



Sleep Disorders Services

Annex A: Accreditation of 'Branch' Services

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Sleep Disorders Services Annex A – Accreditation of 'Branch' Services

1. Introduction

It is recognised that a sleep disorders service may offer services at a facility located away from the main site. This policy details the criteria for inclusion of these 'branch' services under the Scope of Accreditation of the main accredited site, 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 facility 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 Scope of 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' services;
- 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' services 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 Scope of 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' services 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' services 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' services falling under the parent site's Scope of 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' service, the accreditation of the parent site to include 'branch' services under its Scope of Accreditation will be reviewed and may be suspended. This review may include additional visits to other 'branch' services.

Any additional visits to 'branch' services 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' services in the Scope of Accreditation

The 'branch' services will be defined in the Scope of Accreditation issued to the parent site.

For example:

30.20 Adult testing service

Provided at ABC Hospital

- .01 Diagnostic PSG (laboratory)
- .02 Diagnostic PSG (unattended)
- .03 Positive airway pressure laboratory titrations

Provided at Smith Street Clinic and XYZ Hospital

- .02 Diagnostic PSG (unattended)

AMENDMENTS

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

Section	Amendment
All	Reference to "satellite" services removed. Satellite sites are now classified as "branch" sites.