



**Consortium for the  
Accreditation of  
Sonographic Education**

**Post-Accreditation Debrief  
Meeting between Accreditors &  
Committee Members**

**Purpose:** To discuss proposed conditions and recommendations (and commendations) with Committee members to ensure parity across all accredited programmes; to enable a feedback mechanism between accreditors and the Committee during an event and to support accreditor training.

**Format:** Teams (or Zoom) meeting between all members of the Accrediting team, the CASE Education Officer and (some) Committee members.

**Responsibility:** Co- Accreditor

**Timing:** About two weeks following an accreditation event - once the initial accreditor report is drafted but before it is shared with the programme team.

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The on-line meeting is to support accrediting teams to debrief after an accreditation event, get any support they might need to explore challenges and concerns related to the event, documentation, conditions and recommendations. The lead, co and shadow accreditors should all attend, as it presents a learning opportunity for the accrediting team to discuss any issues after a period of reflection. It also ensures consistency across accreditation events, particularly in relation to conditions and recommendations.

**Process:**

1. The Accrediting team agree on a date and time(s) when they can all be available for a call and then the **Co-Accreditor** contacts the Education Officer and other Committee Members with proposed details of the meeting and forwards the draft report in advance. The CASE Accreditor Liaison Officer ([anna@ipm.ac.uk](mailto:anna@ipm.ac.uk)) can help with contacts and booking Zoom meetings if required.
2. The full accreditor team, the Education Officer (EO, [case.education.officer@gmail.com](mailto:case.education.officer@gmail.com)) and at least one other Committee member should attend the call (although a deputy may stand-in for the EO at times of leave or emergency). It is the Co-accreditors responsibility to ensure everyone is available and has the meeting details.
3. The Co-Accreditor will Chair the meeting and one of the other attendees volunteer/is nominated to take notes of the **key actions and decisions only** (formal minutes are not required).

All the proposed conditions, recommendations & commendations should be discussed; the Committee members will provide advice and guidance to be consistent with other accredited programmes and in light of previous experiences.

4. Following the meeting the accreditor report will be updated as necessary and shared with the programme team. The notes from the meeting will be shared with all present and the CASE Training Lead ([gillh@sor.org](mailto:gillh@sor.org)), if not in attendance. The CASE Coordinator should be copied in on both documents.