



Professional Practice Committee Terms of Reference

ROLE

To review, update and post all professional practice guidelines and policy statements and respond to members and stakeholders questions regarding policy statements and practice guidelines. Monitor and assure the quality continuing professional development credits and events.

RESPONSIBILITIES

Professional Practice Guidelines and Policy Statements

1. Review, update and post all professional practice guidelines and policy statements
2. Conduct a formal review of the Guidelines every 2 years
3. All revised professional practice guidelines must be presented to the board for approval before posting on the web site
4. Be the resource for answering member, public and stake holder questions related to the professional documents
5. Resource to support staff in answering questions related to professional practice or conduct
6. Ensure the accuracy of the information on the Sonography Canada website about professional practice issues and content

CPD Quality Assurance

1. Review and approve educational activities for the designation of Sonography Canada CPD credit.
2. Develop, review and recommend revisions to the Sonography Canada CPD Policies and Procedures
3. Develop self-assessment CPD activity guidelines

Professional Insurance

1. Issues regarding the professional insurance will be directed to this committee who will assign the duty to one of their committee members as is needed

MEMBERSHIP, TERMS AND VOTING

Committee membership shall consist of the following:

- at least five (5) members who are active credentialed Sonography Canada members;
- at least one (1) member from the Generalist, Vascular, and Cardiac disciplines (where possible);
- at least one (1) educator and two (2) clinicians;
- one (1) Board liaison representative; and
- additional members as and when required.

**Chairperson**

- Appointed by Sonography Canada Board
- Reports to the Sonography Canada Board of Directors

FREQUENCY OF MEETINGS AND MANNER OF CALL

- Tele/ online conferences
- Face-to-face meeting as needed
- Meetings will be posted at a minimum of 2 weeks prior to the date
- Attend all set meetings

QUORUM

As per standard

RESOURCES

Professional Practice Coordinator

DATE OF LAST REVIEW – August 2019