

## CIRCULAR NO (DHP/2024/16)

<b>From</b>	Department of Healthcare Professions / Ministry of Public Health/Qatar
<b>To</b>	<ul style="list-style-type: none"><li>All healthcare practitioners in the governmental/semi-governmental/private sectors in the State of Qatar</li><li>All Healthcare Facilities in the governmental/semi-governmental/private sectors in the State of Qatar</li></ul>
<b>Subject</b>	Updates to the processing time of registration/licensing requests
<b>Date</b>	5 June 2024

Greetings from the Department of Healthcare Professions (DHP),

In line with DHP's commitment to meeting quality standards and continuous improvement, while ensuring the efficiency of its procedures, to DHP has decided to reduce the processing timeframe of most requests submitted by healthcare practitioners in the nursing, pharmacy, and allied healthcare professions categories.

Moreover, a comprehensive review has been conducted to determine the appropriate processing time for all types of requests. This review aims to allow sufficient time for a thorough and effective examination of documents submitted by healthcare practitioners, ensuring their competence and safety. At the same time, it ensures a seamless flow of procedures.

The purpose of this update is to improve the registration and licensing process for healthcare practitioners, while also ensuring their adherence to the necessary quality and safety standards. The ultimate goal is to enhance the overall experience for these practitioners.

Kindly review the enclosed table for details regarding the revised processing timeframes for all types of registration/licensing requests.

**Notes:**

- Processing time starts the day we receive a complete application that meets all requirements and includes verified documents.
- For applications that are sent back for revision, processing time is counted from the resubmission date.

For further information, kindly contact DHP Registration: [dhpregistration@moph.gov.qa](mailto:dhpregistration@moph.gov.qa)

**Thank you for your cooperation, Department of Healthcare Professions**

**Attachments:**

Timetable for processing registration/licensing requests for healthcare practitioners.

## Processing Time for Registration/Licensing Applications that have met all the requirements and verified documents:

#	Request Type	Working days (Physicians & Dentists)	Working days (AHP & Nursing & Pharmacy)
1	Apply for Evaluation	25	15
2	Apply for Temporary License	5	5
3	Apply for Licensing	15	10
4	Apply for Renewal	7	7
5	Apply for Update Personal Information	3	3
6	Apply to Change Place of work	10	7
7	Apply for Removal from the Registry	3	3
8	Apply for a Certificate of Good Standing/Registration Certificate	5	10
9	Apply for Restoration to the Registry	20	15
10	Apply to Add/Change scope of Practice	25	15
11	Apply for Additional Place of Work	3	3
12	Apply to Update Leave Details	3	3
13	Apply to Update Profile	15	7
14	Apply for Visiting Practitioner (Short Notice)	3	3
15	Apply for non-clinical registration	5	5
16	Apply for Privileging (Electronic)	25	
17	Apply for Privilege (Manual)		30
18	Apply for Work under Supervision (Training)	15	15
19	Apply to Whom It May Concern Certificate	5	5