



PRIVATE HOSPITALS AND HEALTH SERVICES ACT 1927

Notification of appointment – acting director of nursing form

Appointment of acting director of nursing

Private hospitals, private day hospitals, private nursing homes and private nursing posts.

The Licensing Standards for the Arrangements for management, staffing and equipment for each class of licence mentioned - Standard 2, criteria 2.4 requires that a designated Director of Nursing (however titled), or their suitably qualified replacement, **be present at the facility at all times.**

Annexure A (Additional Licence Terms and Conditions) - 1. A.5 Director of nursing states, where there is a change of persons referred to in regulation 6 (a) of the *Hospitals (Licensing and Conduct of Private Hospitals) Regulations 1987*, the Licensing and Accreditation Regulatory Unit is to be notified of the updated name and contact details **within seven working days.**

NOTE:

1. If the director of nursing (DoN) is absent, incapacitated or the position is vacant, the licence holder must appoint a person to act as the DoN during that period.
2. If you are notifying of a shared position, please include the details for each person who will be working in the role.

Name of facility:	
Address of facility:	
Acting DoN (however titled)	
First name	
Surname:	
Phone (direct):	
Mobile:	
Email address:	
AHPRA registration number.	
Date of appointment:	
Expected finishing date (if known)	

Is the acting appointee replacing an existing DoN?	Name of person being replaced:	
	Date acting DoN position commences:	
	Date acting DoN position finishes:	
Name of person completing form:		
Signature:		
Date:		

Please attach a curriculum vitae of appointee, clearly outlining academic and professional qualifications, employment history, positions held and levels of responsibility.

Send completed form and CV

Please send this completed form together with the Curriculum Vitae to the Licensing and Accreditation Regulatory Unit.

By email: LARULicensing@health.wa.gov.au

Phone: Reception: 08 6373 2347

This document can be made available in alternative formats on request for a person with a disability.

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