

# A guide for licensees: notification responsibilities

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

### Your responsibility to tell us when circumstances change

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 an obligation to ensure that the information the Department of Health holds about you and your facility is correct and up to date.

There is no fee associated with changing this information. Once we've received your changes, your details will be updated within two business days.

### What to notify us about

You need to let us know about any change to:

- the chief executive or day to day manager<sup>2</sup> (or however titled) of the hospital
- the nurse in charge (however titled)<sup>2</sup> of the nursing staff
- a chief executive, director, or other officeholder of a licensee company
- the ownership or major shareholders of a licensee company, including changes to the ultimate parent company
- your accreditation process, including the organisation that conducts your accreditation and the timing of your accreditation reviews.

### What information to provide

For **changes to the ownership** or major shareholders of a licensee company, including changes to the ultimate parent company, please provide us with:

- a summary of changes, including names of owners to be added and/or deleted
- effective date of changes.

For termination of a:

- chief executive or day to day manager of the hospital or nurse in charge, or chief executive, director or office holder of a licensee company, please provide us with:
  - the date the appointment will cease.

For **appointment** of a:

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

<sup>2</sup> You do not need to notify us of temporary changes due to standard leave arrangements but should notify us if extended leave arrangements are arranged.



- permanent or temporary chief executive or day to day manager of the hospital or nurse in charge (however titled), please provide us with:
  - a summary of their curriculum vitae
  - their contact details including email address and phone number
  - their AHPRA registration number – nurse in charge only
  - their date of appointment.
- chief executive, director or office holder of a licensee company, please provide us with:
  - their full name and contact details including email address and phone number
  - their position title and
  - their date of appointment
  - a completed copy of the Statutory Declaration form (available for download at <https://www.health.qld.gov.au/system-governance/licences/private-health/licence-application/forms-templates>).

For **changes to accreditation**, please provide us with:

- a summary of changes, such as change to accreditation provider.

## When to notify us about a change

You are required to provide us with written notice within **21 days** of the change.

## How to notify us about the change

You can notify us of changes via email to [Private\\_Health@health.qld.gov.au](mailto:Private_Health@health.qld.gov.au).

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).

## Version control

Version	Date	Comments
1.0	25/01/2019	Version 1