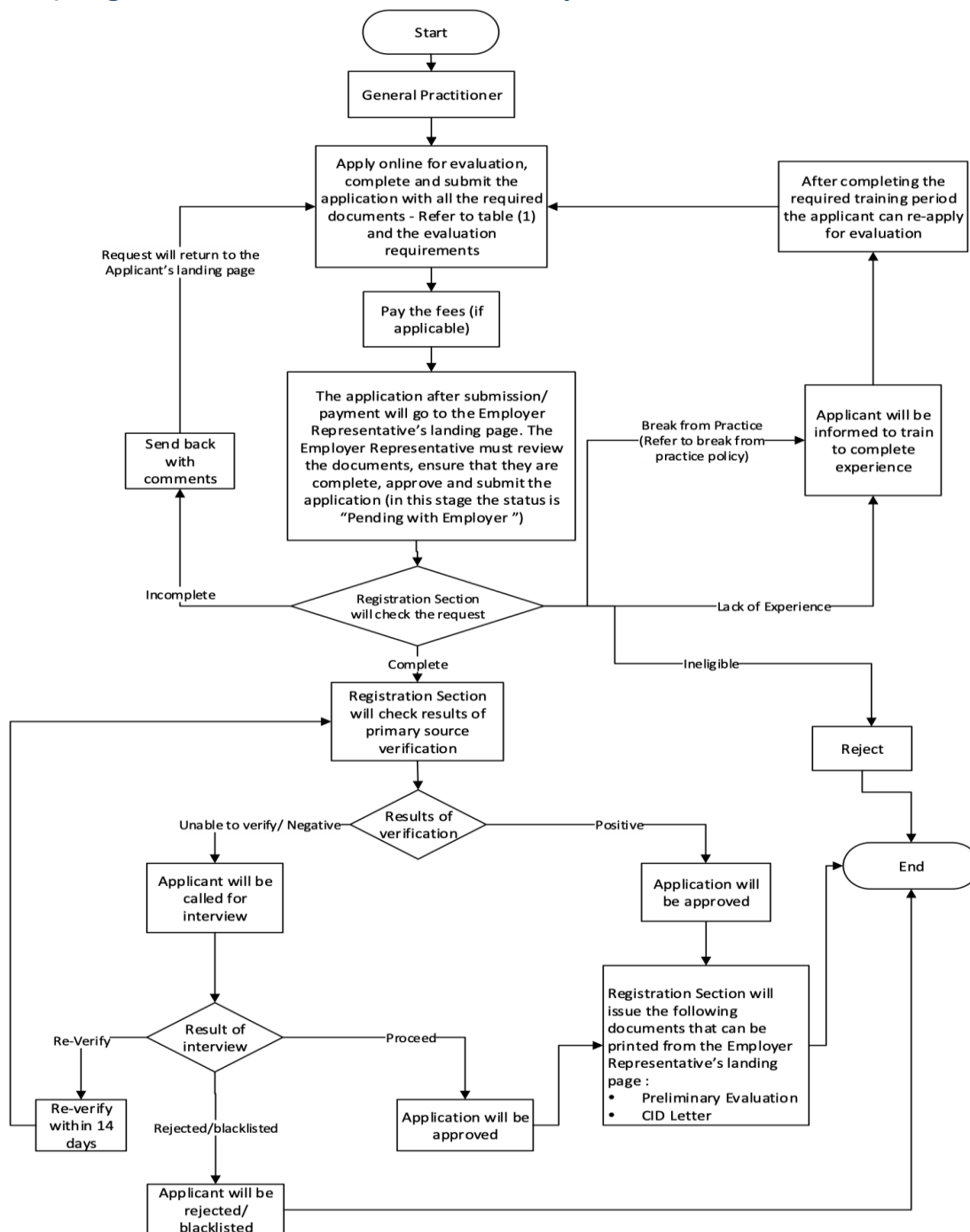




Guidelines for Physicians

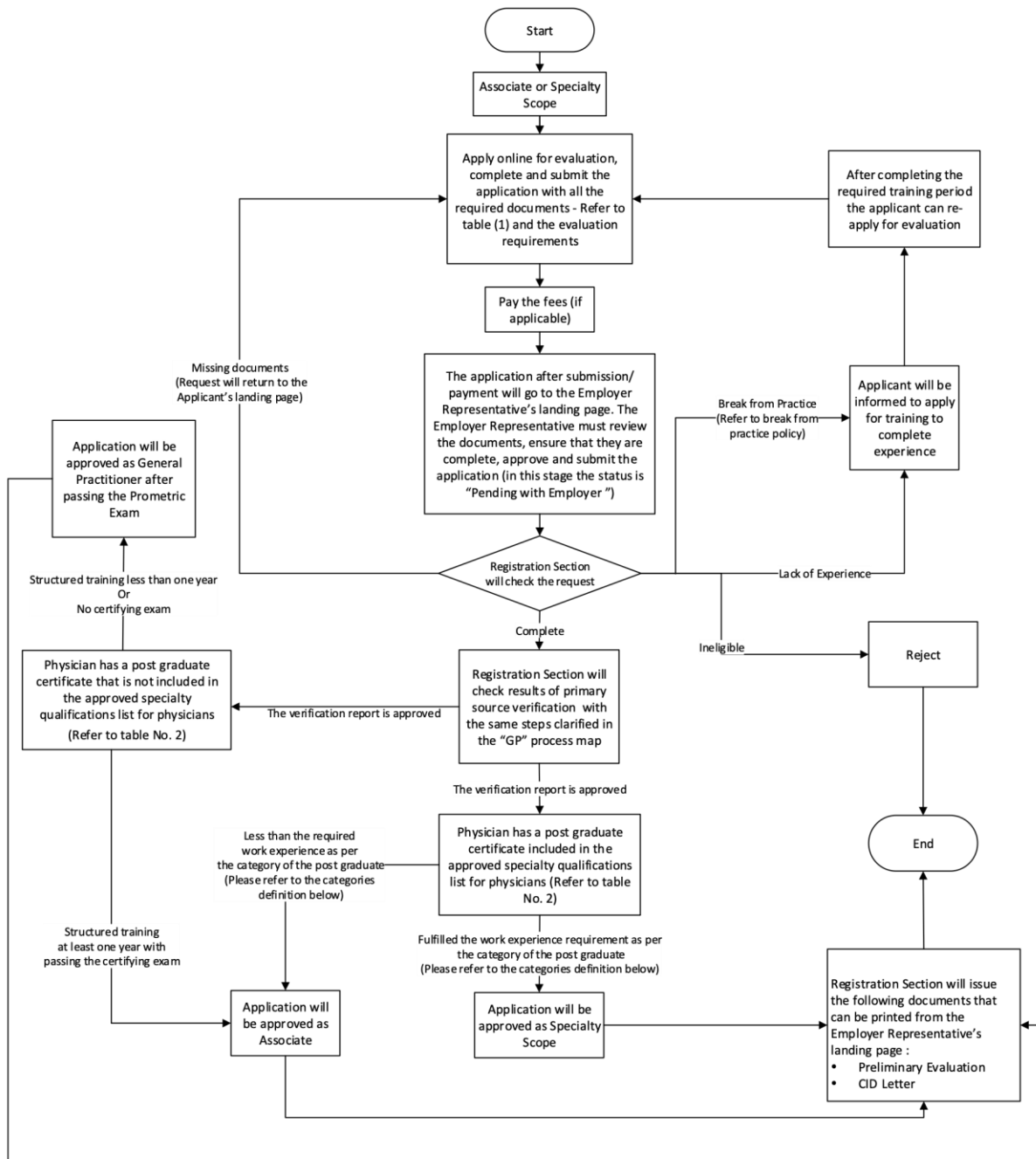
1. A) Registration/Evaluation Process Map for “General Practitioner”



- ❖ The applicant should follow up on the request with the employer representative.
- ❖ Preliminary evaluation is only valid for 6 months.



B) Registration/Evaluation Process Map for “Specialty Scope”



- ❖ The applicant should follow up on the request with the employer representative.
- ❖ Preliminary evaluation is only valid for 6 months.



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 copy of the national ID.*
N.B.: “QID with family sponsorship is mandatory for GP (supervised) and Assistant Specialty”
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).
11. For GP (supervised) and Assistant Specialty: Supervision letter and undertaking letter are required according to [circular no. \(21/2020\)](#) and [\(22/2020\)](#).

*The national ID 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 maximum for 3 times then it will be rejected if all the requirements are not fulfilled.
- 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 DHPGoodSt@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 for the physician profession

Scope of practice	Education requirements	Clinical Experience requirements
1-General Practitioner (supervised) Please refer to circular (22/2020)	1-Bachelor's degree of Medicine (or equivalent) from a university that is listed in the IMED FAIMER Directory. Refer to circular (22/2020)	No experience required.
2-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 Refer to circular (24/2020)	- For overseas applicants 5 years clinical experience is required - For Qatari, offspring of Qatari women and offspring of Qatar residents, please refer to circular (24/2020)
3- Assistant Specialty Please refer to circular (21/2020)	1-Bachelor's degree of Medicine (or equivalent) from a university that is listed in the IMED FAIMER Directory. 2- Specialty qualification from the approved list. (Please refer to table no. 2)	Refer to circular (21/2020)
4-Specialty Scope Please refer to circular (23/2020)	1-Bachelor's degree of Medicine (or equivalent) from a university that is listed in the IMED FAIMER Directory. 2- Specialty qualification from the approved list. (Please refer to table no. 2)	5 years experience in total plus the required experience post-specialty degree according to table no. 2



5-Resident	1-Bachelor's degree of Medicine (or equivalent) from a university that is listed in the IMED FAIMER Directory. 2- Should have an acceptance letter from the residency program in Qatar.	No experience required.
6- Fellow	1-Bachelor's degree of Medicine (or equivalent) from a university that is listed in the IMED FAIMER Directory. 2- Specialty qualification from the approved list. 3- Should have an acceptance letter from the fellowship program in Qatar.	5 years experience in total

- **General Practitioner (Supervised)**

- All practitioners under this category must be fresh medical graduates (graduated during the last 2 years) who have bachelor's degree in medicine and Surgery from a university that is listed in the IMED FAIMER Directory. (MBBCh, MBBS, DM, etc.....)
- The Title of "GP (supervised)" will be granted to the following categories after completion of all the requirements:
 - ✓ Qataris, offspring of Qatari women, and physicians holding QID with a family sponsorship who doesn't have the required years of experience.
 - ✓ General Practitioners holding QID with family sponsorship, who have break from practice.
- Please refer to [circular 22/2020](#) for all the required information

- **General Practitioner**

- In determining the eligibility of an applicant for registration in GP Scope, applicant shall comply with the following basic requirements:
 - To have a minimum of six (6) years undergraduate degree (MBChB/MBBS/MBBCh /Northern American MD or equivalent)
 - 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.



- b) All overseas 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.
- c) For Qatari, offspring of Qatari women and offspring of Qatar residents, please refer to circular (24/2020)
- d) Listed below the qualifying exams that exempt applicants from the State of Qatar's qualifying exam for Physician, please refer to circular no. (17/2018).
 - ✓ 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
- e) Validity of the Equivalent Exams is as specified on the exam certificate; else it will be considered as 3 years.

- **Assistant Specialty**

- a) This category is applicable only for physicians holding QID with family sponsorship in the following cases: -
 - ✓ Holding a post-graduate degree that is included in the DHP approved specialty qualifications list for physicians; however, he/she did not complete the required years of work experience in order to get "Specialty" title.
 - ✓ Eligible for specialty title; however, he/she has a break from practice and should complete a supervised practice period based on the "Break from Practice" policy.
- b) Please refer to circular 21/2020 for all the requirements

- **Specialty**

- a) Listed below are the current approved physician's specialty qualifications in the state of Qatar. (Table 2)



b) Physicians with Qualifications/Certificates not included in the list, or didn't have the required experience, or have a break from practice, or from countries other than the below mentioned will not be eligible for registration in the State of Qatar.

c) For Qatari and family sponsored physicians please refer to circular number (21/2020)

❖ **Definition:**

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:

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

Category 2: Holders of these certificates can:

- Get the **Specialty scope** after completion of one-year clinical experience post qualification degree then he/she will be eligible for registration and licensing in the State of Qatar as Specialty.
- The required one-year clinical work experience must be outside Qatar and only from one of the following Institutions:
 - a. Governmental and semi-governmental institutions/hospitals.
 - b. Teaching hospitals.

For Candidates holding the certificates with asterisk **

- Get the Specialty scope after completion of three years clinical experience post qualification degree then he/she will be eligible for registration and licensing in the State of Qatar as Specialty.
- For Qatari and family sponsored physicians two years clinical experience required post qualification degree to get Specialty title.
- The required three years (or two years as specified above) clinical work experience must be outside Qatar (except Qatari) and only from one of the following Institutions:
 - a. Governmental and semi-governmental institutions/hospitals.
 - b. Teaching hospitals.

Notes:

- For Category 2 and Certificates with ** if the applicant has less than the required years of clinical experience post qualification degree or his/her clinical experience is not from Governmental Institutions/Hospitals or teaching hospitals, he/ she will not be eligible for registration in the State of Qatar.



- 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**”
 3. The physicians will be registered/ licensed under the above-mentioned category after providing the DHP 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 pass the certifying exam.
 5. Candidates, who didn't get Board certification and willing to change place of work from (HMC, PHCC and Sidra Medical & Research Center) to any other facility their scope of practice will be changed according to circular number **(20/2020)**.
 6. Board Eligible physicians will be working under supervision.

Notes

- Qatari Physicians and Physicians who completed a training program that is accredited by DHP in the State of Qatar and are Board Certified; are exempted from post qualification experience to obtain the Specialty.
- Physicians shall have a post graduate degree from DHP's approved qualification list to be eligible for registration and licensing as a fellow in HMC and Sidra medicine.
- In case of any Governmental agreements with any country that are not included in the list, specialization degree/ certificates can be assessed based on the agreement.

References:

- Circular (02/2019)
- Circular (20/2020)
- Circular (21/2020)
- Circular (22/2020)
- Circular (23/2020)
- Circular (24/2020)



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

Country (region) of conferring institution	Category 1	Category 2
Arab countries (except Qatar and GCC countries)		Arab board for medical specialties
Algeria		Higher medical studies (diploma) issued by Algerian ministry of higher education.
Argentina		Specialization Certificate issued by the Ministerio de Desarrollo Social y Salud
Austria		Facharztdiplom (Diploma of medical specialist) issued by Österreichische Ärztekammer Or An Arztfür Allgemeinmedizin (Diploma of general medicine)
Australia	Membership/ Fellowship of the Royal College. (All the approved specialist training programs by Australian Medical Council).	
Bangladesh		Master of Surgery (MS)**, Doctor of Medicine (MD)** or Fellow of the Bangladesh College of Physicians and Surgeons** Note: fellowship should be by Exam and not by endorsement or election



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)
Bosnia and Herzegovina		Certificate of successful completion of specialist exam **
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
Bulgaria		Свидетелство за призната Специалност (Evidence of Recognized Specialty) awarded by the Университет (University) **
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)	
China		Master's Degree with Evidence of clinical training (minimum two (2) years) program accredited by the National Committee of Academic Degree **
Cuba		First Degree of Specialization**



Czech Republic		Diploma Specializaci (specialist medical degree) awarded by the Czech Ministry of Health**
Denmark	Bevis for tilladelsetil at betegne sig somspeciallaege (Certificate concerning the title of Specialist -Issued by Authority of health services (Sundhedsstyrelsen).	
	Tilladelsetil at anvende betegnelsen alment praktiserende læge/ Speciallaege i almen medicin (certificate of specific training for general medical practice)	
Egypt		Doctor of Medicine (MD)
		Fellowship of Egyptian Board**
Finland	Erikoislääkarin 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)	
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)	



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	
Greece		Τίτλος ΙατρικήςΕιδικότητας (Certificate of medical specialization -awarded by Greek region of medical specialization)
		Τίτλος ιατρικήσειδικότητας γενικής ιατρικής (certificate of specific training for general medical practice)
Hong Kong		Specialist training from a recognized post-graduate training program in Hong Kong And Fellowship of Hong Kong Academy of Medicine (HKAM)
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) **
India		MD** or MS** from recognized Medical school or DNB** from National Board of Examination
		DM/M.ch
Iraq		Fellowship of Iraqi Board issued by the Iraqi Commission of Medical Specialties Or Fellowship of Kurdistan Board issued by Kurdistan Board of Medical Specialties (FKBMS) with certificate of completion of minimum 4 years structured training program
Iran		The Degree of Medical specialty/subspecialty (دانشنامه تخصصی/فوق تخصصی) issued by University of Medical Sciences and Health Services under the Ministry of Health and Medical Education **



Ireland	Membership / Fellowship of the Royal Colleges and Certificate of Satisfactory Completion of Specialist training (CSCST) from Ireland and Certificate of Specialist Doctor issued by the Medical Council of Ireland and Certificate of Satisfactory Completion of Specialist training (CSCST)	Membership/ Fellowship of the Royal Colleges before 1996
	Membership/ Fellowship of the Royal College of General Practitioners and Certificate of Satisfactory Completion of training in General Practice (CSCST) from Ireland and 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)	Intercollegiate Specialty examination from one of the four Surgical Royal Colleges**
		Fellowship of the Royal colleges after 1996**
Italy	Diploma of specialized doctor granted by a rector of an Italian university (A Diploma di (medico) specialista, rilasciati dal rettore di una università)	
	An Attestato di formazione specifica in medicina generale (certificate of specific training for general medical practice) issued by the Ministry of Health.	
Japan		PhD Note: minimum two (2) years clinical course duration.
Jordan		Jordanian Board awarded by the Jordanian Medical Council
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.
Kuwait	Arab board for medical specialties and Certificate of completion of residency program from teaching institutions in Kuwait	
	Board Certification by the Kuwait Board under the Kuwait Institute for Medical Specialization/Ministry of Health	



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) **
Libya		Libyan Board of Medical Specialty
Malaysia		Master/Doctor Degree minimum 4 years course duration
Morocco		Diplome de Specialite Medicale (Specialty Certificate issued by the National Physicians Authority)
Nepal		MD ** or MS ** from recognized Medical school
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-Geneskundigen Registratie Commissie o Huisarts en Verpleeghuisarts Registratie Commissie (HVMC) 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 (HVMC) o Registratie Commissie Geneeskundig Specialisten (RGS)
New Zealand	Fellowship of the Royal College/ Colleges	
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>



Oman	Arab board for medical specialties and Certificate of completion of residency program from teaching institutions in Oman	
	Omani Board	
Pakistan		Fellowship of College of Physicians and Surgeons in Pakistan (FCPS)**
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**
Poland		<p>(Specialist Diploma) Dyplom uzyskania tytułu specjalisty issued by the Centrum Egzaminów Medycznych** First Degree of Specialization**</p>
Portugal		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 Saúde or Ordem dos Medicos
Qatar	Arab board for medical specialties and Certificate of completion of residency program from teaching institutions in the state of Qatar	
	Qatar Medical Specialties Certificate (Qatari Board)	
	Certificate of Completion of Fellowship training from teaching institutions in the state of Qatar	



Romania		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)**
Russia		Magista PhD**
Saudi Arabia	Arab board for medical specialties and Certificate of completion of residency program from teaching institutions in Saudi Arabia	
	Saudi Specialty Certificate (Saudi Board) issued by Saudi commission for Health Specialties	
Serbia		Specialty certificate issued by a Serbian university And Registration as a specialist from the Serbian Medical Chamber **
Singapore	Exit Certificate from Joint Committee on Specialist Training (JCST) and Certificate of Specialist Accreditation from the Specialist Accreditation Board	
Slovakia		Diplom o špecializácii (Diploma of specialization) issued by Slovak universities**
Slovenia		Potrdilo o opravljenem specialisticnem izpitu (Certificate of successful completion of the specialist exam) issued by Medical Chamber of Slovenia**
South Africa		Master of Medicine (M.Med) Degree or Fellowship Certificate approved by the Colleges of Medicine of South Africa (CMSA)
Spain		<ul style="list-style-type: none"> • 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



Sudan		Clinical MD Issued by Sudan Medical Specialization Board Or Clinical MD issued by University of Khartoum and Specialist Registration from Sudan Medical Council
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	
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)	
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
Tunisia		Specialty Certificate issued by the Ministry of Higher Education and Ministry of Health
Turkey		Uzmanlik Belgesi issued by Sağlık Bakanlığı (Certificate of Medical Specialty issued by Ministry of Health)



United Arab Emirates	Arab board for medical specialties and Certificate of completion of residency program from teaching institutions in U.A.E.	
Ukraine		PhD**
United Kingdom	Membership/Fellowship from Royal Colleges + Certificate of Completion of Specialist Training (CCST) or equivalent in U.K.	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 in U.K.	Fellowship of the Royal Colleges after 1996 **
United States of America	American Board of Medical Specialties (ABMS) Certificates and Subspecialty Certificates	



No.3: General Remarks

- ❖ It is to be noted that the above table is not exclusive, and the Department of Healthcare Professions (DHP) 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, in case the certificate was valid at the time of leaving the country of issuing this certificate.
- ❖ 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).
- ❖ 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.
- ❖ 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 websites for any updates:

✓ dhp.moph.gov.qa

✓ www.moph.gov.qa

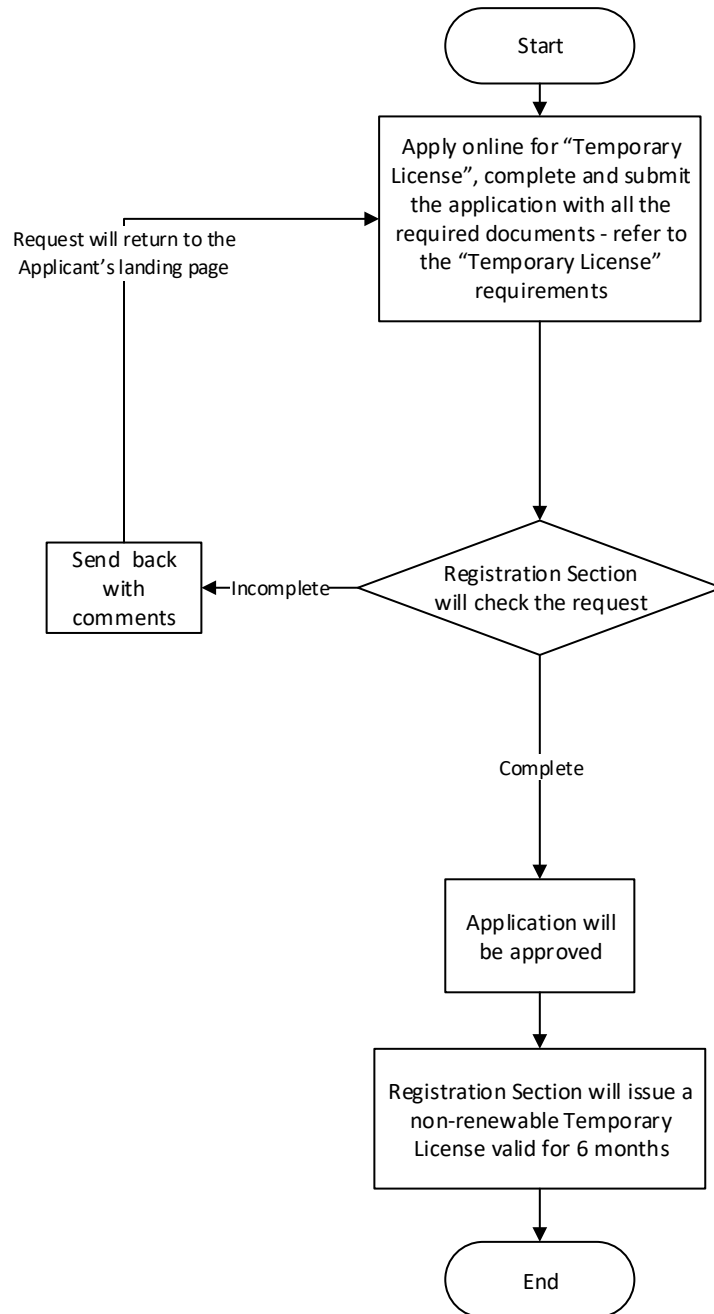
APPENDIX (1):

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 passport.
2. Copy of valid QID (front and back) (If applicable)
3. In case the healthcare practitioner applies for the temporary license without a QID, then the following documents must be submitted:
 - Valid medical test (valid for up to 6 months) from the home country (Chest X-ray and Blood Test report including the following tests: “Hepatitis B Surface AB, Hepatitis B Core AB, Hepatitis B Surface Ag, HCV AB and HIV”) attested from the Ministry of Foreign Affairs in Qatar (MOFA).
 - Police Clearance Certificate from the home country attested from MOFA in Qatar.
4. Undertaking letter for temporary licenses for the practitioner. (the template is in the “[Additional Attachments](#)” document)
5. Undertaking letter for temporary licenses for the facility which must be submitted once by hand to the Registration Department. (the template is in the “[Additional Attachments](#)” document)

Notes

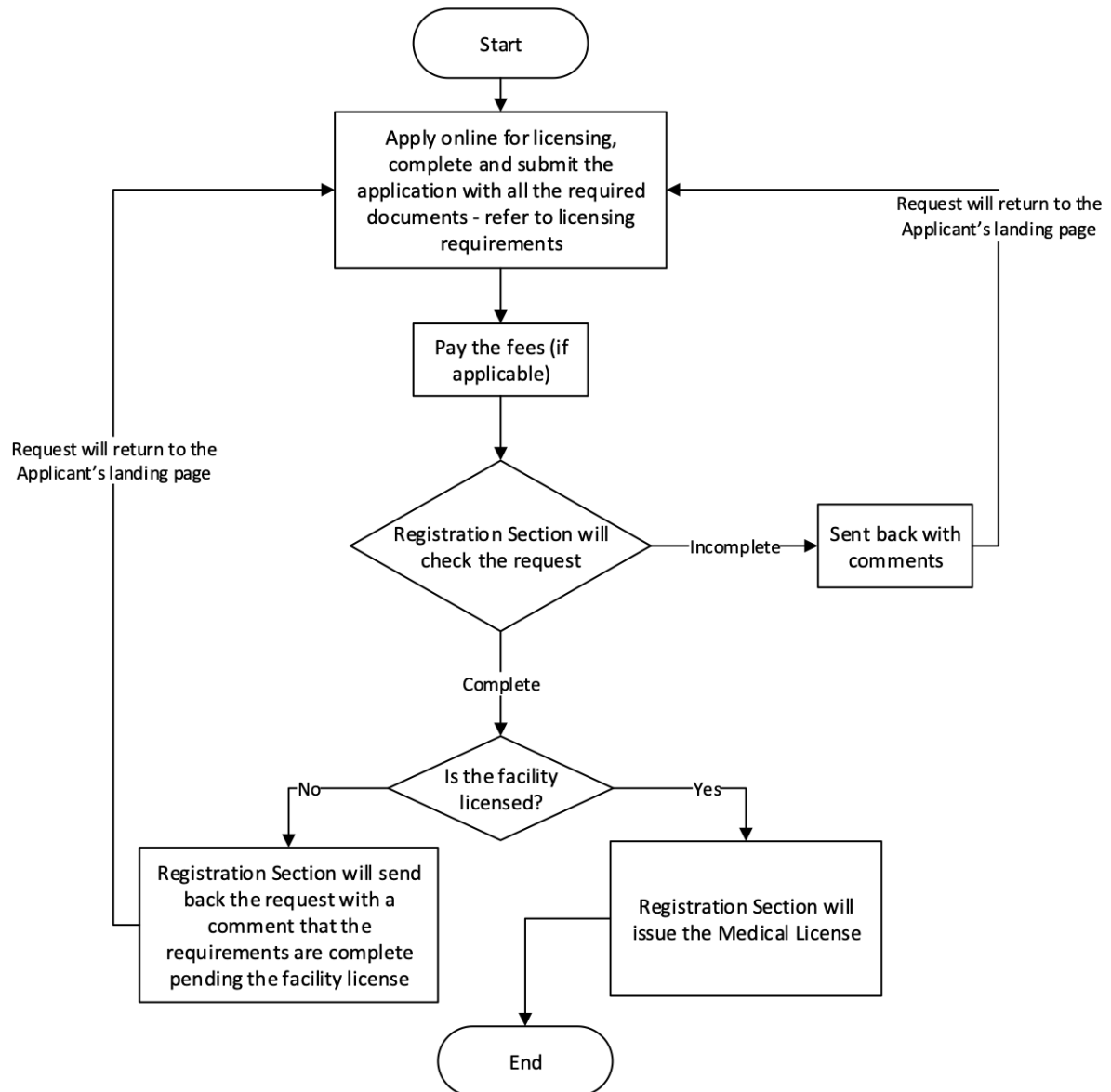
- Applications that do not meet the requirements above will be sent back to the applicant maximum for 3 times then it will be rejected if all the requirements are not fulfilled.
- Temporary Licenses shall be valid for a maximum period of 6 months (non-renewable).
- The practitioner must apply for a licensing 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 valid Police Clearance Certificate from Qatari Ministry of Interior directed to the Ministry of Public Health for licensing purposes.
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 the following tests: HIV test, HCV AB test, HBV Surface Ag, HBV Surface Ab, HBV core Ab 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). (Please refer to circular no. [3/2017](#) & [8/2016](#))
7. Original Certificate of Good Standing -valid for 6 months unless else specified on the certificate- 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 DHPGoodSt@moph.gov.qa. If you have received your Certificate of Good Standing by hand from the authority, you can submit it to the PSV company and upload the final verification report.

Notes

- Applications that do not meet the requirements above will be sent back to the applicant maximum for 3 times then it will be rejected if all the requirements are not fulfilled.
- 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 DHPGoodSt@moph.gov.qa
- The facility license showing the approved activities must be provided upon request.
- 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.

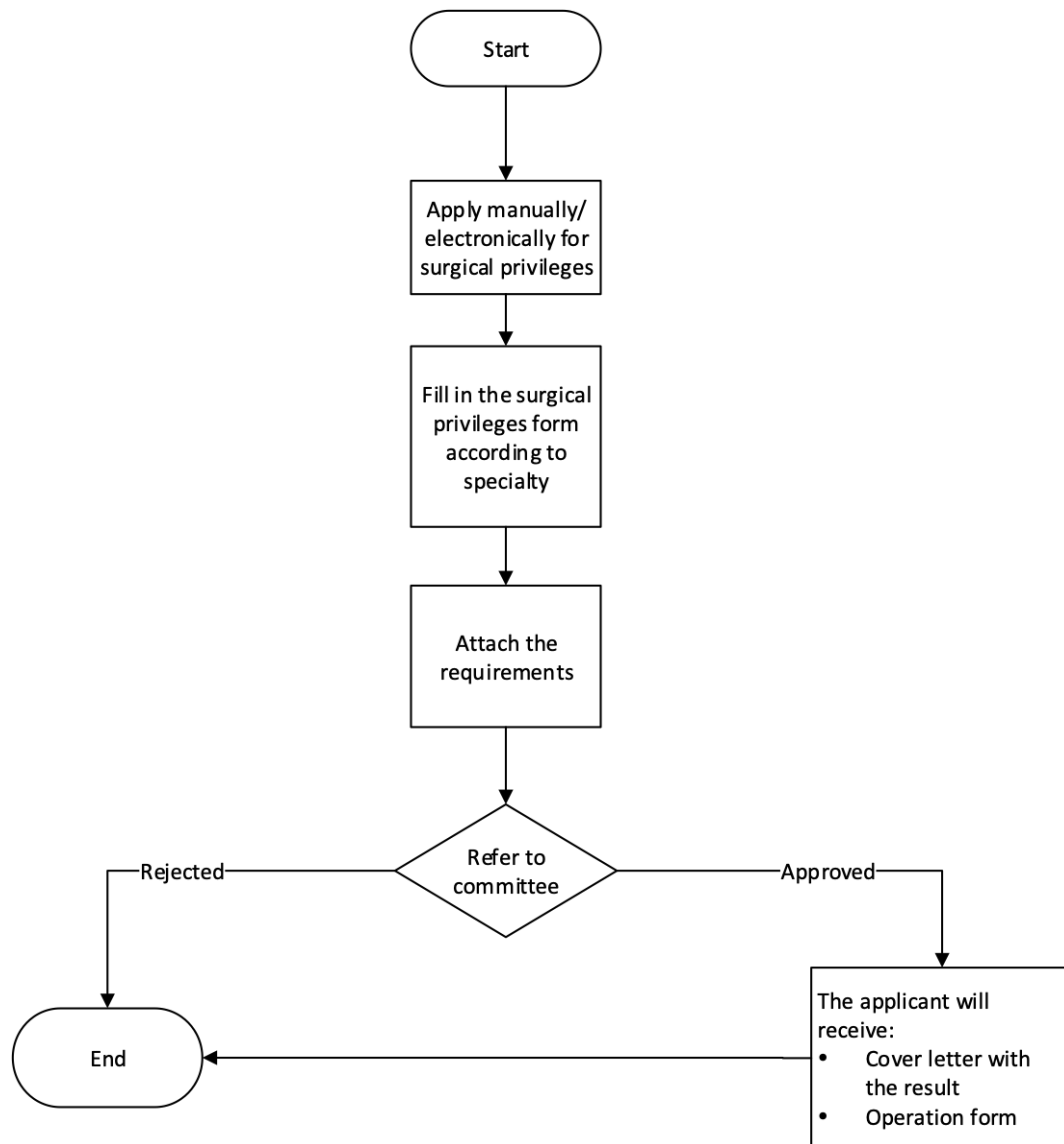
For Locum physicians

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 from the test date) from Medical Commission Dept. (or an attested valid blood test & chest x-ray from home country along with 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. Police Clearance Certificate from the home country attested from MOFA in Qatar.
3. The healthcare institution must submit an application along with specific dates for the expected visits (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 specialty physician 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](#) & [circular no. 12/2020](#).
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 specialty (marking in the requested column) and signed by the physician and the medical director of the facility where the applicant will perform the privileges. (Available on the DHP [website](#))
2. If there is no surgical privilege form for a specific specialty 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. No objection letter signed & stamped by the medical director of the place of work mentioned in the applicant license to perform the privileges in their facility or another facility with theater or day care.
5. Request Letter from the facility where the applicant will perform the privileges, if it is different workplace from the one mentioned in his/her license.
6. “Request for approval to perform surgical privilege” form signed and stamped by the medical director of the facility where the applicant will perform the privileges.
7. Copy of official surgical logbook for the last 3 years (must be attested by Ministry of Foreign affairs “MOFA”- Qatar or verified by PSV company).
8. Personal declaration for Surgical/ Medical Privileges.
9. Copy of Academic qualifications.
10. Copy of Curriculum - Vitae (C. V).
11. Recommendation letters (if any).
12. Copy of valid facility license with the list of approved services.



B] Re-applying for Additional Surgical/ Medical Privileges Application (After a 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. Copy of previous Surgical/ Medical Privileges approval letter from Registration Section.
3. Surgical/ Medical Privileges Form for the specific specialty (marking in the requested column) and signed by the physician and the medical director of the facility where the applicant will perform the privileges. (Available on the DHP [website](#))
4. Copy of **new** training certificate/courses attended in the requested privilege.
5. Copy of **new** work experience in the requested privilege (logbook)
6. Copy of Valid Medical License or copy of valid evaluation.
7. No objection letter signed & stamped by the medical director of the place of work mentioned in the applicant license to perform the privileges in their facility or another facility with theater or day care.
8. Request Letter from the facility where the applicant will perform the privileges, if it is different workplace from the one mentioned in his/her license.
9. “Request for approval to perform surgical privilege” form signed and stamped by the medical director of the facility where the applicant will perform the privileges.
10. Copy of official surgical logbook for the last 3 years (must be attested by Ministry of Foreign affairs “MOFA”- Qatar or verified by PSV company).
11. Personal declaration for Surgical/ Medical Privileges.
12. Copy of Academic qualifications.
13. Copy of Curriculum - Vitae (C. V).
14. Recommendation letters (if any).
15. Copy of valid facility license with the list of approved services.



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 workplace with theater or day care different from the one mentioned in his license.
- The original attested or verified -by primary source verification company- surgical logbook 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 of the issuance date of the privilege letter, 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/ 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 months**, and if the applicants submit new documents as new logbook or courses or training that had not been submitted or evaluated through the committee before.



- Licensed Specialty physicians can practice within their core competencies and core privileges specific to their scope. However, any procedure within the core privileges that needs operating theater must be performed in a licensed facility with theater or daycare setting.
- Licensed Specialty physicians can apply for advanced privileges within their scope of practice only.
- Licensed Specialty physicians are not allowed to apply for any privileges out of their scope of practice.
- Licensed Assistant Specialty physicians are not allowed to apply for core nor advanced privileges however, they can assist their supervisor in performing core/advanced surgical procedures as per the supervisor's scope of practice and the surgical privileges granted to the supervisor by the DHP. The first surgeon and the assistant with the facility will be responsible for any complication that can take place to the patient.
- Licensed Associate Physicians can apply for the core privileges as per their scope of practice only.
- Licensed Associate Physicians, upon changing their scope of practice to specialty:
 1. Core privileges -that were not approved by DHP previously- will not be granted automatically accordingly they should apply for these privileges.
 2. Can apply for the advanced privileges as per their scope of practice only.
- 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 facility focal point (After a minimum period of 30 working days)

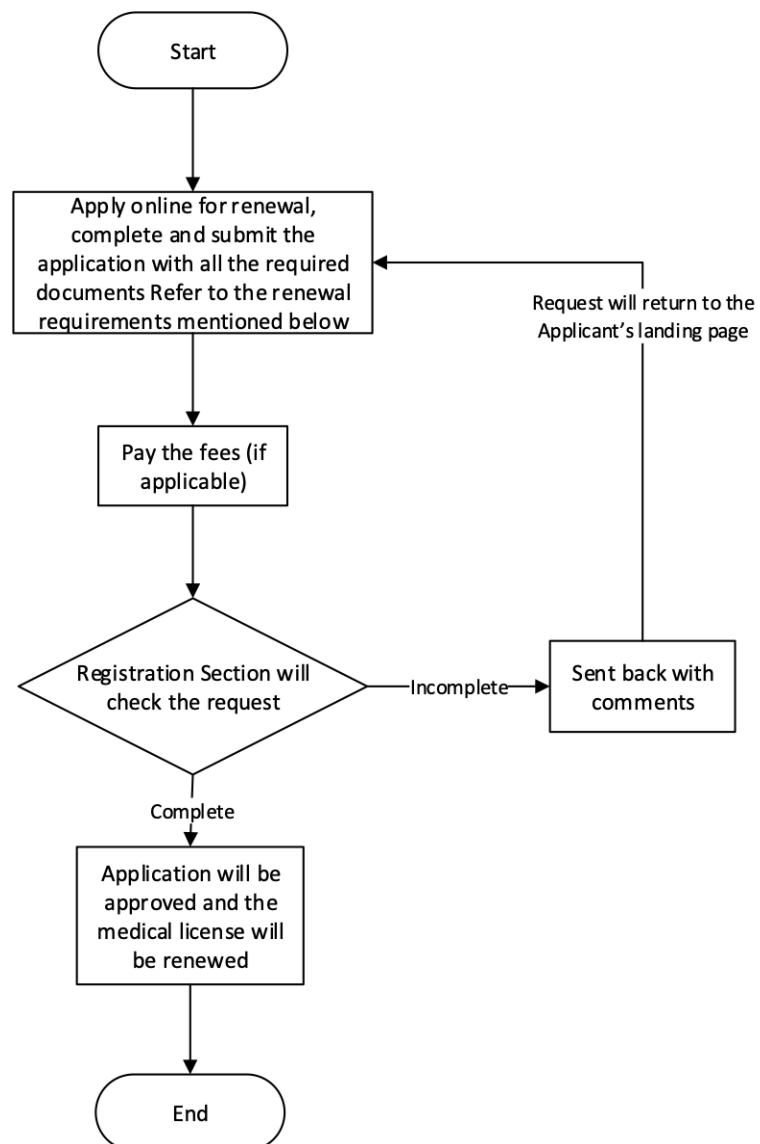
For further clarification please contact the Registration Team on DHPRegistration@moph.gov.qa

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).
N.B. For male practitioners (and female practitioners on their employer's sponsorship), the sponsor should be the 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 (the template is in the “Additional Attachments” document)
7. For assistant specialty and GP (supervised), supervision letter, logbook and assessment reports will be required. (please refer to circular number 21/2020 and 22/2020)
8. Any other additional documents might be requested.

Notes

- Applications that do not meet the requirements above will be sent back to the applicant maximum for 3 times then it will be rejected if all the requirements are not fulfilled.
- 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

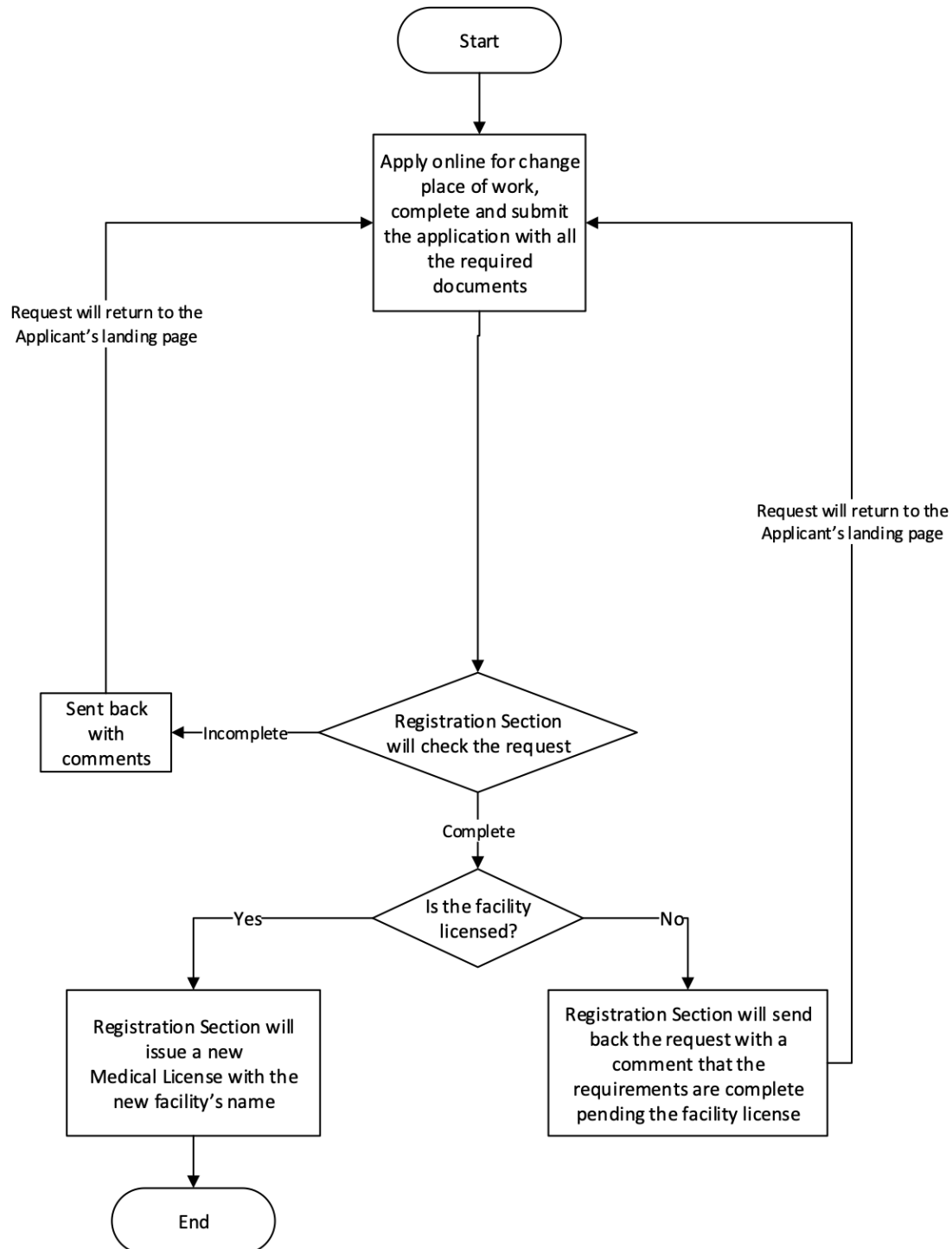
The following items are required in addition to the previous requirements noted above:

1. The healthcare institution must submit an application along with an official letter confirming that the physician is working on visiting basis and showing specific dates for the expected visits (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 & circular no. 12/2020.
4. 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).

References:

- Circular No. (3/2019)
- Circular No. (1/2019) issued by the FTP section

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
4. Copy of valid facility license with the approved services list issued by the facility department-MoPH.
5. In case of changing from Code-blue facility to non- code blue facility, CPR courses as per [circular no. 3/2017](#) will be requested.
6. For assistant specialty and GP (supervised), supervision letter, logbook and assessment reports will be requested. (please refer to circular number [21/2020](#) and [22/2020](#))

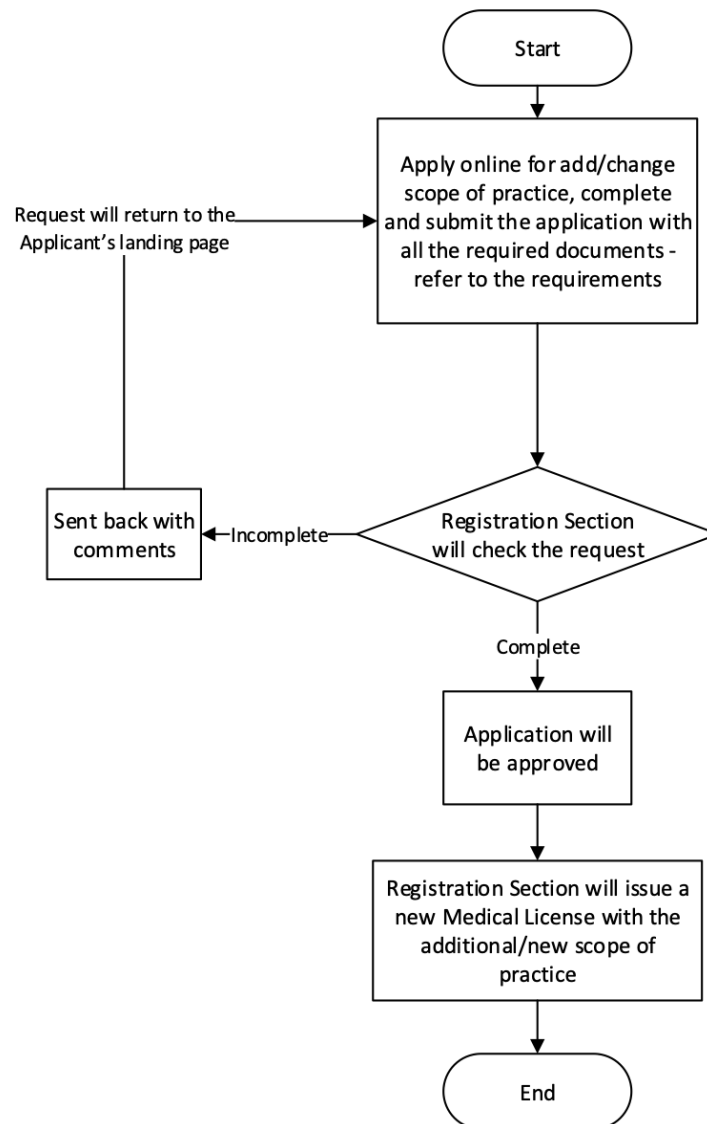
Notes

- 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 above will be sent back to the applicant maximum for 3 times then it will be rejected if all the requirements are not fulfilled.
- 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.
- The facility license showing the approved activities must be provided upon request.
- 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.

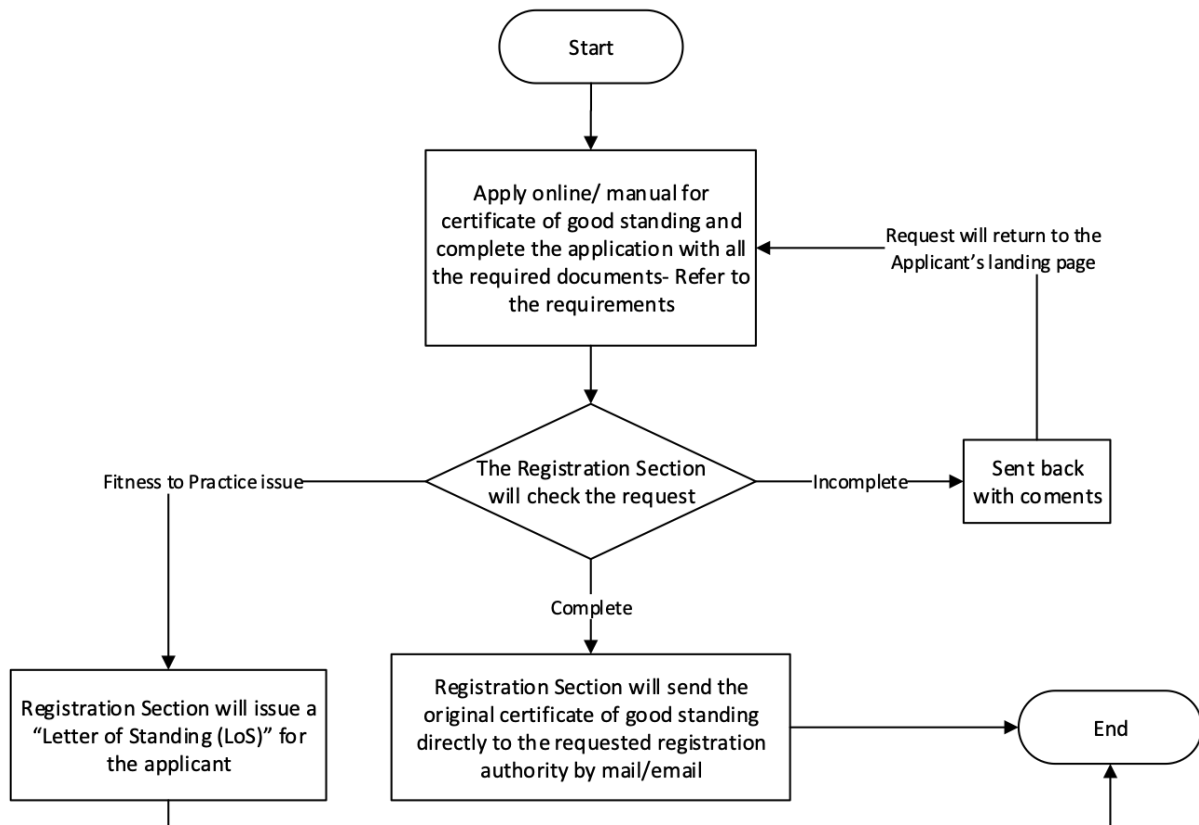
Notes

- Applications that do not meet the requirements above will be sent back to the applicant maximum for 3 times then it will be rejected if all the requirements are not fulfilled.
- 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 DHP)



- ❖ 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 above will be sent back to the applicant maximum for 3 times then it will be rejected if all the requirements are not fulfilled.
- 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 DHPRegistration@moph.gov.qa