

UniSA Allied Health & Human Performance
MEDICAL SONOGRAPHY POSTGRADUATE PROGRAM ADVISORY GROUP
Terms of Reference

Functions

The Medical Sonography Postgraduate Program Advisory Group (MSPPAG) will offer advice to the Academic Board and Program Director on major matters relating to the development of medical sonography programs offered within UniSA Allied Health & Human Performance by:

- > providing independent external advice in relation to decisions regarding the postgraduate programs
- > providing advice about relevant trends in the demand for graduates and graduate qualities required by employers and the community
- > commenting on the structure and content of the programs in relation to contemporary and future directions in medical sonography
- > providing a link between key professional bodies and agencies and the Medical Sonography program in the development of strategic initiatives.

Procedures

Terms of membership

As per Policy A-38.11 Academic Unit Advisory Structures, members will be appointed for an initial term of three years, and for a total of four consecutive terms.

- > The terms of membership should include staggered terms of office to ensure continuity of membership.
- > A member's term ends after non-attendance of two consecutive meetings, where the member has not obtained leave of absence.
- > The quorum of the advisory group will be one half of the full membership plus the chair (or nominee). When a quorum is not present no resolution is to be made, but the members present may discuss matters and make recommendations, which will then be reported to, and ratified by, the next full meeting of the advisory group.
- > The chair will be an external member, appointed for a three-year term, with re-appointment possible.
- > Members are expected to attend a majority of meetings during their term of membership and are encouraged to send their nominated proxy of equivalent expertise if unable to attend.
- > The Advisory Group will have no more than 15 members, with more external members than internal members.

Members' expertise may cover one or more of the following:

- > Australian Sonographer Association
- > a sonographer in private practice
- > a sonographer in public practice
- > a sonographer in rural practice
- > a sonographer with expertise in General sonography

- > a sonographer with expertise in OB-GYN sonography
- > a sonographer with expertise in Vascular sonography
- > a sonographer with expertise in Musculoskeletal sonography
- > an accredited Cardiac sonographer

plus

- > UniSA Allied Health & Human Performance Dean of Programs (Allied Health) or nominee
- > UniSA Allied Health & Human Performance Medical Sonography Program Director or nominee
- > UniSA Allied Health & Human Performance Medical Sonography recent graduate

The term of the appointment for members shall be three years, with re-appointment for one term, except for the recent graduate member whose term shall be two years with no re-appointment in that capacity.

Former members can be invited to return to membership at the discretion of the program director and chair.

Representatives of the Medical Sonography Program, including the program director, will necessarily attend.

Meetings will be convened by an appropriate member of the program staff in conjunction with the Group Chair. Responsibilities include:

1. Schedule two, two-hour meetings a year (via zoom)
2. Send invites out at least six weeks in advance to maximum numbers (responsible: Academic Services Officer)
3. Two weeks before meeting, email members a draft agenda with a call for agenda items and apologies, with a seven-day deadline to respond (responsible: Academic Services Officer)
4. One week prior the Academic Services Officer collates agenda requests and emails them to the chairperson who then 'sets the agenda'
5. One week prior, (once the agenda has been set by the chairperson) members are emailed the final agenda with attachments and previous meeting minutes (responsible: Academic Services Officer)
6. Take minutes of meeting (responsible: Academic Services Officer)
7. Advisory Group meeting minutes are to be finalised within seven days of the meeting if possible (responsible: Academic Services Officer)
8. Send the draft minutes to the Program Director & Chair for approval prior to distributing to members. (responsible: Academic Services Officer)
9. The establishment and maintenance of Terms of Reference for the MSPPAG
10. Inviting and endorsing sufficient representative members
11. Reporting outcomes of the meetings to the Teaching & Learning Strategy Group, UniSA Allied Health & Human Performance.

The Chairperson will be responsible for setting agendas, reviewing draft minutes for distribution, in consultation with the Academic Services Officer, following up meeting actions and outcomes and reporting to the Teaching & Learning Strategy Group, UniSA Allied Health & Human Performance.

We try to limit the responsibilities of the chair to keep the role as undemanding as possible.

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