

## Institute of Physics and Engineering in Medicine

### ROLE DESCRIPTION TEMPLATE FOR MEMBER VOLUNTEERS

This form should be completed by the relevant committee and in the case of external committees the existing representative. After review by Council, the post outlines will be included on the Members' area of the Institute's Website.

Title of Role	CASE Accreditor
Description of Role	<p>CASE accreditors are individuals put forward by their supporting Parent Body to act as accreditors for CASE.</p> <p>When a university approaches CASE to apply for accreditation or re-accreditation, CASE Committee will appoint two accreditors (in the first instance) to undertake this accreditation work on behalf of CASE.</p> <p>There will be a 'Lead Accreditor' (an experienced CASE accreditor) to take the principle role in this, and a 'Co-accreditor' who will work with them through the process. Often a new accreditor will also be assigned to 'shadow' the process as they learn the ropes and in some circumstance other specialist accreditors may be appointed to provide feedback on specific parts of the programme, e.g. vascular or cardiac.</p> <p>Accreditors will be expected to attend the accreditation event at the university along with the Lead Accreditor and provide email and telephone support where necessary. They will also work through all programme documentation in advance of the event, conjointly with the lead accreditor, and provide feedback to the university.</p> <p>Further information can be obtained from the CASE Co-ordinator, Sally Hawking (<a href="mailto:sally@ipem.ac.uk">sally@ipem.ac.uk</a>) and the CASE website <a href="http://www.case-uk.org">www.case-uk.org</a></p>
Committee Membership(s)	None
Reports to:	Professional & Standards Council
Appointment starts (month and year)	From formal approval by CASE Committee at March, July or November meeting.
Appointment finishes (month and year)	The appointment lasts as long as the accreditor or their parent body wishes them to remain listed

Meetings each year	Undetermined – accreditors will only have to attend meetings if they are appointed to attend a specific accreditation event.
Meeting location(s)	As above, if appointed to attend a specific accreditation event, meetings could be at any location across the UK where there is an accredited university.
Prior knowledge and experience required	<ul style="list-style-type: none"> <li>▪ Broad educational experience and/or clinical experience relevant to sonographic practice</li> <li>▪ Awareness of difference amongst the four countries of the UK in organisation and delivery of higher education, as well as regional difference in England</li> <li>▪ In-depth understanding of current education policies and practice, particularly as they relate to professional education and the postgraduate level</li> <li>▪ A professional qualification relevant to sonographic practice, together with an academic qualification at least equivalent to a first degree</li> <li>▪ Active involvement in postgraduate programmes in sonography</li> <li>▪ Willingness to accept and work within the guidelines established by CASE for the purposes of accrediting education programmes in sonography</li> <li>▪ Participation in the periodic training programmes for validators provided by CASE</li> <li>▪ Awareness of the policies of the Parent Bodies of CASE as they relate to ultrasound training and practice</li> <li>▪ Membership of the nominating Parent Body</li> </ul> <p>In addition it is desirable that applicants should also:</p> <ul style="list-style-type: none"> <li>▪ Possess a higher professional and/or academic qualification</li> <li>▪ Have experience of multi-disciplinary working and/or inter-professional education</li> </ul>