

Application requirements for existing licensees

Under the *Private Health Facilities Act 1999 (Qld)*

Application types

As an existing licensee¹ of a private health facility (a private hospital or a day hospital) under the *Private Health Facilities Act 1999 (Qld)*, you are required to submit an application for assessment to:

- change the types (add or cease), or levels (increase or decrease), of clinical services that your facility offers
- change bed/bay numbers (increase, decrease or reallocate) at your facility
- alter, renovate or change the physical structure of, or use of areas within, your facility
- vary the details of the licence e.g. change the name of the facility
- renew or transfer a licence for your private hospital or private day hospital

A fee applies to all applications and confirmation of payment of the prescribed fee (i.e. copy of the payment receipt) must accompany the application at submission. Applications will not be assessed until payment is received.

If you are unsure about whether an application is required, contact the Private Health Regulation Unit on 07 3708 5325 or email Private_Health@health.qld.gov.au.

Changing the types and / or levels of services or bed numbers in your facility

Clinical services

You must submit an application to add or remove the types of **clinical services**, or increase or decrease the levels of those services, that your facility provides, as recorded on your licence.

If you are applying to add new services or increase the level of an existing service, you will need to provide details of how you will meet the service description and minimum service, workforce, and support services requirements as outlined in the *Clinical Services Capability Framework for public and licensed private health facilities (CSCF) v3.2*. for the proposed new service or service level. A template is available with the application forms to assist you with this process.

More information on the CSCF is available on the internet at <https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/service-delivery/cscf>.

¹ or an authority holder



Bed or bay numbers

You must also apply to change the number of beds/bays in your facility (including changes to the type of service beds are used for). You will need to provide details of what type of service new beds will be used for².

Changing the physical structure of, or use of areas in, your facility

You must apply for approval to:

- alter, renovate or extend your private hospital or day hospital, or
- make a material change to the use of part of your hospital (such as converting office space to patient rooms).

NOTE: You cannot start your proposed alterations or extension until the application has been approved.

Description of the alterations or extensions

You will need to provide a clear, written description of the proposed alterations or extensions to your facility and a copy of the building floor plans, preferably drawn to a scale of 1:100. Plans should also clearly show the floor area of each room, name of each room and equipment, fittings and furnishings. You may also be required to submit a copy of site plans.

If the plans include an operating suite or procedure room, provide details of the 'clean' and 'dirty' instrument flow, and staff and patient access to/from the clinical area.

Please include in your application an estimated time frame for the duration of building works, including:

- proposed building work start and completion dates
- any project stages.

Building requirements for private hospitals and day hospitals

Your application will be assessed against the relevant standards, including the Private Health Facilities – Physical Environment Standard (version 5), Part 5.0 (MP 5.5) of the Queensland Development Code and the Australasian Health Facilities Guidelines (AusHFG)

Any design that departs significantly from these standards will not be approved unless clear patient and/or service benefits can be justified.

Accompanying changes to bed numbers or types of services

If the proposed alterations or extensions result in a change to the total number of beds and / or a change in the clinical services provided in your hospital, this will require an additional application and fee.

² If the proposed additional beds will require alterations or extensions to the physical structure of the existing licenced private hospital or day hospital, you will need to provide a clear written description of the proposed alterations or extensions and a copy of building plans (see below).

Staged approval process

Depending on the scope of the proposed changes there may be several steps involved before you can use the renovated areas of, or new extensions to, your hospital.

Step 1: If your application is approved, you will get an approval that will allow you to commence the alterations or extensions.

This **does not** allow you to use the renovated areas of, or new extensions to, your hospital.

Step 2: Six weeks before the expected completion of the renovations or extensions to your facility, you will need to contact the Private Health Regulation Unit to arrange for an officer to review relevant documentation and evidence before granting 'operational approval' i.e. approval to use the renovated or new areas.

Site visit

If there has been extensive alterations or new building works, an officer from the Private Health Regulation Unit will conduct a site visit to inspect the premises and ensure compliance with the approved plans and relevant standards prior to granting 'operational approval'.

In preparation for this visit, you must provide us with copies of all relevant certifications of compliance with necessary statutory authority and standards requirements; for example, HEPA Filters certification, electrical compliance and testing certifications. A list of information that may be required by us prior to our visit, depending on the nature of the renovations or building works you have undertaken, will be provided to you as part of the application approval process.

If any significant non-compliances or deviations from recognised standards are identified during the site visit, you will be required to address these before we will provide approval to use the renovated or new areas.

If the renovations or extensions are undertaken or completed in a staged process, we may provide staged 'operational approval' of areas as the building works are progressed.

If the scope of your renovations is limited, rather than undertaking a site visit, we may provide 'operational approval' based on your submission of documented evidence of compliance with your approved plans and relevant standards, such as photographs of renovated areas.

NOTE: Operational approval prior to a site visit is subject to compliance with any requirements identified the next site visit of your facility conducted by officers from the Private Health Regulation Unit.

Change to plans

Your changes must be consistent with your approved plans. If you intend to deviate from the approved plans, you must submit another application before doing so.

Transferring the licence for your private hospital or private day hospital

A licence needs to be transferred if another person or company is going to become the licensee of your private hospital or private day hospital; for example, you sell your hospital or another company takes over the parent company.

Accompanying changes to bed numbers or types of services

When applying to transfer a licence, you must indicate if there will be any changes to the types of services provided or bed numbers following transfer of the licence. If changes are intended, this will require an additional application and fee.

Renewing the existing licence for your private hospital or private day hospital

You must submit an application to have your licence renewed. All licences due for renewal in a year expire on the 30 September. The expiry **year** for your license can be found on the license, which should be displayed prominently in your facility. Most licences are renewed for a period of three years.

You must submit your application for renewal of your licence **no later than 31 August** to allow for sufficient processing time, although you can apply for the renewal of your licence earlier. Provided a valid application for renewal of your licence has been received before the expiry of your current license, your licence is considered deemed to continue until a decision is made on your application for renewal.

Where to find the application forms and more information

Application forms, details of requirements for supporting documentation, and templates are available at <https://www.health.qld.gov.au/system-governance/licences/private-health/licence-application>.

Costs associated with your application

A fee applies to all applications, with the amount varying depending on the type of application submitted. Fees increase on 1 October each year. The current fee list is available at <https://www.health.qld.gov.au/system-governance/licences/private-health/licence-application/fee-list>.

Confirmation of payment of the prescribed fee must accompany the application at submission. Applications will not be assessed until payment is received.

How to submit your application

Completed applications can be submitted via email to Private_Health@health.qld.gov.au or by post to:

Private Health Regulation Unit
Department of Health
PO Box 48
BRISBANE QLD 4001

Applications must be accompanied by:

- confirmation of payment of the prescribed fee
- relevant supporting documentation.

What happens after your application is submitted

The Chief Health Officer (or delegate) has 60 days after receiving your application (including supporting documentation and the fee) to assess and inform you of the outcome of your application.

If further information is required from you about your application, you must be informed of the outcome within 60 days of us receiving that information or within 60 days of the original application, whichever is the later. You should keep these timeframes in mind when submitting an application for assessment.

NOTE: All efforts are made to make a decision on applications as promptly as practicable.

Issuing of new licence

If your application is approved and includes changes to information that is displayed on your licence (such as expiry date, bed numbers or clinical services provided by your hospital), you are required to post the original copy of your existing licence to the Private Health Regulation Unit. The licence will be updated with the revised information and a new copy returned to you as soon as practicable.

NOTE: You must retain a copy of your pre-application licence until you receive your new licence.

Review of the outcome of your application

If you are not satisfied with the decision made about your application, you can request an internal review. Your request for a review must be made in writing within 28 days after the date of the decision.

Version control

Version	Date	Comments
1.0	25/01/2019	Version 1