



**QCHP**  
المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners



<b>Policy Name: Temporary License Policy</b>
<b>Policy Code: MOPH/QCHP/RD/P</b>
<b>Version Number: 01</b>
<b>Developed by: QCHP-Registration Team</b>
<b>Reviewed by: Policy Working Group</b>
<b>Approved by: Dr. Samar Aboulsoud/ A/CEO Qatar Council for Healthcare Practitioners</b>
<b>Date Effective:</b>
<b>Date of Due Revision:</b>
<b>Validity:</b> This policy is the main and valid policy until updated, replaced or canceled by the Qatar Council for Healthcare Practitioners Registration Department. Update, replacement or cancellation of this policy may occur when needed. However, all healthcare practitioners and parties shall comply with this policy.
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## 1. Introduction

in order to improve the efficiency of the registration/licensing process while ensuring patient safety, and to prevent any delays in completing the registration/licensing applications for all healthcare practitioners, it has been decided to provide temporary licenses to practitioners who request them as long as they comply with the temporary license requirements and have completed their evaluation.

## 2. Policy Statement

- Temporary licenses can be granted to any healthcare practitioner after fulfilling the requirements listed in this policy.
- Temporary licenses are valid for a maximum period of 6 months - non-renewable.
- Temporary license will be granted after completing the evaluation process successfully including sitting for the qualifying exam if required.

## 3. Definitions

**Temporary License:** It is a license granted after the completion of the evaluation process with a validity of six months and is non-renewable. The healthcare practitioners shall complete the permanent licensing requirements during the validity period of his/her temporary license.

## 4. Abbreviations

QCHP: Qatar Council for Healthcare practitioners.

MoFA: Ministry of Foreign Affairs

## 5. Scope

This policy applies to all healthcare practitioners and healthcare facilities who request a temporary license for their practitioners according to the policies applied in QCHP's Registration Department.



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## 6. Procedures/Guidelines

- 6.1. Evaluation” applications are a prerequisite for “Temporary License” applications.
- 6.2. Permanent licensing applications will be valid and available for practitioners to apply as long as their evaluation and/or temporary license is valid.
- 6.3. Temporary License requirements:

6.3.1. If applicants request the temporary license have a valid QID , they shall submit the following:

- ✓ Valid QID (front and back.)
- ✓ Undertaking letter for temporary licenses for the practitioner.
- ✓ Undertaking letter for temporary licenses for the facility which must be submitted once by hand to the Registration Department.

6.3.2. If applicants request the temporary license have no QID , they shall submit the following:

- ✓ Medical report from their home country (Blood test and chest x-ray) and it must be attested from the Ministry of Foreign Affairs in Qatar(MOFA). (A medical report from Qatar would also be accepted)
- ✓ Police Clearance Certificate from their home country and it must be attested from MOFA.
- ✓ Undertaking letter for temporary licenses for the practitioner.
- ✓ Undertaking letter for temporary licenses for the facility which must be submitted once by hand to the Registration Department.

### 6.4. Notes

- “Temporary License” requests by email will not be accepted starting from this policy’s date.
- Processing time for “Temporary License” requests is 3 working days.
- The undertaking letter template for temporary licenses for the practitioner must be signed by the practitioner and stamped with the facility stamp.
- The undertaking letter template for temporary licenses for the facility must be signed by the medical director.
- If a healthcare practitioner has any issues with his/her verification report the Registration Department reserves the right to withhold issuing them a temporary license, or inactivate the issued license until the issue is cleared.
- If a healthcare practitioner has any issues with his/her medical report the Registration Department reserves the right to withhold issuing them a temporary license, or inactivate the issued license until the issue is cleared.
- The healthcare practitioner must apply for a permanent licensing application during the temporary license’s validity period and meet all the licensing



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requirements according to the policies and procedures of registration/licensing (available on the QCHP website: [www.qchp.org.qa](http://www.qchp.org.qa)).

- The temporary license can be issued for healthcare practitioners in licensed healthcare facilities or during the licensing process of any healthcare facility.
- Any healthcare practitioner with a temporary license (in a licensed facility) can issue e-Jazas (electronic sick leave certificates).
- Any healthcare practitioners with a temporary license in an unlicensed healthcare facility is not allowed to practice until the facility becomes licensed.
- Any healthcare practitioner with a temporary license is eligible for privileging provided he/she fulfills the requirements as per the privileging policy in the Registration Department.

#### **7. Related Policies and Circulars**

- Circular No. (9/2018), Updates on Temporary License Policy
- Core and Advanced Privileges Policy for Different Physician's Categories/Specialties.
- Institutional Privilege Policy.
- Circular (14-2015) - Policy of Registration/Licensing of Visiting Doctors (Physicians/Dentists)