SONOGRAPHY CANADA
EXAMINATIONS COMMITTEE (EC) TERMS OF REFERENCE

These Terms of Reference define the authorities and responsibilities delegated to the Examinations Committee (EC) by the Sonography Canada (SonoCan) Board of Directors (Board).

1.0   STATUS

1.1   The EC is a permanent standing committee established by and reporting to the Board.

2.0   PURPOSE

2.1   On behalf of the Board, the EC manages the development and administration of the entry-to-practice credentialing exams and Canadian Clinical Skills Assessments (CCSA).

3.0   OUTCOMES

3.1   The work of the EC is expected to:

   a) garner the acceptance of the SonoCan exams, assessments, and credentials as the national entry-level standard for the practice of sonography in Canada;
   b) provide subject matter expert (SME) based advice and recommendations; and
   c) report performance of education programs for accreditation status.

4.0   AUTHORITY

4.1   The Board has delegated to the EC the authority to:

   a) oversee and manage the administration and staging of the exams and assessments;
   b) recommend EC member appointments and the designation of the EC Chair;
   c) establish ad hoc committees and/or sub-committees and/or working groups; and
   d) provide related policy advice and recommendations to the Board.

5.0   SCOPE OF RESPONSIBILITIES

5.1   The EC is responsible for:

   a) EXAM DEVELOPMENT AND ADMINISTRATION:
      i. developing and maintaining exam blueprints;
      ii. writing, reviewing, translating and standard setting of questions;
      iii. maintaining the database of exam questions;
      iv. reviewing and approving test forms, cut scores, and results;
      v. reporting education program cohort success rates to programs; and
      vi. approve release of exam results to candidates.

   b) CANADIAN CLINICAL SKILLS ASSESSMENT (CCSA) DEVELOPMENT AND ADMINISTRATION:
      i. developing and maintaining the skills manuals;
      ii. reporting assessment results to candidates; and

        iii.   training and certifying assessors.

   c)   EXAM AND CCSA CANDIDATE ELIGIBILITY:
        i.   as needed, determining the eligibility of exam and CCSA applicants.

   d)   PLANNING, BUDGETING, AND REPORTING:
        i.   recommending an annual EC workplan and program budget for Board approval;
        ii.   comparative year-over-year reporting to the Board on:
               1.   exam participation and success rates;
               2.   CCSA participation and success rates; and
               3.   education program cohort success rates
        iii.   annual performance reporting to the Board.

   e)   OTHER:
        i.   annual review of EC Terms of Reference
        ii.   develop and maintain program policies, procedures, documentation, and web content; and
        iii.   any other responsibilities as may be assigned by the Board.

6.0   MEMBERSHIP

6.1   The EC shall consist of at least nine (9) active credentialed SonoCan members (note: members can represent more than one of the following roles).

   a)   three (3) Generalist SMEs (to represent OB/Gyn, Abdomen/SS, Generalist Vascular);
   b)   three (3) Cardiac SMEs;
   c)   three (3) Vascular SMEs;
   d)   two (2) educators;
   e)   two (2) clinical representatives;
   f)   one (1) francophone;
   g)   one (1) representative from the National Education Advisory Council (NEAC); and
   h)   one (1) Board member liaison representative.

6.2   The membership eligibility, competency and representation grids for the committee are presented at Annex A.

6.3   The SonoCan Executive Director (ED) is an advisor to the EC.

6.4   The EC is supported by SonoCan staff - Manager Certification; Exam Administrator, and Manager Professional Practice.

6.5   The term of office is normally the lesser of three (3) years or the remaining term of a Director or as determined by the Board, renewable once.

6.6   Members are expected to participate in a minimum of 80% of the committee tasks and activities.

6.7   The following will apply with regards to the annual conference:
   a) Chair – all travel expenses, accommodation and conference registration reimbursed for
       attendance.
   b) Members:
       a) 50% discount on conference registration.
       b) Travel and one- or two-nights' accommodation ONLY if the committee is meeting before
           or during the conference.

7.0   OPERATIONS
7.1   The Chair shall be designated by the Board; a Deputy Chair may be designated by the Chair.
7.2   The EC shall meet as required and, in a manner, deemed appropriate by the Chair.
7.3   Quorum shall be the majority of voting members in office.
7.4   Any matters involving regulatory, legal or contractual considerations will be referred to the ED.

8.0   DELIVERABLES
8.1   The EC outputs include:
   a) credentialing exams and supporting materials;
   b) credentialing skills assessments and supporting materials;
   c) exam and skills assessment policies;
   d) annual committee and program workplan and budget;
   e) annual performance report;
   f) periodic reports and recommendations to the Board; and
   g) EC meeting minutes.

9.0   RELATED DOCUMENTS
9.1   SonoCan Strategic Plan.
9.2   SonoCan Standing Committee Member Roles and Responsibilities.

10.0   ENQUIRIES
10.1   Any enquiries regarding these Terms of Reference should be directed to the SonoCan Corporate
        Secretary.

ANNEX A: EXAM COMMITTEE MEMBERSHIP GRIDS (as of fall 2020)

REQUIRED COMPETENCIES	CF	LM	BT	PG	EL	CG	DC	JT	MF	GB	
Voting members											
Core	X	X	X	X	X	X	X	X	X	X	
Generalist (3) (all areas)	X	X		X	X	X	X			X	
Vascular (3)	X			X			X			X	
Cardiac (3)			X					X	X		
Educator (2)		X		X	X		X			X	
Clinical (2)	X		X			X		X	X		
Board Liaison (1)											
Non-voting representatives											
Francophone (1)										X	
NEAC Liaison (1)										X	
DESIRED COMPETENCIES	1	2	3	4	5	6	7	8	9		
Policy Development	X	X	X	X			X	X		X	
Program Operations							X	X		X	
Planning	X	X	X	X			X	X	X	X	
Budgeting											
Exam development experience	X	X	X	X	X	X	X	X	X	X	
Clinical preceptor experience	X	X	X	X	X	X		X	X		
REGIONAL REPRESENTATION	1	2	3	4	5	6	7	8	9		
Atlantic				X	X						
Quebec											
Ontario	X		X			X	X				
Manitoba								X			
Alberta		X									
BC								X			