

Consortium for the Accreditation of Sonographic Education

NEWS

December 2010

This newsletter aims to provide up to date information regarding CASE activities & requirements regarding validation, annual programme monitoring & other relevant issues.

Key Updates from CASE

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Review of October
2010 Accreditor
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Clinical Assessment

Update from new CASE Chair

The CASE representatives met in October at the Society and College of Radiographers (SCoR) offices in London to discuss the primary business of accrediting ultrasound programmes and courses.

It was my first meeting as Chair of CASE and it was very important to me to extend a very warm thank you to Rosemary Lee whose wise leadership and guidance was much appreciated over the previous few years. Thanks to her tremendous hard work and passion for ultrasound education, CASE is in a much more organised position than when I became a member of the representative body five years ago. Thanks to Rosemary, we are now in the final stages of agreeing our Standard Operating Procedures (SOPs) and the Handbook has been revised. Rosemary will continue to support CASE as the representative for SCoR and is still very much involved in the accreditation processes for both Masters and Focused courses. She will also remain one of the representatives on the Annual Performance Monitoring Review (APMR).

As usual, there was a very large Agenda for the October meeting. One of the most exciting innovations is the proposed electronic database for completing the APMR. The representatives were shown the new database which appears to be very “user friendly” and I would like to thank Vivien Gibbs, Programme Leader for University of the West of England for completing the trial database and for her comments over its ease of use. I would also like to extend my thanks to Michele Landau and Claire Dumbleton at SCoR for their assistance in getting this on-line form produced.

It is hoped that this on-line form will aid all programme leaders with completion of the review form, which has in the past, proved rather time consuming. In order to further streamline the process, it was agreed that the APMR group should have a more formal status.

Due to the volume of work it was felt that APMR should have its own designated Chair; inclusion in the group should also involve the past Chair of CASE and one other member with an interest in APMR. Nominations for the post of Chair had been sent to CASE representatives prior to the meeting. At the time of the meeting, no nominations had been received, therefore, with all the new improvements being made with regard to APMR, it was felt appropriate to appoint an interim Chair.

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Update from new CASE Chair Cont.

Andrew Fairhead agreed to take on this task. Other representatives to APMR include Rosemary Lee as past Chair, David Oxborough and Julie Walton. The SOPs will be amended to reflect this decision.

Programme and course accreditation takes up a large amount of the time at our meetings. The discussions are often complex and decisions made have to be in the best interests of students, trainees, patients and programme teams, sometimes this can result in a delay in the accreditation process, however, this usually only results in correct decisions being made. During the November meeting several courses were successfully accredited. Full details can be accessed on the CASE website.

CASE has recently been asked to accredit several focused courses, including the national English Abdominal Aortic Aneurism (triple A) course which has recently been awarded to Salford University. This accreditation visit is expected to be completed towards the end of November and is a very exciting prospect for both Salford and CASE.

The accreditation of focused courses, together with the on-going accreditations of Masters programmes, has highlighted the need for more accreditors to undertake the process. Accreditors can come from either an academic ultrasound background, or from experienced clinical sonographers who may wish to contribute their knowledge and experience to the accreditation process. Accreditors can be nominated or can self nominate. Further details on how to become a CASE Accrerator can be found later in this newsletter.

Antonio Sassano has stepped down from CASE representation and from accreditation, however, I would like to extend my thanks to him for his participation in both CASE meetings and for the accreditations he participated with.

I would also like to welcome Frith Noble, Jane Anderson and Peter Cantin to the accreditation panel. Frith is a clinical sonographer from Glasgow and she attended the Accreditors Training Day in Sheffield in October. I look forward to seeing Jane and Peter at the next event on 20th May 2011, to be held at City University in London and led by Gill Harrison from the university.

Before undertaking an Accreditation Event, accreditors are expected to undertake one of these very useful training events. They will then become a Shadow Accrerator in order to gain valuable experience before becoming a Co-Accrerator. Experienced accreditors are also reminded that they should undertake these training days every three years in order to retain their skills and a place on the Accreditors register. There is no registration fee for these workshops but CASE cannot reimburse any expenses incurred.

I would also like to take this opportunity to remind you that there is a very interesting Open Forum planned for March next year. These Open Forum days are open to all who are interested in ultrasound education and training. Sue Halson-Brown from Portsmouth University has spent considerable time and effort in arranging this exciting day looking at the "Tripartite experience" of academia, clinical and managerial expectations of ultrasound delivery. I look forward to seeing good representation at this day. Details can be found further on in this newsletter.

A meeting was held in October to which the SCoR and all member organisations were also invited to discuss issues of mutual interest related to programme and course accreditation

I would like to take this opportunity to thank you for all your support.

Lynda Mulhair
CASE Chair

Training for CASE Accreditors - Report from the Sheffield Workshop

All current CASE accreditors are asked to attend a training workshop every three years in order to retain their skill. Newly appointed accreditors must attend a workshop prior to being placed on the register and participating in an event as a shadow accreditor (CASE Standard Operational Procedures, 2010). Training is necessary in order to ensure that wherever possible the accreditation service that CASE offers is of a similar standard and all programmes and courses are treated equitably.

Each workshop is structured in such a way as to ensure that there is a variety of expert presentations and plenty of participant discussion. Topics of common interest relating to the lead, co- and shadow accreditor roles and pertinent issues identified in feedback from previous workshops are included in the presentations. Previously there had been a tendency to book up every single minute with presentations and focused activities. However, we have now adopted a more informal, flexible approach to the day, allowing for detours into matters of particular concern and providing more 'free' time. Activities such as working through programme documentation have proved very valuable to the participants. New for the October workshop was the opportunity for accreditors to review CASE final reports from recent events. Incidentally, all documentation which is used for training is completely anonymous and if still in current use, permission is sought from the programme leader to use it as a training opportunity.

Typically a workshop programme includes no more than 3 short presentations, 1 extended period of accreditation activity with feedback opportunity and an open forum or troubleshooting session. This seems to be the best-fit for everyone. From 2011, workshops will be held once a year in May. Additional workshops may be arranged if there is an increase in demand for accreditations.

The latest workshop took place on 21st October at Sheffield Hallam University, three accreditors attended from several healthcare professions, including Frith Noble as a newly appointed accreditor. There were presentations by Jean Wilson and Gill Harrison about the qualities required in becoming a CASE accreditor. This engendered good group discussion about the process of accreditation including highs and lows of the process. Lynda Mulhair had to step in to present Focused Course, the presentation for Gail Johnson, who had been taken unwell the day before, again there was animated discussion surrounding this innovation for CASE.

Following an excellent lunch there was still enough energy and drive within the group to undertake a troubleshooting exercise in how to assess and extrapolate the necessary information from documents provided (needless to say these had been completely fabricated for the purpose of the workshop!).

Although this was a small, somewhat select group, the feedback was positive. I would like to thank Trudy Sevens and Paulin Liu from Sheffield Hallam University for the excellent facilities on the day and for the wonderful reception we were given by their team. I would also like to thank Michele Landau for co-ordinating the administrative tasks at the office.

The next training workshop is 20th May 2011 at City University London led by Gill Harrison. Details can be obtained from the CASE website, or by emailing the CASE Co-ordinator: michelel@sor.org.

CASE Open Forum – March 2011

OPEN FORUM PROGRAMME

Tuesday 15th March 2011, 9:20am - 4:30pm

University of Portsmouth
St. Michaels Building SM 2.07
King Richard 1st Road
Portsmouth PO1 2FR

Registration Fee £60

Clinical Competency - beyond the “tick-box” A Tripartite Approach

- 09:00 **Registration and Coffee**
- 09:20 **Morning Session**
Welcome, Introduction and Scene setting
- 09:30 **Session 1 ‘Do we want quality or quantity?’**
Chair: David Roberts-Jones, CEO British Medical Ultrasound Society
- Speaker 1 Medical Perspective **Mr Darryl Maxwell**
Consultant Obstetrician & Gynaecologist
Guys and St Thomas’ Hospital
- Speaker 2 Midwifery Perspective **Ms Lynda Mulhair**
Consultant Midwife & Sonographer
Guys and St. Thomas’ Hospital
- Speaker 3 Allied Health Professional **Mrs Julie Walton**
Senior Lecturer, Director of Postgraduate
Studies & CPD, University of Liverpool
- Discussion: Are we looking for quality? Is it achievement of independent practice with competency or just time-served?
- 10:50 **Break**
- 11:15 **Session 2 ‘Cross organisational management of ultrasound education’**
Chair: Sue Halson-Brown, Senior Lecturer and Ultrasound Programme Lead, University of Portsmouth
- Speaker 1 Strategic Health Authority **Ms Jan Zietara (tbc)**
Education Commissioning Manager
NHS Education South Central
- Speaker 2 Service Delivery **Mr John Beamer (tbc)**
Radiology Services Manager
North Hampshire Hospital
- Speaker 3 Course Delivery **Ms Jan Dodgeon (tbc)**
Programme Leader for Advanced
Medical Imaging, University of Salford
- Discussion: The importance of tripartite delivery and engagement of all stakeholders to ensure quality of training and education.

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- 13:00 **Lunch**
- 13:45 **Afternoon Session**
- 13:45 **Session 3 'Fit for Purpose, Fit for Practice'**
 Chair: Helen Evered, Principal Lecturer, Inter-Professional Learning Lead,
 University of Portsmouth
- Speaker 1 Clinical Assessor **Mr Peter Cantin**
 Consultant Sonographer
 Plymouth Hospitals NHS Trust
- Speaker 2 Student **Mr Shaun Rick (tbc)**
 PgD Medical Ultrasound 2010
- Speaker 3 Quality—HEI **Dr Martyn Gardiner**
 School Quality Advisor, School
 of Health
 Sciences and Social Work,
 University of Portsmouth
- Discussion: What do we need to assess, to deliver competent sonographic practice
 while supporting the student's life-long learning ?
- 15.45 Speaker 4 Interim findings from clinical competency working party **Mrs Gill Harrison**
 Ultrasound Programme Director
 City University, London
- 16:00 **Summary and Tea**
- 16.30 **Close**

Register and pay online by using the following link: <http://bit.ly/9GE441>

Major/Minor Programme Changes

We would like to draw the attention of programme leaders to the following statement from CASE regarding programme changes:

Any change in documentation notified to the university needs to be notified to CASE, who will make the decision whether it is a major or minor change and will be dealt with on a case by case basis.

CASE working group: Guidelines for Clinical Ultrasound Assessment 2010

Methods of monitoring and assessing ultrasound clinical competency in the United Kingdom vary considerably. Consortium for the Accreditation of Sonographic Education (CASE) accredited universities have developed their own varied strategies for determining clinical competency, in addition, the plethora of non-CASE accredited training programmes and short courses available, could lead to differing standards. Feedback from CASE accreditor training days and CASE clinical assessment workshops has suggested that academic and clinical staff want additional guidance about how to monitor and assess ultrasound practitioners. Therefore CASE has commissioned Gill Harrison from City University in London to lead a team in order to develop Guidelines for the Clinical Ultrasound Assessment.

Remit

To develop robust and practical guidelines for use by trainers, mentors, assessors and programme/course leaders who undertake the clinical training and assessing of ultrasound students studying on CASE-accredited programmes and courses. The guidelines will make general recommendations on the structure and implementation of formative and final clinical assessments for ultrasound students/trainees studying on a CASE-accredited programme or course. They will be for use by CASE accreditors and ultrasound students and trainees.

Rationale

To enhance the quality of the student clinical experience and to maintain the consistency of CASE-accredited programmes and courses

Time-line

Maximum of 9 months duration from the group formation (an extension may be negotiated if required). An interim report is to be presented at the CASE open forum on clinical competency on 15th March 2011 in Portsmouth. A final written report to be circulated with papers for the June 2011 CASE representatives meeting, with a view to implementation for programmes and courses commencing in September 2011.

Group

Gill Harrison (Programme Director)
Sue Halson-Brown (CASE member, Programme Director)
Julie Walton (CASE member, Programme Director)
Peter Cantin (Consultant Sonographer)
Fi Maddox (FASP, Midwife Sonographer)
Shaun Rick (Applications Specialist, newly qualified Sonographer)
Kathy Ford (Clinical tutor / Sonographer)

Data Collection

An on-line questionnaire to be circulated to as many ultrasound contacts as possible, via CASE, BMUS and Programme Directors.

Reporting

Interim report 15th March 2011
Completed guidelines June 2011

Administrative support

Michele Landau, CASE co-ordinator

Reference documents

CASE Standard Operational Procedures
CASE Handbook
DoH Ultrasound clinical competencies
DoH Preceptorship Framework
Skills for Health Competency Framework
Other documents and references as required

CASE Accreditors

Criteria and Nomination Form

Appointment and Training

Representatives to CASE will automatically be listed on the Register as CASE accreditors sponsored by their member organisation. Self-nominations from suitable individuals, expert in clinical ultrasound and/or educational processes will be accepted. Nomination forms will be obtainable from the CASE Coordinator. Applications will be assessed by CASE representatives at its next meeting.

Accreditors will serve a maximum of 5 years before they seek renewal. Accreditors, selected from the Register, will normally be invited to serve as Lead Accreditors after participating in no less than four accreditation events.

Training workshops will be organised annually. Accreditors will be expected to attend a mandatory training workshop every 3 years. New accreditors will be invited to attend a training workshop as soon as their application has been accepted. Attendance at a workshop must take place prior to being invited to an accreditation event. Accreditors who have not participated in an event or attended a workshop within a 3-year period will be invited to attend training as soon as possible.

The Register will be subject to annual review and an accreditor may be asked to provide additional evidence in support of their retention on the Register.

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

Criteria for Inclusion on the CASE Register

Individuals wishing to undertake accreditation activities associated with CASE must normally provide evidence of the following criteria:

Essential

- 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

Desirable

- In possession of an appropriate ultrasound qualification
- Academic, higher professional and/or clinical teaching skills qualification
- Awareness of the policies and guidelines of CASE, especially those associated with accreditation, as they relate to ultrasound training and practice
- Active involvement in ultrasound student training
- Previous involvement with accreditation events either as a programme/course team member or clinical practice team
- Experience of multi-disciplinary working and/or inter-professional 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

It is expected that registered Accreditors will:

- participate in the training courses for accreditors provided by CASE
- keep up to date with and apply professional policies relevant to ultrasound practice
- commit to maintaining, developing and enhancing their own professional knowledge, skills and competence through continuing professional development.

Terms of Reference

Lead Accreditor

The lead accreditor, who will normally act as an advisor to the programme/course team, will be appointed by CASE together with the co-accreditors. It is the programme/course team's responsibility to inform CASE of the advice that they require when submitting the pro-forma. He/she will advise the team on matters and aspects of the programme content which relate to CASE accreditation.

The CASE lead accreditor is normally familiar with educational and training procedures and has broad experience of the CASE accreditation process. The role is extensive and he/she is responsible for ensuring that all CASE procedures are implemented.

Terms of Reference

- to ensure familiarity with CASE, Institution and programme/course documentation relevant to the event
- to request additional documentation from the Institution or course organisers
- to ensure all nominated accreditors have received and reviewed the documents and reports
- to request and receive written reports from all nominated accreditors
- to approve the event agenda
- to receive all questions to CASE posed by the Institution and course faculty prior to and at the event and delegate them where appropriate
- to ensure that the roles of all CASE accreditors are agreed by the panel and team at the accreditation event
- to obtain final feedback from all co-accreditors and shadow accreditors as to the accreditation process
- to report verbally or in writing on the event at the next CASE meeting
- to participate in training sessions when requested.

Co-Accreditor

The CASE accreditor is normally an experienced ultrasound practitioner and can be either from an academic or clinical background. He/she has, together with the lead accreditor, a joint responsibility for ensuring that all CASE procedures are implemented.

CASE normally appoints a maximum of three representatives from the list of nominated accreditors to act with the lead accreditor to examine the postgraduate programme documentation prior to the event. In the case of a focused course accreditation, a maximum of two accreditors (lead accreditor and accreditor) only will be appointed to fulfil an identical role.

The expertise of each appointed accreditor normally reflects the content of the clinical specific modules or focused course clinical content offered for accreditation and complements that of the lead accreditor. One of these accreditors together with the lead accreditor will serve on the joint panel at the event.

It may be necessary to provide training for a co-accreditor who has been invited to become a lead accreditor. This will normally be provided and organised on an individual basis.

Terms of Reference

- to attend a compulsory accreditors' training session prior to participating in an accreditation event
- to attend a subsequent training session if participation in the latest accreditation is more than two years
- to ensure familiarity with the CASE documentation relevant to the event
- to liaise with the lead accreditor on event agenda items and to ensure all the documents and reports have been received
- to submit a written commentary on the documentation to the lead accreditor no less than four weeks prior to the event
- to attend the event if requested and participate in discussions as delegated by the lead accreditor
- to report to the lead accreditor on conclusion of an event.

Shadow Accreditor

To ensure that there are a constant number of suitably trained accreditors, new accreditors will be appointed to shadow the validation and accreditation procedures during a specific process. They will contribute to every stage apart from participating in the event discussions. This is to ensure quality of the procedures and avoid challenges to the validity of the accreditation decision.

A shadow accreditor must participate in at least one accreditors' training sessions prior to being listed as an accreditor.

A shadow accreditor must participate in at least one, preferably two, accreditation events in a shadow role, prior to being selected as a co-accreditor.

Reasonable expenses incurred by a shadow accreditor during the training period will be met by CASE.

Terms of Reference

- to attend at least one compulsory accreditors' training session prior to being accepted on the list of accreditors
- to participate in an event as a shadow accreditor prior to being selected as a co-accreditor
- to ensure familiarity with the CASE documentation relevant to the event
- to liaise with the lead accreditor on event agenda items and to ensure all the documents and reports have been received
- to submit a written commentary on the documentation to the lead accreditor no less than four weeks prior to the event
- to attend the event if requested by the lead accreditor
- to report to the lead accreditor on conclusion of an event.

Please see following pages for nomination form.

Application for Inclusion on the Register of CASE Accreditors

Contact and Employment Details

Please use BLOCK CAPITALS

Title _____

Forenames _____

Family Name _____

Correspondence address (to be used when contacting programme/course leaders)

Town _____

County _____

Postcode _____

Country _____

Daytime Telephone No

Mobile No

Email Address (Home) _____

(Work) _____

Job Title _____

Organisation _____

Application Details

Professional Body Membership No _____

Regulatory Body Registration No _____

Qualifications

Professional Experience (including dates)

Please include a current curriculum vita with your application

Please indicate any other information relevant to this application

Sponsorship

Please provide details of two sponsors who **may** be approached to support your application

1. Name _____

Position _____

Address _____

Daytime Telephone No _____

Mobile No _____

Email _____

2. Name _____

Position _____

Address _____

Daytime Telephone No _____

Mobile No _____

Email _____

I agree to accept and work within the guidelines established by the Consortium for the Accreditation of Sonographic Education (CASE)

Signature: _____

Date: _____

Please return your completed application to:
CASE Co-ordinator, Society and College of Radiographers
207 Providence Square, Mill Street, London, SE1 2EW