NATA/ASA SLEEP DISORDERS SERVICES ACCREDITATION ADVISORY COMMITTEE

Summary of the 2nd Meeting - Wednesday 3 April 2013

Opening & welcome	Welcome and introductory remarks from Chairman
Confirmation of previous minutes	No comments were received on the minutes of the last SDS AAC meeting, held 19 December 2012.
Other matters arising from the previous minutes	TSANZ The TSANZ is very interested in the NATA/ASA accreditation program from a lung function point of view and are happy to watch and wait at this point in time.
Accreditation Enquiries	All accreditation enquiries should go directly to NATA in the first instance. Specific technical issues will be referred to the AAC.
New Sleep Services	It was agreed that it is not NATA's role to provide advice on set-up of new sleep services. NATA should provide the same advice regarding working towards accreditation as it does for any service looking at starting down the accreditation path. The ASA Standard should inform the process.
Quality Management Systems	The concept of a quality management system is new to most sleep services. It was agreed that NATA should draft an information guidance document.
Technical matters	**Clause 4.5 - Subcontracting versus outsourcing** The AAC was asked to discuss the terms "subcontracting" (clause 4.5) and "onward referral" as some services were unclear on the differences between these terms (or the intent of these terms in relation to the Standard). Subcontracting (outsourcing) – This is a formal arrangement between the sleep service and another party for the provision of services. Some form of written agreement would be expected. This may or may not include some form of financial arrangement. When outsourcing CPAP treatment, the service would be expected to maintain oversight of the service that is being outsourced (as being "recommended" by the service). Onward referral - this is the referral of a patient to another provider for services where these services are not provided in-house. There is no formal arrangement in place for onward services. The definition may also depend upon on the nature of service being provided e.g. providing equipment according to a prescription.

	Clause 5.1.3 b - Medical Director The AAC was asked to discuss clause 5.1.3 a/b regarding the expectations for Medical Directors to be on site. Tier 1 & 2 - AAC agreed that Medical Directors should be on site for these category facilities For a multi-site service, the Medical Director is expected to be on site at the main site, with some expectation of presence at other sites on a less frequent basis. It was suggested that as a minimum, the Medical Director would need to participate in staff meetings at non-central sites. **Clause 5.5.2.1.b (iii) - validation of equipment.** Not every site is expected to validate a portable system against PSG. They can use a review of the literature (where someone else has done the validation of equipment against PSG) in making informed decisions when selecting equipment which is appropriate. Where a change in brand is proposed or implemented, the service may need to verify the new brand against the previous brand as there may be issues with continuity.
Scope of Accreditation	The AAC were asked to provide clarification of the minimum requirements for being considered as meeting the Tier 1 and Tier 2 categories. The AAC confirmed that if no patient assessment or treatment is being undertaken by the service, then the service is not meeting the criteria for a Tier 1 or 2 service, and would be classified as a diagnostic service (Tier 3).
Virtual patient consults	The AAC was asked to consider whether virtual patient consults (videoconference consults) fit into the current accreditation system. The AAC confirmed that virtual patient consults could be a possible component of service. In particular, the needs of regional/remote patients need to be considered. The AAC were of the opinion that CPAP initiation could not be done via a virtual consult but that it could be used for a standard consultation.
Assessor survey	A survey of assessors is to be conducted to determine their level of experience with accreditation and proficiency testing.
Next Meeting	The next meeting of the SDS AAC will be a teleconference to be held in late July or early August 2013.