



SLEEP DISORDERS SERVICES ACCREDITATION ADVISORY COMMITTEE

Agenda and Papers

14th Meeting

27th of November 2020

Via Zoom online

Chairman: Prof John Wheatley

Secretary: Mr Andrew Griffin

Minutes: Ms Janet Copland

1. Meeting introduction and associated administrative matters

1.1 Confirmation of attendance and apologies

AAC Members

Prof John Wheatley	Westmead Hospital – Dept of Respiratory & Sleep Medicine
Mr Brett Duce	Princess Alexandra Hospital – Sleep Disorders Centre
Dr Craig Hukins	Princess Alexandra Hospital – Dept of Respiratory & Sleep Medicine
Dr Denise O'Driscoll	Box Hill Hospital – Sleep Laboratory
A/Prof Anne Marie Southcott	Western Hospital – Respiratory & Sleep Disorders Service
Dr Jasneek Chawla	Lady Cilento Children's Hospital – Consultant in Paediatric Respiratory and Sleep Medicine
Dr Donald Lee	Nepean Lung and Sleep - Respiratory and Sleep

NATA Staff

Mr Andrew Griffin	Sector Manager – Legal and Clinical Services
Ms Gillian Treloar	Deputy Sector Manager - Legal and Clinical Services
Mr Tracy Fleming	Deputy Sector Manager - Legal and Clinical Services
Ms Susan Harry	General Manager, Stakeholder Relations
Ms Danielle Dicker	Technical Manager
Ms Janet Copland	Senior Client Coordinator, Sleep Disorder Services

Apologies

Dr Ken Whyte	Auckland District Health Board - Greenlane Respiratory
Mr Ash Howlett	Client Coordinator, Sleep Disorder Services

1.2 Chair's opening remarks

[JW remarked it was a quiet year for on-site assessments. With the virtual ASA conference it was difficult to prompt labs in progressing towards accreditation.](#)

1.3 Reminder regarding conflict of interest and confidentiality

Committee members were reminded of their declaration regarding conflict of interest e.g. commercial interest, existing or prior association, in relation to a person or issue considered by the Committee.

Members of the Committee were asked to consider the agenda papers prior to the meeting and to declare at the beginning of the meeting any actual or potential conflict of interest in relation to any of the items under consideration.

The other members of the Committee will determine the course of action in relation to the declared conflict. Such action may include exclusion from the meeting during discussion of the item in question, exclusion from any decision making process such as voting or no action if the conflict is judged immaterial by the Committee.

The minutes of the meeting will record the member declaring the conflict of interest; the nature of the conflict interest; if it was judged material or immaterial by the Committee and any subsequent action. If a member is excluded from the meeting on the basis of a conflict of interest, his/her copy of the minutes will not include information on the item in question.

Committee members are also reminded of their confidentiality obligations and their agreement to hold confidential any information about the activities and deliberations of the Committee unless a decision is made to disclose such information.

[DOD: Board member - Australasian Sleep Association](#)

[DL: Has a relationship with Phillips Healthcare to analyse Home Sleep Studies.](#)

[KW: Is an assessor for the TSANZ.](#)

[JW: Is a member of the Laboratory Accreditation and Quality Committee for the TSANZ.](#)

[AMS - Is a member of the Laboratory Accreditation and Quality Committee for the TSANZ](#)

[It was agreed among members that these conflicts appeared minor and unlikely to influence the discussions](#)

1.4 Confirmation of the minutes of the previous meeting held 6 December 2019

[Attachment 1 - 13th SDS AAC Meeting Minutes Final](#)

[Previous meeting minutes were acknowledged and accepted.](#)

1.5 Review of action items arising from the minutes of the previous meeting

[Attachment 2 - SDS Action log](#)

[A number of items from the action log were closed.](#)

[Ideas for an ASA/NATA presentation at the 2021 Sleep DownUnder conference in Brisbane in October were discussed.](#)

The possibility of remote meetings/webinars for Technical Assessor (TA) engagement was discussed. The AAC were asked to provide topics of interest. Ideas included a seminar on the accreditation process for non-accredited labs i.e. demystifying accreditation.

Non-accredited labs providing sleep registrar training: Specialty Training Committee for Respiratory and Sleep Medicine (RACP) has no Chair at present. It was discussed that the AAC could provide the RACP STC in Respiratory and Sleep Medicine information on the number of accredited lab via the ASA Clinical Committee Chair.

Action Item 1/20: List of accredited labs to be provided to the Chair of the AAC to pass on to the ASA Clinical Committee Chair

Post meeting comment: List of labs provided to John W. John emailed the ASA Clinical Committee with a view to liaising with the RACP STC for Respiratory and Sleep Medicine.

2. Committee membership

2.1 Review of current membership and composition of the Committee

Review of current membership and composition of the Committee, including any necessary changes

[Attachment 3 - Appendix 18-16 Sleep Disorders Services AAC](#)

Members are asked to review the details in the membership listing to ensure that our records are up to date.

For members' information, a detailed description of the role of the AAC, chair and members is included as [Attachment 4 - APM Appendix 17 Formation Structure and Role of the Accreditation Advisory Committee](#)

The incorrect extended term ending date for DOD & AM in *Appendix 18.16 SLEEP DISORDERS SERVICES AAC* was discussed. AG informed that the NATA Board is considering an Extension of 5 years for those affected.

It was discussed that four AAC members' terms end 2021.

BD and CH notified that they will be standing down from the committee.

Post meeting note: KW also advised he would be stepping down from the Committee.

JW thanked BD & CH for input and service to the AAC.

Post meeting note: appreciation is also extended to KW.

Action Item: JW to notify and discuss with the ASA Board and Clinical Committee re nomination of new members for the AAC committee.

3. Reports from committee members

No written reports were provided prior to the meeting

JCh informed that the ASA is on a working group for the addition of a Home Sleep Service Item number for Paediatrics on the Medicare MBS.

4. General Manager Update



4.1 The General Manager Operations and Technical, or delegate, will provide an update to AAC members on major NATA initiatives and other matters as relevant.

DD presented the General Manager update on behalf of John Styzinski. The following items were discussed:

- Charter of Service results which were generally acceptable
- Due to COVID there has been a delay in the conduct of initial assessments in Sleep
- The NATA Portal has been updated. AAC members now have access, with TA and facility access to be rolled out shortly.
- Accreditation of biobanking to ISO 20387 Biotechnology - Biobanking - General requirements for biobanking. A pilot program will shortly be introduced.

5. Stakeholder engagement

A general discussion on Stakeholder engagement occurred.

Stakeholder engagement - Medibank private. NATA will seek an audience with Medibank Private

Post meeting note: NATA has met with Medibank Private who are very supportive of the Sleep accreditation program and the degree of technical involvement. Further interaction to occur periodically.

6. Analysis and review of risks to impartiality

NATA as for all accreditation bodies is required to have an established process to identify analyse, evaluate, treat, monitor and document on an on-going basis the risks to our impartiality arising from our activities and relationships including personnel.

NATA is required to consult with interested parties to seek feedback on any matters which could affect NATA's impartiality, including openness and public perception. AAC's have been identified as an interested party.

Risks are duly considered during NATA's annual management review meeting and a cumulative record of all risks is maintained. Since the last management review meeting, there have been no new risks identified which are of relevance to the AAC. The AAC is requested to review the attached Risk Matrix, raise any other risks not included and propose safeguards as relevant;

No risks were identified for this AAC.

7. Review of accreditation criteria and processes

7.1 Review of the relevant NATA Accreditation Criteria

NATA General NATA documents

[About NATA and ASA / NATA Sleep Disorders Services Accreditation Program Attachment 5](#)

Specific Accreditation Criteria:

[Sleep Disorders Services - Accreditation of Branch Services - Attachment 6](#)

[Accreditation of a Service Operating with Off-site Supervision - Attachment 7](#)

Specific accreditation guidance

[Sleep Disorder Services - Scoring of sleep and associated events - Attachment 8](#)

[ASA Standard for Sleep Disorders Services - Gap Analysis - Attachment 9](#)

[Transition Policy for the implementation of the ASA Standard for Sleep Disorders Services - Attachment 10](#)

[Scope of Accreditation - Service Descriptors for Sleep Disorders Services - Attachment 11](#)

Other:

[SDS - Key performance indicators - Attachment 12](#)

[Accreditation Assessment Worksheet - Attachment 13](#)

The documents above, relating to ASA/NATA Accreditation Criteria were discussed:

- The document - *About NATA and ASA / NATA Sleep Disorders Services Accreditation Program*, was considered too long for a Brochure

Action Item: AAC Members to look at developing a Brochure to summarise the SDS Accreditation Process.

- *SDS - Key performance indicators*
 - Discussion on item 2: *To achieve 50% transition of ASA accredited facilities to the ASA/NATA Sleep Disorders Accreditation program*. As this has been achieved it was agreed to remove from the KPIs.
 - It was agreed that other KPIs were largely being met, but should be reviewed on a regular basis with a dedicated item on the agenda.

Action Item: AG to amend SDS - Key performance indicators; AG to add KPIs as regular item to agenda for the annual meeting, with the secretariat to update progress.

- *ISO 15189 - currently under review - focus will be risk based*
- *ASA Standard for Sleep Disorders Services.*
 - Discussed reviewing the ASA Standard. Consideration to be given to reviewing the Technical aspects of the Standard in the second half of year. Once updated the revised Standard will be send to the members for feedback.

Action Item: JW & AG to revisit review of Standard (Technical Aspects) mid 2021.

7.2 Update on other policies including general NATA policies and ILAC and APLAC documents, where applicable

No relevant documents identified.

8. Technical matters

8.1 Issues arising from assessments

8.2 Major projects

8.3 Precedents

No issues were raised from the above points.

9. Assessors

9.1 Summary of new appointments and retired assessors since the previous meeting

[New appointments and Retired assessors - Attachment 14](#)

9.2 Identification of areas/disciplines where technical assessors need to be recruited

The small number of Paediatric Technical Assessors was again discussed. JCh was thanked for her recruitment effort.

10. Other business

11. Accreditation statistics

The number of accredited, applicant and suspended sites at 16 November 2020 is:

		ACT	NSW	NT	OTH	QLD	SA	TAS	VIC	WA	Total
Sleep	W	0	0	0	0	0	0	1	1	0	2
	A	0	6	0	0	4	2	0	4	0	16
	O	2	17	1	3	26	2	0	12	9	72
Total	S	0	1	0	1	0	0	0	0	0	2
	W	1	7	0	0	15	0	2	6	5	36

Number of new accreditations since the last meeting

Number of withdrawals since the last meeting

[Appendix Attachment 15](#)

The number of accredited, applicant, suspended and withdrawn sites were discussed

Discussed if there is a better way to display the stats (as table above is confusing)

Action Item: JC to provide updated stats (e.g. number of labs across different categories (paed/adults))

12. Next meeting & close

The next meeting to be held at the end of June 2021 (via zoom) with a face to face meeting planned for Nov/Dec 2021.

Action Item: AG to organise