



## **Private Hospitals and Health Services Act 1927**

# **Notification of appointment – Director of Nursing**

### **Appointment of Director of Nursing Form**

#### **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 states that Standard 2, criteria 2.4 requires that a designated Director of Nursing (DoN) (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 Department of Health is to be notified of the updated name and contact details within 7 working days.

If the DoN is absent, incapacitated or the position is vacant, the Licence Holder must appoint a person to act as the DoN during that period until such time a permanent DoN can be appointed to the position.

If you are notifying of a shared position, include the details of each person who will be working in the role.

Name of facility:

Address of facility:

DoN (however titled):

First name:

Surname:

Phone (direct):

Mobile:

Email address:

AHPRA registration number:

Date of appointment:

Name of person being replaced:

Date of cessation:

Reason for cessation:

Name of person completing form:

Signature:

Date:

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

**Once completed**

Send this completed form together with the attachments to the Licensing and Accreditation Regulatory Unit.

By email: [LARULicensing@health.wa.gov.au](mailto:LARULicensing@health.wa.gov.au)

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