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| **Registration Application Guidelines** |
| Health service establishments and Mobile health services  OFFICIAL |

## When must an application for registration be made?

The Secretary to the Department of Health (the Secretary) registers health service establishments under provisions set out in Part 4 of the *Health Services Act 1988* (the Act). Registration of a health service establishment is the second stage of the approval process under the Act. The first stage of the process is to apply and be issued with a Certificate of Approval in Principle (AIP). A health service establishment may not commence operation (i.e., admit patients) until both stages have been completed.   
For information on how to make an application for AIP please refer to the AIP section on the <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>.

In order for a person to operate a health service establishment and provide prescribed health services of a prescribed kind for a fee, they are required to be registered in accordance with the Act.

An assessment of an application for registration is undertaken in accordance with the criteria detailed in section 83 of the Act. These criteria include:

* fitness and propriety of the proposed proprietor.
* financial capacity of the proposed proprietor.
* suitability of the fittings and equipment of the premises**; (excludes Mobile health services)**
* suitability of the management and staffing arrangements; and
  + arrangements for maintaining and improving the quality of health services provided.

The information required by the Secretary to assess compliance with each of these criteria is specified in more detail below.  
  
**Who can make an application?**

Only the proposed proprietor of a health service establishment can make an application for registration.

A proprietor of a health service establishment may take any of the following forms:

* a natural person
* a partnership
* a company
* a company limited by guarantee (not-for profit)
  + an incorporated association

## How to complete an application for registration

### 1. Schedule 4 form and prescribed fee

Applicants are required to complete Schedule 4 - Application for Registration of a Health Service Establishment (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>) and include the information outlined belowEmail [privatehospitals@health.vic.gov.au](mailto:privatehospitals@health.vic.gov.au) with the completed Schedule 4 form to request an invoice for payment of the prescribed fee (refer to Private Hospitals – fees <https://www.health.vic.gov.au/private-health-service-establishments/fees-for-private-health-service-establishments> for the current prescribed fee).   
**Payments must be made electronically**.  
  
The Department of Health (the department) requests the following information and documents to assess the application for registration in accordance with mandatory criteria detailed in section 83 of the Act. If additional information is required, the applicant will be notified.

### 2. Entity information

The Act requires the Secretary to ensure proposed proprietors of health service establishments are fit and proper persons to operate such a facility. The following documents must be provided for the person or entity who is likely to be the proprietor of the health service establishment. This includes for sole proprietors, partnerships, all company directors and/or board members.

1. **Natural person (sole trader or partnership)**

ASIC current business name extract showing business name holder details obtained in past 30 days.

**OR**

1. **Company**

ASIC current business name extract showing business name holder details obtained in past 30 days.

ASIC company extract search showing company office details and listing all directors and office holders obtained in past 30 days.

If a subsidiary company, a company structure chart.

Director, Board or Office Bearer form for AIP (available for download from [Private Hospitals - forms](https://www2.health.vic.gov.au/hospitals-and-health-services/private-hospitals/forms-checklists-guides)).

**OR**

1. **Other body corporate**

Director, Board or Office Bearer form for AIP and any requested attachment (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>.

Certificate of incorporation or other document as evidence of the status of the incorporated association or body corporate

The most recent annual report or annual return. (Excludes Mobile health services)

## Probity

In order to assess the fitness and propriety of the proposed proprietor, the department requires the following documents for each person:

* a completed Statutory Declaration-Fitness and Propriety (available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>); and
  + a National Police Record Check issued within the past twelve (12) months (see Note 1 and Note 2).

Note 1:The department will only accept a National Police Record Check (certified copy only) from any of the following agencies:

* Victoria Police.

NOTE: If the police check application is lodged through Victoria Police, they will only do checks for Victorian residents.

* Australian Federal Police.

NOTE: If there are directors or board members residing in other states, they must apply for their police check with that State or through a national accredited agency.

* a police force of another Australian State; or
  + an agency accredited with Crimtrac (see Australian Criminal Intelligence Commission for further information). It is recommended that police check applications are lodged on-line through a nationally accredited agency (e.g., [www.fit2work.com.au](http://www.fit2work.com.au) ) as the turn-around time can be as little as one hour.

Note 2: Certification of the National Police Check can be carried out by a Justice of the Peace, registered nurse, accountant, bank manager, barrister, solicitor, police officer, registered pharmacist, medical practitioner, dentist, chiropractor, physiotherapist, veterinary surgeon, or optometrist.

### 3. Financial capacity of the proposed proprietor

The department must consider whether the proprietor has and is likely to continue to have the financial capacity to operate the health service establishments.

Please arrange for an appropriately qualified independent certified practicing accountant (CPA) or associate chartered accountant (ACA) to review the proposed proprietor’s financial records and its capacity to operate the proposed health service establishment.

Generally, registration of a health service establishment is for two (2) years unless otherwise decided by the Secretary. The assessment of financial capacity should be made on the basis of the period of registration being two (2) years.

Any disclaimer, qualification or reservation to this statement must be attached.

### 4. Security of tenure (excludes Mobile health services)

The Secretary is required to consider whether the proprietor has security of tenure over the premises.

* If the proprietor is the owner of the land, on which the private hospital or day procedure centre is conducted, then please provide a written statement to this effect.
  + If the proprietor is not the owner of the land, then provide a written statement detailing the commercial or leasing arrangements that are in place and confirm that these arrangements will continue for the period of registration, which is ordinarily two (2) years.

### 5. Proposed health services and bed numbers

Complete the Proposed Bed Numbers form including the type of health service establishment and the number of beds used for each of the prescribed health services (form is available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).

### 6. Quality of health services

The department uses various sources of information to assess whether the quality of health services to be provided will be satisfactory. It is also a condition on registration to be accredited to the National Safety and Quality Health Service Standards; or to be formally engaged in the process.

**Please provide proof of enrolment for accreditation to the National Safety and Quality Health Service Standards (with the exception of Mobile health services.)**

### 7. Management, staffing and quality arrangements

Please provide an outline of the proposed management and staffing arrangements of the service.

This may include an outline of the organisational structure, key staff members and their qualifications, responsibilities, and accountabilities. This information should illustrate how the management and staffing arrangements are designed for the kinds of services to be provided.

Include information about the terms of reference and membership of the Medical Advisory Committee (where appointed).

Describe how competencies will be maintained for clinical staff such as medical practitioners, Registered Nurses, and allied health professionals (for example) by recruitment, supervision, performance review and ongoing education and training.

Provide confirmation of the following appointments:

* Mandatory appointments (DON / DCS, complaints officer and CEO)
* Director of Nursing / Director of Clinical Services   
  (form is available for download from (<https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).

**Note: Not applicable to mobile health services**

* Complaints Officer   
  (form is available for download from (<https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).
* Chief Executive Officer or however titled (form is available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>)

#### Other appointments

* + Medical Director   
    (form is available for download from <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>).

#### Credentialing

* provide details for credentialing of medical officers   
  (see guideline - [Credentialing and scope of clinical practice for senior medical practitioners policy](https://bettersafercare.vic.gov.au/reports-and-publications/credentialing-and-scope-of-clinical-practice-for-senior-medical-practitioners-policy))

### 8. Arrangements for maintaining and improving the quality of health services

**Please provide evidence of the following for registration:-**Health service protocols for quality and safety (by-laws)

Medical credentialing policy Inc. scope of practice

Admission and discharge systems Inc. patient exclusion criteria

Clinical deterioration policy

Complaints management policy

Infection prevention and control policy

Policy and procedures manual

Open disclosure policy

Clinical risk management program Inc. quality improvement plan

Proof of enrolment in an accreditation program

Evacuation policy

Plans for patient experience and Staff safety culture surveys

Sentinel event reporting

Health Services Permit (if applicable)

### 9. Health information data (Health service establishments only)

Consistent with Victoria's reporting obligations to the Commonwealth, under the National Health Information Agreement and the National Health Care Agreement, health service establishments are required to submit episode level data to the department for every separation, as specified in the *Health Services (Health Services Establishments) Regulations 2013*.

The (de-identified) demographic, administrative and clinical data are compiled into the Victorian Admitted Episode Dataset (VAED). Victorian hospitals must transmit data to the VAED via the PRS/2 system, an interface between the health service establishments’ in-house patient management system and the VAED. Services are required to test their data transmission capabilities prior to transmitting to the (live) production database.

Testing details and application forms are available in the VAED Manual located on the HDSS web site at VAED. The Health Data Standards and System unit (HDSS) Help Desk is also available to assist applicants through the testing and data transmission process. Contact HDSS +61 (3) 9096 8595 or email HDSS.helpdesk@dhs.vic.gov.au mailto:PRS2.Help-Desk@dhs.vic.gov.au prior to registration.

### 10. Suitability of the design, construction, fittings, and equipment (Health service establishments only)

The applicant should contact the Private Hospitals & Day Procedure Centre Unit two to four weeks prior to the completion of construction to arrange a site visit. The Occupancy Permit must be received by the department prior to the site visit. At this visit all relevant certification of compliance with relevant statutory authority and standards requirements must be submitted.

**NOTE:** If the Occupancy Permit is not provided to the department, the scheduled site visit will not take place and a new appointment will have to be made.

The Private Hospitals Unit will inspect the premises to ensure compliance with the Australasian Health Facility Guidelines (AusHFG) and the Regulations. At the final inspection any works that do not comply with the AusHFG or the Regulations may be required to be made compliant prior to registration of the facility.

Please complete the AIP Site Inspection Checklist- it provides a list of compliance certificates that may be required. This document can be downloaded from the Private Hospitals website <https://www.health.vic.gov.au/private-health-service-establishments/forms-checklists-and-guidelines-for-private-health-service>.

For the purposes of ensuring quality and safety of health services provided by a health service establishment at premises other than the premises for which it is registered, the proprietor must ensure that –

1. those other premises are suitable for the provision of safe patient care; and
2. persons with appropriate training and experience provide those health services; and
3. the equipment used to provide those health services is suitable for the type of health services provided

Please complete the form, Agreement between a mobile anaesthetic service and an unregistered office, for each unregistered practice that services are provided to.

### 11. Accuracy of information

It is an offence under section 151 of the Act to provide false or misleading information for the purposes of complying with the Act.

## What happens after an application is made?

### Maximum time frame for processing applications

The Secretary (or Delegate) has 60 days after receiving an application (comprising the scheduled form and prescribed fee) to inform the applicant of a decision. If the Secretary (or Delegate) requests the applicant to provide additional information, a decision must be made within 28 days of receipt of the information last requested or within the 60-day period, whichever is later. Proprietors should keep these timeframes in mind when applying for assessment.

## Send the completed form

Please email the signed and completed form by email to the Private Hospital & Day procedure Centres Unit at [privatehospitals@health.vic.gov.au](mailto:privatehospitals@health.vic.gov.au)

To receive this publication in an accessible format, email the [Private Hospitals and Day procedure centres unit](mailto:privatehospitals@health.vic.gov.au) <privatehospitals@health.vic.gov.au>   
  
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