



SLEEP DISORDERS SERVICES ACCREDITATION ADVISORY COMMITTEE

Agenda and Papers

15th Meeting

November 2021

Via Zoom

Chairman: Prof John Wheatley

Secretary: Mr Andrew Griffin

1. **Meeting introduction and associated administrative matters**
 - 1.1 Confirmation of attendance and apologies
 - 1.2 Chair's opening remarks
 - 1.3 Reminder regarding conflict of interest and confidentiality
 - 1.4 Confirmation of the minutes of the previous meeting held 27 November 2020
 - 1.5 Review of action items arising from the minutes of the previous meeting
 - 1.6 Other business
2. **Committee membership**
 - 2.1 Review of current membership and composition of the Committee
3. **Reports from committee members**
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.
5. **Stakeholder engagement**
6. **Analysis and review of risks to impartiality**
7. **Review of accreditation criteria and processes**
 - 7.1 **Review of the relevant NATA Accreditation Criteria**
 - General Accreditation Criteria;
 - General Accreditation Guidance;



Specific Accreditation Criteria;

7.2 Review of scope of accreditation descriptors

7.3 Update on other policies including general NATA policies and ILAC and ALAC documents, where applicable

7.4 Feedback from AAC on technical issues raised during accreditation recommendation reviews

8. Technical matters

8.1 Issues arising from assessments

8.2 Proficiency testing matters

8.3 Major projects

8.4 Precedents

9. Assessors

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

New appointments

Retired assessors

9.2 Specific technical assessor training needs

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

10. Other business

11. Accreditation statistics

12. Next meeting & close