



## **National Education Advisory Committee (NEAC) Terms of Reference**

### **ROLE**

The NEAC provides a national perspective and knowledge base on questions of education and skills training to the Board of Directors. The NEAC assists the Board of Directors of Sonography Canada in formulating and implementing decisions on national entry-level competency profiles, knowledge and clinical skills assessment processes and document maintenance to support those processes. The NEAC actively supports and promotes the bilingual nature, the multiple disciplines and national perspective of the Registry.

### **RESPONSIBILITIES**

- Maintain an ongoing national dialogue and structural framework for review and maintenance of the National Competency Profiles (NCPs), Clinical Skills (CCSA) and Knowledge based assessment processes.
- The NEAC will keep committee members and the Board apprised of changes in the profession that are reflected in regional and national changes in education, training and practice.
- Recommend required document reviews and/or generation of national practitioner and employer surveys.
- Recommend required reviews or changes in the NCPs and CCSA manuals as indicated by changes in regional and national practice standards, training requirements and/or curricula of the accredited training program partners.
- Make recommendations to the Board on issues concerning certification; examinations, and skills or knowledge assessment.
- Develop the structure, mandate and membership of any specialized subcommittees formed from the NEAC membership or educators and practitioners at large that are required to perform any of the above functions.
- Obtain Board approval for any specialized subcommittees.
- Act as the primary conduit between Sonography Canada and the educational programs and program faculty members.

### **MEMBERSHIP, TERMS AND VOTING**

- Each of the accredited medical sonography training programs (or in progress of being accredited) will appoint one program representative to the NEAC.
- Program representatives must be active credentialed Sonography Canada members and be permanent faculty members. If such a person is not available from the institution, a

delegate may be assigned temporarily until such time a representative who meets Sonography Canada's requirement for a NEAC committee member becomes available.

- The term of membership will be a minimum of twelve (12) months or one (1) academic year and terms greater than 12 months are acceptable if requested by the Program. Terms renewable.
- Each program representative to the NEAC will have one (1) vote on the Committee.
- A Francophone sonographer will be appointed to the NEAC, firstly after consideration of recommendations from the Ordre des technologues en imagerie médicale, en radio-oncologie et en électrophysiologie (OTIMRO) du Québec or from nominations received from registrant members of the Corporation.

#### **NEAC REPRESENTATIVE TO THE EXAM COMMITTEE**

- A member of the committee of sits on the Exam Committee
- Chosen by the NEAC committee

#### **BOARD Liaison**

- The Board appoints the Board Liaison
- This Board liaison is also the Board liaison for the Exam committee and is therefore the subject matter expert for the Exam committee for the CCSA

#### **CHAIRPERSON**

- Chair of the NEAC Committee is chosen by the Sonography Canada Board
- Reports to the Sonography Canada Board of Directors

#### **FREQUENCY OF MEETINGS AND MANNER OF CALL**

- The committee meeting as needed by teleconference or web-meeting.
- Face to face meetings as required and subject to Board approval.

**QUORUM** – as per standard

#### **RESOURCES**

- Executive Director
- Professional Services Coordinator

**DATE OF LAST REVIEW – June 2018**