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| **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 serviceOFFICIAL |

# 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)**

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| 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

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