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| **Acting Appointment Notification**   1. **Acting Chief Executive Officer (A/CEO)** 2. **Acting Medical Director (A/MD)** 3. **Acting Director of Nursing (A/DON)** 4. **Acting Complaints Liaison Officer (A/CLO)** Health service establishment and mobile health service OFFICIAL |

# *The Health Services (Health Service Establishments) Regulations 2013* requires the notification of appointments for a registered health service establishment or mobile health service be given to the Department of Health within 28 days of the appointment. **Please fill in relevant fields for the NEW appointment ONLY (e.g., the role of A B C or D)**

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| Name of health service establishment or mobile health service: |  |
| Business address: |  |
| 1. Acting Chief Executive Officer or however titled (please state): |  |
| 1. Acting Medical Director or however titled (please state): |  |
| 1. Acting Director of Nursing or however titled (please state): |  |
| 1. Acting Complaints Liaison Officer or however titled (please state): |  |
| Given names Mr/ Ms/ Dr*:* |  |
| Surname: |  |
| Contact telephone number: |  |
| Contact mobile number: |  |
| Contact email: |  |
| Date of appointment: |  |
| Date appointment will cease or N/A if unknown: |  |
| Name of person completing form: |  |
| Ahpra registration number: |  |
| Signature: |  |
| Date: |  |

## Send the completed form and CV

Please send the signed, completed form and curriculum vitae (CV) of appointee by email.

**The CV must clearly outline previous employment, positions held and levels of responsibility.**

**Note: A CV is not required for a Complaints Liaison Officer appointment**.

Email the Private Hospitals & Day Procedure Centres Unit at [privatehospitals@health.vic.gov.au](mailto:privatehospitals@health.vic.gov.au)

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