

Committee Description/Purpose

The Advisory Committee on Sleep Medicine Diagnostics oversees the CPSA's accreditation program for sleep medicine diagnostic laboratories, including those performing home sleep studies, for private facilities as defined in CPSA by-laws and for public facilities through contract with Alberta Health Services. Through the development of evidence based standards and monitoring facility compliance with those standards, the Committee promotes high standards of medical practice in diagnostic facilities.

Membership and Tenure

Membership:

Membership considers expertise, geographic location, urban versus rural and public versus private representation. Members who serve by virtue of their position, serve as long as they fill that position. The Chair is selected from the membership and appointed by the Medical Facility Accreditation Committee (MFAC). In the absence of the Chair, an alternate will be selected from the members present. All voting members are registered health professionals responsible to their respective professional regulatory body for their competence, their standards of practice and their conduct.

Membership is comprised of 13 voting members and 5 non-voting members and includes:

- Respiriologists with a subspecialty in sleep
- Pediatric Respirologists with a subspecialty in sleep
- Psychiatrist with a subspecialty in sleep
- Physician in family practice/primary care with an interest in sleep medicine
- Non-physician, regulated health professionals, e.g.
 - Respiratory Therapist
 - Dentist practicing in Sleep Medicine
- Representative from CARTA
- Representative from the Alberta Dental Association & College

Non-Voting Members:

- Assessment Coordinators

Tenure:

Committee members are appointed by MFAC for an undefined term.

Roles and Responsibilities

The Committee considers all issues related to the provision of sleep medicine services that may include, but are not restricted to the following:

1. Develop and maintain evidence based standards/guidelines for sleep medicine practice;
2. Provide advice to MFAC on pending decisions relating to the provision of sleep medicine services;
3. Monitor compliance with CPSA approved standards through on-site assessments for accreditation;
4. Assess physicians' qualifications and preparedness to interpret sleep studies against College approved training requirements;
5. Provide education to promote safety and quality improvement initiatives;
6. Facilitate the introduction of new services/technologies;
7. Respond to the needs of stakeholders for improved sleep medicine services in Alberta.

Powers and Duties (Accountability)

The Advisory Committees report to and provide direction to MFAC who is accountable to Council.

The CPSA retains a copy of the minutes of the meeting for a minimum of 10 years.

Meetings

Frequency:

Meetings are held three times a year and at the request of the Chair. Additional meetings may be called as required.

Procedures:

Meetings are in-person or teleconference/video conference at the discretion of the CPSA/Chair.

Decision Making (Quorum):

General decisions are reached by consensus of the members present. Decisions supported by motions require that a minimum of half of the voting members are in attendance in-person or by audio or video-conference. The Chair is included in the quorum count. The Chair does not vote, except in the event of a tie; the Chair will cast the deciding vote.

Records of the Committee:

Meeting minutes are made available to all Committee members within 14 business days of an Advisory Committee Meeting via the CPSA secure SharePoint site. CPSA Council does not approve the minutes from the Committee meetings, however if a Council member wishes to see the minutes, the minutes can be provided to them. The Medical Facility Accreditation Committee reports to College Council on its activities after each meeting.

Confidentiality:

All written materials and discussions related to decisions made at the meetings of the Committee are confidential except that information deemed necessary to communicate the decision to stakeholders. All Committee members are required to sign confidentiality agreements on an annual basis.