



Education & Training

ASUM | Promoting ultrasound excellence

# Recognition of Prior Learning (RPL) Policy

Certificate in Clinician Performed Ultrasound (CCPU)

Effective from 30 September 2020

**Australasian Society for Ultrasound in Medicine**

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## 1.0 INTRODUCTION

The Australasian Society for Ultrasound in Medicine (ASUM) is the premier multidisciplinary not for profit society fostering a collaborative multi-disciplinary community of highly competent health professionals who deliver ultrasound excellence. The Certificate for Clinician Performed Ultrasound (CCPU) is offered by the ASUM as a credential for medical practitioners who are not imaging specialists but who use ultrasound as a diagnostic tool at the point of care. The ASUM Council will award a CCPU to those candidates who have met the passing standard of all components of the program and have been endorsed by the ASUM CCPU/CAHPU Board.

## 2.0 SCOPE

This policy exists for all clinicians seeking enrolment into the CCPU who have previously undertaken significant formal education in ultrasound and acquired substantial clinical ultrasound experience specific to point of care ultrasound for the relevant unit. Recognition of Prior Learning (RPL) is often a personalised review of training activity or course provision unknown or not accredited by ASUM. The RPL process is time intensive and regularly requires additional work to meet criteria expected.

## 3.0 PURPOSE

This policy provides the principles and process by which an evaluation of evidence by the CCPU/CAHPU Board may determine recognition for prior learning.

## 4.0 ELIGIBILITY REQUIREMENTS

Applicants for RPL must:

- Be a member of ASUM
- Meet all eligibility criteria for entry into the CCPU as outlined in the program regulations
- Pay the prescribed fee (non-refundable)
- Submit the application and all supporting documentation for each unit at the time of enrolment into the CCPU

All assessment requirements may be discussed with you in advance of your application should clarification be required to support a successful application.

All RPL applications must be made at the time of enrolment. RPL applications submitted after this time will not be accepted.

## 5.0 APPLICATION

Those candidates wishing to apply for RPL must do so using the form available on the ASUM website in the [CCPU Section](#) and follow the steps provided.

The CCPU has three possible components where RPL may be awarded by the CCPU/CAHPU Board, per unit.

### A. Training Course RPL

- i. ASUM Accredited course

ASUM Accredited course providers have successfully completed the accreditation process for each relevant unit. Criteria for these accredited courses are available on the website [CCPU Accredited Provider Application Process and Procedures](#)

A list of accredited course providers can be found on the [ASUM website](#).

Where a candidate has successfully completed the course;

- within 12 months but not greater than 24 months, RPL will be awarded for this course
- greater than 12 months but within 24 months, supervised logbooks are required (to show active engagement utilising ultrasound skills since course attendance will be required to ensure relevancy of learning prior to RPL approved).

ii. Non-Accredited course

Should the course attended by the candidate not be accredited by ASUM, the course must be deemed to be at the same level or higher than the ASUM accredited course.

The candidate must provide the following information to support the RPL submission;

- a certificate of successful completion
- a course outline showing comparability with regards to syllabus content, required hours of teaching, and workshop ratios.

Where a candidate has successfully completed the course;

- within 12 months but not greater than 24 months, RPL will be awarded for this course
- greater than 12 months but within 24 months, supervised logbooks are required (to show active engagement utilising ultrasound skills since course attendance will be required to ensure relevancy of learning prior to RPL approved).

Models must be live patients representing a range of normal and appropriate pathologies. This also applies to “in house” training courses. Simulation may form part of the course but not constitute the whole course.

Online only courses will not be accepted.

## B. Formative and Summative assessment

RPL will not be awarded for the final summative assessment under any circumstance.

Formative assessments must be deemed to be at the same level or higher than those in the CCPU and no greater than 12 months prior to the time of application. The current work placed based assessments are used to provide feedback and guidance to drive self-directed learning. These tools support self-reflection and should be used in conjunction with the supervisor, to monitor performance. Alternate work placed based instruments will be considered for RPL but must be submitted as part of your application with the assessment having been completed and assessed by a person who would meet the CCPU Primary Supervisor requirements.

### C. Logbook

Any logbook submitted for RPL must be specific to the unit enrolled in. It must be equivalent or higher in scan numbers and demonstrate the range of pathologies required in the syllabus to be deemed competent for the unit. Supervision of the logbooks must be equivalent to the CCPU requirements.

A supervisor letter in the absence of a logbook will not be accepted.

Logbooks will only be considered for RPL where the appropriate course has also been approved for RPL. Logbooks will only be accepted from the time of course attendance.

Successful completion of the ASUM Physics module is expected within 3 months of enrolment and RPL submission for approval of logbooks.

### D. Additional evidence may be requested at the discretion of the CCPU Board

Examples are (but not limited to):

- Additional formative assessment with images as per the syllabus
- Workplace declaration of experience - must be within 5 years to be eligible
- Resumes, work history, job description
- Referee to authenticate your experience and documentation

#### Additional information:

- Full unit credit will not be granted.
- A final summative assessment in line with ASUM requirements will be required for course completion.
- The *physics* unit is a prerequisite for all other units and no RPL will be granted for this unit.
- No RPL is applied to models scanned as part of a course or workshop.
- All submitted documentation must be in English.
- In the case of neonatal unit applications, review and recommendation from the neonatal reference group may be required prior to CCPU/CAHPU Board determination.

## 6.0 PROCESS

ASUM must ensure the RPL process is consistent, fair and transparent to enable a systematic approach to RPL for all CCPU candidates. Many course providers have followed the accreditation process for CCPU and therefore the RPL process is more streamlined due to a working knowledge of the course provided.

The typical RPL process for CCPU candidates consists of the following stages:

- identifying the evidence required
- providing advice to students about the process
  - If course is ASUM accredited
  - If course is not ASUM accredited or known to ASUM

- providing students with sufficient information to enable them to prepare their evidence to meet the standard required for the RPL assessment process
- assessing using appropriate evidence-gathering methods and tools
- recording the outcome, and
- reporting to key internal and external stakeholders.

RPL Application Review:

- RPL applications are assessed by relevant CCPU committee members with expertise in the subject, content or skills area, as well as knowledge of the ASUM RPL process
- The ASUM education team are responsible for working with the applicant to ensure all required documentation is provided prior to seeking approval
- Candidate is responsible to ensure evidence provided is valid, authentic, current and sufficient to meet RPL requirements
- is consistent for all CCPU assessment

## 7.0 OUTCOME

The CCPU/CAHPU will consider an application at their next board meeting and an outcome letter will be provided to the applicant. This process may take up to eight weeks.

## Appendix 1 – Definitions

**Accredited course** – theoretical knowledge and practical skills delivery that has been awarded accreditation by ASUM.

**Accredited training provider** – agency, ranging from single entity to corporate organisation who has met the accreditation criteria set down by ASUM and been awarded approval to deliver the course per specified unit.

**ASUM Council** – Board of Directors of ASUM a public company limited by guarantee.

**ASUM CCPU/CAHPU Committee** – ASUM Council subcommittee awarded delegation to oversee development, implementation and decisions pertaining to the CCPU and CAHPU programs.

**DDU** – Diploma of Diagnostic Ultrasound.

**Formative Assessment** – assessment occurs during the learning process to provide feedback on both learning and teaching methods to ensure the candidate is attaining knowledge in line with learning outcomes

**FRANZCR** – Fellow of the Australian and New Zealand College of Radiology.

**Primary Supervisor** – The nominated primary supervisor is responsible for conducting all CCPU assessments and signing off the completion of the CCPU logbook. A Primary Supervisor must be a clinician that either holds RANZCR Fellowship, FRACP Fellowship (for BELS and RCE only), a current DDU in the relevant field or a current CCPU in the relevant unit. Alternatively, a primary supervisor for the vascular access unit may hold a Fellowship with ACEM, CICM, CCM or ANZCA.

**Referee** – Head of training in the relevant department or meets criteria as a Primary supervisor.

**Significant** –substantial in terms of documented work or clinical experience to be of note.

**Summative Assessment** – formal assessment to measure skill acquisition, learning and clinical integration for the candidate in achieving the learning objectives outlined in the syllabi. This benchmark has been created in line with the ASUM standard for achieving a CCPU credential.

**Supervisor** – in conjunction with the primary supervisor, offers specific skills in the role of supervision for specific elements of training. This includes a clinician who has completed the DDU in the relevant field, holds a FRANZCR, an Accredited Medical Sonographer (AMS) registered with the ASAR or MRTB NZ or CCPU qualified in the relevant unit. A supervisor is expected to work within their scope of practice.

**Unit** - module of study as outlined in the CCPU program.

**Work placed based instruments** – an assessment of the skills and practise of a candidate in on the job to determine clinical competency.

**VERSION CONTROL**

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**SUMMARY OF CHANGES**

Date	Change
18 June 2019	Initial release, V1.0
30 September 2020	Accredited and non-accredited course 12 month restrictions. Summative assessments not included in RPL. Introduction of the RPL Process. Appendix definitions for Primary Supervisors and Supervisors. V1.1