Extension Level is best suited to those sonographers who are actively involved with their professional association as a volunteer. Please discuss this option with your PD-asa Administrator to determine if this level is suitable for you.

4. Why participate in the Extension level?

The Extension Level is designed to recognise participants contributing to their profession. People that contribute their time to supporting their association's activity and development of the industry, find it a great career highlight.

5. Will participating in the Extension Level for a year be enough to complete my triennium?

No, this level does not replace the ASAR triennium. It is aimed at sonographers who are actively involved in their professional associations and can claim points for attending meetings and if applicable, filling a volunteer's position. If this is not part of your professional development plan, it is recommended you choose the Standard Level with a requirement of 15 points to earn per yearly cycle.

6. Am I eligible to join PD-asa?

To participate in PD-asa, you will need to:

- be a current Ordinary or Student member of the ASA;
- provide a valid email address;
- be an accredited sonographer through the ASAR; and
- supply an ASAR accreditation number.

7. I have nominated PD-asa on my ASAR renewal for the first time, what now?

Completing the registration process is easy. Simply go to the PD-asa [registration page](#) and log in using your ASA membership username and password and follow the prompts to set up your CPD profile.

8. I am registered with PD-asa, do I still need to interact with ASAR?

Only when you renew your ASAR accreditation at which time you will tick PD-asa as your preferred CPD Program.. You will no longer need to log points through ASAR as your CPD activity is recorded with PD-asa. ASA liaise with ASAR on your behalf regarding your CPD activity.

9. I am registered with PD-asa, do my CPD point still appear in my ASAR record?

No your activity and points will only appear in your PD-asa file and ASA liaises with ASAR on your behalf at the end of your triennium to confirm you have meet the requirements or if you are selected for audit.

10. What do I need to do if I am advised of an audit?

You will be notified in writing by the end of December or early January, and will be requested to submit evidence of your non-ASA activity. Audit requirements are listed in the [activities table](#). The PD-asa Administrator support you through this process and advise of the outcome and if further action is required.

11. What evidence do I need for my CPD activity and how long do I retain it?

You need to retain specific items of evidence for each event please refer to the [activities table](#). You only need to retain evidence of non-ASA activity, as ASA activity is recorded and maintained for you. You should retain this evidence for the triennium and an additional 13 months in case you are selected for audit.

12. What should I be aware of when changing CPD programs?

- You can participate in one or more CPD programs.
- The majority of sonographers are required to maintain ASAR accreditation as a condition of their employment.
- PD-asa enables you to receive professional recognition through the peak body for sonographers, as well as maintain your ASAR status.



- You nominate your preferred CPD program such as PD-asa when applying or renewing your ASAR accreditation

13. Can I join PD-asa part way through my ASAR triennium?

Yes –as part of the annual ASAR renewals process you must nominate which program you intend to use as your default program for the purposes of the current year.

14. Will I still need to submit activity reports to ASAR?

No, the PD-asa administrator liaises with the ASAR on your behalf, at the end of your triennium and if selected for audit.

15. Are PD-asa points replacing ASAR credits?

No, PD-asa is a new professional development program. It is not replacing the ASAR CPD program and is currently available alongside other CPD programs:

- PD-asa
- ASAR CPD program
- AIR
- ASUM CPD program or MOSSIP

Regardless of the program you have chosen, you must still ensure that you have collected at least the equivalent of 40 ASAR points in 3 years within your current triennium.

16. What do I do with points I have earned prior to registering with PD-asa?

You can back-log points in your PD-asa activity log for any activities you have undertaken from the start of your current triennium.

17. How do I record my points?

Log in to the 'members only' area of the ASA website with your membership number and password and you will find the PD-asa user-friendly online tool. The PD-asa portal allows you to track your CPD activities, update your profile or review your CPD history. You only need to record your non-ASA CPD activities and don't forget to keep copies of documentation for these activities in case of audit.

18. What happens if I am sick, on maternity leave or travelling overseas?

In line with other CPD programs and in particular with the ASAR requirements, PD-asa will enable participants to apply for special consideration for purposes including, but not limited to, parental leave, extended overseas travel or other extended leave of absence from the profession.

The ASA reminds sonographers that they must comply with the relevant ASAR policies, including the Return to Clinical Practice Policy.

19. I only work part time, do I need to achieve the same CPD points or can I pro rata?

It is essential to be up to date with current practices as an accredited sonographer whether you work part time or not. All CPD programs including PD-asa, operate under the framework established by ASAR and as such do not have the capacity to pro rata CPD requirements for your triennium.

20. What happens if I am not able to achieve the mandatory 15 points for the Standard Level?

If you do not achieve the 15 points required for the Standard Level, you will be required to double the shortfall of points in your next cycle. However, if you have experience hardship or trauma you are able to apply for special consideration within the yearly cycle, but you are still required to meet the requirements for your triennium.

21. What if I discontinue my ASA membership?

If you do not renew your membership with the ASA and/or your registration with the ASAR, you will be ineligible to participate in the current PD-asa yearly cycle and will have to abide by the ASAR new CPD programs rules for changing programs mid-year.

22. What kind of activities can I choose from?

PD-asa [activities](#) have been selected with busy sonographers in mind, with a broad range of access within nine categories. Such as;

- Attendance and/or presentation at a conference or workshop
- Authoring of scientific or professional journal
- Web based activity e.g. CPD tests or webinars
- Self directed learning e.g. research or reviewing publications or texts on specific subjects
- Volunteer for Professional Association
- Academic pursuits

23. What is classified as self directed learning?

Reading and reviewing articles, websites, texts, or books on specific sonography techniques, topics and or practices to ensure skill and knowledge is current

24. How do I evidence a self directed learning activity?

There are standard forms that can be completed or individuals can document the activity by noting;

- What reading or research was undertaking?
- Date and start and end time?
- Who and How? E.g. Article/Website/Text/Reference and read, reviewed, researched supporting facts and documented
- Where?
- Learning outcomes were;
- The impact of this activity has change my practice ???? and/or on my patients ??? and/or myself???



25. What is classified as in-house development meetings?

Meetings that are specifically about developing knowledge or skill in specific areas relating to sonography practice such as interesting cases, updates in technology or techniques. Attending or presenting in-house CPD meeting can be validated by a supervisor or the co-ordinator of the CPD activity either via letter or certificate of attendance on letterhead.

26. Are CPR and Manual Handling programs accepted?

Yes they are recognised as professional development activities. They are accepted as in-house activities if provided by your employer.

27. Can I claim supervision of a student as CPD?

Not if it is a part of your day to day responsibilities. However you can claim any preparation for your supervising activities as self directed learning. If the supervision is outside your responsibilities, on a voluntary basis and unpaid you can claim the activity.

28. Is presenting information to non-peer groups, such as local community or nursing staff CPD?

No the presentation isn't but the preparation can be claimed as self directed learning.

29. Privacy

As with all information held by ASA, PD-asa records will be treated confidentially and will not be made available to any other party. Each participant will be able to access his or her CPD data through the secure pages of the ASA website, by using a personal login and password. Each participant's CPD record will be only available to the participant and the ASA staff.

The ASA will however provide limited information to, and liaise with, the ASAR on behalf of those participants using PD-asa as their default CPD program, for the purposes of updating their ASAR status.

30. PD-asa in the future

As part of ASA's commitment to continuous improvement, the PD-asa team will be reviewing its program each year in September and will be working towards the International Standards Organisation 9001: 2008 (ISO 9001) certification in 2011.

If you have any feedback or like to make a comment or need further assistance please contact the PD-asa Administrator via email: cpd@asa.com.au