

NADC TECHNOLOGY ACCREDITATION COMMITTEE

Terms of Reference

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Overview

Introduction The NADC has been providing a robust accreditation process for over seven years. Accreditation is a part of NADC’s core business and ensures services are meeting the expected standards of care as well as undertaking quality improvement activities that continue to drive positive change. The NADC accreditation programs have been developed for and are actively utilised by, tertiary, secondary and primary diabetes services, as well as pharmacy based diabetes services. Additionally, the NADC recently launched its accreditation program aimed at improving the care provided to people with diabetes within high risk foot services.

In keeping pace with the technological advances accompanying diabetes care and management, the NADC sees a need to ensure that technologies are being utilised effectively, safely and appropriately within diabetes services. To this end, the NADC, identified a gap in the current accreditation program, and will address this by developing a standalone technology accreditation program, with specific focus on the use of insulin pumps, Continuous Glucose Monitoring (CGM) systems and flash monitoring.

It is essential that diabetes services offering technology support have systems in place to ensure that best practice management of diabetes occurs, which includes the use and effective management of advancing technologies. The NADC Technology Accreditation Committee will identify a set of Standards relating to diabetes technologies and apply criteria for which diabetes services can benchmark and assess themselves against, ultimately ensuring that an NADC Technology Accredited Diabetes Service has optimal levels of Education,

Governance and Clinical care for the person with diabetes using technology.

Purpose of this document The purpose of the Terms of Reference (TOR) is to specify the governance and operational arrangements of the NADC Technology Accreditation Committee (TAC) a subcommittee of the National Association of Diabetes Centres (NADC).

Review of this document The TAC in collaboration with the NADC Steering Committee shall review the TOR bi-annually.

Purpose of the Committee

Overview This section contains the following topics:

- Purpose of the Committee
- Communication
- Powers

Purpose of the Committee The NADC Technology Accreditation Committee aims to:

- a. Develop minimum standards and criteria for technology use and services within diabetes services nationally
- b. Identify standards and criteria that demonstrate Centres of Excellence in technology use and service provision
- c. Develop an accreditation model to assess against the technology standards
- d. Assess NADC Technology Accreditation applications
- e. Market the NADC Technology Accreditation Standards program
- f. Evaluate the NADC Technology Accreditation program and modify as appropriate

Mission: To assist services providing diabetes care to achieve, demonstrate and maintain quality technology-based diabetes service provision.

Aims: To promote quality and excellence in the provision of technology within diabetes services

Communication It is a joint responsibility of the TAC and NADC Steering Committee to maintain free and open communication. There is to be regular correspondence between the TAC and the NADC Chief Executive Officer (CEO) to outline the progress of the TAC. Teleconferences will be organised on an as needed basis with sufficient notice provided.

Powers In discharging its role, the NADC Steering Committee empowers the TAC to provide the NADC CEO with expert opinion on the development of an NADC Technology Accreditation program.

Membership

Overview This section contains the following topics:

- Membership
- Appointment to the Committee
- Chair of the Committee
- Review of membership
- Working Groups

Membership The TAC shall comprise of up to 12 members. Membership of the Committee can be made up of:

- Representatives from the National Association of Diabetes Centres

(NADC)

- Representatives from the Australian Diabetes Society (ADS)
- Representatives from the Australian Diabetes Educator Association (ADEA)
- Additional experts may be co-opted into the committee as deemed appropriate by the TAC

The CEO of the NADC is an ex-officio member of the TAC.

Committee members will be appointed for a term of two years. There is no remuneration for committee members.

**Appointment
to the TAC**

The NADC Steering Committee shall appoint members of the TAC. An expression of interest (EOI) will be disseminated to members of the above organisations in order to gain interest and nominations for TAC membership.

**Chair of the
Committee**

The NADC CEO shall appoint the Chair of the TAC. The Chair will be appointed for a term of two years.

**Review of
membership**

Membership of the TAC shall be reviewed by the NADC Steering Committee as key project stages are completed.

**Sub-
Committees
and Expert
input**

The TAC may establish temporary sub-committees. There must be at least one formal member of the TAC on the sub-committee, who will act as Chair and formally report to TAC.

The TAC, through the Chair, may also seek expertise from external experts in particular fields.

Temporary sub-committees, which are approved and appointed by the TAC, may deal with areas requiring specialist expertise in a particular subject. The TAC will dissolve temporary sub-committees when the issues relating to that subject have concluded.

Meetings

Overview

This section contains the following topics:

- Meetings
- Chair of TAC meetings
- Quorum
- Decision making
- Minutes
- Reporting to the Chief Executive Officer of NADC

Meetings

The TAC will schedule regular meetings and must meet at least twice per year by teleconference. Face-to-face meetings may be convened if required with an initial full day face to face forum taking place. Most of the work of the TAC will be conducted via email communication, supported by teleconference as required.

Chair of Committee meetings

The Chair of the TAC shall chair all meetings. An alternative Chair can be selected by the TAC on an as-needed basis.

Quorum

A quorum of members is 50% + 1.

A TAC meeting (or teleconference) cannot proceed unless:

- a quorum of members is present.

Decision Making	<p>The TAC shall act on a consensus basis that will normally not involve voting.</p> <p>In circumstances where the Chair of the TAC considers voting appropriate, each member shall have one vote. The Chair shall not have a casting vote.</p> <p>All documents (agenda, minutes, quotes, etc.) to be considered by the TAC will be provided at least one week prior to a TAC meeting.</p>
Minutes	The NADC Steering Committee require minutes be kept for all TAC meetings. Minutes should note discussion in general, along with resolutions, actions, outcomes and timeframes. A copy of the meeting minutes should be provided to the NADC CEO and all committee members.
Reporting	The TAC shall provide a summary report every six months to the NADC Steering Committee outlining the project progress.

Administrative support to the TAC

Overview	This section covers Secretariat functions.
Secretariat functions	<p>The NADC will provide secretariat functions but when not available, a minute taker will be nominated from within the TAC.</p> <p>Secretariat functions will include drafting agendas, minutes and letters, collating reports and budgets.</p>

Further Information

Who to	The NADC CEO
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contact ceo@nadc.net.au

References

Document Control

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