



# ASAR

Australian Sonographer  
Accreditation Registry

## Form 1-2

### Application guide for entry onto the register of Accredited Student 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 accredited student sonographers is maintained by ASAR in conjunction with Medicare Australia.

**To be eligible for admission on to the Register of Accredited Student Sonographers, an applicant has to be residing in Australia/New Zealand and fit into one of the following three categories (Category 2A/2C/2P):**

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### **Category 2A - Accredited Student Sonographer**

To be eligible for admission on to the Register of Accredited Student Sonographers, the applicant must meet the following criteria:

Be an Australian/New Zealand Citizen OR a Permanent Resident of Australia OR hold a valid visa to work/study in Australia

**And**

Be a student participating in an ASAR accredited program of study in medical ultrasound. A current list of accredited programs is available from the ASAR web site at [www.asar.com.au](http://www.asar.com.au).

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### **Category 2C - Conditional Student Sonographer**

This category of accreditation is for applicants who intend to undertake an ASAR accredited program within one year. These applicants will be granted entry onto the register on the condition that they supply ASAR with an employer's letter\* stating that the applicant will enrol in an ASAR accredited program within one year of registering with ASAR. A current list of accredited programs is available from the ASAR web site at [www.asar.com.au](http://www.asar.com.au).

**To be eligible for this admission, the applicant must meet the following criteria:**

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

**And**

Provide ASAR with an employer's letter\* stating that the applicant will enrol in an ASAR accredited program within one year of registering with ASAR.

**Please note that this letter is only applicable for initial student application to ASAR and is valid for one year. Failure to enrol in an ASAR accredited program within the specified timeframe will result in removal of that person from the Register.**

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### **Maximum Time Limit on Course Completion**

All students who are entered onto the Register as a Category 2A or 2C must comply with ASAR's Policy: Maximum Time Limit on the Register as an Accredited Student Sonographer. Please read the policy on page 19.



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## Category 2P - Provisional Student Sonographer

This category of accreditation is for sonographers who wish to return to clinical practice following a period of inactivity. These applicants will be granted entry on to the register provided they successfully comply with ASAR's Return to Clinical Practice Policy and Guidelines within the specified timeframe. On completion, sonographers will be placed in their appropriate AMS categories (subject to the sonographer fulfilling the ASAR Regulations for Accreditation). **(Failure to comply with ASAR's Return to Clinical Practice Policy within the specified time will result in removal of that member from the Register).**

**To be eligible for admission, a sonographer must meet the following criteria:**

Be eligible for admission onto the ASAR Register through one of the AMS Categories

**And**

Successfully comply with ASAR's Return to Clinical Practice Policy within the specified timeframe.

**The Return to Clinical Practice Policy and Guidelines is specified in the next page. For more details, check the ASAR website or contact the ASAR Secretariat on (02) 9299 9785.**



## Return to Clinical Practice Guidelines

The following guidelines have been developed as a pathway for any AMS who wishes to re-enter the Register and who has been absent for 3 years or more.

### Definitions:

'Register' means the Register of accredited sonographers

'Clinical assessment' means a 3-month workplace clinical assessment

'Supervisor' means the appointed clinical supervisor or senior sonographer supervising the applicant

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### 1. Clinical experience equivalent to at least 6 months full-time during the last 3 years:

For those people such as an AMS who has been deactivated from the Register for three years or more (eg: on travel or work overseas or working in public hospital and do not need ASAR membership during this time) and wants to return to the ASAR Register.

If the sonographer can show at least 6 months equivalent full-time clinical practice during the last 3-year period (for example, experience gained overseas) and can provide suitable evidence of their clinical practice during this time (eg letter from employer, VAT form), then re-entry on to the register is permitted using the Reactivation form (available from the ASAR website).

The Reactivation form together with required documentation and fee should be submitted to ASAR for an AMS to become reactivated.

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### 2. Clinical experience less than 6 months full-time equivalent during the last 3 years:

For those people such as an AMS who has been deactivated from the Register for 3 years or more (eg: on travel) and wants to return to the ASAR Register OR for new applicants who are otherwise eligible for Category 1A/1B/3

If the sonographer cannot show at least 6 months full-time equivalent clinical experience in the last 3 years, then the sonographer must undergo clinical assessment in order to gain re-entry/entry on to the Register. This clinical assessment should be performed within the prospective work place by the supervisor and be successfully completed within 3 months of gaining employment and applying to the Register.

During this assessment period, the sonographer will be listed on the Register as a Provisional Student Sonographer. The clinical assessment form (available from the ASAR office, on application) must be completed by the supervisor and returned to ASAR within this 3 month timeframe. A sonographer with a successful clinical assessment will be placed on the Register as an AMS.

If notice of successful completion of the clinical assessment is not submitted to ASAR within 3 months of gaining employment and applying to the Register, the sonographer must follow the RCP guidelines for people who have been inactive in clinical ultrasound practice for 5 years or more.

Workplace assessment forms are available from the ASAR office on application.



### 3. Inactive in clinical ultrasound practice for 5 years or more:

For those people such as an AMS who has been deactivated from the Register for 5 years or more or inactive in clinical ultrasound practice for 5 years or more but otherwise eligible for AMS status (ie hold an accredited qualification), the sonographer must enrol in an ASAR-approved Return to Clinical Practice program followed by a clinical assessment.

Information on ASAR-approved Return to Clinical Practice programs are available from the ASAR website.

The sonographer must successfully complete both the Return to Clinical Practice program and the clinical assessment in order to gain re-entry on to the Register as an AMS. The clinical assessment should be performed within the prospective work place by the supervisor and be successfully completed within 12 months of gaining employment and applying to the Register.

During this period, the sonographer will be listed on the Register as a Provisional Student Sonographer.

Within 12 months of application, notice of successful completion of the Return to Clinical Practice program and a satisfactory clinical assessment must be returned to ASAR by the supervisor to complete entry on to the register as an AMS.

Workplace assessment forms are available from the ASAR office on application.

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## Removal from the Register

If notice of successful completion of a RCP program and successful clinical assessment are not submitted to ASAR within 12 months of application, the sonographer's name will be removed from the Register and Medicare Australia will be notified. In this case, the sonographer may return to the Register via category 2A, by enrolling in an ASAR accredited program.



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## Application for entry onto the Register Accredited Student Sonographers

Please complete the online application available via the [ASAR website](#).

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

Documented evidence of enrolment into an accredited course needs to be attached to your online application

**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)



## 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 stakeholders. 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 stakeholders.

### 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 numbers, 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 holders. 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:

The Secretariat  
Australian Sonographer Accreditation Registry Ltd  
GPO Box 7109  
Sydney NSW 2001

Email: [registry@asar.com.au](mailto:registry@asar.com.au).

Ph: 02 9299 9785

Fax: 02 92990493



## Maximum Time Limit on the Register as an Accredited Student Sonographer

ASAR is an ISO 9001 Certified organisation.

### 1. Preamble

The ASAR Course Completion Policy outlines the maximum length of time individuals can be listed on the Register as an Accredited Student Sonographer.

### 2. 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.

### 3. Scope

This policy applies to ASAR Accredited Student Sonographers.

### 4. Definitions

ASAR Accredited Student Sonographers are students undertaking an ASAR accredited course in ultrasound who have met the eligibility requirements for entry onto the Register and are currently registered with ASAR.

### 5. Maximum time on the Register as an Accredited Student Sonographer

Generally, the maximum time individuals may be on the ASAR Register as a Student Sonographer (ASS) is five years from the date of initial entry onto the Register. However, as some currently ASAR Accredited Courses permit completion over longer periods of time, this may be an exception to the general rule.

### 6. Accredited Student Sonographers entering their fifth year on the Register

Accredited Students entering their fifth year will be required to provide evidence of enrolment and progression through their accredited course twice a year. Evidence of enrolment may include academic transcripts and confirmation of enrolment documents dated after academic census dates of 31 March (first half of year) and 31 August (second half of year).

The Board will require students to provide supporting evidence to justify a time extension if during the fifth year on the register as a Student Sonographer circumstances occur that require a time extension to complete their course. Students who are completing courses of longer than five years duration should note this fact, but they will still need to show evidence of enrolment and progression.

### 7. Accredited Student Sonographers on the Register for more than five years

The Board requires Students to show cause as to why they should be permitted to remain on the Register for longer than the general five year maximum time period allowed for Student Sonographers.

The Board will consider each case individually. Possible outcomes are:

1. **Explanation satisfactory:** student allowed to remain on the Register for the next 12 months, at the end of which they will be required to provide on an annual basis continuing evidence of enrolment and progression through their accredited course.
2. **Explanation unsatisfactory:** student removed from the Register and may not be readmitted as an Accredited Student Sonographer.