

**AGENDA**  
**SLEEP DISORDERS SERVICES**  
**ACCREDITATION ADVISORY COMMITTEE**

10th meeting  
15 June 2017 at 10am  
Venue: Teleconference

**Chairman:** Professor 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 19 August 2016
- 1.5 Matters arising from the minutes of the previous meeting not included in this agenda

**2. Committee membership**

- 2.1 Review of current membership and composition of the Committee

**3. Reports from committee members**

**4. Presentations and updates**

- 4.1 General Manager Operations and Technical or delegate will provide an update to AAC members on major NATA initiatives occurring since the previous meeting.
- 4.2 International update
- 4.3 Any other presentations or updates deemed necessary

**5. Stakeholder engagement**

## **6. Review of accreditation criteria and processes**

- 6.1 Review of the NATA Accreditation Criteria
  - Application Document (AD)
  - Annexes
  - Relevant Policy and Technical Circulars
  - Remote Testing and Virtual Environments
- 6.2 Review of Classes of Tests
- 6.3 Reviews of other policies including general NATA policies and ILAC and APLAC documents, where applicable
- 6.4 Proficiency testing matters
- 6.5 Feedback from AAC on technical issues raised during accreditation recommendation and decision reviews.

## **7. Technical matters**

Any technical issues for the field/program requiring discussion or input by the AAC. To be tailored to suit the needs of the field/program but could include:

- 7.1 Issues arising from assessments
- 7.2 Major projects being undertaken within the field/program e.g. new surveillance model
- 7.3 Precedents

## **8. Assessors**

- 8.1 Summary of new appointments and retired Assessors since the previous meeting
- 8.2 Assessor training
- 8.3 Identification of areas/disciplines where Assessors need to be recruited

## **9. Other business**

## **10. Accreditation statistics**

## **11. Next meeting & close**