

|  |
| --- |
| Guideline for Approval in Principle (AIP) – new health service establishment |
| Day Procedure Centre - mobile health service |

# Guideline for AIP application for development of new mobile health service

## When must an application be made?

To register a new mobile health service with the Department of Health and Human Service (the department) an application must be made to the Secretary to the department for an approval in principle (AIP).

An AIP is the first stage in the process for registration of a health service establishment (mobile health service). The second stage is to apply for registration of the service. A health service establishment must not commence operation until it is registered.

Prior to submitting an application for AIP, it is recommended that you telephone the Private Hospitals unit on (03) 9096 8873 to discuss the proposal.

## What is assessed when an application for AIP is made?

The assessment of an AIP application for a mobile anaesthetic service is made in accordance with the criteria detailed in section 71 of the Act. These criteria include the:

* financial capacity of the proposed proprietor;
* fitness and propriety of the proposed proprietor.

## How to complete an AIP application

### 1. Schedule 2 form and prescribed fee

Applicants are required to complete Schedule 2 - Application for Approval in Principle of a health service establishment (available for download from [Private Hospitals - forms](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/mobile-health-services)) and include the information outlined below.

The application must include the prescribed fee as indicated on the Private Hospitals website - [Private Hospitals - fees](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/fees). Cheques or money orders should be made payable to “Department of Health and Human Services”.

The department also requests other information and documents in order to assess an AIP application in accordance with the mandatory criteria detailed in section 71 of the Act.

### 2. Fitness and propriety

The Act requires the Secretary to ensure proposed proprietors of health service establishments are fit and proper persons to operate such a facility. The Probity 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, company directors and/or board members.

### 3. Probity

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 [Private Hospitals - forms](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/mobile-health-services)); and
* a National Police Record Check issued within the past twelve (12) months (see Note 1 & Note 2).

#### (a) Natural person (sole trader or partnership)

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

#### OR

#### (b) 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; and

Appointment or Change of Director, Board or Office Bearer form (available for download from [Private Hospitals - forms](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/mobile-health-services)).  
OR

#### (c) Other body corporate

Appointment or Change of Director, Board or Office Bearer form and any requested attachment (available for download from [Private Hospitals - forms](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/mobile-health-services)).

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.

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 a 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. 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.

### 4. Financial capacity

The Act requires the Secretary to ensure that a proposed proprietor of a health service establishment has the financial capacity to undertake the new development and operate the facility.

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

Complete the Statement by Accountant form (available for download from [Private Hospitals - forms](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/mobile-health-services)). Any disclaimer, qualification or reservation to this statement must be attached.

You may also be asked to submit additional information to demonstrate financial viability.

This may include;

* evidence of financial support and ability to meet loan repayments.
* financial plan/operating budget plan, including repayments schedule.
* medical practice insurance and or general business insurance.

### 5. 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 this 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. Applicants should keep these timeframes in mind when submitting an application for assessment.

As part of the AIP assessment, an authorised officer will make a time to meet and discuss how clinical care is managed in an unregistered premises. The *Pre-Approval in Principle (AIP) inspection checklist for mobile health* services) is used to assist with this assessment and is available for download from [Private Hospitals - forms](https://www2.health.vic.gov.au/hospitals-and-health-services/private-health-service-establishments/mobile-health-services).

NOTE: The department will endeavour to decide on complete AIP applications within 30 days.

### Certificate of AIP granted

After considering the application the Secretary (or Delegate) may grant the application and issue a Certificate of AIP. The AIP may be granted with conditions.

**Send the completed form**

Please send the signed and completed form by email to [Private Hospitals](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

If you require further information, please contact the Private Hospitals unit on +61 (3) 9096 2164.

|  |
| --- |
| To receive this publication in an accessible format email Private Hospitals [privatehospitals@dhhs.vic.gov.au](mailto:privatehospitals@dhhs.vic.gov.au) Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Department of Health and Human Services Feb 2020. Available at Private Hospitals on the health.vic website <https://www2.health.vic.gov.au/hospitals-and-health-services/private-hospitals/forms-checklists-guides>. |