



# ASAR

Australian Sonographer  
Accreditation Registry

## Form 1-1

### Application guide for entry onto the register of Accredited Medical Sonographers



Australian Sonographer Accreditation Registry Limited  
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Under Medicare regulations, sonographers performing ultrasound examinations on behalf of medical practitioners must be accredited. This requirement is part of the Medicare Benefits schedule regulations. A register of qualified and accredited sonographers is maintained by ASAR in conjunction with Medicare Australia.

**To be eligible for admission on to the Register of Accredited Medical Sonographers, an applicant must fit into one of the following categories:**

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### Category 1A – Accredited Qualification

Be an Australian/New Zealand Citizen OR a Permanent Resident of Australia

**And**

Is a holder of an ASAR accredited qualification in medical ultrasound. A current list of accredited qualifications is available from the ASAR web site at [www.asar.com.au](http://www.asar.com.au).

Applicants with/greater than 40% of their clinical experience offshore during the course of their study will be assessed on a case-by-case basis.

**Note:** If the qualification was obtained more than 3 years ago, applicants need to have been active for an equivalent of 1 year part-time/6 months full-time in clinical ultrasound practice in the last 3 years. If otherwise, applicants need to comply with ASAR's return to clinical practice policy. Please refer to our ASS Application form under Provisional Student Category or contact the ASAR secretariat for more information.

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### Category 1B – AIR Certificate of Proficiency in Ultrasound

Be an Australian/New Zealand Citizen OR a Permanent Resident of Australia OR hold a valid Australian working visa. (Renewal each year for applicants with a valid working visa is dependent upon presenting ASAR with proof of valid work visa for that year.)

**And**

Is a holder of an AIR Certificate of Proficiency in Ultrasound.

**Note:** If the AIR certificate was obtained more than 3 years ago, applicants need to have been active for an equivalent of 1 year part-time/6 months full-time in clinical ultrasound practice in the last 3 years. If otherwise, applicants need to comply with ASAR's return to clinical practice policy. Please refer to our ASS Application form under Provisional Student Category or contact the ASAR secretariat for more information.

This category is suitable for applicants who:

- hold temporary visa and wish to obtain employment in Australia
- hold overseas qualifications and wish to obtain employment in Australia
- are temporary residents and have obtained an ASAR accredited qualification and wish to obtain employment in Australia



Sonographers who wish to be registered in one or more fields must provide the relevant information **for each field of sonography** in their application form.

**Ultrasound fields include:**

- General sonography: AMS (General)
- Cardiac sonography: AMS (Cardiac)
- Vascular sonography: AMS (Vascular)
- Obstetric sonography: AMS (Obstetric)
- Breast sonography: ABS (Breast)
- Cerebrovascular sonography: ACVS (Cerebrovascular)

Sonographers who are already on the Register only need to re-apply if they require accreditation in another field. In such cases, only the documentation relevant to the new field needs to be submitted in the application as ASAR have already processed the documentation for the general sonography field. For example a Sonographer has an accredited general ultrasound qualification and an accredited vascular ultrasound qualification, they can register in both general and vascular ultrasound.

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## For Applicants holding an overseas qualification/temporary visa

ASAR is not responsible for assessing overseas-qualified sonographers for immigration purposes. Sonographers in this situation must contact the Australian Institute of Radiography (AIR).

If the applicant is successful in the AIR assessment, granting of accreditation by ASAR is usually a simple matter of sending the AIR statement to the ASAR secretariat together with the completed ASAR application form. Application forms are available from the ASAR website [www.asar.com.au](http://www.asar.com.au) or from the ASAR Secretariat.

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## For Applicants returning to the Register following removal due to Non Payment of fees

A completed ASAR application form and fee of AUD \$200 including GST must be forwarded to the ASAR secretariat. Once received and approved by ASAR council the applicant will be placed on the register. The CPD triennium will be reset depending on the period of removal: if the period of removal is less than 12 months the current CPD triennium will continue unchanged; if the period of removal is greater than 12 months a new CPD triennium will commence following reinstatement to the register.



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## Application for entry onto the Register Accredited Medical Sonographers

Please complete the online application available via the [ASAR website](#). Only **certified copies of documents** such as sonography qualifications, certificate of proficiency, work visas and name changes will be accepted.

**Please do not send original documents.**

Information, such as demographics, which does not identify individuals, may be published by ASAR.

**You are eligible for admission to the AMS Register only if you are an Australian/New Zealand Citizen OR a Permanent Resident of Australia OR hold a valid Australian visa.**

A manual application form is available upon request via : [registry@asar.com.au](mailto:registry@asar.com.au)

### Reminder

**When completing your application online you may still required to attach the following information**

- Certified copies of your qualifications/letter from employer verifying your employment dates.
- A certified copy of your marriage certificate – if you have changed your name since obtaining your qualification
- A certified copy of the deed poll – if you have changed your name since obtaining your qualification.
- All documentation accompanying the application form must be certified as a 'true copy of the original' by a register medical practitioner, or registered nurse, Justice of the Peace, minister of religion, accountant, solicitor, bank manager or pharmacist.



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## ASAR Privacy Policy

### 1. Preamble

This policy details our practices for the gathering, protection and handling of personal and sensitive information relating to ASAR accredited Sonographers, ASAR position holders, ASAR staff and other stakeholder. The Australian Sonographer Accreditation Registry Ltd. (ASAR) voluntarily adheres to the National Privacy Principles.

### 2. National Privacy Principles (NPP's)

ASAR respects the privacy rights of individuals and organisations and voluntarily seeks to only collect, store and disclose personal information that is necessary for the operation of the Company, in a manner consistent with the 10 National Privacy Principles. Further information on the NPP's is available from the Office of the Australian Information Commissioner.

### 3. Objects of the ASAR

The objects for which the Registry is established are:

- to promote high standards of medical sonography in Australia, including;
- to set uniform, minimum standards of Sonographer training and education in Australia;
- to assess and to accredit programs of sonographer training and education;
- to accredit medical Sonographers;
- to maintain the Registry;
- to maintain a minimum standard of continuing professional development for Sonographers;
- to advance recognition of sonography as a profession; and
- to advise education, government and statutory bodies and professional and scientific societies on any aspect of accreditation of medical sonography.

### 4. Scope

This policy applies to ASAR position holders, ASAR staff and other stakeholder .

### 5. Definitions

#### 5.1. ASAR position holders:

##### 5.1.1. ASAR Board of Directors

The number and nature of Directors is defined in section V of the ASAR Constitution.

##### 5.1.2. Members of ASAR (the company)

Members of ASAR (the company) are defined in section 14a) of the ASAR Constitution:

The Members of ASAR are the individuals who are Accredited Medical Sonographers on the Registry in accordance with rule 10.b)2) who are interested in the Objects of ASAR who agree to become Members and who the Board in its absolute discretion admits to membership in accordance with this Constitution.

##### 5.1.3. Members of Board Committees

The ASAR Board may form committees to further the objects of ASAR.

Members of Board Committees must adhere to this policy.

#### 5.2. ASAR staff

- Permanent employees
- Temporary employees
- Consultants

#### 5.3. Other Stakeholders

Examples of other stakeholders include but are not limited to:

- Professional Organisations
- Registered Training Organisations (RTO's)
- Department of Health and Ageing (DoHA)
- Medicare Australia



## 6. Communication

ASAR's primary form of communication is electronic, i.e. emails, e-newsletters. ASAR's secondary form of communication is mail and facsimile.

In order to carry out its functions and achieve its objects as defined in the ASAR Constitution, ASAR communicates with a number of individuals and organisations including but not limited to:

- Accredited Medical Sonographers on the Registry
- Accredited Student Sonographers on the Registry
- Accredited Medical Sonographers who are voting members of ASAR (the Company)
- Medicare Australia
- Department of Health and Ageing (DoHA)
- Individuals who have applied for entry onto the Registry
- Professional Bodies
- Imaging Practices
- Hospitals
- Vendors

## 7. Collection

ASAR collects personal information in order to carry out its functions and achieve its objects as defined in point 3 and in the ASAR Constitution.

Depending on the nature of the relationship with ASAR, this information may include:

- Name, gender, date of birth, educational qualification, employer and employment position
- Information relating to home, work or other address, phone and fax numbers, email and web addresses
- Status of CPD and related activities
- Accreditation status on the ASAR register
- Status on the register of voting members
- For employees of ASAR, information documenting tax file number, letters of appointment and employment contract, work history, bank account details, salary records and leave taken or accrued.

## 8. Use & Disclosure

ASAR will only use and disclose information in order to carry out its functions and achieve its objects as defined in point 3 and in the ASAR Constitution.

ASAR provides personal information about sonographers on the Registry to Medicare Australia on a regular basis. This information includes the individual's current CPD and accreditation status, and contact details.

ASAR also provides public access to the names and registration numbers of sonographers on the Registry.

The primary drivers for giving this access are:

- To assist practices that are applying for accreditation under the Medicare accreditation requirements; and
- To assist practices employing sonographers who require accreditation for Medicare purposes.

At all times, ASAR strives to ensure that the collection and storage of such information is fair, lawful and un-intrusive.

One of the objectives of ASAR is to support professional activities that advance the profession of sonography. ASAR may, after considering the merits of a research project, send information to Sonographers on the registry to facilitate that research. This material will generally be questionnaires or surveys.

Sonographers on the Registry will have the option to opt out of receiving research material (see point 9). ASAR will respect the decision of a Sonographer on the Registry who advises ASAR that they do not wish to receive research material.



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If a sonographer on the Registry receives research material they are under no obligation to participate.

ASAR will not sell personal information to any organisation or individual.

There are a variety of reasons why ASAR is required to hold other information related to our obligations under relevant legislation, ensuring OH&S welfare of employees and allowing for appropriate insurance.

Some material considered by ASAR, including accreditation submissions, may be confidential. ASAR will only disclose that material in appropriate circumstances in accordance with law.

### **9. Opt-out provision-Research**

Sonographers on the Registry can notify ASAR in writing that they do not wish to be sent material for the purposes of conducting ASAR-supported professional research. Sonographers can also opt-out of receiving such material on application and renewal forms.

### **10. Access**

All individuals are provided access to their information upon request. In order for ASAR to operate effectively it is necessary to have the most up to date and accurate information possible.

It is the responsibility of all individuals to ensure that their details are current.

All ASAR data is stored securely and can be accessed by authorised ASAR staff and ASAR position holder. Limited data can be accessed by individuals on the Register with personalised logins and passwords provided to them by the Registry.

Public access to limited information is available consistent with the requirements of the Department of Health & Ageing.

### **11. Website**

Links to non-ASAR websites are provided for convenience and do not constitute endorsement of material at those sites, or any associated organisation, product or service. ASAR is not responsible for the privacy practices or the content of linked websites.

### **12. Online Payments**

Online payments are made through a secure payment system. All banking details are encrypted and are not stored on our server.

### **13. Complaints**

Any complaints regarding this privacy policy should go through the ASAR complaints process.

If you have any questions about this privacy policy you may contact:

Australian Sonographer Accreditation Registry Ltd  
GPO Box 7109 Sydney NSW 2001  
Ph; 02 9299 9785  
Fax: 02 9299 0493  
Email: [registry@asar.com.au](mailto:registry@asar.com.au)  
Website: [www.asar.com.au](http://www.asar.com.au)