

Diploma of Diagnostic Ultrasound (DDU)

Regulations

ASUM Board of Directors

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Regulations for the Diploma of Diagnostic Ultrasound

1. Governance

- 1.1 The Diploma of Diagnostic Ultrasound (DDU) is awarded by the Board of Directors of the Australasian Society for Ultrasound in Medicine (ASUM) to appropriately qualified candidates of good standing who are registered as medical practitioners, by their appropriate national registration authority, who have undergone training in ultrasonography acceptable to the ASUM Board of Directors and who have achieved a pass in each of the assessments.
- 1.2 The DDU is managed by the DDU Board of Examiners, a Committee of the ASUM Board of Directors. The role of the DDU Board of Examiners is outlined in the DDU Board of Examiners [Terms of Reference](#).

2. Admission

- 2.1 Applicants must be medical practitioners who are practising and registered with their national medical registration authority (e.g. Australian Health Practitioner Regulation Authority (AHPRA), New Zealand Medical Council) and are undertaking supervised onsite, advanced training in ultrasound.
- 2.2 Before admission to the DDU each applicant must provide certified evidence that they are:
 - 2.2.1 A Fellow or advanced trainee of a specialist medical college in the appropriate area of practice in which they are undertaking their DDU.
OR
 - 2.2.2 Have, or be undertaking training towards, an equivalent qualification in one of the disciplines which is recognised by the appropriate Australasian or International College and the DDU Board of Examiners.
OR
 - 2.2.3 Have extensive experience in diagnostic ultrasound (over at least 3 years) in an appropriate field.
AND
 - 2.2.4 Practice diagnostic ultrasound within this field for a significant duration (not less than 25% for a full-time practitioner).
 - 2.2.5 These applications must be approved by the DDU Board of Examiners prospectively.
- 2.3 Application for Admission to the DDU
 - 2.3.1 All applications for enrolment and admission to the assessments for the DDU must be made on the forms supplied by ASUM for the relevant year of assessment.
 - 2.3.2 Correspondence will not be entered into concerning a candidate's status until an application form has been received.

2.3.3 The application form, accompanied by the assessment fee, must be received by the ASUM Office on or before the advertised closing date for the appropriate assessment. Incomplete applications will be returned. It is the candidate's responsibility to ensure that the completed application is received at the ASUM office on, or before the closing date.

2.3.4 Candidates who are denied admission to the assessment will receive a full refund.

2.4 Supervisor Requirements

2.4.1 All candidates for the DDU must nominate a Primary Clinical Supervisor and submit a nomination of Clinical Supervisor Form with their application to enrol in the DDU.

2.4.1.1 Currently enrolled DDU candidates cannot act as DDU Clinical Supervisors.

2.4.2 Primary Clinical Supervisor

The Primary Clinical Supervisor must be a currently practising specialist holding one of the following:

- Fellowship of the Royal Australian and New Zealand College of Radiology (RANZCR)
- Fellowship of the Royal Australian College of Surgeons (Vascular)
- Diploma in Diagnostic Ultrasound (DDU) from ASUM in the same discipline as the candidate
- Certification in Obstetrical and Gynaecological Ultrasound (COGU) from RANZCOG
- Certification in Maternal Fetal Medicine (CMFM) from RANZCOG

AND BE:

- predominately working within the candidate's usual workplace and be available for direct access when required.
- in a position that enables them to comment authoritatively on the candidate's practice and standing.
- actively involved in clinical ultrasound practice and have suitable experience i.e. a minimum of two years post obtaining the ultrasound related qualification.

2.4.2.1 In those areas where suitable Primary Clinical Supervisors with the above listed qualifications cannot be found (e.g. Emergency Medicine, Critical Care or international candidates), the DDU Board of Examiners may, at its discretion, accept another person as Primary Clinical Supervisor or a combination of supervisors with the appropriate expertise to provide supervision.

2.4.2.2 Primary Clinical Supervisors accepted by the DDU Board of Examiners for the role may engage other experienced and suitably credentialed

practitioners such as other specialist medical practitioners or an Accredited Medical Sonographer (AMS) as “Associate Supervisors” to assist in appropriate teaching and competence assessment within their scope of practice (e.g. of scanning competence for an AMS, but not diagnosis and/or report writing).

2.4.3 Associate Clinical Supervisor

2.4.3.1 All practitioners involved in clinical supervision of a candidate who will be responsible for any assessment or verification of practice must be approved by the DDU Board of Examiners prior to their commencement of the clinical supervision for the purposes of the DDU requirements.

2.4.3.2 If the Primary Clinical Supervisor nominates an Associate Clinical Supervisor then a nomination of Clinical Supervisor Form must be submitted to ASUM.

2.4.3.3 The Associate Clinical Supervisor must:

- Be a registered medical specialist
- Hold an ultrasound qualification or accreditation
- Have two years clinical ultrasound experience following the attainment of their ultrasound qualification or accreditation.

OR

- Be an Accredited Medical Sonographer (AMS)
- Have a minimum of three years full-time equivalent experience as an AMS
- Have extensive experience and/or qualifications in clinical supervision and assessment in the clinical ultrasound setting. Evidence must be submitted to demonstrate this (e.g. Certificate IV or Graduate Certificate in workplace assessment or tertiary education; certificate of completion of a suitable examiner/assessor workshop such as offered by ASUM; letter of appointment as a tutor sonographer or university clinical supervisor and/or assessor in the area of ultrasound).

2.4.3.4 Candidates must notify ASUM of any change to supervision promptly to ensure all assessments and logbooks are deemed valid.

2.5 Application for Admission to Module 3

2.5.1 Before admission to Module 3 each candidate must:

2.5.1.1 Successfully complete Module 1.

2.5.1.2 Successfully complete the Case Study and Clinical Supervisor Assessment submission requirements of Module 2.

- 2.5.1.3 Provide evidence of completing a minimum of eighteen (18) months clinical experience in the practice of diagnostic ultrasound.
- 2.6.1.5 Complete 75% of the DDU Logbook requirements and submit evidence, via a 'Verification of Clinical Experience' form and DDU Logbook signed by the candidates approved Primary Clinical Supervisor, by the submission date (usually early April) as advertised on the DDU [Academic Calendar](#).

3. Syllabus

- 3.1 Candidates may enrol to be assessed in DDU:
 - 3.1.1 Critical Care
 - 3.1.2 Emergency Medicine
 - 3.1.3 Obstetrics and Gynaecology
- 3.2 A copy of the current syllabi for the DDU are available [here](#).

4. The DDU Assessments

The DDU consists of three modules. Modules 1 and 2 can be undertaken concurrently or sequentially.

- 4.1 Candidates may attempt any DDU assessment a maximum of three (3) times.
- 4.2 Module 1
 - 4.2.1 The Module 1 assessment is conducted bi-annually at a time and date determined by the DDU Board of Examiners and published on the DDU [Academic Calendar](#).
 - 4.2.2 The Module 1 assessment will assess all areas of the Module 1 syllabus.
 - 4.2.3 The Module 1 assessment consists of one multiple choice question paper (MCQ) that assesses:
 - Physics and instrumentation
 - Principles of image/data collection and optimisation
 - Professional, ethical and legal issues
 - 4.2.4 To achieve a pass in the Module 1 assessment candidates must achieve 60% overall **and** 60% in the Module 1A Physics and Instrumentation section of the Module 1 assessment.
 - 4.2.5 To undertake the DDU Module 1 online assessment you must nominate and be invigilated by a registered professional who is not related to you by birth or marriage or a currently enrolled DDU candidate.
- 4.3 Module 2
 - 4.3.1 Candidates may commence Module 2 from the time of acceptance into the DDU and approval of the candidate's Primary Clinical Supervisor.

- 4.3.2 Candidates must keep a copy of all assessment materials and forms provided to ASUM for the purpose of the DDU Module 2 assessments.
- 4.3.3 Case Studies
- 4.3.3.1 Candidates must submit Case Studies as outlined in the Case Study Guidelines available on [myASUM](#).
- 4.3.3.2 Candidates must submit two (2) formative Case Studies after completion of a minimum 6 months clinical experience post enrolment into the DDU.
- 4.3.3.3 Candidates must submit three (3) summative case studies. These may not be submitted in the same submission period as the formative cases unless the candidate is resubmitting a formative case/s. *
- *Candidates who are undertaking the Module 3 assessment in the same year as submitting the Module 2 summative assessments must submit these during the submission period prior to the Module 3 assessments as advertised on the [Academic Calendar](#).
- 4.3.3.4 Case Studies are only accepted and must be submitted to ASUM during the bi-annual submission periods as advertised on the DDU [Academic Calendar](#).
- 4.3.3.5 Case Studies that are not received at the ASUM office by close of business on the due date will not be marked.
- 4.3.3.6 Case Studies must be based on studies that have been undertaken by the candidate after enrolment into the DDU.
- 4.3.3.7 Case Studies must not contain any personal information that could be used to identify the patient or clinician. Case Studies containing personal identifiers will be failed.
- 4.3.3.8 Case Studies will be destroyed on completion of the DDU.
- 4.3.4 Logbook
- 4.3.4.1 Candidates must provide a logbook using the approved DDU Logbook Proforma demonstrating that they have performed or observed the specified number and type of examinations as per the appropriate DDU Syllabus.
- 4.3.4.2 Logbook cases must be performed in an appropriate setting for the candidate's area of practice, reflecting the expected level of complexity within the case mix and appropriate equipment.
- 4.3.4.3 If only a portion of the Logbook was submitted prior to undertaking the Module 3 assessments (see Clause 2.6.1.4), then the remaining Logbook items must be submitted as per the DDU completion requirements (clause 5) in order to complete Module 2.
- 4.3.4.4 Cases recorded in the Logbook must be based on studies that are performed/reported following enrolment into the DDU.

- 4.3.4.5 Cases recorded in the Logbook must be based on studies that are performed/reported following approval of the candidate's nominated Primary Clinical Supervisor.
- 4.3.4.6 Cases must be performed under the supervision of the candidate's nominated Primary Clinical Supervisor.
- 4.3.4.7 The Logbook must not contain any information that could be used to identify the patient including the patient MRN. Candidates are encouraged to keep a separate record of their scans so they can be easily retrieved if required.
- 4.3.4.8 Logbooks submitted for Recognition of Prior Learning will be considered under Clause 12.
- 4.3.5 Clinical Supervisor Assessments
 - 4.3.5.1 Candidates must submit two (2) formative Clinical Supervisor Assessments after completion of a minimum 6 months clinical experience post enrolment into the DDU.
 - 4.3.5.2 Candidates must submit three (3) summative Clinical Supervisor Assessments. These may not be submitted in the same submission period as the formative Clinical Supervisor Assessments unless the candidate is resubmitting a formative assessment. *

*Candidates who are undertaking the Module 3 assessment in the same year as submitting the Module 2 summative assessments must submit these during the submission period prior to the Module 3 assessments as advertised on the [Academic Calendar](#).

 - 4.3.5.3 Clinical Supervisor Assessments must only be conducted by the candidate's Primary Clinical Supervisor or Associate Clinical Supervisor who is a medical specialist.
 - 4.3.5.4 Clinical Supervisor Assessments are to be conducted on any five (5) cases that demonstrate the breadth of knowledge and skill of the candidate.
 - 4.3.5.5 Clinical Supervisor Assessments must be different examinations to those undertaken for the Case Studies.
 - 4.3.5.6 The candidate's performance must be recorded on the Clinical Supervisor Assessment form and submitted to ASUM during the bi-annual submission periods as advertised on the [DDU Academic Calendar](#). Late submissions will not be accepted.
 - 4.3.5.7 Candidates who undertake training other than in a recognised diagnostic imaging or ultrasound training setting will usually, at the discretion of the DDU Board of Examiners, be expected to undertake a workplace assessment of their scanning skills, prior to admission to Module 3. In these cases, this assessment will take the place of the final Clinical Supervisor Assessment and must take place at the time the final Clinical Supervisor Assessment would occur. Candidates who

will be required to undertake this type of assessment will be notified by the DDU Board of Examiners at the completion of their first 2 Clinical Supervisor Assessments and formative case studies.

4.4 Module 3

4.4.1 Written Assessment

The written assessment covers the practice of diagnostic ultrasound, and includes questions on related anatomy, physiology, pathology and clinical practice.

4.4.1.1 To achieve a pass in the DDU Module 3 written assessment candidates must achieve at least 60%.

4.4.1.2 Currently enrolled DDU candidates are not permitted to invigilate candidates undertaking the DDU Module 3 written assessment.

4.4.2 Oral Assessment

The oral assessment (Viva voce) covers the practice of diagnostic ultrasound and includes questions on related anatomy, physiology, pathology and clinical practice including diagnosis and reporting.

4.4.3 A pass is required in both the written and oral assessments to successfully complete Module 3

4.4.4 Special Assessment

The Chairperson of the DDU Board of Examiners, at his/her discretion, may require a candidate to complete a special assessment in addition to those prescribed in this section, or as a substitute for an element of assessment if the candidate meets the criteria as set out in the [Special Consideration Policy](#). The format of the special assessment will be determined by the DDU Board of Examiners.

5. Completion

5.1 To be awarded the DDU, candidates must:

5.1.1 Achieve pass grades in all sections of Module 1, Module 2 and Module 3 within the prescribed time limits

AND

5.1.2 Be awarded the Fellowship of the appropriate specialist college or equivalent, as determined by the DDU Board of Examiners.

5.1.3 Those candidates who are not fellows or advanced trainees of the relevant college must demonstrate good standing within the relevant area of practice to the satisfaction of the DDU Board of Examiners (e.g. by letters of good standing from regional experts).

5.2 Candidates are required to present for and pass the Module 1 assessment within two (2) years of enrolment into the DDU.

- 5.3 Candidates are required to complete all components of Module 2 within three (3) years of completing Module 1.
- 5.4 Candidates must attempt all components of Module 3 within three (3) years of completing Module 1.
- 5.5 The DDU qualification must be successfully completed within a total of six (6) years from the original enrolment.
- 5.6 The DDU Board of Examiners may cancel the enrolment of any candidate who fails to meet any of these time limits.
- 5.7 The Chairperson of the DDU Board of Examiners, at his/her discretion, may vary these requirements in cases where special circumstances are demonstrated by a candidate meeting the criteria as set out in the [Special Consideration Policy](#).

6. Deferrals and Extensions

- 6.1 Candidates may apply to defer sitting a DDU assessment for a maximum of one year.
- 6.2 Candidates can only defer one (1) DDU assessment during their period of enrolment.
- 6.3 Applications for deferral must be submitted to ASUM by the closing date as advertised on the DDU [Academic Calendar](#) using the prescribed form and accompanied by full payment of the deferral fee and supporting documentation.
- 6.4 The date of deferral is the date on which the DDU Board of Examiners approves the deferral.
- 6.5 A candidate who defers and subsequently withdraws will not receive any refund of fees.
- 6.6 Candidates may prospectively apply to the DDU Board of Examiners to extend their DDU completion requirements by up to 12 months in the following circumstances, planned parental leave from work or a term of overseas employment. Requests made retrospectively will not be considered by the DDU Board of Examiners.
- 6.7 Deferrals or extensions beyond one year may be granted at the discretion of the DDU Board of Examiners, only in cases where exceptional circumstances are demonstrated.

7. Special Consideration

- 7.1 Refer to the '[Application Guidelines for Special Consideration and Arrangements](#)'.

8. Withdrawals

- 8.1 Candidates may withdraw by writing to the Chairperson of the DDU Board of Examiners. The date of withdrawal is the date on which the written notice is received at the ASUM office.
- 8.2 When a candidate withdraws from an assessment more than twelve (12) weeks before the date of the assessment ASUM will refund 70% of the assessment fee. When a candidate withdraws from an assessment less than twelve (12) weeks and more than six (6) weeks before the written assessment ASUM will refund 40% of the assessment fee.

- 8.3 A candidate who fails to present for an assessment will be considered to have withdrawn without notice. A fail will be recorded and no refund will be given.
- 8.4 No other refunds will be given.

9. Termination of Candidacy

The DDU Board of Examiners may terminate the candidacy of any candidate who:

- 9.1 Fails to make satisfactory progress.
- 9.2 Fails to complete each Module of the DDU within the prescribed time limits.
- 9.3 Fails any assessment three (3) times.
- 9.4 Is found to be in breach of assessment conditions.
- 9.5 Is disqualified from his/her training program by their College.
- 9.6 Is disqualified from practising medicine.
- 9.7 Ceases to meet any of the requirements for admission to the DDU.

10. Assessment Venues

- 10.1 The Module 1 assessment is conducted online.
- 10.2 The Module 3 written assessment is conducted online, and the oral assessment held in Sydney, NSW, Australia.
- 10.3 ASUM will advise candidates of their allocated assessment times and centres at least four (4) weeks prior to each assessment event.

11. Assessment Conditions

- 11.1 All DDU assessments will be conducted in English.
- 11.2 Candidates must obey any reasonable instruction from Examiners and invigilators.
- 11.3 Candidates may not bring to the Module 1 and Module 3 assessments any material other than that which they have been instructed to bring.
- 11.4 Candidates must not bring into the assessment room or use any electronic devices such as calculators, mobile telephones, smart watch or any other device capable of storing data.
- 11.5 Candidates may not take any assessment material from the assessment room.
- 11.6 Candidates who arrive late for an oral assessment will be deemed to have withdrawn without notice.
- 11.7 Candidates may not leave the assessment room before the expiry of the allotted time except with the permission from the Chief Invigilator.
- 11.8 Candidates who do not abide by assessment conditions may be penalised by being denied credit for the assessment. Repeated infringements may result in expulsion from the DDU.

12. Advanced Standing

- 12.1 Candidates who have contributed to ultrasonography through teaching and published original work may be granted a modified assessment at the discretion of the DDU Board of Examiners.
- 12.2 Candidates who have been engaged in the practice of diagnostic ultrasound for a period of not less than five (5) years may be granted a modified assessment at the discretion of the DDU Board of Examiners.
- 12.3 Candidates who hold an advanced qualification in another jurisdiction may be granted a modified assessment at the discretion of the DDU Board of Examiners.

13. Recognition of Prior Learning

- 13.1 Candidates may apply for recognition of prior learning (RPL) if they have undertaken supervised ultrasound training that is, in the opinion of the DDU Board of Examiners, equivalent to training being undertaken by approved DDU candidates.
- 13.2 Prior Logbooks may be submitted for consideration towards the DDU Logbook requirements for up to 50% of each scan type if the candidate can demonstrate equivalent standards of practice, imaging reporting and supervision as described in the DDU Logbook requirements and the scans were performed no more than five(5) years prior to enrolment.
- 13.3 Applications for RPL must be made on the appropriate form and accompanied by supporting documentation. Payment of the prescribed fee at the time of enrolment is applicable to non-members only
- 13.4 Candidates holding the FRANZCR are offered RPL for the Module 1 assessment only.
- 13.5 Candidates who have been withdrawn from the DDU under section 8, can apply to the DDU Board of Examiners for re-enrolment into the DDU Program but are not eligible for RPL for any training or assessments that were completed under their previous candidature.

14. Communications

- 14.1 Candidates must provide ASUM with a current email address that DDU information may be sent to. Candidates must notify ASUM if they change their email address.
- 14.2 All deliberations and marking notes of the DDU Examiners shall remain private and confidential at all times.
- 14.3 No communication concerning the conduct, content, administration or outcome of the assessment may occur between a candidate and the examiners from the time of the assessment until publication of the results.
- 14.4 Any communication concerning the content or administration of the assessment must be in writing and addressed to the *Chairperson of the DDU Board of Examiners, Suite 3.01, 9 Help Street, CHATSWOOD, NSW 2067*. Such communications must be received at the ASUM office within seven (7) days of the assessment.
- 14.5 No assessment results may be sought prior to publication.

- 14.6 Where a candidate fails an oral assessment, the DDU Board of Examiners will provide the candidate with information to assist his/her preparation for re-assessment.

15. Reconsideration

- 15.1 Candidates who are dissatisfied with their assessment result should apply to the Chairperson of the ASUM DDU Board of Examiners within seven days of the publication of the results, stating the grounds on which the Board should consider when determining whether to uphold the original results. Demonstrable evidence should be submitted at the time of application. A Reconsideration application will not be considered valid if based on a candidate's expectation or disappointment at not receiving the desired result. The process for reconsideration is to review the facilitation of the exam, to ensure it was conducted in a fair and consistent manner. Reconsideration refers to the conduct of the exam delivery on the day and dissatisfaction with the results does not constitute grounds for reconsideration.
- 15.2 Candidates who are dissatisfied with any other decision of the DDU Board of Examiners should apply to the Chairperson of the DDU Board of Examiners within seven (7) days of the date on which notification of the result was sent stating the facts, with supporting evidence, which the Chairperson should consider when determining whether or not to uphold the original decision.
- 15.3 Applications for reconsideration must be made on the prescribed form and be accompanied by full payment of the prescribed fee.
- 15.4 Applications for reconsideration will be acknowledged when they are received at the ASUM office.
- 15.5 Applications for reconsideration will be considered and determined expeditiously by the Chairperson of the DDU Board of Examiners. In determining the matter, the Chairperson has discretion to use any available information but is not required to consider any information except that provided by the applicant.
- 15.6 Applicants for reconsideration will receive formal, written notification of the results of their applications.

16. Appeals

- 16.1 An application to appeal a decision of the DDU Board of Examiners will only be accepted once the reconsideration procedures prescribed in these regulations have been exhausted.
- 16.2 An appeal against a decision of the DDU Board of Examiners must be addressed to the ASUM President and received at the ASUM office within twenty-one (21) days of the date of the formal advice of the result of the reconsideration application.
- 16.3 An appeal will be determined by the President or at the discretion of the President, a person or group of people appointed by the President.
- 16.4 Within twenty-one (21) days of receiving an appeal the President will advise the applicant as to the procedure that will be applied in determining the appeal and the expected timetable for the determination of the appeal.

- 16.5 An appeal will only address those matters raised by the applicant in the reconsideration application.
- 16.6 In determining an appeal the President has discretion to use any available information but is not required to consider any information except that provided by the applicant with the reconsideration application.
- 16.7 Applicants for appeals will receive formal, written notification of the results of their applications.
- 16.8 The decision(s) arising from the appeal process will be final.
- 16.9 Details of the appeal procedure for lodging an appeal may be obtained by writing to the Chief Executive Officer of ASUM.

17. Recertification

- 17.1 Recertification will occur at four-yearly intervals after the first February following the initial award of the DDU. Recertification occurs on presentation of the requisite evidence demonstrating that the candidate has met Continuing Professional Development Requirements (CPD).
- 17.2 To achieve recertification the candidate must:
 - 17.2.1 Record at least 75 CPD points of relevant CPD per four (4) years via myASUM CPD, their college or equivalent CPD Scheme as per the DDU myASUM CPD Handbook.
 - 17.2.2 Continue to fulfil the conditions for Eligibility and Admission to the DDU.
 - 17.2.3 Sign a DDU recertification declaration.
 - 17.2.4 Payment of the prescribed fee at the time of recertification is applicable to non-members only.
- 17.3 ASUM and/or the DDU Board of Examiners will undertake random audits. If you are selected for audit you must produce evidence for all CPD claimed in your recertification application.

18. Currency of Qualification

- 18.1 A clinician's DDU will cease to be current if he or she:
 - 18.1.1 Fails to meet the requirements for DDU recertification.
- 18.2 In the event that a person's DDU ceases to be current, it may be restored within 12 months by fulfilling the conditions to enrol for the DDU, meeting the recertification requirements and meeting any other conditions required by the ASUM DDU Board of Examiners. Thereafter it may be restored only by meeting all requirements as detailed in the preceding clauses
- 18.3 DDU currency may be suspended for up to 24 months with prior approval from the DDU Board of Examiners.