



Specific Accreditation Criteria Sleep Disorders Services

Accreditation of 'Branch' Services

January 2018



© Copyright National Association of Testing Authorities, Australia 2013


This publication is protected by copyright under the Commonwealth of Australia Copyright Act 1968.

NATA's accredited facilities or facilities seeking accreditation may use or copy this publication or print or email this publication internally for accreditation purposes.

Individuals may store a copy of this publication for private non-commercial use or copy a reasonable portion of this publication in accordance with the fair dealing provisions in Part III Division 3 of the Copyright Act 1968.

You must include this copyright notice in its complete form if you make a copy of this publication.

Apart from these permitted uses, you must not modify, copy, reproduce, republish, frame, upload to a third party, store in a retrieval system, post, transmit or distribute this content in any way or any form or by any means without express written authority from NATA.



Sleep Disorders Services– Accreditation of 'Branch' Services

1. Introduction

It is recognised that a sleep disorders service (SDS) may offer services at a facility located away from the main site. This policy details the criteria for including 'branch' services under the accreditation of the SDS' main location, hereafter referred to as the 'parent' site.

The rationale for this policy is that 'branch' services which form an integral part of a parent site can be covered by one accreditation as long as the criteria in this policy are satisfied. This will allow appropriate accreditation coverage and cost benefits to all sleep disorders services.

2. Definitions

A 'branch' service is defined as any additional site operating under the control of the parent site and which meets the eligibility criteria as defined below.

3. Eligibility criteria

The following criteria must be satisfied prior to 'branch' services being included under the accreditation of the parent site.

- All accreditation (and regulatory) requirements must be satisfied;
- The parent site must be accredited, or seeking accreditation, for those services offered at the 'branch' site(s);
- The 'branch' services must be under the direct supervision of the parent site and the relationship with the parent site must be clearly defined in a written document e.g. in the service's quality manual or an organisation chart;
- The 'branch' services must fall under and comply with the management system of the parent site;
- Equipment at the 'branch' services must be maintained according to protocols defined by the parent site; and
- Services provided at/by the 'branch' site(s) must be defined in a protocol manual(s) controlled by the parent site.

4. Assessment process

The usual assessment processes, defined in the NATA document *Procedures for Accreditation* shall apply in assessing 'branch' services.

The 'branch' services must satisfy the ASA/NATA accreditation criteria, and those defined in this policy. The approach taken for reviewing these will be determined following consideration of the parent/'branch' service arrangements.

The initial assessment will include an assessment of the parent site and all 'branch sites' falling under the parent site's accreditation.

5. Surveillance program

A parent site's capability to supervise and control 'branch' services will be reviewed every assessment cycle (for a description of the normal assessment cycle refer to section 2 of the NATA *Procedures for Accreditation* Document).

'Branch' services:

Routine reassessments of the branch sites shall be arranged concurrently with the parent site. Sampling of 'branch' sites may be considered depending on the outcome of the initial assessment or other surveillance activities.

The assessment findings of any visit to branch sites may be either included in the reports on visits of the parent site, or provided in a separate report. The parent site will be consulted regarding the format of the final report. If conditions are found, these must be addressed (with written confirmation provided to NATA) at all other branch sites falling under the parent site's accreditation.

If, at a visit to a branch or parent site, it becomes evident that there is a lack of supervision and/or control of any branch' site, the accreditation status of the branch site and/or parent site (to include branch' sites under its accreditation) will be reviewed and may be suspended. This review may include additional visits to other 'branch' sites.

Any additional visits to branch sites will incur costs in accordance with NATA's Fee Schedule current at the time, which is available from the NATA website.

6. Description of branch site services in the Scope of Accreditation

The SDS service will be issued with an accreditation number covering all sites. In addition to the scope of accreditation for the parent site, each branch site will also receive its own scope of accreditation.

AMENDMENTS

The table below provides a summary of changes made to the document with this issue.

Section	Amendment
Entire document	Updated to reflect that each branch site receives its own scope of accreditation under the SDS services single accreditation number.