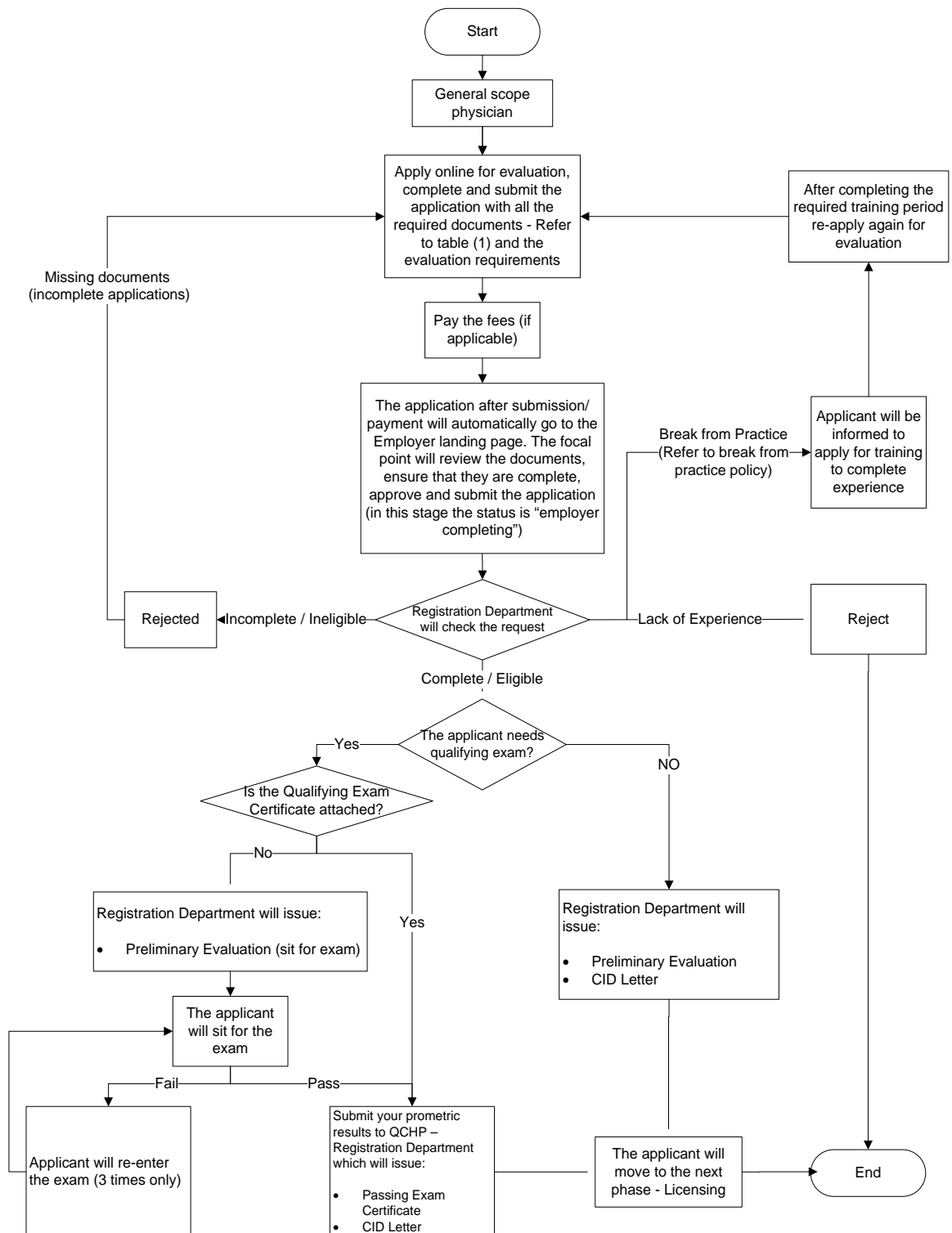


## Guidelines for Physicians

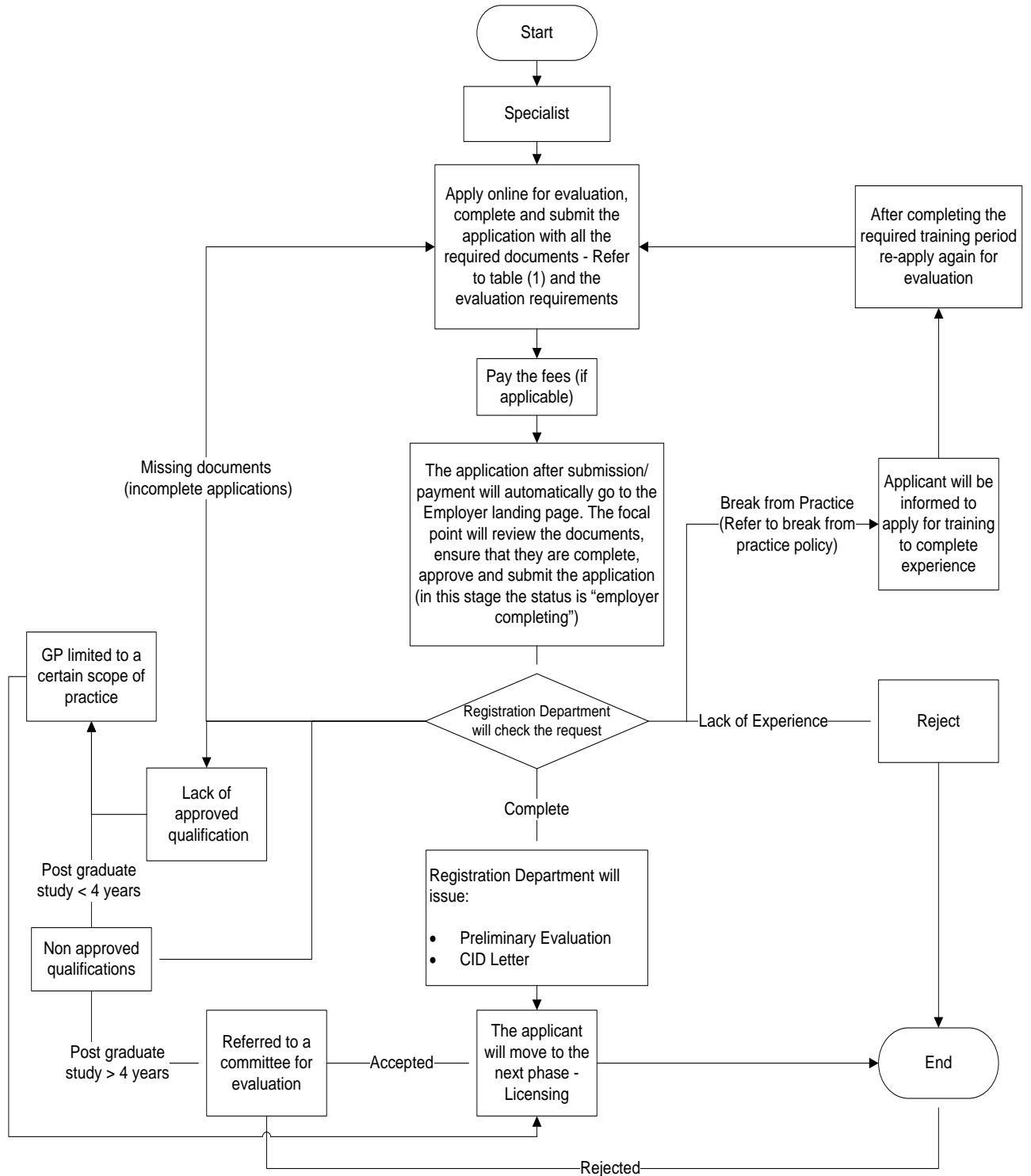
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## 1. A) Registration / Evaluation Process Map for “General Scope Physicians”



- ❖ The applicant should follow up on the request with the focal point.
- ❖ In the meantime Physicians can only obtain training in Hamad Medical Corporation (HMC).

**B) Registration / Evaluation Process Map for “Specialists”**



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

## Registration / Evaluation Requirements

Please apply through the electronic registration and licensing system on the website of Qatar Council for Healthcare Practitioners ([www.qchp.org.qa](http://www.qchp.org.qa)), complete the online application and pay the required fees (if applicable).

**Submit an electronic evaluation request and upload all the below mentioned required documents:**

1. Copy of Valid Passport.
2. Copy of Valid QID (If applicable).
3. One recent photo (according to photo criteria stated in attachment 2).
4. Curriculum Vitae (C. V).
5. Copy of all academic certificates with official transcript (refer to Table no. 1).
6. Copy of all work experience certificates (refer to Table no. 1).
7. Copy of valid medical/registration license from home country or medical/registration licenses accompanying the required years of work experience (if applicable).
8. Copy of proof of submission to the verification company (if applicable).
9. Copy of the passing certificate of the qualifying exam (if available).

### Notes

- Applications that do not meet the requirements mentioned above will be rejected.
- The evaluation shall not obligate the Qatar Council for Healthcare Practitioners to grant the applicant any specific degree or title.
- Please note that verification process by the verification company replaces attestation of certificates by related competent authorities.
- The verification report and certificate of good standing shall be received in the licensing phase unless the case requires otherwise.
- It shall be the applicant's responsibility to follow up on receiving the report regarding verification and the certificate of good standing.
- Original document/ certificates shall be submitted upon request.
- 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 and attached to a copy of the original documents.

- Please refer to the website of the Supreme Council of Health frequently to check the updates of the evaluation requirements.
- Case by case assessment may be implemented.

**Follow-up on request (After a minimum period of 25 working days)**

**Table No. "1"**

Scope of practice	Education requirements	Experience requirements
1-General Scope Physician	1-Bachelor's degree of Medicine or equivalent from a recognized university.  2- Should sit for the qualifying exam unless exempted	5 years post graduate experience
2-Specialists	Please refer to table 2	5 years experience in Total

- **General Scope Physician**

- All practitioners under this category shall pass the qualifying exam after completing not less than five years of experience and meeting the registration and licensing requirements.
- Listed below are the qualifying exams that exempt applicants from the State of Qatar's qualifying exam of Physician provided that the applicant succeeded in the exam not earlier than the last five years.

Physicians
• <b>Australian Medical Council Multiple Choice Questionnaire</b>
• <b>Professional and Linguistic Assessments Board Part 1</b>
• <b>United States Medical Licensing Examination Part 3</b>
• <b>Medical Council of Canada Qualifying Examination Part 1</b>
• <b>Hamad Medical Corporation National Board Examination</b>

• **Specialists**

- a) Holders of specialty certificates that are recognized as specialty certificates in the State of Qatar mentioned in table no. “2” shall be granted the degree of “specialist physician” after completing all the registration and licensing requirements.
- b) Medical specialty certificates (Masters and Diploma of not less than one year of study) which do not qualify their holders for the title of specialist shall be exempted from the qualifying exam. The physician shall be entitled to work in the specialty’s scope of practice as non-specialist physician under the direct supervision of a specialist physician licensed to work in the same or related scope of practice.
- c) Internships can only be counted as a separate experience certificate in all countries that have at least 6 years medical study for bachelor degree.
- d) Post graduate study can be counted as an experience in all countries except INDIA as the applicant needs 5 years postgraduate experience to be able to obtain the title of specialist.

**Table No. “2”**

**Approved Specialty certificates according to geographic location for the category of physicians**

- The following table includes the most received specialty certificates among applicants in the State of Qatar which entitles their holders for the title “Specialist”.
- Other Specialty certificates from countries not included in the below table shall be evaluated by specialized committees in the State of Qatar.
- Please read the note below the table regarding the category of “Specialist”.

#	Country	Qualification	Granting organization
1.	Algeria	<ul style="list-style-type: none"> <li>• Higher medical studies</li> <li>• Diploma</li> </ul>	Algerian ministry of higher education
2.	Arab region	Fellow	Arab board of medical specialization
3.	Australasia  Australia, New Zealand	Fellow	One of 17 colleges: 1- Australasian college for emergency medicine 2- Australian and New Zealand college of Anesthetists Royal Australasian college of physicians (including the Pediatrics and Child Health

	and the island of New Guinea, and neighboring islands in the Pacific Ocean		Division) 4- Australasian College of Dermatologists 5- Royal Australasian College of General Practitioners 6- Royal Australian and New Zealand College of Obstetricians and Gynecologists 7- Royal Australian and New Zealand College of Ophthalmologists 8- Royal College of Pathologists of Australia 9- Australasian Faculty of Public Health Medicine 10- Australasian Faculty of Rehabilitation Medicine 11- Royal Australian and New Zealand College of Psychiatrists 12- Royal Australian and New Zealand College of Radiologists 13- Royal Australasian College of Surgeons 14- Joint Faculty of Intensive Care Medicine (Royal Australasian College of Physicians & Australian and New Zealand College of Anesthetists) 15- Royal Australasian College of Medical Administrators 16- Australasian Faculty of Occupational Medicine 17- Australasian Chapter of Palliative Medicine
4.	Australia	See Australasia	
5.	Austria	Fachartz diplom	Austrian Medical Chamber (AMC) (Österreichische Ärztekammer)
6.	Belgium	Specialist certificate <ul style="list-style-type: none"> <li>• (Bijzondere beroepstitel van geneesheerspecialist</li> <li>• professional particulier de medicin specialiste</li> </ul>	Belgian ministry of public health
7.	Canada	Fellow	One of two colleges : 1- Royal College of Physicians & Surgeons in Canada 2- College of Family Physicians of Canada
8.	Czech	DIPLOMA	Ministry of health of Czech republic
9.	Denmark	Specialist certificate <ul style="list-style-type: none"> <li>• Bevis for tilladelse til at betegne sig som</li> </ul>	Sundhedsstyrelsen

		speciallæge	
10.	<b>Egypt</b>	Doctorate (MD)	Recognized Medical school ( see FAIMER or WHO directories)
11.	<b>France</b>	Diplome d'études superieures (DES) or DIS Certificat d'études superieures (CES)	Recognized Medical school ( see FAIMER or WHO directories)
12.	<b>Germany</b>	Fachartz (Facharztliche Anerkennung)	Recognized Medical Association (Landesarztekammer)
13.	<b>Hungary</b>	Certificate	National board of examination
14.	<b>India</b>	<ul style="list-style-type: none"> <li>• MD or MS or DNB</li> <li>+</li> <li>• 5 years work experience</li> </ul> DM/M.ch	MD or MS from recognized Medical school (see FAIMER or WHO directories) DNB from National Board of Examination
15.	<b>Iraq</b>	Fellow	Iraqi Commission of Medical Specialties
16.	<b>Ireland</b>	<ul style="list-style-type: none"> <li>• Fellow</li> <li>• Before 1996-Fellow</li> </ul> OR <ul style="list-style-type: none"> <li>• After 1996-fellow and Certification of completion of Specialist Training (CCST)</li> </ul>	One of two colleges: 1- Royal College of Surgeons in Ireland 2- Royal College of Physicians of Ireland
17.	<b>Italy</b>		Recognized Medical School ( see FAIMER or WHO directories)
18.	<b>Jordan</b>	Fellow	The Jordanian Medical council, Jordan
19.	<b>KSA</b>	Specialist certificate	Saudi council of Health Specialties
20.	<b>Lebanon</b>	Specialist certificate	American University of Beirut
21.	<b>Morocco</b>	Specialist certificate	National Physicians Authority
22.	<b>New Zealand</b>	Fellow	
23.	<b>Pakistan</b>	Fellow	College of Physicians and surgeons Pakistan
24.	<b>Poland</b>	Diploma, Grade two	Recognized Medical School ( see FAIMER or WHO directories)
25.	<b>Russia</b>	PhD	Recognized Medical School ( see FAIMER or WHO directories)
26.	<b>Spain</b>	Titulo Especaillistz or Titulo du Especialisra	One of two Ministries: 1. Titulo Especaillistz from Ministry of Education & science 2. Titulo du Especialista from Ministry of Universities & Research
27.	<b>Sudan</b>	Clinical MD	The Council of Postgraduate Studies
28.	<b>Sweden</b>	Bevis om Specialistcompetens	National Board of Health and Welfare of Sweden
29.	<b>Syria</b>	Specialist certificate	Syria Ministry of Health



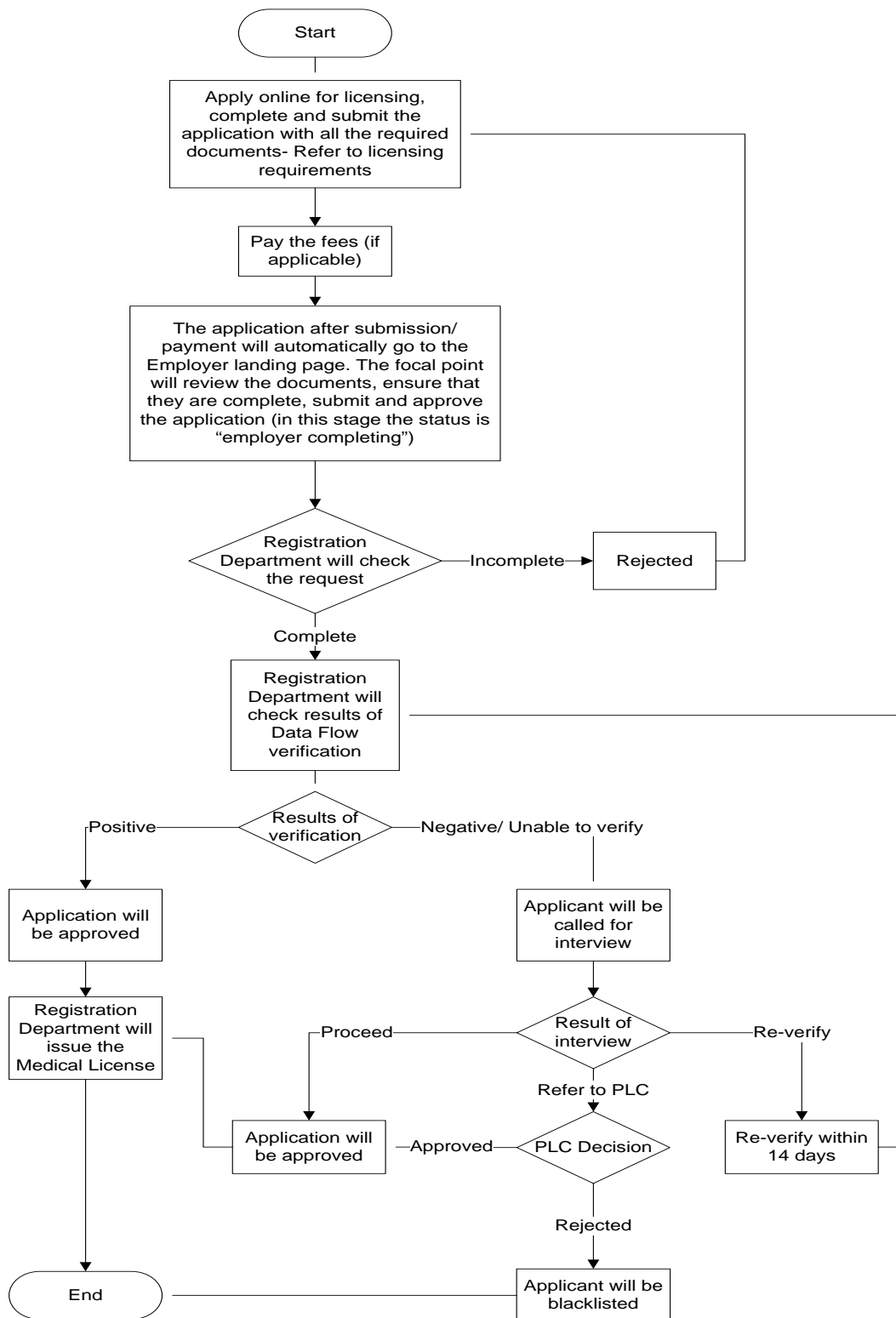
30.	Tunisia	Specialist certificate	National Physicians Authority
31.	UK	Before 1996-Fellow OR After 1996-Fellow and certification of completion of specialist training	One of 18 Faculties or Collages : 1- College of Emergency Medicine (formally known as the Faculty of Accident and Emergency Medicine) 2- Faculty of Occupational Medicine 3- Faculty of Pharmaceutical Medicine 4- Faculty of Public Health 5- Royal College of Anesthetists 6- Royal College of General Practitioners (Family Medicine) 7- Royal College of Obstetricians & Gynecologists 8- Royal College of Ophthalmologists 9- Royal College of Pediatrics & Child Health 10- Royal College of Pathologists 11- Royal College of Physicians of London 12- Royal College of Physicians of London Regional Offices 15- Royal College of Psychiatrists 16- Royal College of Radiologists 17- Royal College of Surgeons of Edinburgh 18- Royal College of Surgeons of England
32.	Ukraine	PhD	Recognized Medical School ( see FAIMER or WHO directories)
33.	USA	Diplomate	One of 24 recognized bodies: 1- American Board of Allergy & immunology 2- American Board of Anesthesiology 3- American Board of Colon & Rectal Surgery 4- American Board of Dermatology 5- American Board of Emergency Medicine 6- American Board of Family Medicine 7- American Board of Internal Medicine 8- American Board of Medical Genetics 9- American Board of Neurological Surgery 10- American Board of Nuclear Medicine 11- American Board of Obstetrics & Gynecology 12- American Board of Ophthalmology

			13- American Board of Orthopedic Surgery 14- American Board of Otolaryngology 15- American Board of Pathology 16- American Board of Pediatrics 17- American Board of Physical Medicine & Rehabilitation 18- American Board of Plastic Surgery 19- American Board of Preventive Medicine 20- American Board of Psychiatry & Neurology 21- American Board of Radiology 22- American Board of Surgery 23- American Board of Thoracic Surgery 24- American Board of Urology
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**Note**

- “GP physician limited to a certain scope of practice” shall be granted privilege to work in their scope of profession under the direct supervision of a specialist physician licensed in the same or related scope of practice.

## 2. Licensing Process Map for Physicians



❖ The applicant should follow up on the request with the focal point.

## Licensing Requirements

Please apply through the electronic registration and licensing system on the website of Qatar Council for Healthcare Practitioners ([www.qchp.org.qa](http://www.qchp.org.qa)), complete the online application and pay the required fees (if applicable).

### Submit an electronic licensing request and upload all the below mentioned documents:

1. Copy of Verification Report payment receipt.
2. Copy of Valid passport +Copy of Valid QID (if applicable).
3. One recent photo (according to photo criteria stated in attachment 2).
4. Copy of Police Clearance Certificate from Qatari Ministry of Interior.
5. Blood test, which can be issued by:
  - HMC
  - Medical Commission (with CDC stamp of Vaccination)
  - Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
  - Primary healthcare (For Qatari's only)
6. Blood test must include: HIV test, HCV test, HBV test, HB vaccination and chest X-Ray.
7. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent or CPR registration receipt + undertaking letter.
8. Copy of all academic certificates (refer to table 1).
9. Copy of all work experience certificates (refer to table 1).
10. Copy of valid medical/registration license from home country and medical/registration licenses accompanying the required years of work experience.
11. Original Certificate of Good Standing must be sent directly from the Registration authority of the last 5 years of work experience, to the: Registration Section, Medical Licensing, Supreme Council of Health, P.O. Box: 7744, Doha, Qatar.

### Notes

- Applications that do not meet the requirements mentioned above will be rejected.
- The verification report and certificate of good standing shall be reviewed during this phase; any misleading information provided will result in the application being rejected.
- All documents submitted during the licensing phase shall be in accordance with those documents previously submitted in the evaluation phase. It shall be the applicant's responsibility to follow up on receiving the report regarding verification and the certificate of good standing.

- Original documents /certificates if required shall be submitted upon request.
- Any other documents required to support the application that are not mentioned above shall be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated and attached to a copy of the original documents.
- Please refer to the Supreme Council of Health website frequently to check the updates of the licensing requirements.

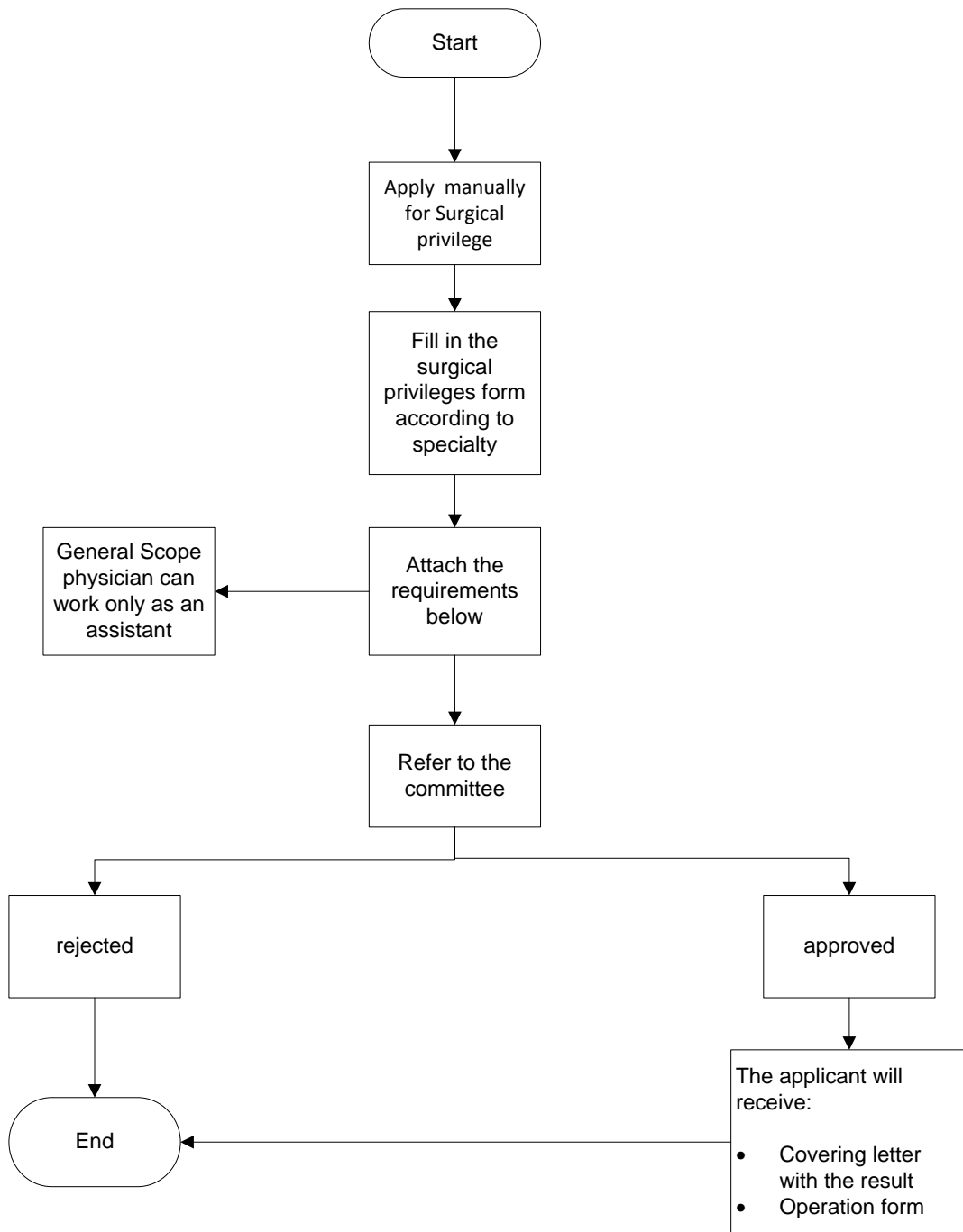
**Follow-up on request (After a minimum period of 20 working days)**

**For visiting physicians**

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

1. Copy of recent blood test (valid for 6 months after the test date) from Medical Commission Dept. & CDC stamp of Vaccination from Department of Public Health Or attested valid blood test from home country and undertaking letter signed and stamped from the place of work stating that the blood test will be undertaken in the State of Qatar before commencing work in the State of Qatar.
2. Work experience certificate for the last one year of experience attested from Ministry of Foreign Affairs or copy of proof of submission to the verification company for the work experience certificate and the last one year work experience certificate.

### 3. Surgical privileges process map



## Surgical Privileges Requirements

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

1. Surgical Privileges Application Form.
2. Copy of Valid Medical License or copy of valid evaluation.
3. Request from the place of work (place of work as mentioned in the medical license or as the evaluation).
4. Request Letter + List of requested surgeries (from the facility where the applicant wants to perform the surgeries).
5. Copy of official surgical log book for the last 3 years (must be attested by the official competent authorities).
6. Personal declaration for surgical privileges (available on the website).
7. Copy of bachelor degree or its equivalent.
8. Copy of the specialization certificate or its equivalent.
9. Copy of surgical privilege approval letter from Registration Department (if any).
10. Curriculum - Vitae (C. V).
11. Recommendation letters (if any).

**Data of the surgeries' supervisor doctor (surgeon):**

1. Copy of the valid medical license.
2. Copy of his surgical privilege approval letter from Registration Department.

### Notes:

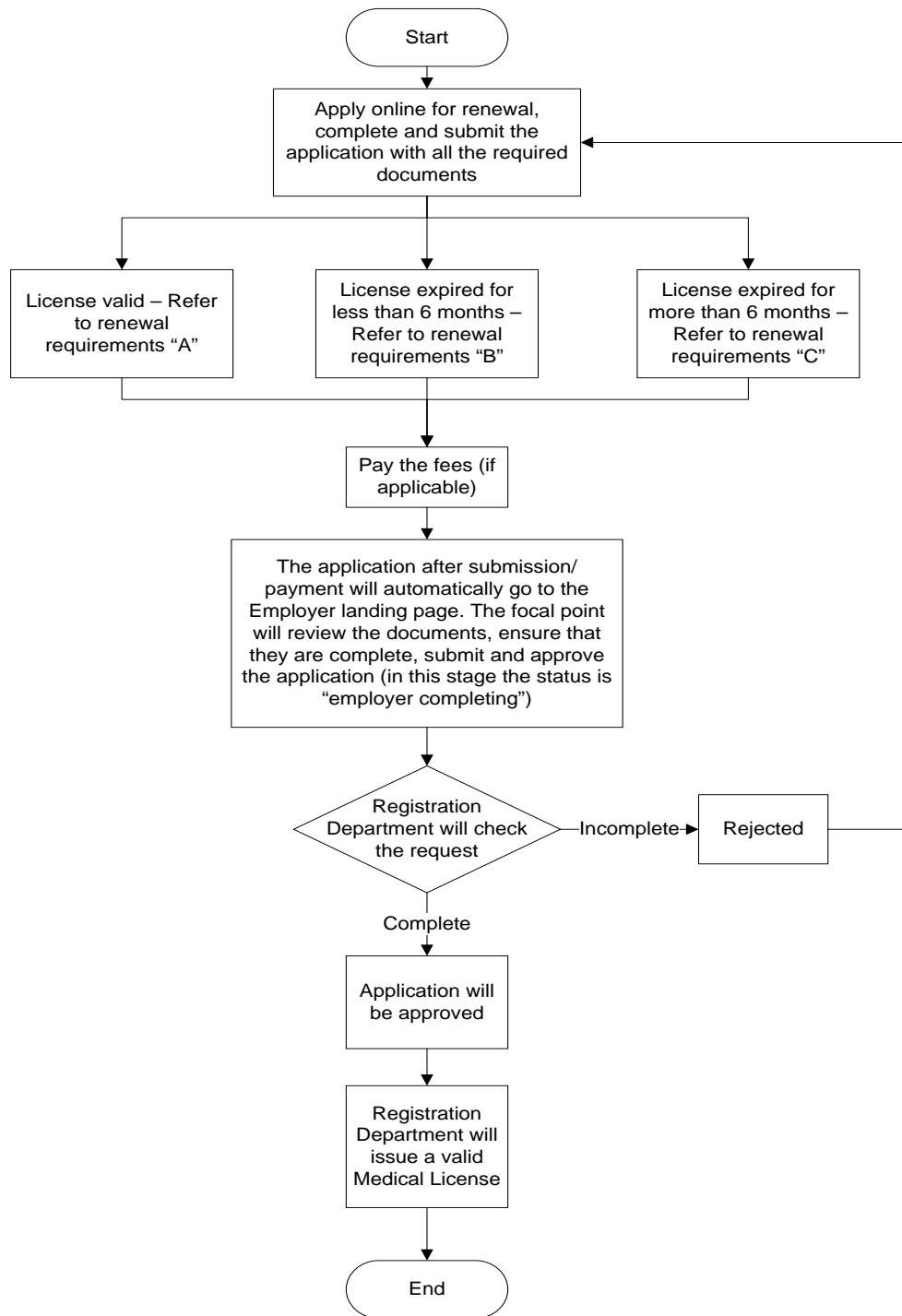
- Applications that do not meet the requirements mentioned above will be rejected
- The applicant can apply for surgical privileges in alignment with evaluation.
- The original attested surgical log book must be checked by the prospective Medical licensing officer (in the final stage).
- The applicant can apply for surgical privileges in a different workplace from the one mentioned in his license. in this case he must attach the following in addition to the requirements:
  1. Covering letter from the place he wishes to join.
  2. Approval letter from his own place of work.

- Any other required documents that are not mentioned above shall be submitted upon request.
- Original documents/ certificates must be presented upon request.
- Any documents presented in languages other than Arabic or English must be translated and attached to copies of original documents.
- Please refer to the website of the Supreme Council of Health frequently to check the updates of the surgical privileges requirements.

**Follow-up on request (After a minimum period of 25 working days)**



### 4. License Renewal Process Map



❖ The applicant should follow up on the request with the focal point.

## License Renewal Requirements

Please apply through the electronic registration and licensing system on the website of Qatar Council for Healthcare Practitioners ([www.qchp.org.qa](http://www.qchp.org.qa)), complete the online application and pay the required fees (if applicable).

**Submit an electronic renewal request and upload all the below mentioned documents:**

### A. If License is valid

1. Copy of valid QID (if applicable).
2. Copy of valid passport.
3. One recent photo (according to photo criteria stated in attachment 2).
4. Blood test, which can be issued by:
  - Hamad Medical Corporation.
  - Medical Commission (with CDC stamp of Vaccination)
  - Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
  - Primary Healthcare Corporation (For Qataris only)
5. Blood test must include: HIV test, HCV test, HBV test and HB vaccination.
6. Copy of valid Recognized CPR Course or its equivalent, (or CPR registration receipt & Undertaking letter) - **Not required for visiting Physicians.**
7. Any other additional requirements.

### B. If License expired for less than 6 months

1. Copy of valid QID (if applicable).
2. Copy of valid passport.
3. One recent photo (according to photo criteria stated in attachment 2).
4. Blood test, which can be issued by:
  - Hamad Medical Corporation
  - Medical Commission (with CDC stamp of Vaccination)
  - Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
  - Primary Healthcare Corporation (For Qataris only)
5. Blood test must include: HIV test, HCV test, HBV test and HB vaccination.
6. Copy of valid Recognized CPR Course or its equivalent, (or CPR registration receipt & Undertaking letter) - **Not required for visiting Physicians.**
7. Declaration letter signed and attached to the comments page of the Registration/Licensing electronic system (Refer to Declaration letter attachment).
8. Verification (Retrospective): Verify academic qualifications through Verification Company & attach a copy of the receipt in the comments page of the Registration/Licensing electronic system.

**C. If License expired for more than 6 months**

1. Copy of valid QID (if applicable).
2. Copy of valid passport.
3. One recent photo (according to photo criteria stated in attachment 2).
4. Blood test, which can be issued by:
  - Hamad Medical Corporation
  - Medical Commission (with CDC stamp of Vaccination)
  - Private hospitals (Al Ahli, Al Emadi & Doha Clinic)
  - Primary Healthcare Corporation (For Qataris only)
5. Blood test must include: HIV test, HCV test, HBV test and HB vaccination.
6. Copy of valid Recognized CPR Course or its equivalent, (or CPR registration receipt & Undertaking letter) - **Not required for visiting Physicians.**
7. Declaration letter signed and attached to the comments page of the Registration/Licensing Electronic System (Refer to Declaration letter attachment).
8. Verification (Retrospective): Verify academic qualifications through verification company & attach a copy of the receipt in the comments page of the Registration/Licensing electronic system.
9. Justification Letter signed by the practitioner/ employer explaining the reason behind the late renewal (except PHCC & HMC).
10. **Only for HMC & PHCC** Qualifying Exam (if applicable).

**Notes**

- Applications that do not meet the requirements mentioned above will be rejected.
- Original document/ certificates if required shall be submitted upon request.
- Any other required documents required to support the application that are not mentioned above shall be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated and attached to a copy of the original documents.
- Please refer to the Supreme Council of Health website frequently to check the updates of the licensing requirements.

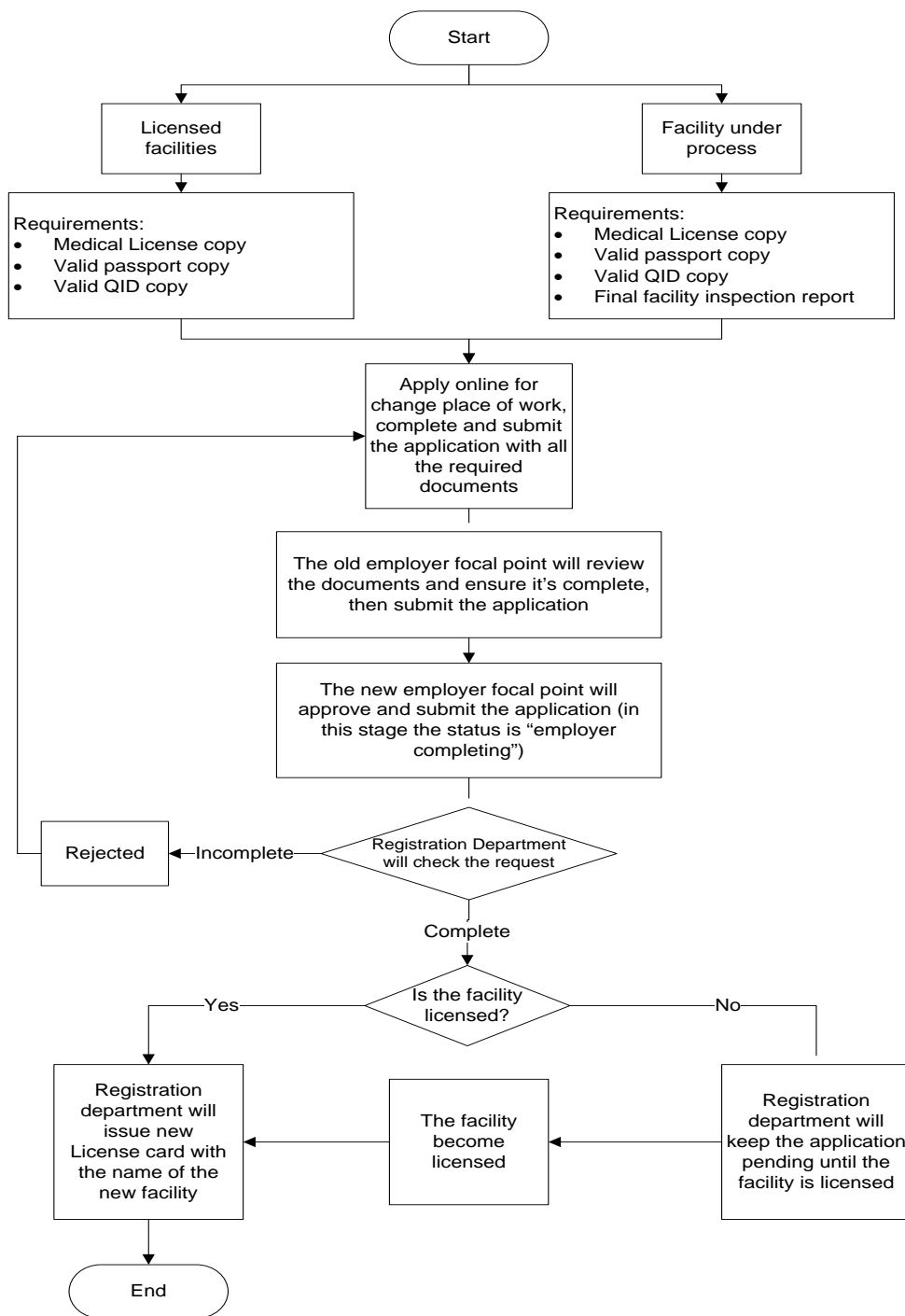
**Follow-up on request (After a minimum period of 15 working days)**

**Notes for visiting Physicians**

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

1. Copy of recent blood test (valid for 6 months after the test date) from Medical Commission Dept. & CDC stamp of Vaccination from Department of Public Health Or attested valid blood test from home country and undertaking letter signed and stamped from the place of work stating that the blood test will be undertaken in the State of Qatar before commencing work in the State of Qatar.
2. Work experience certificate for the last one year of experience attested from Ministry of Foreign Affairs or copy of proof of submission to the verification company for the work experience certificate and the last one year work experience certificate.

### 5. Change Place of Work Process Map



❖ The applicant should follow up on the request with the focal point.

## Change Place of Work Requirements

Please apply through the electronic registration and licensing system on the website of Qatar Council for Healthcare Practitioners ([www.qchp.org.qa](http://www.qchp.org.qa)) and complete the online application.

**Submit an electronic change place of work request and upload all the below mentioned documents:**

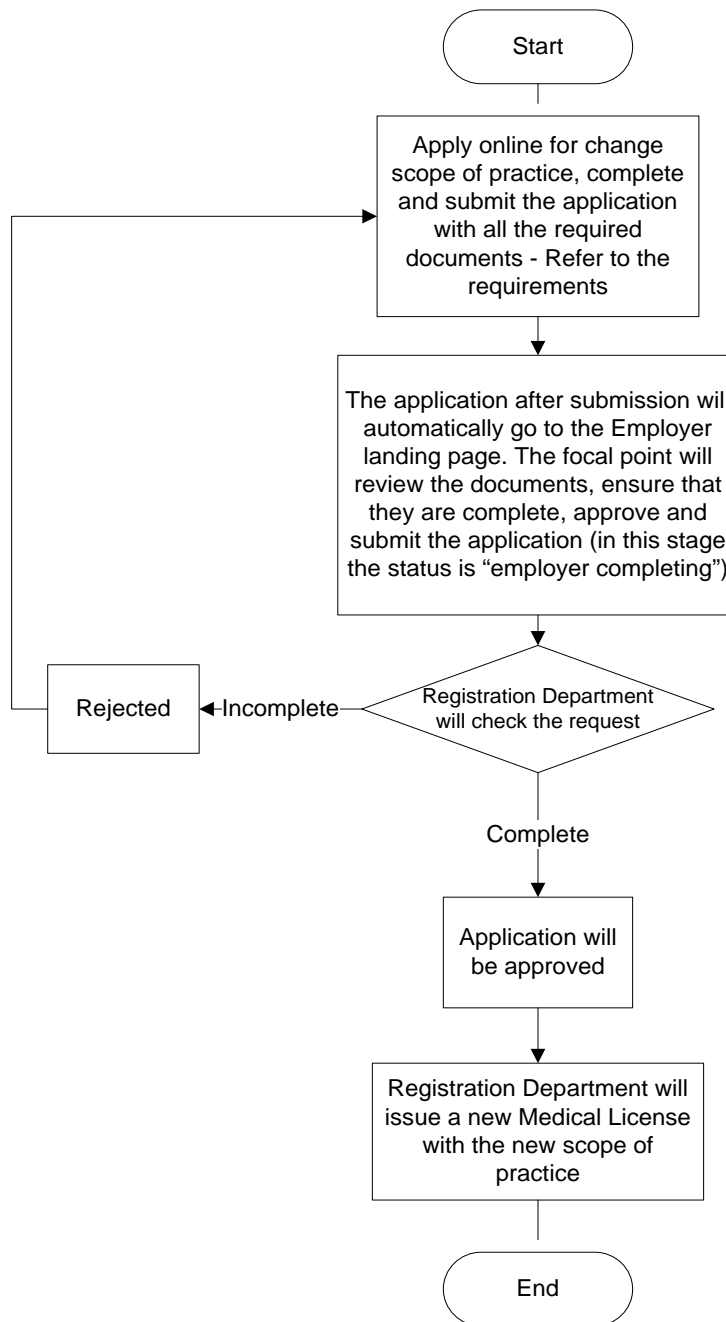
1. Copy of valid passport + copy of valid QID (should be changed to the new employer or secondment from the Ministry of Interior or any other adjustment according to the current laws and regulations in the State of Qatar).
2. Copy of valid medical license.
3. Copy of Final Facility Inspection Report (only for facilities under licensing process).

### Notes

- Applications that do not meet the requirements mentioned above will be rejected.
- Original document/ certificates if required shall be submitted upon request.
- Any other required documents required to support the application that are not mentioned above shall be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated and attached to a copy of the original documents.
- Please refer to the Supreme Council of Health website frequently to check the updates of the change place of work requirements.

**Follow-up on request (After a minimum period of 15 working days)**

## 6. Change Scope of Practice Process Map



- ❖ The applicant should follow up on the request with the focal point.

## Change Scope of Practice Requirements

Please apply through the electronic registration and licensing system on the website of Qatar Council for Healthcare Practitioners ([www.qchp.org.qa](http://www.qchp.org.qa)) and complete the online application.

**Submit an electronic Change Scope of Practice request and upload all the below mentioned documents:**

1. Copy of valid passport + copy of valid QID (If applicable).
2. Copy of current or last Medical license in the State of Qatar.
3. Copy of additional academic certificates.
4. Copy of additional experience.

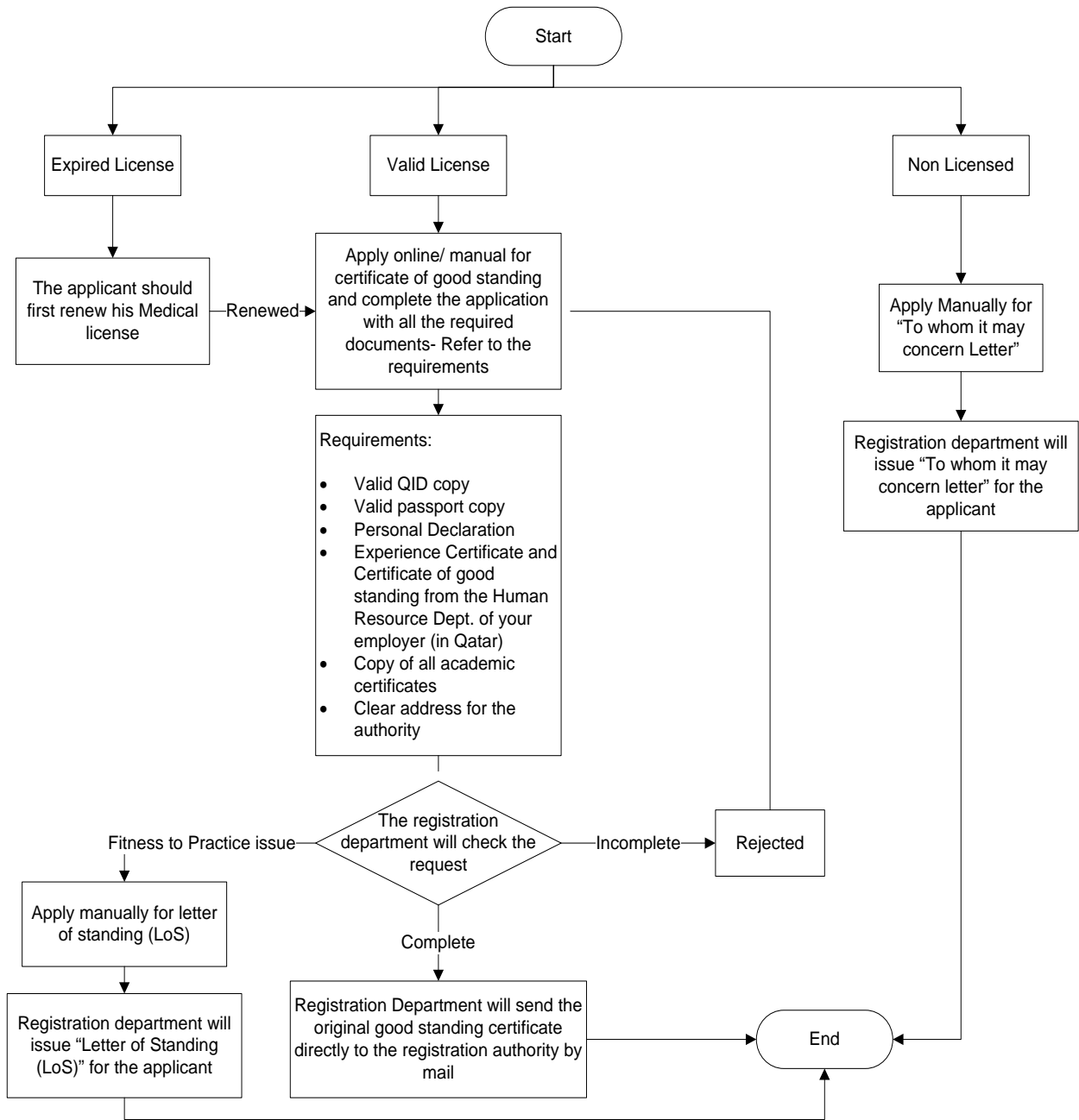
### Notes

- Applications that do not meet the requirements mentioned above will be rejected.
- Original document/ certificates if required shall be submitted upon request.
- Any other required documents required to support the application that are not mentioned above shall be submitted upon request.
- Any documents presented in languages other than Arabic or English must be translated and attached to a copy of the original documents.
- Please refer to the Supreme Council of Health website frequently to check the updates of the change scope of practice requirements.

**Follow-up on request (After a minimum period of 15 working days)**



### 7. Certificate of Good Standing Process Map



## Certificate of Good Standing (COGS) Requirements

Please apply through the electronic registration and licensing system on the website of Qatar Council for Healthcare Practitioners ([www.qchp.org.qa](http://www.qchp.org.qa)) and complete the online application.

**Submit an electronic Certificate of Good Standing request and upload all the below mentioned documents:**

1. Copy of valid passport + copy of valid QID (If applicable).
2. Copy of current or last Medical license in the State of Qatar.
3. Experience Certificate from Human Resource Dept. of your employer in State of Qatar.
4. Copy of all academic certificates.
5. Certificate of good standing from place of work (in Qatar).
6. Clear address for the Registration Authority.

### Notes

- Applications that do not meet the requirements mentioned above will be rejected.
- Original document/ certificates if required shall be submitted upon request.
- Any other required documents required to support the application that are not mentioned above shall be submitted upon request.
- Please be informed that the original certificate of good standing will be sent directly to the department of request.
- Any documents presented in languages other than Arabic or English must be translated and attached to a copy of the original documents.
- Please refer to the Supreme Council of Health website frequently to check the updates of the certificate of good standing requirements.
- If the license is expired and the practitioners left the country or out of practice , Manual application can be accepted with the expired license

**Follow-up on request (After a minimum period of 25 working days)**