



The Australian Sonographers Association Professional Development Program Rules

This document outlines the Rules for PD-**asa**, the Professional Development program available to members of the Australian Sonographers Association Limited.

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Definitions

In these Rules, unless the context otherwise requires:

| | |
|-------------------------------|---|
| ASA: | Australian Sonographers Association Limited |
| PD- asa : | ASA' s continuing professional development program |
| ASAR: | Australasian Sonographer Accreditation Registry Limited |
| CPD program provider: | the provider of a continuing professional development program approved by the ASAR |
| CPD program: | a continuing professional development program |
| Accredited sonographer: | a sonographer who has satisfied the ASAR accreditation requirements |
| Default CPD program: | a default program is the CPD program used by sonographers to maintain their ASAR accreditation. Sonographers are able to select their default CPD program annually in conjunction with their ASAR renewal |
| PD- asa Administrator: | an ASA staff member whose role is to administer PD- asa within these Rules and under the direction of the PD- asa Committee |
| PD- asa cycle: | runs on a calendar year, starting from 1 January and finishing on 31 December of the same year |
| PD- asa activity: | an activity which meets the requirements of Rule 6 |
| PD- asa activity log: | the participant's record in the PD- asa online database, also referred as the 'activity log' |
| ASAR Credit Tracker: | The tracking device developed by the ASA to display the total number of eligible points from across a participant's ASAR triennium |
| ASA activities: | includes, but not limited to, attendance at any ASA meeting, authoring or presenting at ASA meetings |
| Non-ASA activities: | includes, but not limited to, relevant activities organised by other bodies where CPD points can be accrued by participants |
| PD- asa Committee: | a committee of professionals in sonography set up to advise and support the PD- asa Administrator, including with the appeal process |
| Record: | a document providing evidence of activities performed |

Introduction and commencement

- 1.1 This document may be cited as the PD-**asa** Rules and, for the purposes of this document, is referred to as 'Rules'.
- 1.2 These Rules are in operation for the period 1 January 2010 – 31 December 2010 (inclusive). In line with the ASA's objectives of continuously improving its services to members and the diagnostic imaging community, these Rules will be reviewed annually in September and PD-**asa** participants will be informed of updates following this review process.

Object of these Rules

- 2 The object of these Rules is to define the parameters of PD-**asa**. PD-**asa** is a professional development program designed to assist sonographers maintain and enhance their capacity to provide a high level of patient care through their knowledge and expertise.

ASAR recognition

- 3.1 The ASA has been granted approval as a CPD program provider by the ASAR.
- 3.2 PD-**asa** is an approved ASAR CPD program.
- 3.3 As well as fulfilling the requirements of PD-**asa**, participants may elect to maintain their ASAR accreditation status through PD-**asa** (refer to Rule 4.4).

Eligibility

- 4.1 Participants must be current financial Ordinary or Student members of the ASA and retain membership for the duration of their participation in PD-**asa**.
- 4.2 As this is an online service to members, PD-**asa** participants must provide a valid email address and undertake to update this as necessary.
- 4.3 Participants must be accredited sonographers through the ASAR and retain their accreditation for the duration of their participation in PD-**asa** by paying their annual fee and meeting all other requirements.
- 4.4 Participants who choose PD-**asa** as their default CPD program for the purposes of meeting the ASAR requirements will also be required to:
 - a) supply their ASAR number;
 - b) indicate when their current ASAR triennium concludes when joining the PD-**asa**; and
 - c) select PD-**asa** as their default CPD program on their ASAR annual renewal form.

This will enable the PD-**asa** Administrator to communicate with the ASAR on their behalf.

- 4.5 ASA reserves the right to refuse participation or place additional requirements on participants who have been identified as unsuccessful in earning points in other CPD programs (refer to Rule 20 for the appeal process).
- 4.6 PD-**asa** participants who have failed to meet the ASAR requirements in their previous triennium are not eligible to utilise PD-**asa** as their default CPD program for the purposes of meeting the ASAR requirements (refer to Rule 20 for the appeal process).

Cycle

- 5.1 PD-**asa** operates on a one-year cycle, 1 January to 31 December of the same year.
- 5.2 Requirements may be pro-rated for participants entering mid-cycle, e.g. after June of the same year
- 5.3 Points earned beyond the requirements for any PD-**asa** cycle are not transferable to any future PD-**asa** cycle.

Content and format of PD-**asa** activities

- 6.1 For the purpose of these Rules, a PD-**asa** activity must:
 - a) be of significant intellectual or practical content and must deal primarily with matters related to the practice of sonography;
 - b) be conducted by persons who are qualified by practical or academic experience in the subject covered; and
 - c) seek to maintain and further develop the sonographer's professional skills and knowledge.
- 6.2 A PD-**asa** activity may consist of:
 - a) attendance at a national or international conference, seminar, workshop, or at an in-house education meeting or seminar;
 - b) a presentation at a face to face learning session;
 - c) authoring books or part thereof, journal articles;
 - d) web based learning;
 - e) self directed learning (reading, writing, other approved activity);
 - f) volunteering to a professional association – including the ASA;
 - g) an unpaid academic activity (teaching, learning, examining);
 - h) work based learning (as a trainee preceptorship);
 - i) any other relevant learning – pending ASA approval.
- 6.3 Each activity within the above nine categories is allocated a number of PD-**asa** points, taking into account either the duration (points usually apportioned per hour) or complexity of the work required to complete the activity.
- 6.4 Some activities are 'capped' - or limited - to a maximum amount over the PD-**asa** cycle. A non-exhaustive list of activities which will satisfy the requirements of these Rules is outlined in Appendix A.
- 6.5 Any task or duty which would normally be considered part of a participant's paid employment will not constitute a PD-**asa** activity.

Levels of participation

PD-**asa** participants can opt to utilise PD-**asa** as their default CPD program for the purposes of meeting their ASAR requirements. The log of activities in participants' PD-**asa** activity log will indicate their progress towards meeting their selected PD-**asa** participation level, as well as progress towards meeting their ASAR triennium requirements.

For the purposes of their PD-**asa** participation, sonographers can choose from one of the following levels:

7.1 Option 1: Standard level

Participants at this level:

- a) must accumulate 15 points per cycle;
- b) can earn points from all PD-**asa** categories with the exception of Category 6A (refer to Appendix A);

7.2 Option 2: Extension level

This level is offered to recognise and reward participants who make a significant additional contribution which enhances the profession of sonography.

Participants at this level:

- a) must accumulate 40 points per cycle;
- b) can earn points from all PD-**asa** categories;
- c) must display a breadth of activities by earning points from at least four categories per cycle, one of which must be Category 6 and/or 6A (refer to Appendix B).

7.3 For the purposes of PD-**asa** participation, sonographers are able to switch between the two levels under one of the following conditions:

- a) Standard level participants wanting to upgrade to the Extension level are able to do so before 30 June;
- b) Extension level participants can revert any time to the Standard level.

Student sonographers

8.1 The ASA recognises that student sonographers are actively engaged in learning and therefore meet CPD requirements during their period of study, e.g. students in post-graduate studies can accumulate 7.5 points per semester with PD-**asa**.

8.2 Students must ensure they meet the eligibility criteria before applying to PD-**asa** (refer to Rule 4).

Applying

All applications to participate in PD-**asa** are made through the user-friendly web portal via the members area of www.a-s-a.com.au

9.1 To apply, participants must:

- a) ensure that the eligibility criteria (Rule 4) is able to be met;
- b) understand the implications of the cycle frequency (Rule 5);
- c) be aware of the content and format of PD-**asa** activities, in particular when such activities are capped (Rule 6);
- d) review the requirements and select the level of participation (Rule 7);
- e) log on to the ASA member portal and follow the prompts;
- f) accept the Rules of PD-**asa** by making the electronic declarations; and
- g) if applicable, designate PD-**asa** as their default CPD program and indicate the end date of their ASAR triennium.

9.2 After lodging their application, participants will:

- a) receive an acknowledgement via email;
- b) have immediate access to the PD-**asa** portal; and/or
- c) be contacted by the PD-**asa** Administrator within ten (10) working days if further information is required to complete the application process.

Logging points

PD-**asa** provides participants with a user-friendly web portal for logging and managing the points they require to maintain mandatory accreditation.

10.1 ASA activities

10.1.1 ASA meetings:

When registering for any ASA meeting including, but not limited to, the Annual National Conference, Branch and Sub-branch members' meetings, Travelling Workshops or the Special Interest Group Seminar, PD-**asa** participants shall agree and understand that:

- a) on receipt of their registration, a pending attendance notice will be lodged against their PD-**asa** activity log;
- b) points logged for any of the above activities will be allocated once the participant has attended the activity and completed the prescribed registration process at the event to prove their attendance;
- c) if they fail to complete the prescribed registration process, participants will be required to submit a statutory declaration to claim points for this activity;

- d) points will not be allocated to their PD-**asa** activity log if proof of attendance has not been received or is deemed as unacceptable by the PD-**asa** Administrator;
- e) by completing the prescribed registration process, they have satisfied the audit criteria for this item. Should they be selected for audit at the completion of their cycle, they will not be required to provide any evidence for this activity;
- f) if a disagreement occurs with the decision as referred to at 10.1.1 d), an appeal can be lodged by the participant (refer to Rule 20 for the appeal process).

10.1.2 Other ASA activities:

When completing any other ASA activity including, but not limited to, presenting at ASA meetings, authoring for **soundeffects**, volunteer Committee work and CPD tests, PD-**asa** participants shall agree and understand that:

- a) on successful completion of any the above activities, ASA will log these points against their PD-**asa** activity log;
- b) ASA's internal records will satisfy the audit criteria for this activity. Should the participant be selected for audit at the completion of the cycle, they will not be required to provide any evidence for this activity;
- c) if a disagreement occurs, an appeal can be lodged by the participant (refer to Rule 20 for the appeal process).

10.2 Non-ASA activities

When completing any non-ASA activities, PD-**asa** participants shall agree and understand that:

- a) it is their responsibility to log points in their PD-**asa** activity log;
- b) it is recommended to log points as soon as the activity has been completed and at the latest before 31 December in the year they completed the activity;
- c) these activities are subject to the approval of the PD-**asa** Committee;
- d) if audited, they will have to abide by the audit criteria (refer to Appendix A);
- e) if a disagreement occurs, an appeal can be lodged by the participant (refer to Rule 20 for the appeal process).

10.3 Category 9 'Other'

When applying for an activity in Category 9, PD-**asa** participants shall agree and understand that:

- a) ASA reserves the right to approve the activity; and
- b) ASA can request supporting documentation to demonstrate that the activity benefits the participant's practice of sonography;
- c) if a disagreement occurs, an appeal can be lodged by the participant (refer to Rule 20 for the appeal process).

Record Keeping

- 11.1 For each cycle, PD-**asa** participants must:
- a) maintain a record of their participation in appropriate CPD activities by keeping their online PD-**asa** record up to date; and
 - b) retain evidence in support of CPD activities undertaken with the exception of activities as outlined in 10.1.
- 11.2 For the purpose of verification and audit, PD-**asa** participants must maintain their record referred to at 11.1 a) and retain the evidence in support referred to at 11.1 b) for at least 12 months after the end of the cycle.
- 11.3 PD-**asa** participants are required to send physical evidence only when requested. There will be a random audit of 10% of participants per cycle and only those selected for audit will be asked for proof of completion (refer to Rule 18, the audit process).
- 11.4 PD-**asa** participants who choose to utilise the program as their default CPD program for ASAR purposes must ensure their PD-**asa** activity log meets the ASAR requirements. Furthermore, retention of evidence in support of these activities must be retained for at least 12 months after the end of their ASAR triennium.

Completing a PD-asa cycle

- 12.1 In order to successfully complete a PD-**asa** cycle, participants must:
- a) participate in activities throughout the year to earn sufficient points for their selected level of participation (refer to Rule 7);
 - b) ensure that their PD-**asa** activity log reflects successful participation by 31 December; and
 - c) retain evidence in support of CPD activities undertaken with the exception of activities as outlined in 10.1 and ensure this is readily available if selected for an audit.
- 12.2 The PD-**asa** Administrator will:
- a) contact participants who appear to be non-compliant with the PD-**asa** Rules by 31 December and work with them to resolve their status;
 - b) advise those participants who are randomly selected for an audit within 20 working days of the end of the PD-**asa** cycle.

Completing an ASAR triennium

- 13.1 Participants who have nominated PD-**asa** as their default CPD program must in the final year of their ASAR-designated triennium comply with this rule to ensure continuity of their ASAR accreditation status. To assist participants, the PD-**asa** Activity Log displays the ASAR Credit Tracker at the bottom of the screen.
- 13.2 In addition to the requirements at the end of each of their PD-**asa** cycles, these participants must ensure they have:
- a) updated their PD-**asa** activity log to comply with the ASAR's CPD regulations by 31 December, i.e. have logged at least 40 points within the ASAR's criteria which were accrued during the triennium; and

- b) retained proof of attendance or supportive documentation for all non-ASA activities during the triennium and ensure this is readily available if randomly selected for an audit.

13.3 The PD-**asa** Administrator will:

- a) contact participants who appear to be non-compliant with ASAR requirements by 31 December and work with them to resolve their status;
- b) advise those participants who are randomly selected for an audit within 20 working days of the end of the ASAR triennium;
- c) conduct the audit against ASAR regulations and advise participants of the outcome;
- d) advise ASAR of any non-compliant participants; and
- e) work with the ASAR to transfer non-compliant participants as referred to at 13.3 d) to the ASAR's CPD program for remediation.

Starting a new PD-**asa** cycle

14.1 Before starting a new cycle, participants must ensure that:

- a) they have satisfied Rules 12 and 13;
- b) they have checked that they still meet the eligibility requirements as outlined in Rule 4; and
- c) if they fail to accrue sufficient points they will be considered to have defaulted – refer to Rule 15.1 for specific requirements for future PD-**asa** cycle.

14.2 Participants selected for an audit at the completion of a cycle, are eligible to continue in the program subject to the outcome of the audit process (refer to Rule 18).

Defaulting

15.1 Participants unable to comply with the points requirements of a PD-**asa** cycle will:

- a) be required to complete the full requirements for the new cycle, as well as 200% of the shortfall in points from the previous cycle, e.g. sonographer X participating in the Standard level completes 10 points in 2009. To continue in PD-**asa** in 2010, participant X will be required to complete 200% of the shortfall of 5 points – i.e. 10 points as well as the 2010 requirement of 15 points – a total of 25 points during 2010;
- b) be automatically audited at the end of the next cycle (refer to Rule 18.3).

15.2 Failure to complete PD-**asa** points' requirements in three (3) consecutive years will deem the participant a defaulter and ineligible for future participation in PD-**asa**. The participant may appeal the decision (refer to Rule 20 for the appeal process).

15.3 Failure to comply with the audit process will deem the participant a defaulter and ineligible for future participation in PD-**asa**. The PD-**asa** Administrator will deactivate the participant's activity log (refer to Rules 18.6 and 19.1).The participant may appeal the decision (refer to Rule 20 for the appeal process).

Special consideration

- 16.1 Upon written application from a PD-**asa** participant on the prescribed form, the PD-**asa** Administrator will exempt in whole or part the participant from compliance with these Rules during a cycle on such conditions as it may specify, if:
- a) by reason of the participant's geographical location, the participant has experienced hardship or difficulty in complying with these Rules; or
 - b) the participant has been or will be absent from the practice of sonography because of maternity leave, parental leave, unemployment, illness or injury, studies, travelling or working overseas; or
 - c) in the opinion of the PD-**asa** Committee there are special circumstances warranting the granting of a special consideration.
- 16.2 Special consideration will be granted for a maximum term of 12 months. When special consideration has been granted, the participant will be able to access their PD-**asa** activity log however unable to record new activities until the end of the suspension period. On recommencement, the participant will be required to declare their eligibility to participate.

Return to clinical practice

- 17 If utilising PD-**asa** as their default CPD program, participants who have been deactivated from the ASAR register must ensure they comply with the current ASAR 'Return to Clinical Practice' Policy.

The audit process

- 18.1 Two groups of PD-**asa** participants will be audited per cycle being:
- a) 10 % of PD-**asa** participants (refer to 18.2);
 - b) Defaulters (refer to 18.3).
- 18.2 After the end of each cycle, the PD-**asa** Administrator will facilitate an audit of at least 10% of PD-**asa** participants. This sample will include at least 10% of participants utilising PD-**asa** as their default CPD program who have also completed their ASAR triennium. These participants are audited against both the ASAR and the PD-**asa** Rules. The audit process for these participants is outlined in Rules 18.4 to 18.8.
- 18.3 PD-**asa** participants deemed as 'defaulters' (refer to Rule 15.1) will be automatically audited once they have completed the next cycle. The audit process for these participants is outlined in Rules 18.4 to 18.8.
- 18.4 Participants selected for an audit will be advised within 20 working days of the end of the PD-**asa** cycle that they are required to provide:
- a) evidence of the activities as logged in their PD-**asa** activity log with the exception of activities as referred to at Rule 10.1 ; and/or
 - b) any other documents as requested.

- 18.5 The PD-**asa** Administrator will:
- a) acknowledge all correspondence from selected participants;
 - b) notify successful participants of the outcome of the audit.
- 18.6 Selected participants who fail to respond or provide the requested evidence and/or fail to provide satisfactory evidence of activities as outlined at 18.4, will be notified that the outcome of their audit has been deemed unsuccessful. These participants will be deemed defaulters and deactivated from PD-**asa** (refer to Rules 15.3 and 19.1).
- 18.7 The PD-**asa** Administrator will notify the ASAR of those participants using PD-**asa** as their default CPD program who have failed to meet ASAR regulations through the audit process and work with the ASAR to transfer these participants to the ASAR's CPD program for remediation.
- 18.8 An appeal can be lodged if a selected participant is not satisfied with the outcome of an unsuccessful audit (refer to Rule 20 for the appeal process).

Program deactivation

The PD-**asa** Administrator has the authority to deactivate participants in accordance with these Rules, at which time the online web portal will no longer be accessible.

- 19.1 Participants selecting PD-**asa** as their ASAR default program must also abide by the rules for deactivation/changing programs as set down by ASAR from time to time;
- 19.2 A PD-**asa** participant will be deactivated when:
- a) the participant is no longer a member of the ASA; and/or
 - b) the participant advises the PD-**asa** Administrator they no longer wish to participate in PD-**asa**; and/or
 - c) the participant has failed to comply with auditing requirements (refer to Rules 15.3 and 18.6); and/or
 - d) the participant is required to complete the ASAR's CPD remediation process.
- 19.3 The PD-**asa** Administrator will advise/acknowledge all deactivations via email.
- 19.4 PD-**asa** participants who have been deactivated from the program will have to abide by the eligibility Rules (refer to Rule 4) if/when re-entering the program.
- 19.5 If selected for an audit, PD-**asa** participants who elect to leave the program in the next cycle will still be required to abide by the Audit Rule (refer to Rule 18) to obtain certification of satisfactory completion of their cycle.

The appeal process

- 20.1 Participants aggrieved by a decision may lodge a written notice of appeal, through the ASA's CEO.
- 20.2 The notice of appeal must be lodged in writing within 14 days of the appellant being notified by the PD-**asa** Administrator of the decision.

- 20.3 The appeal will be evaluated, taking into consideration any additional evidence. The participant may be contacted if further clarification is needed.
- 20.4 Based on all documentation, a final decision and recommendation(s) will be issued via the PD-**asa** Administrator to the appellant within 30 days in writing.
- 20.5 The appeal decision is final.

Privacy

- 21.1 PD-**asa** abides by the Privacy Principles as per its ASA Privacy Policy, posted on the ASA website.
- 21.2 The purpose of collecting information from and on behalf of its participants is only intended to effectively serve the relationship established between ASA and its PD-**asa** participants.
- 21.3 ASA shall liaise with the ASAR on behalf of its PD-**asa** participants in order to communicate participants' CPD results and status for sonographers to maintain their accreditation.
- 21.4 PD-**asa** participants must ensure that their username and password remain confidential and personal at all times. The ASA must be notified immediately if a participant has identified any unauthorised use of his/her username and password.

Complaints

- 22.1 PD-**asa** participants can lodge a complaint at anytime, via the website or by phone with the PD-**asa** Administrator.
- 22.2 The PD-**asa** Administrator shall endeavour to resolve the issue within 14 working days from the lodgement of the complaint.
- 22.3 If the matter cannot be resolved within the time frame as at referred to at 22.2, the PD-**asa** Administrator shall notify the complainant.
- 22.4 The PD-**asa** Administrator shall maintain a complaint registry and will review issues as part of ASA's commitment to continuous improvement.



Appendix A: PD-asa Table of eligible activities, points and documentation

| Category | Category | Activity Type | Activity Type | Activity Detail | PD-asa Points Cap Per Activity | PD-asa Points Cycle Cap | Level Eligibility | Audit Criteria |
|----------|--------------|---------------|---|--------------------------------|--|-------------------------|-------------------|--|
| 1 | Attendance | 1.1 | Education meeting incl conference, seminar, workshops | National/ international/ local | 1 point per contact hour, max 15 per event | | All | ASA activity – compliance with registration process. Other provider - attendance certificate |
| 1 | Attendance | 1.2 | Education meeting, seminar | In-house | 1 point per contact hour | | All | Certificate attendance or supervisor validation |
| 2 | Presentation | 2A.1 | Workshop | National/international | ≤15 mins = 15 pts; >15 mins = 25 pts 50% of the above eligible points will be allocated when the presentation is repeated | | All | Certificate or registration brochure |
| 2 | Presentation | 2B.1 | Workshop | Local/state branch | ≤15 mins = 15 pts; >15 mins = 25 pts 50% of the above eligible points will be allocated when the presentation is repeated | | All | Certificate or registration brochure |

Appendix A: PD-**asa** Table of eligible activities, points and documentation

| Category | Category | Activity Type | Activity Type | Activity Detail | PD- asa Points Cap Per Activity | PD- asa Points Cycle Cap | Level Eligibility | Audit Criteria |
|----------|--------------|---------------|---|-------------------------------------|--|---------------------------------|-------------------|---|
| 2 | Presentation | 2C.1 | Plenary | National/international | ≤15 mins = 15 pts; >15 mins = 25 pts 50% of the above eligible points will be allocated when the presentation is repeated | | All | Certificate or registration brochure |
| 2 | Presentation | 2D.1 | Plenary | Local/state branch | ≤15 mins = 15 pts; >15 mins = 25 pts 50% of the above eligible points will be allocated when the presentation is repeated | | All | Certificate or registration brochure |
| 2 | Presentation | 2.2 | Seminar, Lecture, Case Study, Workshop, Live Scanning | In-house | 2 points | | All | Certificate of attendance of supervisor's validation |
| 2 | Presentation | 2.3 | Scientific/ Professional Poster | National/ international | 20 points | | All | Certificate |
| 3 | Authoring | 3.1 | Scientific/ professional Journal paper | Peer reviewed, principal author | 30 points per paper | | All | Copy of published article with: journal name, date & page numbers |
| 3 | Authoring | 3.2 | Scientific/ professional Journal paper | Non-peer reviewed, principal author | 20 points per paper | | All | Copy of published article with: journal name, date & page numbers |
| 3 | Authoring | 3.3 | Scientific/ professional Journal paper | Peer reviewed, non-principal author | 15 points per paper | | All | Copy of published article with: journal name, date & page numbers |

Appendix A: PD-asa Table of eligible activities, points and documentation

| Category | Category | Activity Type | Activity Type | Activity Detail | PD-asa Points Cap Per Activity | PD-asa Points Cycle Cap | Level Eligibility | Audit Criteria |
|----------|------------------------|---------------|--|--|------------------------------------|-------------------------|-------------------|---|
| 3 | Authoring | 3.4 | Scientific/ professional Journal paper | Non-peer reviewed, non-principal author | 10 points per paper | | All | Copy of published article with: journal name, date & page numbers |
| 3 | Authoring | 3.5 | Scientific/ professional Book or part thereof | Principal author | On application | 30 points per cycle | All | Book name & publisher, date of publication |
| 3 | Authoring | 3.6 | Scientific/ professional Book or part thereof | Non-principal author | On application | 15 points per cycle | All | Book name & publisher, date of publication |
| 4A | Web Based | 4A.1 | Web based learning | Quiz, Webinar, Wiki, CPD tests | 1 point per hour | 5 points per cycle | All | Certificate of completion |
| 4B | Web Based | 4B.1 | Web based learning | Special consideration – additional allowance to 4A | On application 1 point per hour | 5 points per cycle | All | Certificate of completion |
| 5 | Self Directed Learning | 5.1 | Library, research, relevant journal articles/texts | Reading and writing of summary report | 1 point per hour | 5 points per cycle | All | On application, showing demonstrable learning outcomes |
| 6 | Volunteer Prof. Assoc. | 6.1 | Attend Committee Meeting | Board, branch, or other committee of a relevant professional association (ASA, ASUM, AIR, CSANZ, ASAR) | 1 point per hour | | All | ASA activity – compliance with administration process. Other provider – proof of attendance; minutes or attendance certificate |

Appendix A: PD-**asa** Table of eligible activities, points and documentation

| Category | Category | Activity Type | Activity Type | Activity Detail | PD- asa Points Cap Per Activity | PD- asa Points Cycle Cap | Level Eligibility | Audit Criteria |
|----------|------------------------|---------------|---------------|--|--|--|-------------------|-------------------|
| 6A | Volunteer Prof. Assoc. | 6A.1 | ASA Position | President | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.2 | ASA Position | Director (excluding President) | 5 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.3 | ASA Position | soundeffects Editors | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.4 | ASA Position | Chairperson of: OH&S, Branch, Sub-branch | 5 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.5 | ASA Position | ASA representative on: ASAR, AHPA, RANZCR Standards Panel, RANZCOG Nuchal Translucency Committee | 5 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.6 | ASA Position | Travelling educator | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.7 | ASA Position | Annual national conference convenor/co-convenor | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.8 | ASA Position | SIG seminar convenor/co-convenor | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.9 | ASA Position | Retrospective acknowledgement of ASA volunteer positions | No cap | 20 points per cycle | Extension only | Proof of position |

Appendix A: PD-**asa** Table of eligible activities, points and documentation

| Category | Category | Activity Type | Activity Type | Activity Detail | PD- asa Points Cap Per Activity | PD- asa Points Cycle Cap | Level Eligibility | Audit Criteria |
|----------|------------|---------------|-----------------------------------|---------------------------------|--|---------------------------------|-------------------|---|
| 7 | Academic | 7.1 | Examiner (unpaid) | ASAR accredited course | 1 point per hour | 5 points per cycle | All | Proof of position including time allocation |
| 7 | Academic | 7.2 | Student | ASAR accredited program | 7.5 points per semester | 15 points per cycle | All | Academic transcript |
| 7 | Academic | 7.3 | Student | Masters/honours in ultrasound | 7.5 points per semester | 15 points per cycle | All | Academic transcript |
| 7 | Academic | 7.4 | Student | Nuchal translucency certificate | 7.5 points | 7.5 points per cycle | All | Certificate of completion |
| 7 | Academic | 7.5 | Research | Research project | On application | 10 points per cycle | All | Research documentation |
| 7 | Academic | 7.6 | Teaching | Volunteer / unpaid | 1 point per hour | 10 points per cycle | All | On application |
| 7 | Academic | 7.7 | Student | Professionally relevant courses | 1 point per hour | 5 points per cycle | All | On application |
| 8 | Work Based | 8.1 | Preceptorship | Trainee | 2 points per day | 10 points per cycle | All | On application |
| 9 | Other | 9.1 | Professional Development activity | Other relevant activities | On application | At PD- asa discretion | All | At PD- asa discretion, to be advised |



Appendix B: PD-asa Extension level, Category 6A activities

| Category | Category | Activity Type | Activity Type | Activity Detail | PD-asa Points Cap Per Activity | PD-asa Points Cycle Cap | Level Eligibility | Audit Criteria |
|----------|------------------------|---------------|---------------|--|--------------------------------|--|-------------------|-------------------|
| 6A | Volunteer Prof. Assoc. | 6A.1 | ASA Position | President | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.2 | ASA Position | Director (excluding President) | 5 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.3 | ASA Position | soundeffects Editors | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.4 | ASA Position | Chairperson of: OH&S, Branch, Sub-branch | 5 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.5 | ASA Position | ASA representative on: ASAR, AHPA, RANZCR standards panel, RANZCOG nuchal translucency committee | 5 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.6 | ASA Position | Travelling educator | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.7 | ASA Position | Annual national conference convenor/co-convenor | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.8 | ASA Position | SIG seminar convenor/co-convenor | 10 points per cycle | 20 points per cycle across all 6A activities | Extension only | Proof of position |
| 6A | Volunteer Prof. Assoc. | 6A.9 | ASA Position | Retrospective acknowledgement of ASA volunteer positions | No cap | 20 points per cycle | Extension only | Proof of position |