

**Certificate in Clinician Performed Ultrasound (CCPU)
and Certificate of Allied Health Performed Ultrasound (CAHPU) Committee**

Terms of Reference

Type	Standing Committee
Ratification Date:	01 May 2025
Review Date:	01 May 2025
Reports To:	The ASUM Board of Directors
Subcommittees	Neonatal Reference Group (NRG)
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 committees. Council, Boards and all committees must conform to the ASUM 2017-2020 Strategic Directions.
Goal	The Certificate in Clinician Performed Ultrasound and Certificate in Allied Health Performed Ultrasound Committee (CCPU and CAHPU Committee) is the Committee responsible for providing expertise to the ASUM Board in relation to all clinical and educational matters associated with the CCPU and CAHPU.
Objectives	Their primary objective is to ensure that the curricula reflects a combination of educational and clinical best practice, framed around the ASUM policies and guidelines. The Committee's examination processes should be robust enough to ensure candidates who graduate with a CAHPU and CCPU have the competence required to demonstrate point of care sonographic technique and diagnosis. The CCPU/CAHPU main objectives are: • To provide advice and expertise to the CCPU/CAHPU Examiners regarding the units. • To develop the education content and assessments of the CCPU/CAHPU units • To ensure the assessments are valid, reliable and defensible to withstand external scrutiny. • To measure student progress and provide support to students by sourcing educational materials to assist them in their studies. • To develop training for supervisors and assessors to provide a consistency in training. • To monitor and evaluate program syllabus, structure, processes, delivery and outcome of the CCPU and CAHPU units.
Scope	Any activity of the CCPU and CAHPU Committee as described below requires ASUM CEO or Board of Directors 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 CCPU and CAHPU Committee is constituted as follows, maximum eleven (11) members: • 1x Chairperson who represents a specialty area as well • 1x Co-chair • 1 x Emergency medicine • 1 x Critical Care • 1 x Surgical • 1 x Neonatal • 1 x O&G • 1 x Rheumatology or one (1) MSK accredited sonologist • 1 Sonographer An additional three (3) positions are available to: • Co-opt a member for specialist expertise in physics. • Expertise in medical education or consumer representation • For committee induction (mentoring) A representative from ASUM Board Directors can attend Committee meetings in an ex-officio capacity at any time.
Member Terms	Chairperson Three (3) consecutive years, maximum of three (3) successive terms and eligible for re-election as a member of the CCPU and CAHPU Committee after one (1) year has elapsed since the expiration of their term of office. Co-chair Three (3) consecutive years, maximum of three (3) successive terms and eligible for re-election as a member of the CCPU and CAHPU Committee 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 CCPU and CAHPU Committee 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 Committee can appoint an interim member to fill the position until the term has expired.

	All members must be financial
Election	Expressions of interest (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. Nominations will be considered under the guidance of the ASUM CEO and the CCPU and CAHPU Committee, and a recommendation for appointment is subject to ratification by the ASUM Board of Directors.
Quorum	A quorum of 50% of the Committee 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	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. Meetings will be agreed for the year ahead to support scheduling. ASUM recognises that some Members may not be able to attend all meetings. In the event of a member not attending a meeting they can submit their feedback to papers to the Education Coordinator to table at the meeting. An agenda and any supporting documentation shall be provided at least 5 working days in advance of each meeting to each member of the CCPU/CAHPU Committee member.
Conduct	The CCPU and CAHPU Committee: - Always acting 'in good faith'. - Disclosing any potential conflict of interest at the time when they first become aware of their potential conflict. - Excludes themselves from participating in the relevant proceedings when there is a declared conflict of interest and the reasons for such exclusion are documented in the record of the meeting. - Providing necessary information requested is made available in a timely fashion to the ASUM Board of Directors. - Reviewing and approving minutes of meetings. . - Deferring disputes that cannot be resolved by the CCPU/CAHPU Committee to the ASUM Board of Directors via the ASUM CEO. - RSVP their attendance or apologies as soon as possible and prior to meetings - Actively participate in all CCPU/CAHPU Committee activities and provide timely feedback when reasonably requested via the Committee or from ASUM Education Team.

	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 CCPU and CAHPU Board discretion
Confidentiality	All CCPU and CAHPU Board proceedings are confidential.
Termination	Members of the CCPU/CAHPU Committee can be terminated if: • Do not attend or provided contribution to more than 40% of the scheduled meetings. • Do not meet the requirements under this ToR for Membership. On termination of Membership, all ASUM documentation will be either returned to ASUM or appropriately destroyed.
ASUM Secretariat Support	The overarching role of the CCPU and CAHPU Coordinator is to ensure efficient administration of the CCPU and CAHPU programs. Minutes of each meeting are drafted by the CCPU and CAHPU Coordinator and circulated to each member of the CCPU and CAHPU Board for approval. The approved minutes are included in the agenda of the next ASUM Committee meeting and the Chairperson of the CCPU and CAHPU Committee will report to the ASUM Board of Directors on proceedings and on all recommendations.