



Specific Accreditation Criteria

Sleep Disorders Services & Respiratory Function Laboratories - Accreditation of multi-site services

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Purpose

This policy describes the assessment of sleep and respiratory facilities operating from multiple sites that maintain a single accreditation and should be read in conjunction with the document *General Accreditation Criteria: Accreditation of multi-site facilities*.

Definitions

Parent site	Main location from which all additional sites are governed.
Branch site	Site operating under the governance of the parent site.

Eligibility criteria

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

- all accreditation (and regulatory) requirements must be satisfied;
- the branch sites 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 management system manual or an organisation chart;
- a single management system must be consistently applied across all sites covered by the accreditation, however, site specific processes may vary reflective of the activities performed at each site;
- each Sleep Disorders Services branch site must participate in suitable proficiency testing activities as applicable to the activities undertaken at each site;
- equipment at the branch sites 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.

Assessment process

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

A parent site's capability to supervise and control branch sites 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).

Assessment program

Prior to the commencement of an accreditation cycle, a questionnaire will be sent to the facility seeking details which will inform the preparation of the assessment program for the new cycle.

The assessment program will adopt a sampling approach of the branch sites, using a risk-based approach, and may be adjusted during the accreditation cycle based on the findings of assessment activities.

Routine reassessments of the branch sites shall be arranged concurrently with the parent site, where possible.

Non-compliance with the accreditation criteria.

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 response to any non-conformity(ies) identified during an assessment of any site must include evidence that the cause analysis and corrective action taken have considered all other applicable sites.

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 sites, 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 to determine the extent of the issue/s.

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.

Description of branch site services in the scope of accreditation

The facility 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.

Addition of branch sites

Following discussion with your NATA client coordinator, additional branch sites may be added to a multi-site facility anytime during an accreditation cycle by completing the application form.

An initial assessment of an applicant site will be performed prior to the scope of accreditation of the facility being extended to include the activities covered by the new site.

Applying for multi-site accreditation

A facility wishing to apply for one accreditation covering multiple sites should contact NATA to discuss their request.

A facility currently holding separate accreditation for each of its sites may also convert these into one accreditation by contacting NATA.

The relevant application form will be provided to the facility and will need to be completed following discussion with NATA.

References

This section lists publications referenced in this document. The year of publication is not included as it is expected that only current versions of the references shall be used.

NATA Publications

General Accreditation Criteria: Accreditation of multi-site facilities

NATA Procedures for Accreditation

Amendment table

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

Section	Amendment
All	Security Classification Label added
Title	Amended to include Respiratory program
All	Wording reviewed to include reference to Respiratory program