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| Notification of appointments |
| Health service establishments |

# Termination or Vacancy of Chief Executive Officer or Medical Director

The *Health Services (Health Service Establishments) Regulations 2013* requires the notification of termination or vacancy of a Chief Executive Officer or Medical Director (however titled) position. The proprietor must notify the Department of Health and Human Services within 28 days of the appointment.

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| Name of facility: |  |
| Full address: |  |
| Termination or vacancy of which role: |  |
| Given names Mr/Ms/Dr: |  |
| Surname: |  |
| Contact telephone number: |  |
| Contact mobile number: |  |
| Contact email: |  |
| Date of termination or vacancy: |  |
| Date appointment will cease (N/A if unknown): |  |
| Name of person completing form: |  |
| Signature: |  |
| Date: |  |

*Please attach curriculum vitae of appointee, clearly outlining previous employment, positions held and levels of responsibility.*

### Send the completed form and CV

Please send the signed, completed form and curriculum vitae by email to [Private Hospitals](mailto:privatehospitals@dhhs.vic.gov.au) [privatehospitals@dhhs.vic.gov.au](mailto:privatehospitals@dhhs.vic.gov.au)

or by post to:

The Manager  
Private Hospitals  
Department of Health and Human Services  
GPO Box 4057  
MELBOURNE VIC 3001

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| Internal authorisation: |  |
| Date: |  |
| PHUD: |  |
| DB: |  |

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