

# Quick guide to your responsibilities as a licensee

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

### Your responsibilities

As a licensee<sup>1</sup> of a private health facility (a private hospital or day hospital) under the *Private Health Facilities Act 1999 (Qld)*, you have a number of obligations. This information sheet identifies those responsibilities.

If you are unsure about your obligations at any time, contact the Private Health Regulation Unit on 07 3708 5325 or email [Private\\_Health@health.qld.gov.au](mailto:Private_Health@health.qld.gov.au).

### Notify us when certain changes occur

You need to notify us when certain details of your facility change, including any change to:

- the chief executive or day to day manager of the hospital
- the nurse in charge of nursing staff
- a chief executive, director, or other officeholder of a licensee company
- the shareholder structure of a licensee company.

There is no fee associated with changing this information<sup>2</sup> but you are required to provide us with written notice within **21 days** of the change. This can be done via email to [Private\\_Health@health.qld.gov.au](mailto:Private_Health@health.qld.gov.au).

### Submit applications for certain changes

You must submit an application to:

- change the types of clinical services, or level of services, that the facility offers (add or cease)
- change bed numbers (increase or decrease)
- alter, renovate or change the physical structure of, or use of rooms (prescribed alteration) within, a facility
- vary the details on a licence such as change the name of the facility.
- renew or transfer a licence for a private hospital or day hospital.

Applications must be accompanied by:

- confirmation of payment of the prescribed fee

---

<sup>1</sup> or an authority holder

<sup>2</sup> unless the change is associated with the transfer of licence



- relevant supporting documentation.

Application forms, supporting documentation requirements and the current fee list are available at <https://www.health.qld.gov.au/system-governance/licences/private-health/licence-application>. Application fees can be paid online at <https://www.bpoint.com.au/payments/privatehealthregqld>.

Completed applications can be submitted via email to [Private\\_Health@health.qld.gov.au](mailto:Private_Health@health.qld.gov.au) or post to PO Box 48, Brisbane, QLD 4000.

## Submit reports on patient information, clinical indicators and reportable events

### Patient information

**Within 35 days** of the end of each month, you must submit demographic and clinical information on all patients that have separated (discharged, died, transferred or statistically separated) from your facility that month.

This information must be submitted to the Department of Health, Statistical Service Branch in the required format, either electronically via an external access portal or by completing paper forms. You must ensure that the data is of a high quality prior to submission. The Statistical Service Branch will contact you and provide further information on reporting requirements and processes. They can be contacted via email on [QHIPSMAIL@health.qld.gov.au](mailto:QHIPSMAIL@health.qld.gov.au).

### Clinical indicators

You must submit report reports on clinical indicator information for each six-month reporting period. The first reporting period covers 1 January to 30 June each year, and the second reporting period covers 1 July to 31 December each year. You must submit your clinical indicator information in the required format **within 35 days** of the end of each reporting period.

The clinical indicator report form is available at <https://www.health.qld.gov.au/system-governance/licences/private-health/reportable-events>. You can submit your completed report via email to [Private\\_Health@health.qld.gov.au](mailto:Private_Health@health.qld.gov.au).

### Reportable events and Root Cause Analysis

You must provide us with information about certain adverse clinical events that occur in your facility **within two working days** of becoming aware of the event. A list of these reportable events<sup>3</sup> is provided on the reportable event report form which is available at <https://www.health.qld.gov.au/system-governance/licences/private-health/reportable-events>.

You must also provide information on your review of that event **within 90 days** of the event being reported to us. If a Root Cause Analysis (RCA) is conducted following a reportable

---

<sup>3</sup> Prescribed under section 29 of the Hospital and Health Boards Regulation 2012

event, you are also required<sup>4</sup> to provide us with a copy of the RCA report as soon as practicably possible.

Your reports can be submitted via email to [Private\\_Health@health.qld.gov.au](mailto:Private_Health@health.qld.gov.au).

## Comply with standards and accreditation

Your facility is required to comply with the Queensland *Private Health Facilities Standards*. This is separate from your facility's obligation to be accredited against the National Safety and Quality Health Service (NSQHS) Standards. Accreditation is not a substitute for compliance with the legal requirements under Queensland law.

You must provide us with a copy of your accreditation report **within 35 days** of receiving the report from the accreditation agency. Your report can be submitted via email to [Private\\_Health@health.qld.gov.au](mailto:Private_Health@health.qld.gov.au).

## Version control

Version	Date	Comments
1.0	25/01/2019	Version 1

---

<sup>4</sup> Section 109, *Hospital and Health Act 2011*