

Consortium for the Accreditation of Sonographic Education

CASE COMMITTEE

TERMS OF REFERENCE

FUNCTIONS AND RESPONSIBILITIES OF THE CASE COMMITTEE

The CASE Committee is responsible for the following functions:

- To ensure, via a coordinated programme of validation and monitoring, that standards of education and training in sonography are being set, maintained and enhanced;
- To establish a coordinated approach to setting, maintaining and enhancing standards of education and training in sonography, ensuring that the standards are and remain approved by the CASE Member Organisations (hereafter known as the 'Consortium');
- To undertake validation and periodic review of education and training programmes in sonography, and to accredit such programmes in the name of the Consortium;
- To maintain records of all CASE Committee meetings and any working groups it might establish from time to time;
- To provide regular reports to the Consortium of the activities and outcomes of activities undertaken by the CASE Committee. Note: the CASE Chair also attends the regular meetings of the member organisations to facilitate the transfer of information.

In carrying out the above functions and in accordance with the Consortium's policy, the CASE Committee will:

- publish a handbook on accreditation, validation and review, setting out the criteria for accreditation of courses, and procedures and mechanisms for validation, review and monitoring of programmes and courses;
- maintain a register of trained and approved accreditors, ensuring that all accreditors are members of one or more of the constituent member organisations of the Consortium or have been nominated by the Committee to undertake the role.
- maintain a register of programmes and courses which are accredited by the CASE Committee on behalf of the Consortium, contingent upon ongoing payment of the relevant fees and upon engagement with the periodic monitoring process;
- appoint accreditors to undertake the evaluation of individual programmes to be accredited and to receive their reports;

- organise a training update day annually which all accreditors should attend at least once every three years;
- undertake an annual monitoring review of accredited courses and collate the data for appropriate dissemination;
- review its activity regularly and, in March of each year, present an annual plan of activity for consideration and approval by the Consortium.

During the course of their term, each Committee member is expected to:

- Actively contribute to accreditations by being part of the accrediting team across a variety of courses and programmes;
- attend debrief meetings (which occur after each accreditation event) as often as possible to help improve consistency across accreditations and increase learning from events;
- actively contribute to the work of the committee between meetings for example by participating in working groups, reviewing documentation and engaging with discussions.

See Appendix 1 for an organization structure, explaining the different responsibilities between the CASE Consortium and the CASE Committee.

MEETINGS OF THE CASE COMMITTEE

The CASE Committee shall usually meet in person no more than three times per annum although virtual meetings will be held as and when required. Each meeting will require a quorum of one third of the committee members to be present.

See Appendix 2 for the Committee Attendance Policy.

CASE COMMITTEE MEMBERSHIP AND HONORARY OFFICERS

The Consortium will appoint members to the CASE Committee. Each Consortium member organisation may nominate up to three individuals from amongst its own membership to serve on the CASE Committee. It will be normal for two representatives from each member organisation to attend Committee meetings.

Each Committee member will serve for a period of three years after which time re-appointment to the Committee is possible by mutual agreement between the individual and their respective member organisation.

The CASE Committee shall, from amongst its appointed members, nominate the Chairperson and Vice-Chairperson on a biennial basis, although the term in office can be for more than two years. An individual can be re-elected as often as they are willing to serve.

When a Committee member takes on the role of Committee Chair or Vice-Chair, their respective member organisation may choose to appoint a replacement Committee member.

ADMINISTRATIVE SUPPORT FOR THE CASE COMMITTEE

The CASE Coordinator shall provide administrative support for the Consortium and the CASE Committee.

FUNDING OF CASE COMMITTEE ACTIVITY

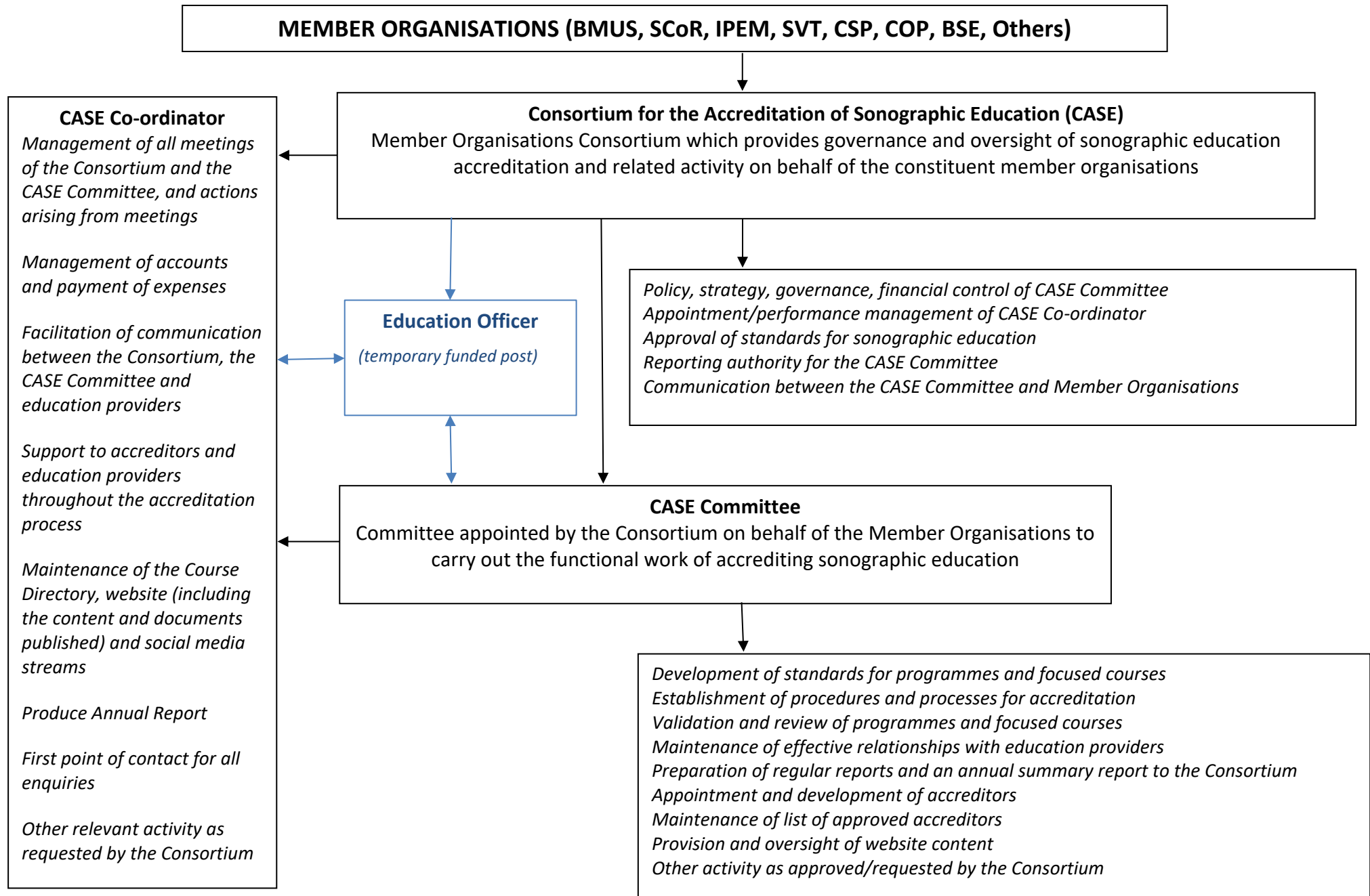
Funding for CASE Committee activity is derived from an annual fixed contribution from each Consortium member organisation and from charges for accreditation activities.

An annual financial plan for CASE Committee activity will be agreed by the Consortium.

The CASE Finance Officer is responsible for ensuring that the Committee's expenditure is in accordance with the plan, for maintaining records of income and expenditure by the Committee and for keeping the Committee updated on the financial status.

To ensure that meeting costs are kept to a minimum, the Consortium member organisations will take it in turns to provide a room for CASE meetings.

Appendix 1: Organisation Structure



Appendix 2: Committee Meeting Attendance Policy

In order to maintain equality of MO representation, knowledge of latest developments and to ensure continuity and parity across accredited programmes and other decision making, Committee members are required to attend Committee meetings and contribute to the workload whenever possible. In order to mitigate the risk of Committee members not contributing fairly, the following attendance policy has been agreed by the Consortium members.

1. It is expected that two of the three committee members from each Member Organisation will attend every face-to-face (F2F) meeting, but as a minimum there should be one attending (whenever possible). Committee members from the same MO are expected to liaise with each other to agree on attendance.
2. Committee members will be expected to give formal apologies by notifying the CASE Coordinator if they cannot make a meeting at any time. If two consecutive F2F meetings are missed without apologies, their MO will be informed so that a replacement can be considered.
3. If any Committee member does not attend any meetings over the course of a full year, the respective MO will be informed and asked to assign an alternative representative unless there is good reason not to.
4. If any Committee member attends the F2F meetings but fails to attend any of the virtual meetings over the course of a full year, the respective MO will be informed and asked to either re-confirm their representatives' commitment or to assign an alternative rep.
5. Attendance at a F2F meeting by virtual means is acceptable if no other option is available.

Meeting Definitions:

- Full day, F2F meetings to deal with all Committee business occur three times a year (usually March, July & November), one will be in York, one in London and the third at a different location each year to help spread the travel burden.
- Dates of F2F meetings are normally agreed two meetings ahead (eg. the November date is agreed in March) so approximately eight months' notice is given but no less than four months.
- Short, virtual meetings are occurring increasingly often to discuss:
 - Upcoming approvals ahead of a F2F meeting
 - Proposed conditions and recommendations after an accreditation event ('debrief')
 - Approval of an accreditation that requires immediate attention
 - Ad-hoc issues as and when required

As much notice as possible is given for virtual meetings but often it is only a couple of weeks or so, so it is recognised that attendance at these meetings may be more variable.