|  |
| --- |
| **New Appointment Notification**   1. **Chief Executive Officer (CEO)** 2. **Medical Director (MD)** 3. **Director of Nursing (DON)** 4. **Complaints Liaison Officer (CLO)**   Health service establishment and mobile health service OFFICIAL |

# The *Health Services (Health Service Establishments) Regulations 2013* requires the notification of appointments for a registered health service establishment or mobile health service be given to the Department of Health within 28 days of the appointment. **Please fill in relevant fields for the NEW appointment ONLY (e.g., the role of A B C or D)**

|  |  |
| --- | --- |
| Name of health service establishment or mobile health service: |  |
| Business address: |  |
| 1. Chief Executive Officer or however titled (please state): |  |
| 1. Medical Director or however titled (please state): |  |
| 1. Director of Nursing or however titled (please state): |  |
| 1. Complaints Liaison Officer or however titled (please state): |  |
| Given names Mr/ Ms/ Dr*:* |  |
| Surname: |  |
| Contact telephone number: |  |
| Contact mobile number: |  |
| Contact email: |  |
| Date of appointment: |  |
| Date appointment will cease or N/A if unknown: |  |
| Name of person completing form: |  |
| Ahpra registration number: |  |
| Signature: |  |
| Date: |  |

## Send the completed form and CV

Please send the signed, completed form and curriculum vitae (CV) of appointee by email.   
  
**The CV must clearly outline previous employment, positions held and levels of responsibility.   
Note: A CV is not required for a Complaints Liaison Officer appointment**.  
 **The candidate for the DON appointment must comply with Regulation 14(2)**   
For the purposes of sub regulation (1), a person is suitably qualified if the person—   
(a) is a registered nurse; and   
(b) has at least 12 months' practical experience in nursing management; and   
(c) has at least 5 years' clinical experience as a registered nurse

Please email to the Private Hospitals & Day Procedure Centres Unit at [privatehospitals@health.vic.gov.au](mailto:privatehospitals@health.vic.gov.au)

|  |
| --- |
| To receive this publication in an accessible format, email the [Private Hospitals & Day Procedure Centres Unit](mailto:privatehospitals@health.vic.gov.au) <privatehospitals@health.vic.gov.au>   Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Department of Health, July 2022.   Available at [Forms, checklists and guidelines for private health services](https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service) <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service> |