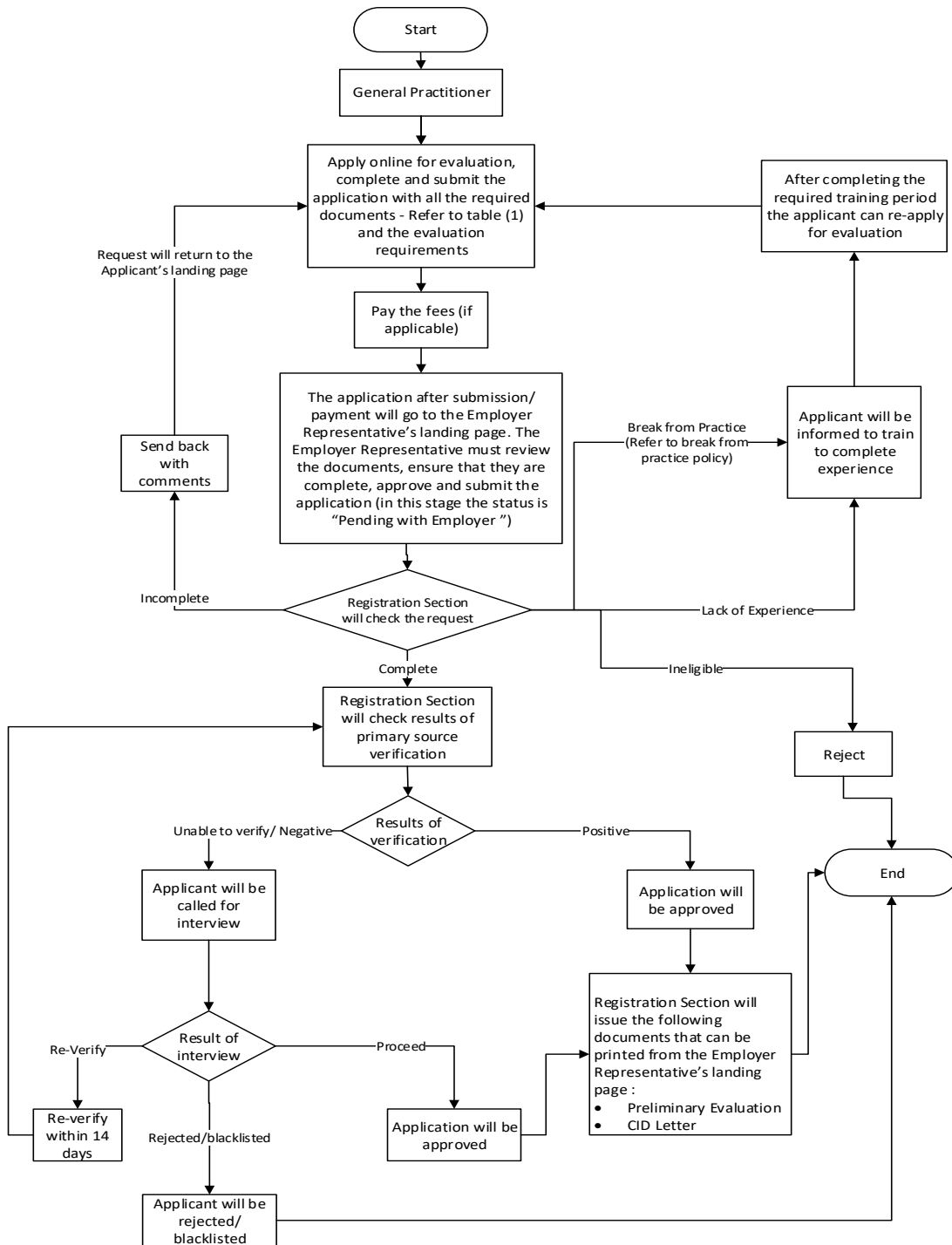




Guidelines for Physicians



1. A) Registration/Evaluation Process Map for “General Practitioner”



- ❖ The applicant should follow up on the request with the employer representative.
- ❖ Preliminary evaluation is only valid for 6 months.
- ❖ In the meantime, physicians who require training can only obtain it in Hamad Medical Corporation (HMC), Primary Health Care Corporation (PHCC) and Sidra Medicine.



Registration/Evaluation Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for Evaluation” request and upload the below mentioned required documents:

1. Copy of valid passport.
2. Copy of valid QID (front and back) or the national number* with copy of the document. (locum physicians must attach the national document)
3. One recent photo (according to photo criteria stated in [circular \(04-2014\)](#) or in the “[Additional Attachments](#)” document).
4. An up to date [Curriculum Vitae \(C.V\)](#).
5. Copy of all academic certificates relevant to applicant’s scope with official transcript (refer to Table no. 1).
6. Copy of the recent work experience certificates (with an issue date) required according to applicant’s scope (refer to Table no. 1).
7. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
8. Copy of primary source verification report.
9. The verification report will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary action.
10. Copy of the passing certificate of the qualifying exam (if applicable).

*The National number depends on each country such as the national ID in Sudan, the national insurance number in UK, the multi-purpose number in the Philippines...etc.

Notes

- Applications that do not meet the requirements above will be sent back to the applicant.
- The evaluation does not obligate the Department of Healthcare Professions to grant the applicant any specific degree or title.
- Please note that the verification process done by the verification companies replaces attestation of certificates by related competent authorities (i.e.: certificates do not have to be attested).
- The certificate of good standing will be required in the licensing phase unless the case requires otherwise.
- It is the applicant’s responsibility to follow up on the verification report and the certificate of good standing.
- Applicants/employer representatives can follow up on the certificate of good standing with QCHPGoodSt@moph.gov.qa



- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.

Table No. "1"

Scope of practice	Education requirements	Experience requirements
1-General Practitioner	1-Bachelor's degree of Medicine (or equivalent) from a university that is listed in the IMED FAIMER Directory. 2- Should sit for the qualifying exam unless exempted	5 years' post graduate experience
2- Associate	Refer to circular (4/2019)	5 years' experience in Total
3-Specialty Scope	Please refer to table 2	5 years' experience in Total

• **Assistant Physician**

- All practitioners under this category must be fresh medical graduates who have Bachelor degree in Medicine and Surgery (MB Ch B, MBBS, DM, etc.....)
- The duration for freshly graduate candidate will be specified on a case-by-case basis after discussion with top management.

The Title of "Assistant Physician" will be granted to the following categories after completion of all the requirements:

- 1) Qatar Universities' Graduates.
- 2) Qataris or Born in Qatar or Resident's offspring / Spouses who graduated abroad.

Assistant Physicians Registration/Evaluation Requirements:

Kindly apply through the Registration/Licensing Electronic System on the Department of Health Professions' [website](#), complete the online application and pay the required fees (if applicable).

Refer to [circular \(05- 2019\)](#) for Adding "Assistant Physician" title to the approved physician categories of the Evaluation/Licensing in the state of Qatar.



Submit an electronic “Apply for Evaluation” request and upload all the requirements for evaluation as per the Physicians’ Guidelines in addition to the below mentioned documents:

- 1) Letter from the Department regarding the acceptance of being the supervisor for the mentioned Assistant Physicians. This letter should be signed by the supervisor/s and the medical director of the Institution.
- 2) Copy of primary source verification report (If applicable).
- 3) The verification report will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary action.
- 4) Qualifying exam is not required.
- 5) The original certificate of good standing will be requested if applicable.

● **General Practitioner**

- a) All practitioners under this category must pass the qualifying exam after completing not less than five years of experience and meeting the registration and licensing requirements.
- b) Listed below the qualifying exams that exempt applicants from the State of Qatar’s qualifying exam of Physician, please refer to circular no. (17/2018).

Physicians
● Australian Medical Council Multiple Choice Questionnaire
● Professional and Linguistic Assessments Board Part 1
● United States Medical Licensing Examination Part 3
● Medical Council of Canada Qualifying Examination Part 1
● Hamad Medical Corporation National Board Examination
● The IFOM Clinical Science Exam
● Pre-Registration Examination system both parts (MCQ and OSCE) from Ireland

● **Associate Physician**

This title will be granted to any physician who has one of the following:-

1. A post-graduate degree which is not included in the Department of Healthcare Professions’ approved specialty qualifications list; this degree should include at least one year structured training program in addition to passing the final certifying exam.
2. Master’s degree or membership of the Royal colleges that mandates at least 18 months of training in an accredited institution.
3. Structured supervised training program of minimum three years and is eligible to sit for the certifying exam.



4. A post-graduate degree which is included in the Department of Healthcare Professions' approved specialty qualifications list; however, he/she did not complete the required years of work experience as per the category of his/her post-graduate certificate.

For more details, please refer to [circular \(7-2018\)](#)

- **Specialty**

- 1- Listed below are the current approved physician's specialty qualifications in the state of Qatar.
- 2- Qualifications /Certificates not included in the list or from countries other than the below mentioned will be evaluated as Associate physician.
- 3- In determining the eligibility of an applicant for registration with the Department of Healthcare Professions, the following definitions for each category to be considered:

Category 1: Holders of these certificates can:

- a. Get the Specialty scope without obtaining clinical experience post qualification degree.

Category 2: Holders of these certificates can:

- a. Get the Specialty scope after completion of one year clinical experience post qualification degree, unless otherwise specified in the attached table (If the applicant has less than one year clinical experience post qualification degree, he/ she will be eligible for Associate physician till the required experience is fulfilled) .

For Candidates holding the certificates with asterisk **

- Get the Specialty scope after completion of three years clinical experience post qualification degree, unless otherwise specified in the attached table.
- If the applicant has less than the required years of clinical experience post qualification degree he/ she will be eligible for Associate physician till the required experience is fulfilled.

Note: The Health care facility has the right to give consultant title to the physician/s according to the policy guidelines mentioned in Appendix (1).

- **Board Eligible Category (Only for HMC, PHCC and Sidra Medicine)**

- 1- Board eligible physicians are defined as - "Physicians who:
 - Are Qatari nationals or permanent residents of Qatar;
 - Graduated from any of the medical school(s) approved by/ in the State of Qatar;
 - Completed a structured training program in the United States or Canada (North America) that is accredited by the Department of Healthcare Professions.
- 2- Board Eligible candidates will be registered & licensed as "Board Eligible physicians" and will be granted a grace period not exceeding 3 years to complete the exam and be 'Board Certified'.



- 3- The physicians in this category will benefit from the mentioned grace period after providing the Department of Healthcare Professions with a justification letter clarifying the reason of the delay in getting the Board certification.
- 4- Physicians will be eligible to be licensed in their area of specialty, whenever they passes the certifying exam.
- 5- Candidates, who didn't get Board certification, within the grace period, will be registered and licensed as "Associate physician" as per the area of specialty.
- 6- Board Eligible physicians will be working under supervision.

Notes

- A waiver of one year from the experience required will be granted for holders of recognized Fellowship program.
- Qatari Physicians and Physicians who completed a training program that is accredited by the Department of Healthcare Professions in the State of Qatar and are Board Certified; are exempted from post qualification experience to obtain the Specialty.
- Fellowship program from HMC will be recognized in determining the scope of practice.

In case of any Governmental agreements with any country that are not included in the below list, specialization degree/certificates can be assessed based on the agreement.

References:

- [Circular \(02- 2019\)](#) for the update on the approved requirements of the "Registration/Evaluation" applications



Table No 2: Update on the policy of Physicians' Approved Specialty Qualifications in the State of Qatar

No.	Country (region) of conferring institution	Category 1	Category 2
1.	Arab countries		Arab board for medical specialties
2.	Algeria		Higher medical studies (diploma) issued by Algerian ministry of higher education.
3.	Argentina		Specialization Certificate issued by the Ministerio de Desarrollo Social y Salud
4.	Austria		Facharztdiplom (Diploma of medical specialist) issued by Österreichische Ärztekammer Or An ArztfürAllgemeinmedizin (Diploma of general medicine)
5.	Australia	Membership/ Fellowship of the Royal College. (All the approved specialist training programs by Australian Medical Council).	
6.	Bangladesh		Master of Surgery (MS)** , Doctor of Medicine (MD)** or Fellow of the Bangladesh College of Physicians and Surgeons** + Total 5 years of work experience after the degree Note: fellowship should be by Exam and not by endorsement or election



7.	Belgium		Bijzondereberoepstitel van geneesheerspecialist/Titre professionnel particulier de médecin spécialiste awarded by the Minister bevoegdvoor Volksgezondheid/Ministre de la Santé Publique (Formal evidence of having qualified as a medical specialist issued by the Minister of Public Health)
			Bijzondereberoepstitel van huisarts/Titre professionnel particulier de médecin généraliste (certificate of specific training for general medical practice)
8.	Bosnia and Herzegovina		Certificate of successful completion of specialist exam **
9.	Brazil		"Titulo De Especialista" Issued by Brazilian Medical Association and the Brazilian College of Surgeons And Registered with the Regional Councils or Federal Medical Council as a Specialists
10.	Bulgaria		Свидетелство за призната Специалност (Evidence of Recognized Specialty) awarded by the Университет (University) **
11.	Canada	Specialization Certificate of the Royal College of Physicians and surgeons of Canada (RCPSC)	
		Specialty Certificate from the College of Family Physician of Canada (CFPC)	
12.	China		Master's Degree with Evidence of clinical training (minimum two (2) years) program accredited by the National Committee of Academic Degree **
13.	Cuba		First Degree of Specialization**



14.	Czech Republic		Diploma Specializaci (specialist medical degree) awarded by the Czech Ministry of Health**
15.	Denmark	Bevis for tilladelse til at betegne sig som speciallæge (Certificate concerning the title of Specialist - Issued by Authority of health services (Sundhedsstyrelsen).	
		Tilladelse til at anvende betegnelsen alment praktiserende læge/ Speciallæge i almen medicin (certificate of specific training for general medical practice)	
16.	Egypt		Doctor of Medicine (MD)
			Fellowship of Egyptian Board**
17.	European Union	European Board examination from European Union of Medical Specialties + certificate of completion of Specialist training.	
18.	Finland	Erikoislääkäarin tutkinto/ Special läkarexamen (Certificate of degree of specialist in medicine awarded by a Finnish University).	
		Todistus yleislääketieteen erityiskoulutuksesta/ Bevis om särskild allmänläkarutbildning (Certificate of specific training for general medical practice)	
19.	France	Certificat d'études spécialisées de médecine (CES) (Certificate of Specialized Studies in Medicine issued by French University with Full license issued by Conseil National de l'ordre des médecins)	
		Diplôme d'études spécialisées/ Diplôme d'études spécialisées complémentaires qualifiant de médecine (DESC - diploma of complementary specialized studies) issued by French University	
		Diplôme Interuniversitaire de Spécialité (DIS) (Interuniversity Diploma of medical specialty)	



20.	Germany	Fachärztliche Anerkennung/ Fachärztliche Urkunde (Certificate of medical specialist issued by State's Medical Council (The Landesärztekammer)	
		A Zeugnis über die spezifische Ausbildung in der Allgemeinmedizin (Certificate of specialist training in general medicine) issued by The Landesärztekammer	
21.	Greece		Τίτλος Ιατρικής Ειδικότητας (Certificate of medical specialization -awarded by Greek region of medical specialization)
			Τίτλος ιατρικής ειδικότητας γενικής ιατρικής (certificate of specific training for general medical practice)
22.	Hong Kong		Specialist training from a recognized post-graduate training program in Hong Kong And Fellowship of Hong Kong Academy of Medicine (HKAM)
23.	Hungary		Háziorvostan Szakorvosi bizonyítvány issued by <i>Nemzeti Vizsgabizottság</i> (Hungarian specialist certificate awarded by National Board of Examination or National Qualification Board Before 28 August 2004 awarded by the Hungarian Ministry of Health) **
24.	India		MD** or MS** from recognized Medical school or DNB** from National Board of Examination + Total 5 years of work experience after the degree
			DM/M.ch
25.	Iraq		Fellowship of Iraqi Board issued by the Iraqi Commission of Medical Specialties. Or Fellowship of Kurdistan Board issued of Medical by Kurdistan Board Specialties ((FKBMS) with certificate of completion of minimum 4 years structured training program).
26.	Iran		Iranian Board**



27.	Ireland	Certificate of Specialist Doctor issued by the Medical Council of Ireland and Certificate of Satisfactory Completion of Specialist training (CSCST). or Membership / Fellowship of the Royal Colleges and Certificate of Satisfactory Completion of Specialist training (CSCST).	Membership/ Fellowship of the Royal Colleges before 1996
		A certificate of specific qualification in General medical practice issued by the Medical Council of Ireland and Certificate of Satisfactory Completion of training in General Practice(CSCST). or Membership/ Fellowship of the Royal College of General Practitioners and Certificate of Satisfactory Completion of training in General Practice (CSCST).	Intercollegiate Specialty examination from one of the four Surgical Royal Colleges**
			Fellowship of the Royal colleges after 1996**
28.	Italy	Diploma of specialized doctor granted by a rector of an Italian university (A Diploma di (medico) specialista, rilasciato dal rettore di una universita)	
		An Attesto di formazione specifica in medicina generale (certificate of specific training for general medical practice) issued by the Ministry of Health.	
29.	Japan		PhD Note: minimum two (2) years clinical course duration.
30.	Jordan		Jordanian Board awarded by the Jordanian Medical Council
31.	Korea		Certificate of specialization awarded by the Ministry of Health and Welfare showing the completion of the training program in addition to passing the required examination.
32.	Kuwait		Board Certification by the Kuwait Board under the Kuwait Institute for Medical Specialization/Ministry of Health



33.	Lebanon		<p>Certificate of completion of residency and exit specialization exam from:</p> <ul style="list-style-type: none"> • American University of Beirut(AUB)** • Saint Joseph University ** • Lebanese University ** • Beirut Arab University(BAU) **
34.	Libya		Libyan Board of Medical Specialty
35.	Malaysia		Master/Doctor Degree minimum 4 years course duration
36.	Morocco		Diplome de Specialite Medicale (Specialty Certificate issued by the National Physicians Authority)
37.	Nepal		MD ** or MS ** from recognized Medical school + Total 5 years of work experience after the degree
38.	Netherlands		<p>Bewijs van inschrijving in een Specialistenregister (Certificate of recognition And Registration/certificate of entry in the Specialist Register)</p> <ul style="list-style-type: none"> o Medisch Specialisten Registratie Commissie (MRSC) o Sociaal-Geneeskundigen Registratie Commissie o Huisarts en Verpleeghuisarts Registratie Commissie (HVRC) van de Koninklijke Nederlandsche Maatschappij tot Bevordering der Geneeskunst <p>– Note that only certificates issued before 19 July 2007 are accepted from this awarding body</p> <ul style="list-style-type: none"> o Registratie Commissie Geneeskundig Specialisten (RGS)
			<p>Certificaat van inschrijving in een specialistenregister van huisartsen</p> <p>awarded by any of the following:</p> <ul style="list-style-type: none"> o Huisarts en Verpleeghuisarts Registratie Commissie (HVRC) o Registratie Commissie Geneeskundig Specialisten (RGS)
39.	New Zealand	Fellowship of the Royal College/Colleges	
40.	Norway		<p>Spesialistgodkjenning issued by the Den Norske Legeforening (Medical Association of Norway) or Norwegian Directorate of Health</p>
			<p>Bevis for kompetanse som allmennpraktiserende lege/Godkjenning som allmennpraktiserende lege (certificate of specific training for general medical practice) issued by Norwegian Registration Authority for Health Personnel (SAK)</p>
41.	Oman		Omani Board
42.	Pakistan		Fellowship of College of Physicians and Surgeons in Pakistan (FCPS) + Total 2 years of work experience after the FCPS.



43.	Philippines		<p>Diplomate of the Philippine Board** N.B. Diplomate from the following institutions is accepted:-</p> <ul style="list-style-type: none"> • Philippine Society of Anesthesiologists** • Philippine Academy of Family Medicine** • Philippine College of Physicians** • Philippine Obstetrical and Gynecological Society** • Philippine Society of Pathologists** • Philippine Pediatric Society** • Philippine College of Radiology** • Philippine College of Surgeons**
44.	Poland		<p>(Specialist Diploma) Dyplom uzyskania tytułu specjalisty issued by the Centrum Egzaminów Medycznych** First Degree of Specialization**</p>
45.	Portugal		<p>Título de Especialista (professional award of specialist) issued by the Ordem dos Medicos Título de especialista em medicina geral e familiar (certificate of specific training for general medical practice) issued by Ministério da Saude or Ordem dos Medicos</p>
46.	Romania		<p>Certificate de medic specialist issued by Ministerul Sănătății Publici (the Ministry of Public Health)** Certificat de medic specialist medicină de familie issued by Ministerul Sănătății Publici (the Ministry of Public Health)**</p>
47.	Russia		Magista PhD**
48.	Saudi Arabia		Saudi Specialty Certificate (Saudi Board) issued by Saudi commission for Health Specialties.
49.	Serbia		Specialty certificate issued by a Serbian university And Registration as a specialist from the Serbian Medical Chamber **
50.	Singapore	Exit Certificate from Joint Committee on Specialist Training (JCST) and Certificate of Specialist Accreditation from the Specialist Accreditation Board	
51.	Slovakia		Diplom o špecializácii (Diploma of specialization) issued by Slovak universities**



52.	Slovenia		Potrdilo o opravljenem specialisticnem izpitu (Certificate of successful completion of the specialist exam) issued by Medical Chamber of Slovenia**
53.	South Africa		Masters of Medicine (M. Med) Degree or Fellowship Certificate approved by the Colleges of Medicine of South Africa (CMSA)
54.	Spain		Título de Especialista (professional qualification of a specialist) issued by the Spanish Ministry of Health and Consumer Affairs or the Spanish Ministry of Education and Culture
			Título de Especialista en medicina familiar y comunitaria (specialist certificate in family and community medicine) issued by the Spanish Ministry of Health and Consumer Affairs or the Spanish Ministry of Education and Culture
55.	Sudan		Clinical MD Issued by Sudan Medical Specialization Board Or Clinical MD issued by University of Khartoum and Specialist Registration from Sudan Medical Council
56.	Sweden	Bevis om specialistkompetens som läkare (certificate of the right to use the title of specialist) issued by the Socialstyrelsen (National Board of Health and Welfare of Sweden)	
		Bevis om kompetens som allmänpraktiserande läkare (Europaläkare) (certificate of specific training for general practice) issued by the Socialstyrelsen (National Board of Health and Welfare of Sweden)	
57.	Switzerland	Diplôme de médecin spécialiste/Diplom als Facharzt/ Diploma di medico specialista (specialist qualification) issued by the Swiss Federal Department of Home Affairs (FDHA) Or Master of Advanced Studies of Clinical Medicine	



58.	Syria		Higher Study Certificate issued by Ministry of Higher Education **
			Syrian specialization certificate issued by MOH**
			Syrian board**
			Specialist registration is not accepted as recognized specialty certificates
59.	Tunisia		Specialty Certificate issued by the Ministry of Higher Education and Ministry of Health
60.	Turkey		Uzmanlik Belgesi issued by Sağlık Bakanlığı (Certificate of Medical Specialty issued by Ministry of Health)
61.	Ukraine		PhD**
62.	United Kingdom	Membership/Fellowship from Royal Colleges + Certificate of Specialist Training (CCST) or equivalent.	Membership/Fellowship of the Royal Colleges before 1996
			Intercollegiate Specialty examination from one of the four Surgical Royal Colleges**
		Membership/Fellowship from Royal College of General Practitioners + Certificate of Completion of Training in General Practice (GP) awarded by PMETB and Registration with the GMC as a GP	Fellowship of the Royal Colleges after 1996 **
63.	United States of America	American Board of Medical Specialties (ABMS) Certificates and Subspecialty Certificates	



No.3: General Remarks

- ❖ Holders of any post-graduate degree that is not included in the above table must submit his/her transcript and program curriculum or equivalent subject for review according to the Department of Healthcare Professions' policies and procedures.
- ❖ The above table is not exclusive and the Department of Healthcare Professions reserves the right to amend and update the requirements at different intervals without prior notice.
- ❖ Holder of a Qualification degree which is higher than the degrees mentioned in the above table will be considered accordingly.
- ❖ In case the post-graduate certificate is limited to certain duration of time according to its issuing Authority (such as The American Board certificates), it will not be mandatory to be valid on applying for Registration/licensing in Qatar, if they fulfill the down listed criteria:
 - The certificate should be valid at the time of leaving the country of issuing this certificate.
 - The physician should be actively engaged in the CME, CPD system in the country/s before joining Qatar.
 - The physician should have a valid Registration/ Health license in the country/s before joining Qatar.
- ❖ The Department of Healthcare Professions reserves the right to ask for recommendation letters if required.
- ❖ The Department of Healthcare Professions reserves the right to conduct interviews as part of the evaluation process if required.
- ❖ The Department of Healthcare Professions reserves the right to ask for additional supporting documents whenever needed.
- ❖ Holders of specialty certificates in the main specialty while their work experience in the sub specialty, can be granted a scope of practice as per the sub-specialty only if the university/issuing institution does not have the sub specialty degree at the time he/she got the degree. The Registration Section may request for an official proof (if necessary).
- ❖ In determining the eligibility of an applicant for registration in Specialty Scope, applicant shall comply with the following basic requirements:
 1. To have a minimum of six (6) years undergraduate degree (MBChB/MBBS/MBBCh /Northern American MD or equivalent)
 2. The internship program can be considered for completion of the required undergraduate study years, in case the medical college program is less than (6) years.



- ❖ The Department of Healthcare Professions reserves the right to consult an expert panel in the respective specialty whenever required.
- ❖ Physicians cannot be registered with double specialties unless they are related, but can get privileges for more than one specialty after assessment through a specialized committee.
- ❖ Certificates of mostly academic nature and character, the curricula of which do not include patient care, clinical practice and practical training in the field of specialization.
- ❖ This policy cancels any previous policies in this regard.
- ❖ Healthcare facilities are given the right to grant the title of specialist or consultant to their physicians, according to the Guidelines and standards approved by the Department of Healthcare Professions. (Appendix 1)
- ❖ The applicant must be reasonably fluent in either Arabic or English or both.
- ❖ Please ensure to check the below mentioned website for any updates:
 - ✓ www.qchp.org.qa

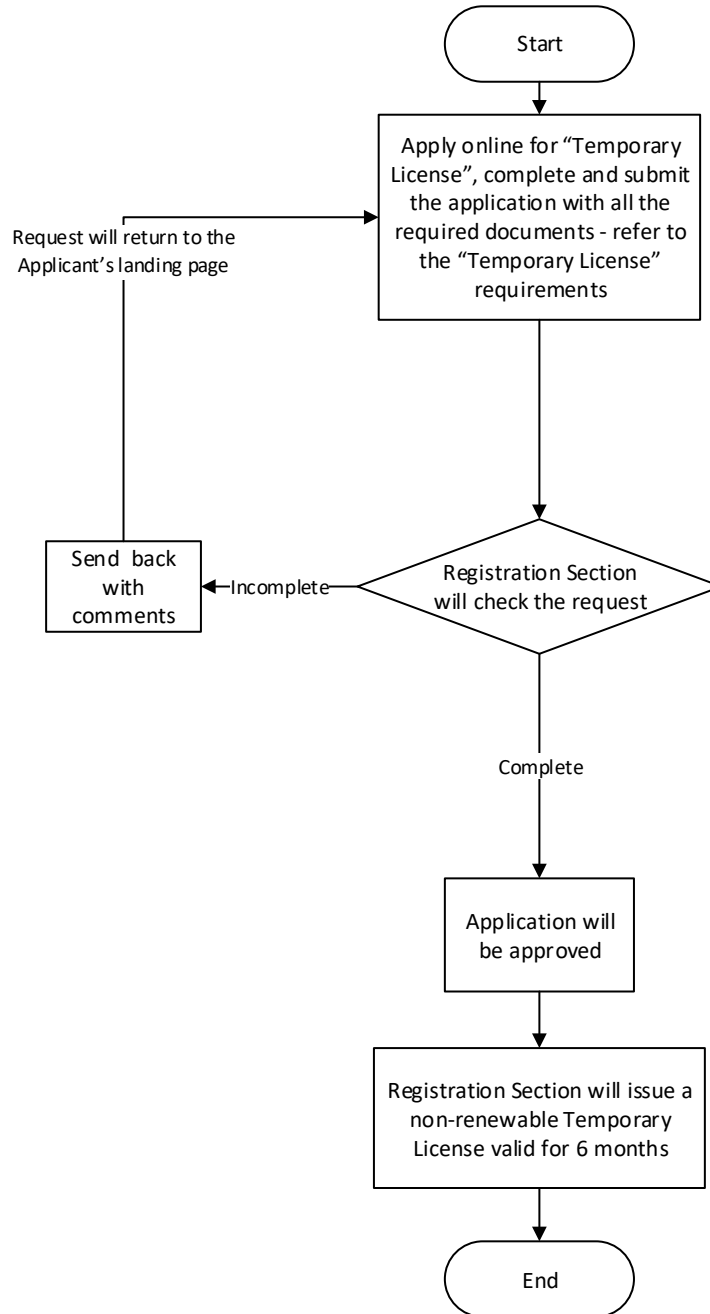
APPENDIX (1):

Healthcare facilities have the right to promote their Physicians to consultant according to the below guidelines and criteria:

- 1- Physician must be licensed in a specialty area by the Department of Healthcare Professions.
- 2- Holders of certificates from Category 1, can be promoted to Consultant title after completion of one year of clinical experience post qualification degree.
- 3- Holders of certificates from Category 2, can be promoted to Consultant title after completion of four years of clinical experience post qualification degree.
- 4- Holders of certificates from Category 2**, can be promoted to Consultant title after completion of seven years of clinical experience post qualification degree.
- 5- The physician should be the first or second author for at least 2 articles published in peer-reviewed journals; only one of the articles can be a case report.
- 6- The physician should have at least two recommendation letters and satisfactory performance reports from his current place of work.
- 7- Promotion to consultant title should be through a committee from the Medical director, Quality improvement member and a member from the Human Resources Department.
- 8- All mentioned documents should be available on request from the Department of Healthcare Professions for Auditing purposes.



2. Temporary License Process Map





Temporary License Requirements:

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for Temporary License” request and upload the below mentioned required documents, (documents uploaded in the evaluation will remain available on the system unless expired):

1. Copy of valid QID (front and back) (If applicable)
2. In case the healthcare practitioner applies for the temporary license without a QID, then the following documents must be submitted:
 - Medical Test from the home country (Blood Test, Chest X-ray) attested from the Ministry of Foreign Affairs in Qatar (MOFA).
 - Police Clearance Certificate from the home country attested from MOFA.
3. Undertaking letters for the temporary license for the practitioner and facility (correct templates are in the “[Additional Attachments](#)” document)

Notes

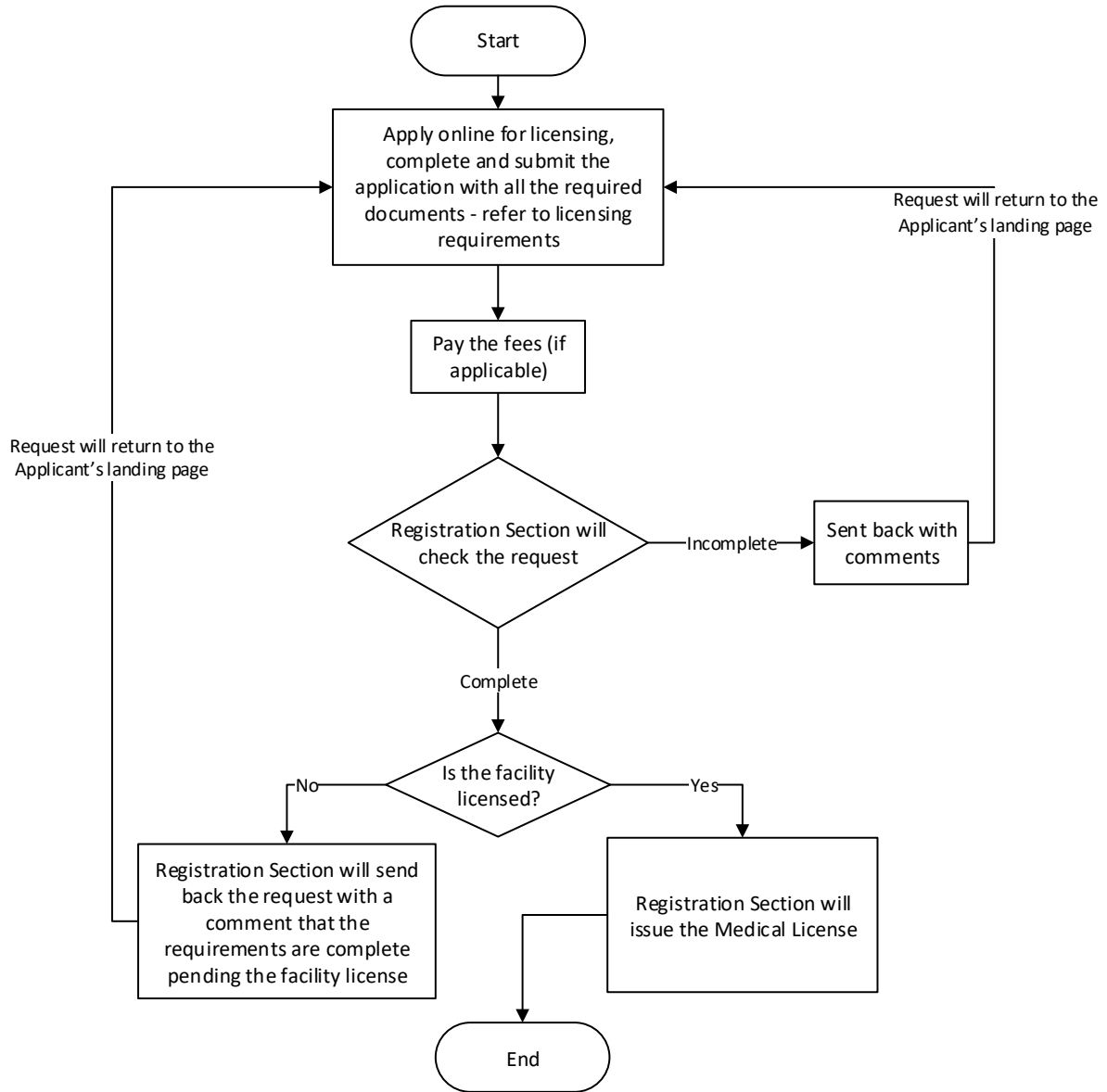
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Temporary Licenses shall be valid for a maximum period of 6 months (non-renewable).
- The practitioner must apply for a licensing application during the temporary license validity period; otherwise, they will have to re-apply for evaluation.
- In case of negative verification reports and proven incidents of fraud, the license will be suspended, practitioner will be banned from practicing immediately and this will result in disciplinary actions on the practitioner.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

References:

- [Circular \(22-2018\)](#) - Launch of Electronic “Temporary License” Applications.
- [Circular \(09-2018\)](#) - Updates on Temporary License Policy



3. Licensing Process Map





Licensing Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for Licensing” request and upload the below mentioned required documents, (documents uploaded in the evaluation will remain available on the system unless expired):

1. Copy of valid QID (front and back) (If applicable)
 - a. For male practitioners (and female practitioners on their employer's sponsorship), the sponsor should be the potential employer.
 - b. For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your potential employer.
2. Copy of the verification report.
3. Copy of Police Clearance Certificate from Qatari Ministry of Interior.
4. Medical report (valid for 6 months), which can be issued by:
 - a. HMC
 - b. Medical Commission
 - c. Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
 - d. Primary Health Care Corporation (For Qataris only)
5. Medical report must include: HIV test, HCV test, HBV test and Chest X-Ray.
6. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent (or CPR registration receipt + undertaking letter that CPR certificate will be submitted upon completion).
7. Original Certificate of Good Standing must be sent directly from the Registration authority (or authorities) of the most recent required years of work experience, to: Registration Section, Department of Healthcare Professions, Ministry of Public Health, P.O. Box: 7744, Doha, Qatar or QCHPGoodSt@moph.gov.qa.

Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- The certificate of good standing will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary action.
- It is the applicant's responsibility to follow up on receiving the certificate of good standing.
- Applicants/employer representatives can follow up on the certificate of good standing with QCHPGoodSt@moph.gov.qa



- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.

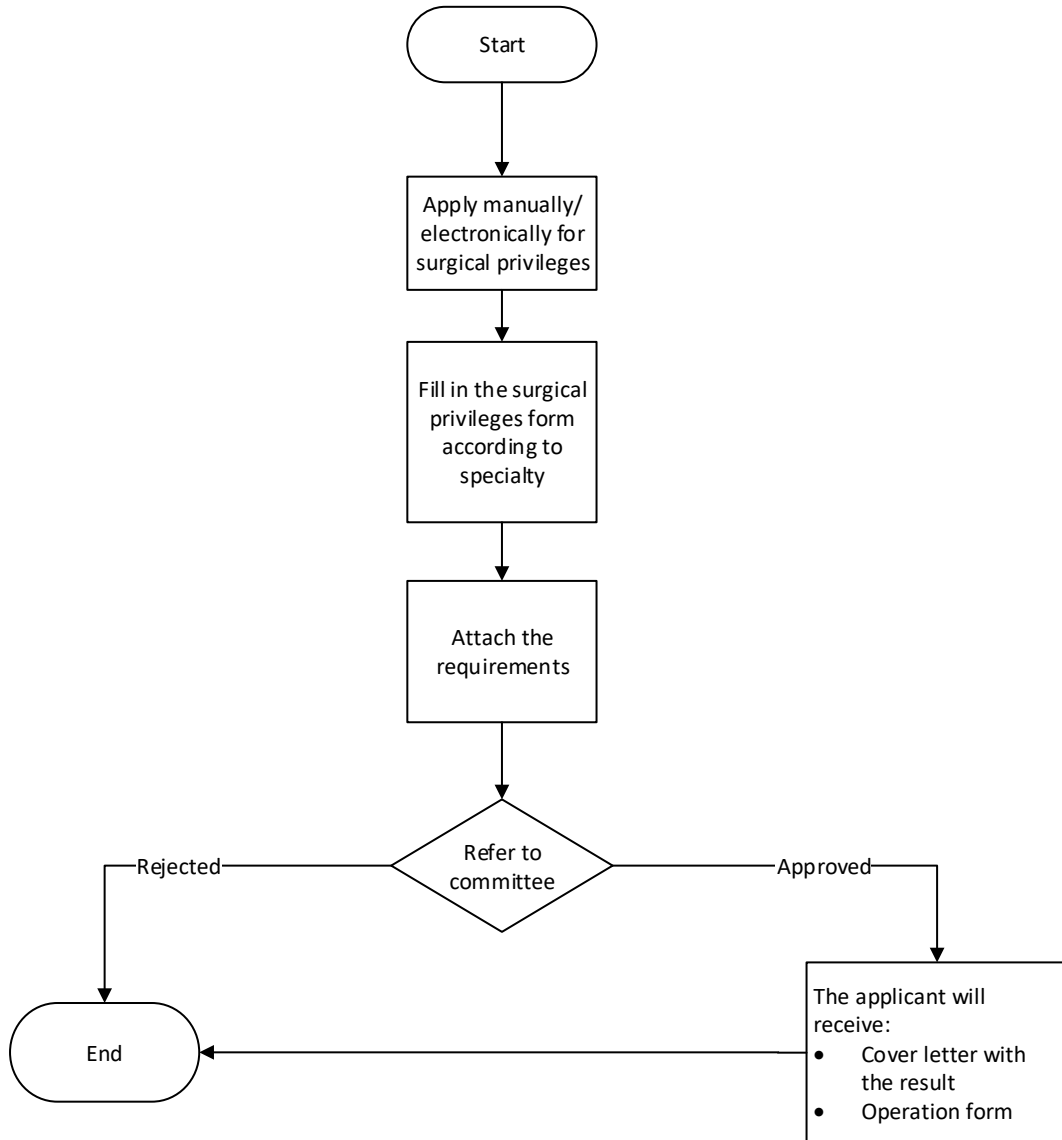
For Locum physicians

The following items are required in addition to the previous requirements noted above:

1. Copy of recent blood test and chest x-ray (valid for 6 months after the test date) from Medical Commission Dept. (or an attested valid blood test & chest x-ray from home country and an undertaking letter signed and stamped from the place of work stating that the blood test and chest x-ray will be taken in the State of Qatar before commencing work).
2. Attested police clearance from home country.
3. The healthcare institution shall submit an application along with specific dates for the Locum doctors (for e.g. From: DD/MM/YR To: DD/MM/YR) without contradicting with the recruitment system in the Ministry of Interior with regards to the period of the visit.
4. There must be a licensed specialist on a permanent basis with the same specialty for following up the cases that the Locum doctor deals with.
5. No QID is required for Locum Doctors; please check [circular 14/2015](#).
6. A letter of intent should be attached from the potential employer.



4. Surgical privileges process map





Surgical/Medical Privileges Requirements

A] First Time Surgical /Medical Privilege Application:

Submit a manual Surgical/ Medical Privileges request attached with all the below mentioned documents:

(Two copies to be submitted)

1. Surgical/ Medical Privileges Form for the specific speciality (marking in the requested column) and signed by the physician and the medical director of the facility.
2. If there is no surgical privilege form for a specific speciality available on the website, kindly add the required privileges by a separate letter.
3. Copy of Valid Medical License or copy of valid evaluation.
4. Request letter (cover letter) signed & stamped by the medical director of the place of work specifying the start date of work, good standing and the name of the facility where the applicant wants to perform the surgeries.
5. Request Letter from the facility where the applicant wants to perform the surgeries (it could be in a different workplace from the one mentioned in his license).
6. Stamped approval letter from the facility where the applicant wants to perform the surgeries (available on the website).
7. Copy of official surgical log book for the last 3 years (must be attested by the official competent authorities).
8. Personal declaration for Surgical/ Medical Privileges (available on the website).
9. Copy of bachelor degree or its equivalent.
10. Copy of the specialization certificate or its equivalent.
11. Curriculum - Vitae (C. V).
12. Recommendation letters (if any).

Documents for the supervisor surgeon (if required by the committee):

1. Copy of the valid medical license.
2. Copy of his Surgical/ Medical Privileges approval letter from Registration Section.



B] Re-applying for Additional Surgical/ Medical Privileges Application (After 6 month period):

Submit a manual Surgical/ Medical Privileges request attached with all the below mentioned documents:

(Two copies to be submitted)

1. Justification letter for applying for additional Surgical/ Medical Privileges.
2. Surgical/ Medical Privileges Form for the specific speciality (marking in the requested column) and signed by the physician and the medical director of the facility.
3. Copy of **new** training certificate/courses attended in the requested privilege.
4. Copy of **new** work experience in the requested privilege (log book)
5. Copy of Valid Medical License or copy of valid evaluation.
6. Request letter (cover letter) signed & stamped by the medical director of the place of work specifying the start date of work, good standing and the name of the facility where the applicant wants to perform the surgeries.
7. Request Letter from the facility where the applicant wants to perform the surgeries (it could be in a different workplace from the one mentioned in his license).
8. Stamped approval letter from the facility where the applicant wants to perform the surgeries (available on the website).
9. Copy of official surgical logbook for the last 3 years (must be attested by the official competent authorities).
10. Personal declaration for Surgical/ Medical Privileges (available on the website).
11. Copy of bachelor degree or its equivalent.
12. Copy of the specialization certificate or its equivalent.
13. Curriculum - Vitae (C. V).
14. Recommendation letters (if any).
15. Copy of previous Surgical/ Medical Privileges approval letter from Registration Section.



Important Notes

- Any documents presented in languages other than Arabic or English must be translated and attached to a copy of the original documents
- Any other required documents that are not mentioned above should be submitted upon request.
- The PLC has the right to cancel any of the competencies, core or advanced privileges if it has been confirmed the unsafe practice of the physician for any of the granted procedures.
- The applicant can apply for Surgical/ Medical Privileges in alignment with evaluation.
- Healthcare practitioners can apply to perform the surgeries in a different workplace from the one mentioned in his license.
- The original attested or verified -by primary source verification company- surgical log book must be submitted to the Registration Section prior to the issuance of the final letter numerating all the privileges approved by the expert panel.
- Original documents/ certificates must be presented upon request.
- All Surgical/ Medical Privileges requirements applicable on Locum practitioners.
- It is prohibited to communicate directly with the surgical committee in regard to the follow up of healthcare practitioners' Surgical/ Medical Privileges requests, Anyone who violates the above, will be held accountable and be subject to disciplinary actions, such as rejection of the respective request with an official warning sent to the concerned facility "refer to circular 2/2014".
- If the healthcare practitioner is not satisfied with the result of the requested privilege or the result is not clear, **he can apply for appeal** within one month, with all the required documents mentioned in the first time Surgical/ Medical Privileges Application category, in addition to, a justification letter and Copy of the result (committee evaluation) issued by the Registration Section/the Department of Healthcare Professions for the pervious privilege/s request
- Any appeal request after a period of one month will not be considered.
- Any incomplete request will not be processed, and will be sent back to the counter with a note for all the missing documents.
- Reapplying for additional Surgical/ Medical Privileges will only be considered after **a period of 6 month**, and if the applicants submit new documents as new log book or courses or training that had not been submitted or evaluated through the committee before.



- Regarding the validity of the Surgical Privileges, the FTP department is currently developing the revalidation policy for healthcare practitioners that will ensure that any healthcare practitioner holding surgical privileges is competent and safe to practice.
- Physician in specialty scope once he/she gets the Temporary or permanent license, he/she can practice as per the scope within the core competencies and core privileges specific to this scope.
- Physician in specialty scope can apply for advanced privileges request after fulfilling all the requirements as per the Department of Healthcare Professions' guidelines.
- The health practitioner who is licensed as Associate physician can apply for independent core privileges request after fulfilling all the requirements as per the Department of Healthcare Professions' guidelines.
- Associate physician can work as assistant to a surgeon who is licensed and have surgical privileges as per the Department of Healthcare Professions' policies. The first surgeon and the assistant with the facility will be responsible for any complication that can take place to the patient.
- Please refer to the Department of Healthcare Professions' website frequently to check the updates of the surgical/ medical privileges requirements.
- Follow-up on request through the focal point (After a minimum period of 30 working days)

For further clarification please contact "Physician Registration & Licensing Team":

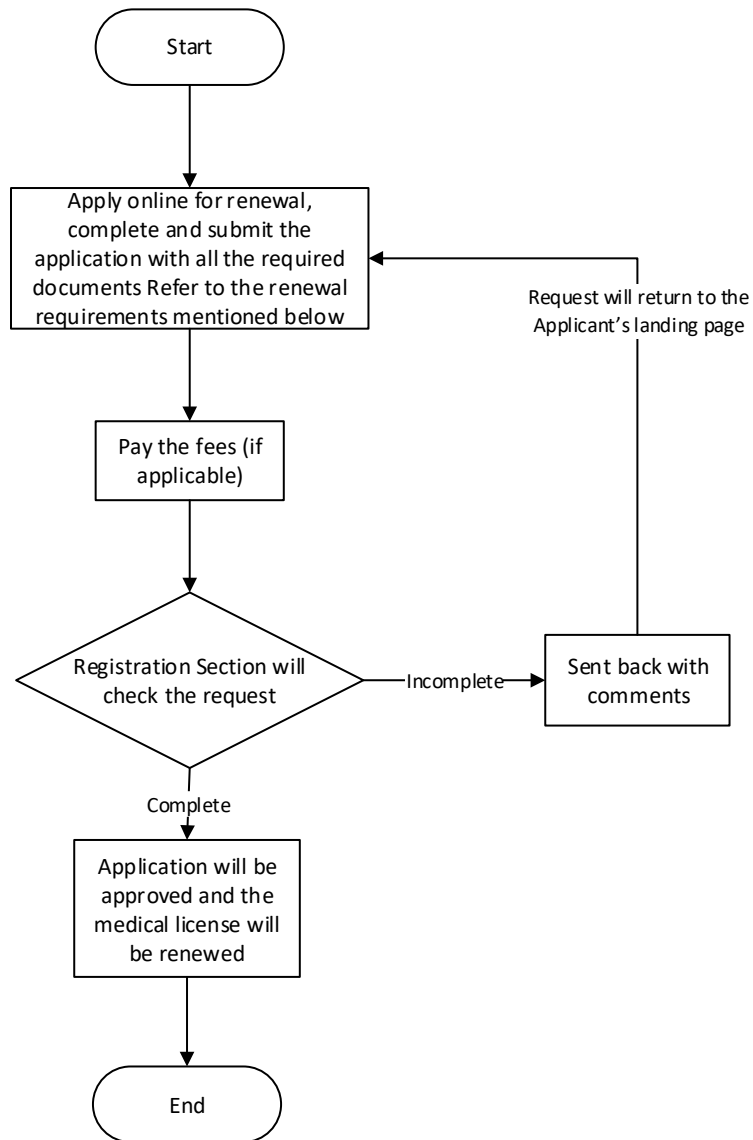
- Dr. Souma El- Torky, Registration Supervisor/ email: seltorky@moph.gov.qa
- Dr. Esraa Aziz Kader , Registration Coordinator / email: ekader@moph.gov.qa
- Dr.Omar Mohamad Nigm ,Registration Coordinator /email: onigm@moph.gov.qa
- Dr. Amira Khairallah , Registration Coordinator / email: akhairallah@moph.gov.qa
- Dr. Sara Saeed, Registration Coordinator /email: salsanawi@moph.gov.qa

References:

- [Circular \(20/2018\)](#) - Core and Advanced Privileges Policy for Different Physician's Categories/Specialties



5. License Renewal Process Map





License Renewal Requirements

Step1: Fulfilling CPD Requirements

- All licensed healthcare practitioners are mandated to participate in CPD activities according to the policies and regulations of the Accreditation Section of the Department of Healthcare Professions in order to renew their licenses. All licensed healthcare practitioners are responsible to fulfill annual, category-specific, and CPD cycle requirements and maintain records of CPD activities in the CPD e Portfolio prior to submission of their renewal applications.
- Please refer to the Accreditation Section's standards and guiding documents for more details about CPD Requirements.

Note: Healthcare Practitioners cannot submit renewal applications unless they are fully compliant to the CPD Requirements. System will not allow practitioners to apply for renewal of their licenses and an automated message will be generated informing practitioners that they don't meet the CPD requirements.

Step2: Fulfilling Renewal Application Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic "Apply for Renewal" request and upload the below mentioned required documents:

1. Copy of valid passport.
2. Copy of valid QID (front and back).
 - a) For male practitioners (and female practitioners on their employer's sponsorship), the sponsor should be the employer.
 - b) For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your employer.
3. One recent photo (according to photo criteria stated in [circular \(04-2014\)](#) or in the "[Additional Attachments](#)" document).
4. Medical Report will be requested as per the health fitness policy issued by the Fitness to Practice Section, which published in their [circular \(01-2019\)](#).



5. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent as per [circular \(3-2017\)](#), (or CPR registration receipt + undertaking letter that CPR certificate will be submitted upon completion), unless the Health care facility has an approval letter issued by the Department of Healthcare Professions regarding their “[Code Blue Team](#)”.
6. An employment letter (correct template is in the “[Additional Attachments](#)” document)
7. Any other additional documents might be requested.

Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.

For Locum physicians

The following items are required in addition to the previous requirements noted above:

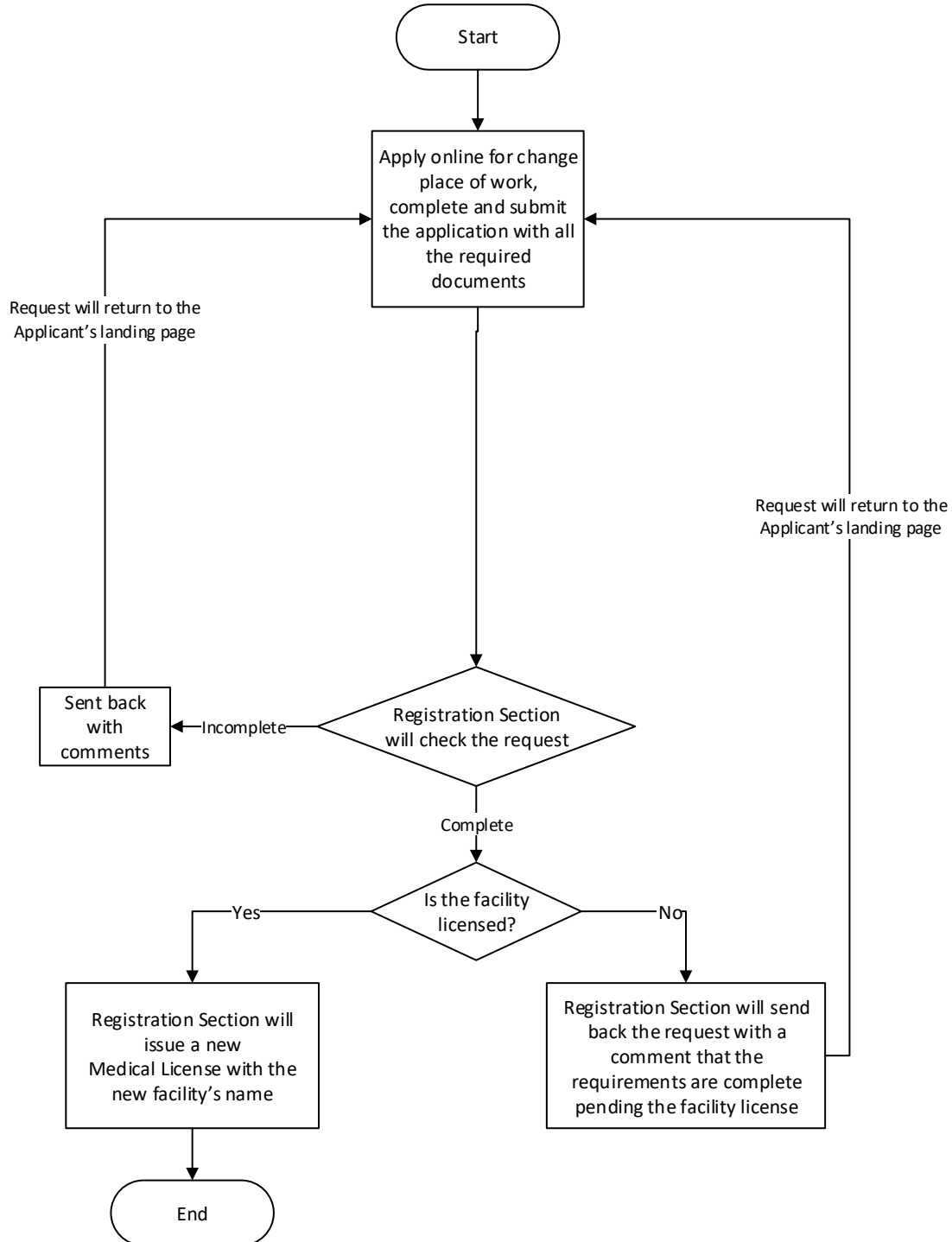
1. The healthcare institution shall submit an application along with specific dates for the locum doctors (for e.g. From: DD/MM/YR To: DD/MM/YR) without contradicting with the recruitment system in the Ministry of Interior with regards to the period of the visit.
2. There must be a licensed specialist on a permanent basis with the same specialty for following up the cases that the locum doctor deals with.
3. No QID is required for Locum Doctors; please check [circular 14/2015](#)
4. A letter of Employment should be attached from the potential employer.
5. Work experience certificate for the last two years of experience attested from the Qatari Ministry of Foreign Affairs (or copy of proof of submission to the verification company for the work experience certificate and a work experience certificate from the last year).

References:

- [Circular No. \(3/2019\)](#) and [Circular No. \(23/2018\)](#) for updates on the license renewal applications



6. Change Place of Work Process Map





Change Place of Work Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply to Change Place of Work” request and upload the below mentioned required documents:

1. Copy of valid passport
2. Copy of valid QID (front and back)
 - a) For male practitioners (and female practitioners on their employer’s sponsorship), the sponsor should be the new employer or a secondment from the Ministry of Interior along with an undertaking letter that a renewed secondment or QID will be submitted upon expiry of the attached one.
 - b) For female practitioners on a family sponsorship, please attach the QID in addition to a letter of intent from your new employer and a letter of no objection from the old employer.
3. Any other adjustment according to the current laws and regulations in the State of Qatar

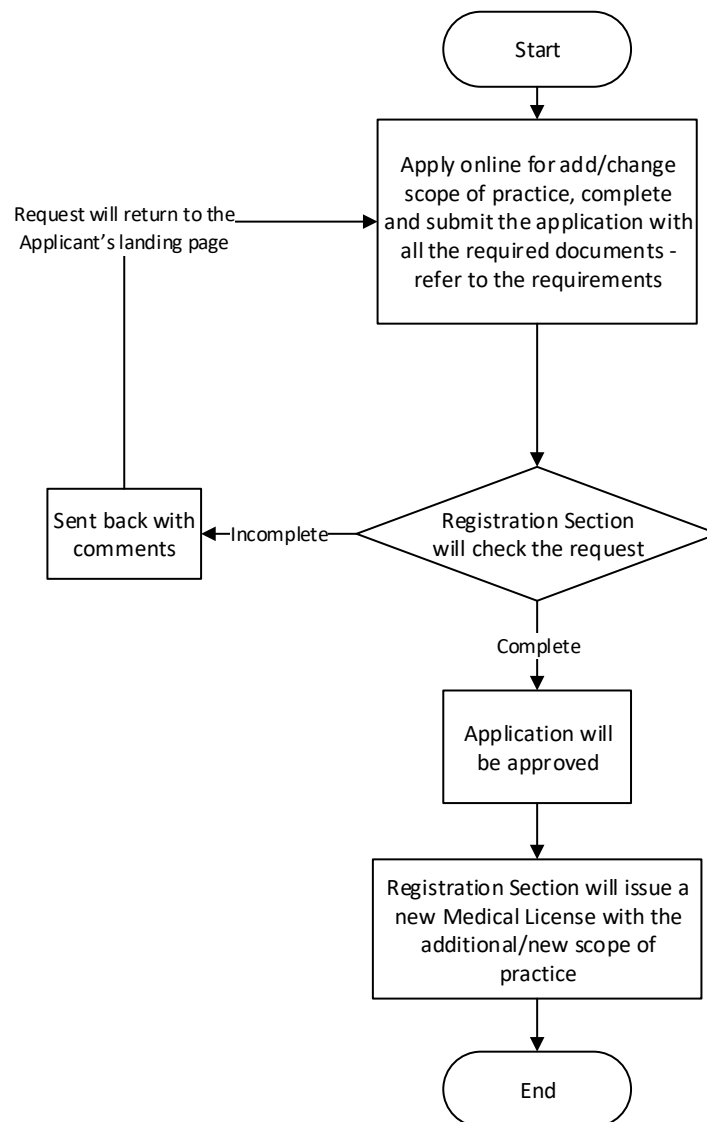
Notes

- In case the “Apply to Change Place of Work” request was submitted after evaluation (before licensing), then the QID will not be required. However, a letter of intent from the new employer and a letter of no objection from the old employer will be required instead.
- For locum physicians, the QID will not be required. However, a letter of intent from the new employer and a letter of no objection from the old employer will be required instead.
- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.



7. Add/Change Scope of Practice Process Map





Add/Change Scope of Practice Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply to Add/Change Scope of Practice” request and upload the below mentioned required documents:

1. Copy of valid passport
2. Copy of valid QID (front and back).
3. A recent no objection letter from the employer for the addition/change of scope.
4. Copy of additional academic certificates relevant to the new scope (if applicable).
5. Copy of additional experience certificates (with an issue date) relevant to the new scope (if applicable).
6. Copy of the verification report for any additional documents.

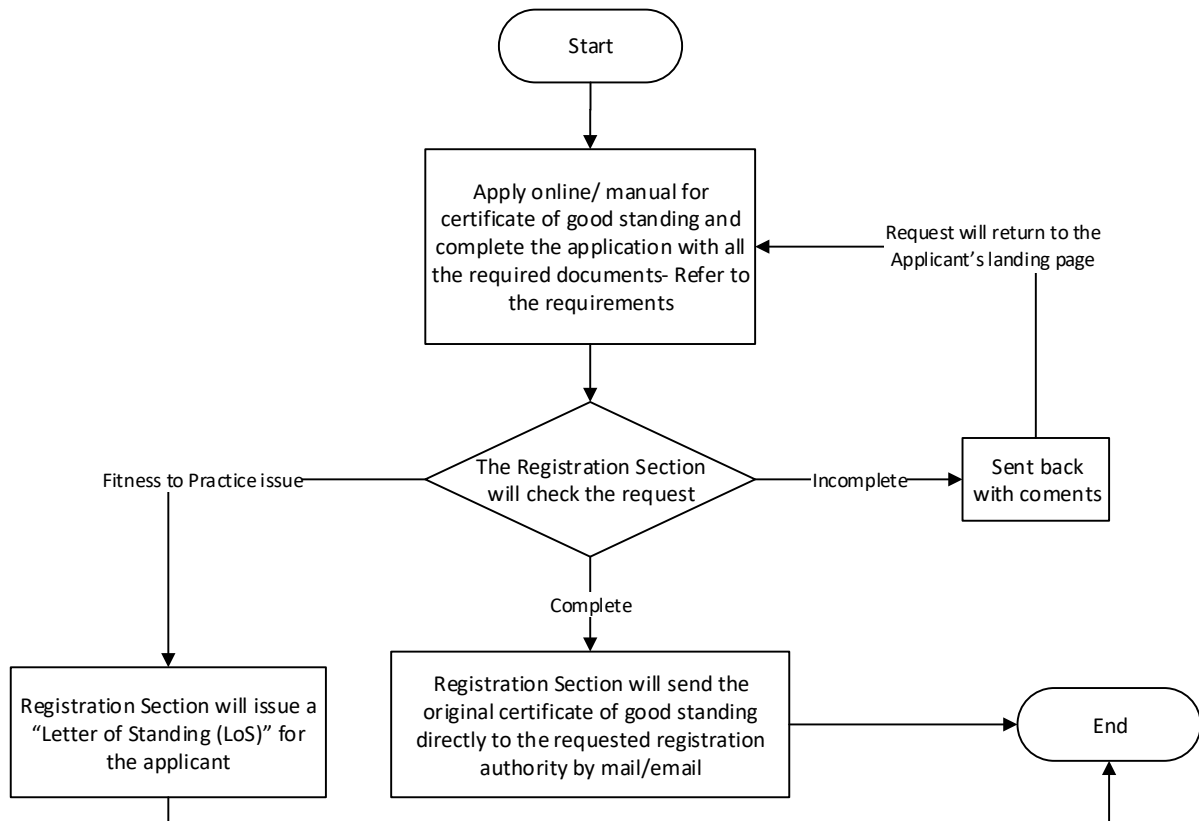
Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- If the application is for an additional scope then this must be mentioned in the “Additional Information Section.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with your employer representative.



8. Certificate of Good Standing Process Map (For Healthcare Practitioners who have a medical license issued by the Department of Healthcare Professions)



- ❖ A black and white copy of the certificate of good standing can be requested by the applicant in the comments section of the application.
- ❖ The Registration certificate/ To whom it may concern certificate can be issued and collected by the applicant only in a sealed envelope.
- ❖ Verification forms can be filled and sent to the competent authority.



Certificate of Good Standing (COGS) Requirements

Please apply through the Registration/Licensing Electronic System on the Department of Healthcare Professions' [website](#), complete the online application and pay the required fees (if applicable).

Submit an electronic “Apply for a Certificate of Good Standing” request and upload the below mentioned required documents:

1. Copy of valid passport
2. Copy of valid QID (front and back).
3. Copy of all academic certificates relevant to applicant’s scope.
4. Certificate of good standing from last place of work (in Qatar).
5. Clear address of the Registration Authority to which the Department of Healthcare Professions will submit the certificate.

Notes

- Applications that do not meet the requirements mentioned above will be sent back to the applicant.
- Original documents/certificates might be requested on a case by case basis.
- Any other documents required to support the application that are not mentioned above must be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated to Arabic or English and attached to a copy of the original documents.
- Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
- A case by case assessment may be implemented.

You can follow-up on the request with QCHPGoodSt@moph.gov.qa