

Private Hospitals Unit News

Issue 5, January 2006

2005 in Review

2005 was a very busy year for the private health industry and the Private Hospitals Unit (PHU) in particular. During the year there have been some changes in PHU personnel with Mary Manescu being seconded to the Royal Children's Hospital Project Team and Kaveri Stanley joining the team during Mary's absence.

The inaugural study day on Hospital Design and Innovation held on 12 October 2005, was opened by Mr Daniel Andrews MP, Parliamentary Secretary for Health, and was attended by 50 people. The feedback from the day was very positive and a number of topics have been proposed for future study days.

The following table is an indication of the 2005 activity in the private health sector:

Approval In Principle (new facility)	10
Approval In Principle (existing facility)	23
Variation of Approval In Principle	4
Registration	3
Renewal of Registration	57
Variation of Registration (beds/services)	10
Variation of Registration (transfer)	5
Inspections:	
Annual	225
Building	60
Variation	7
Special Care Nursery	5
Non-Emergency Patient Transport	8

Non-Emergency Patient Transport Regulation 2005

The Non-Emergency Patient Transport Regulations 2005 (NEPT) come into force on 1 February 2006. The administration of NEPT became the responsibility of PHU in November and has brought with it a great deal of work to process the applications of 17 existing service providers prior to 1 February 2006. Information on NEPT can be found at: www.health.vic.gov.au/NEPT. If you operate a patient transport service please contact PHU for advice.

New Legislation Relevant to Private Hospitals and Day Procedure Centres:

Health Services (Supported Residential Services) Act 2004 requires the Secretary to "determine whether a person who is, or is appointed as, a director or other officer having control over a proprietor that is a body corporate is a fit and proper person to carry on or exercise control over a health service establishment".

Health Services (Private Hospitals and Day Procedure Centres) (Fees) Regulations 2005 has changed fees from dollar amounts to fee units. This will facilitate the increase in statutory fees for CPI annually in line with government policy.

From the Director, Programs

Welcome to the fifth edition of the private hospitals newsletter. The newsletter aims to provide information of relevance and interest to the proprietors of Victorian private hospitals and day procedure centres.

A copy of this newsletter is sent to proprietors and is also available at:

www.health.vic.gov.au/privatehospitals

I would like to take this opportunity to wish all providers of private health services a happy, prosperous and safe New Year.

Noreen Dowd

Director, Programs
Metropolitan Health and Aged Care Services
Department of Human Services

New Forms on Private Hospital Unit's website:

The process of assessing **New Directors of Boards** includes completion of the **Notification of appointment form**, curriculum vitae, names and contact details of two professional referees, and a completed consent to National Police Check (include a copy of drivers licence).

Private Hospitals Telephone Number:

The Department of Human Services will be relocating to a new building at 50 Lonsdale Street Melbourne progressively over February and March 2006. This move will necessitate changes to telephone and fax numbers. A new telephone number has been installed. **The new number for Private Hospitals Unit is: 1300 135 760, effective 20 March 2006.**

Application for Approval In Principle:

For identification of drawings submitted, please provide on each drawing:

- name and address of premises and proprietor;
- name of Architect and/or Engineer; and
- specific title and document numbers/review numbers
- scale of drawings.

Provide one copy **site drawing** (A3) to scale including:

- proposed position of the building in relation to the boundaries of the site, to any existing buildings or outbuildings on the site or adjacent to the site, to thoroughfares, rights of way or lanes upon which the site or such buildings abut;
- names of the adjacent public thoroughfares;
- provision for access to such thoroughfares from such buildings as proposed, including car parking;
- dimensions of the enclosure fences or walls and of the street entrance into the site; and
- cardinal points (compass orientation).

The application must include two copies of the **sketch drawings** to scale, one not smaller than 1:200 and one A3 scale drawing, which must include:

- indicate plans, sections, elevations and services to each floor of the proposed building;
- outline specifications indicating primary construction materials, finishes and method of construction
- preliminary Building permit compliance report from a registered building surveyor.
- internal dimensions in figures (i.e. width and height of ceiling respectively) of each storey and of each compartment of each storey;
- proposed purpose of each compartment;
- designation of each room by number and the number of beds to be provided within each ward/recovery area;
- position of each bed in each area;
- position and widths of doors and door swings;
- position of windows and extent of opening;
- location of nurse stations,
- location of bathrooms, ensuites, shower rooms and toilets; and
- details of all access and egress.

Website of Interest:

- The Victoria Influenza Pandemic Plan was released in November 2005 and is available at: www.health.vic.gov.au/ideas

For further information contact Toula Drakopoulos on phone 1300 135 760 or email toula.drakopoulos@dhs.vic.gov.au

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