

Diploma of Diagnostic Ultrasound (DDU) Board of Examiners

Terms of Reference

Type	Standing Committee
Ratification Date:	TBD by Council 2019
Review Date:	Council will review this Terms of Reference annually at its October Council Meeting.
Reports To:	The ASUM Council
Subcommittees	Nil
Background	ASUM has a system of governance to ensure strong leadership and maintenance of standards in ultrasound training and education. As described in the ASUM Constitution, Council delegates powers and functions to Boards. Council, Boards and all committees must conform to the ASUM 2017-2020 Strategic Directions. The Diploma of Diagnostic Ultrasound Board (DDU Board of Examiners) is the Board responsible for providing expertise to the ASUM Council in relation to all clinical and educational matters associated with the DDU.
Goal	The primary goal of the DDU Board of Examiners is to advance the clinical practice of diagnostic medical ultrasound by the development and implementation of high quality ultrasound education and qualification via the DDU programs and affiliated educational activities. This credential authenticates the high standard of patient care that is delivered by an ASUM DDU Graduate across multiple medical specialties.
Objectives	The DDU Board of Examiners objectives are to: • Oversee and protect the reputation of the DDU qualification and promote the value of the program to each medical discipline where offered. • Uphold the status of the DDU programs and the standard of medical ultrasound in line with the ASUM Strategic Direction, policies and Standards of Practice. • Oversee the development of the curricula and assessments of the DDU programs to ensure they are reflective of current practice. • Oversee and conduct a cycle of review of curricula and assessments to ensure they are current, robust, valid, reliable and defensible and framed around ASUM policy and guidelines. • Oversee and develop the blueprinting of assessments to ensure curriculum coverage and the program learning outcomes are achieved.

	• Write, edit and review assessment questions to meet the delivery needs of the programs. • Develop an item bank of assessment questions for the purposes of providing items that discriminate appropriately to measure the learning outcomes of the programs and to ensure ongoing viability of the programs with a consistent standard across disciplines. • Oversee and conduct marking of assessments bi-annually (e.g. DDU case study marking and re-marking) and other program assessments and recruit assistance as required by other qualified examiners within the specialty. • Attend examination writing workshops and other exam writing activities to undertake training or to set assessments with appropriate marking rubrics. • Review examination results and provide guidance for areas of improvements. • Develop examination policy and guidelines when required. • Oversee and measure trainee progression and provide support to trainees in difficulty. • Recruit specialty expertise when required to achieve program outcomes or new programs. • Develop training for supervisors and examiners to provide a consistency in training. • Provide mentorship and teaching to new examiners. • Make recommendations to the ASUM Council regarding the award of the DDU.
Scope	Any activity of the DDU Board of Examiners as described below requires ASUM CEO or Council approval: • Expenditure • Additional projects • Work that requires additional ASUM secretariat resources • Ratification of educational policies/regulations, terms of reference, position description, etc. • Establishment of working groups or subcommittees
Membership	The DDU Board of Examiners is constituted as follows: • Chairperson who represents a specialty area as well • Deputy Chairperson who represents a specialty area as well • ASUM Council Member (ex-officio capacity)

	• 1 x General member • 1 x Cardiology member • 1 x Vascular member • 2 x Obstetrics and Gynaecology members • 1 x Critical Care member • 1 x Emergency Medicine member • 1 x Physics member • 1 x New DDU graduate (up to 3 years post DDU award) An additional two positions are available to co-opt a member for approved periods of time with specialist expertise or consumer representation. The Clinical Education Manager may act in an ex-officio capacity if required. All members must be financial and hold a DDU if a medical member.
Member Terms	Chairperson Three (3) consecutive years, maximum of three (3) successive terms and eligible for re-election as a member of the DDU Board of Examiners after one (1) year has elapsed since the expiration of their term of office. Member Three (3) consecutive years, maximum of three (3) successive terms and eligible for re-election as a member of the DDU Board of Examiners after one (1) year has elapsed since the expiration of their term of office. Casual Vacancies If the office of a member becomes vacant within a member term, the DDU Board can appoint an interim member to fill the position until the term has expired.
Election	Chairperson Expressions of interest (EOI) are called from the DDU Board of Examiners for the position of DDU Board of Examiners Chairperson. Nominees are to submit their curriculum vitae and an application (no more than 200 words) on the relevant ASUM EOI form. Member EOI are called from ASUM membership for the member positions of the DDU Board of Examiners. Nominees are to submit their curriculum vitae and an application (no more than 200 words) on the relevant ASUM EOI form.

	Casual Vacancies EOI for vacant positions will be called from the ASUM membership. Nominees are to submit their curriculum vitae and an application (no more than 200 words) on the relevant ASUM EOI form. All nominations for all positions on the DDU Board of Examiners will be considered under the guidance of the ASUM CEO and a recommendation for appointment is subject to ratification by the ASUM Council.
Quorum	A quorum of 50% of the DDU Board is required for decision making. Questions arising at any meeting are to be determined by a majority of votes of the members present and in the case of an equality of votes the Chair has a second or casting vote. Members with a conflict of interest are not permitted to vote.
Meetings	• Face to face twice each financial year and • By teleconference or other electronic means (as required) Every effort is made to establish the date, time and venue for each meeting at the meeting that precedes it. For meetings in person, notice of at least twenty-eight (28) days shall be given. For teleconferences, notices of at least fourteen (14) days shall be given. Notice will normally be given by email. An agenda and any supporting documentation shall be provided at least seventy-two (72) hours in advance to each member of the DDU Board of Examiners by email or Dropbox.
Conduct	The DDU Board of Examiners ensure that: • All members act always 'in good faith'. • Any DDU Board of Examiners member who will stand to benefit directly or indirectly, financially or otherwise, from the outcome of any decision of the DDU Board is required to disclose any potential conflict of interest at the time when they first become aware of their potential conflict. • Any Board member who has a material conflict of interest is excluded from participating in the relevant proceedings and the reasons for such exclusion are documented in the record of the meeting. • All necessary information requested is made available in a timely fashion to the ASUM Council. • The proceedings of any meeting are documented and include the reasons for any decisions made. • Any disputes that cannot be resolved by the DDU Board of Examiners will be referred to the ASUM Council via the ASUM CEO. • All members are to RSVP their attendance or apologies as soon as possible prior to the meeting.

	Active participation in all DDU Board of Examiners activities is expected and attendance at all meetings (face to face and telco) is required except for one per year. Board members who are not financial and not meeting the above requirements may have their membership terminated at the ASUM CEO or Chair of the DDU Board of Examiner's discretion.
Confidentiality	All DDU Board of Examiners proceedings are confidential and must not be discussed with parties outside the DDU Board of Examiners members unless approved by the DDU Board of Examiners Chairperson and ASUM CEO.
ASUM Secretariat Support	The overarching role of the Education Coordinator (DDU Program) is to ensure efficient administration of the DDU programs. Minutes of each meeting are drafted by the Education Coordinator (DDU Program) and circulated to each member of the DDU Board of Examiners for approval. The approved minutes are included in the agenda of the next ASUM Council meeting and the Chairman of the DDU Board of Examiners will report to the ASUM Council on proceedings and on all recommendations.