



Consortium for the Accreditation of Sonographic Education

Appointment, Roles of and Terms of Reference for CASE Accreditors

There will be two categories of accreditors, sponsorship by the member organisation or self-nomination.

Representatives to CASE will automatically be listed as CASE accreditors sponsored by their member organisation.

Self-nominations from suitable individuals, expert in clinical ultrasound and/or educational procedures will be sought. Nomination forms will be obtainable from the CASE Co-ordinator. Applications will be reviewed at the next CASE meeting.

One training session each year will be offered to all accreditors.

New accreditors who have not attended a training workshop will not usually be invited to an accreditation event. Accreditors who have not participated in an event or attended workshop within a two-year period will be invited to attend a training session as soon as possible.

The appointment, training, allocation to events and management of all accreditors will be the responsibility of the Chair, supported by the Vice Chair.

Appointment of New Accreditors: Terms of Reference

Essential

- In possession of an appropriate ultrasound qualification, eg: as identified in the National Voluntary Register for Ultrasound Practice
- Expertise in academic, scientific or clinical ultrasound for at least five years
- Understanding of current education policies and practice, particularly as they relate to professional education and training
- Evidence of continuing professional development
- Active involvement in ultrasound student training
- Awareness of the policies and guidelines of CASE, especially those associated with accreditation, as they relate to ultrasound training and practice

Desirable

- Academic, higher professional and/or clinical teaching skills qualification
- Previous involvement with accreditation events either as a programme/course team member or clinical practice team
- Experience of multi-disciplinary working and/or interprofessional education
- Awareness of difference amongst the four countries of the UK in organisation and delivery of higher education
- Support of a CASE member
- Support of current employer

The CASE Lead Accreditor

The Lead Accreditor will be familiar with educational and training procedures and will have extensive experience of the CASE accreditation process. The Lead Accreditor is responsible for ensuring that all CASE procedures are implemented and will:

- ensure familiarity with CASE, institution and programme/course documentation relevant to the event;
- request additional documentation from the Institution or programme/course organisers;

- ensure all nominated accreditors have received and reviewed the documents and reports;
- request and receive a critical review from all nominated accreditors;
- have input to and approve the final validation/revalidation event agenda;
- provide feedback to the course organisers, ahead of the event, regarding any questions or concerns;
- receive all questions to CASE posed by the Institution and course faculty prior to, and at the event, and delegate them where appropriate;
- provide feedback to the course organisers after the event and monitor implementation of conditions;
- provide a written report, using the relevant proforma, on the event at the next CASE meeting.

The Lead Accreditor, will normally act as an advisor to the programme/course team, **and will contact the programme/course team and the other accreditors as early as possible following appointment.** The Lead Accreditor may advise the team on matters and aspects of the programme/course content which relate to CASE accreditation. Any specific matter on which the programme/course team require advice should be raised when submitting the application form.

The CASE Co-Accreditor

CASE co-accreditors are normally experienced ultrasound practitioners and can be either from an academic or a clinical background. They have, together with the Lead Accreditor, a joint responsibility for ensuring that all CASE procedures are implemented. CASE normally appoints a maximum of two representatives from the list of nominated accreditors to act with the Lead Accreditor to examine the programme/course documentation prior to the event.

The expertise of each appointed co-accreditor normally reflects the content of the clinical- specific modules or focused course clinical topic offered for accreditation, and complements that of the Lead Accreditor. One of the co-accreditors, together with the Lead Accreditor, will serve on the joint panel at the validation event. The Co-accreditor will:

- ensure familiarity with the CASE documentation relevant to the event;
- liaise with the Lead Accreditor on event agenda items and ensure that all of the documents and reports have been received;
- submit a critical review on the documentation to the Lead Accreditor no less than four weeks prior to the event;
- attend the event if requested and participate in discussions as delegated by the Lead Accreditor;
- liaise with the Lead Accreditor regarding the post-event documentation.

In the case of a focused course accreditation, two accreditors (a Lead Accreditor and a Co-accreditor) will normally be appointed.

The CASE Shadow Accreditor

To ensure a continuing supply of suitably trained accreditors, newly appointed accreditors will be appointed to shadow CASE procedures during a specific validation/revalidation process. They will contribute to every stage of the process apart from participating in the actual validation event discussions. This is to ensure quality of the procedures.

A shadow accreditor will normally participate in a minimum of two events prior to being selected for a Co-accreditor role.