



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



تعميم رقم (2018/26)

من	المجلس القطري للتخصصات الصحية
إلى	• كافة فئات الممارسين الصحيين في دولة قطر (القطاعين الحكومي والخاص) • كافة ضباط الاتصال في دولة قطر (القطاعين الحكومي والخاص)
الموضوع	تحديث على سياسة الخبرة العملية كمتطلب لتسجيل/ترخيص الممارسين الصحيين في دولة قطر.
التاريخ	12 ديسمبر 2018

"يُهدىكم المجلس القطري للتخصصات الصحية أطيّب التمنيات"

إنطلاقاً من سعى المجلس القطري للتخصصات الصحية لمواكبة التطورات في القطاع الصحي ، والتعامل مع كافة المتغيرات المتعلقة بالخبرة العملية للممارسين الصحيين ، وحرصاً على تسهيل الإجراءات واجتذاب الممارسين الصحيين الأكفاء بما لا يتعارض مع جودة الخدمات الصحية المقدمة. أقرت اللجنة الدائمة للتراخيص في اجتماعها رقم 17 لسنة 2018 سياسة محدثة لاشتراطات الخبرة العملية كمتطلب لتسجيل/ترخيص الممارسين الصحيين، وتشمل هذه السياسة عدة نقاط أهمها ما يلي:

- تعديل عدد سنوات الخبرة المطلوبة للتسجيل/الترخيص لفئة طبيب أسنان عام، وفئة صيدلي لتكون سنتين بدلاً من ثلاث سنوات.
- تحديد معايير وإجراءات واضحة لتقييم مختلف أنواع الخبرة العملية، ويشمل ذلك الخبرة التطوعية، وخبرة الدوام الجزئي، وغيرها من أنواع الخبرة للممارسين الصحيين.
- تحديد للمحتويات الأساسية لشهادة الخبرة ، ويتضمن ذلك المسمى الوظيفي، ومدة ومكان العمل ، وكذلك الجهة المُصدرة للشهادة.

وللمزيد من المعلومات عن الإجراءات/ الإرشادات المعمول بها في هذه السياسة، يرجى مراجعة السياسة المرفقة.

ملاحظة: عدد سنوات الخبرة المطلوبة لتسجيل/ترخيص فئة طبيب أسنان عام من العاملين في عيادات خاصة هي 3 سنوات، وفق قانون رقم 2 لسنة 1983 بشأن مواولة مهنتي الطب البشري، وطب وجراحة الأسنان.

للاستفسار يرجى التواصل مع:

- جواهر العلي: jalali@moph.gov.qa
- د. سومة التركي: seltorky@moph.gov.qa

إدارة التسجيل / المجلس القطري للتخصصات الصحية



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



Policy Category: Registration/Licensing Requirement

Policy Name: Policy on Work Experience as a Requirement for Registration/Licensing of Healthcare Practitioners in the State of Qatar.

Policy Code: QCHP/RD/RQ

Version Number: 01

Developed by: Registration Team

Reviewed by: Policy Working Group

Validity: 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.

Copyright Statement: All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher. For permission requests, write to the publisher, addressed "Attention: Registration Coordinator," to the address below .

Qatar Council of Health Practitioners
Registration Department
P.O. Box 7744, Doha, Qatar
Phone: (+974) 44070331
seltorky@moph.gov.qa
www.qchp.org.qa



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



1. Introduction

As a part of the Registration department-QCHP continuous pursuit to develop unified policies with the objective of setting transparent standards for healthcare practitioners' assessment; and for achieving consistency in decision making within the registration team, as well as eliminating any confusion in the regulatory process, the Registration Department, has developed a policy on the work experience as a requirement for registration/licensing in the state of Qatar. This policy inform healthcare practitioners and providers about the standards and different categories of work experience, at the same time it provides the registration team with a road map on how to evaluate the work experience certificates submitted by applicants.

2. Policy Statement

- 2.1** Work experience shall be accepted if it was a continuous clinical practice within a healthcare practitioner's profession/scope of practice matching with his/her qualifications, at a healthcare facility that fulfills the clinical practice requirements.
- 2.2** Healthcare practitioners should apply for a registration category matching with their work experience; and they must fulfill the required number of years of experience as per category.
- 2.3** The required duration of work experience shall be determined on the basis of health profession, specialty, and scope of practice, academic qualification and place of work.
- 2.4** Healthcare practitioner's work experience should be accompanied by registration certificate. Additionally, Primary Source verification of experience certificates is mandatory to accept the applicant's experience.

3. Definitions

- **Clinical practice:** refers to activities undertaken by a health practitioner in which he/she uses skills and knowledge in providing direct care to patients within a specified scope.
- **Non-clinical practice:** refers to activities undertaken by a healthcare practitioner that does not directly relate to the provision of patients care. These includes health care professionals working in administration and management, research, quality healthcare roles, education, regulatory and policy development. The mentioned healthcare practitioners will undergo non-clinical registration tracks.
- **Scope of Practice:** The procedures, actions, and processes that a healthcare practitioner is permitted to undertake in keeping with the terms of their professional license. The scope of practice is limited to that which the regulations allow for specific education and experience, and specific demonstrated competency



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



4. Abbreviations

QCHP: Qatar Council for Healthcare practitioners.

5. Scope

This policy applies to :

- All Healthcare practitioners from different professions/scopes of practice wishing to be registered/licensed with QCHP and to maintain their medical license in the state of Qatar.

6. Guidelines

- Practitioner's work experience should be accompanied with registration certificate/License. However, In case the applicant was not registered/licensed during his previous work before applying for registration/restoration with QCHP , he must attach the following to his/her application:
 - Good standing certificate from the place of work.
 - Justification letter to why he/she was not registered/licensed while was practicing.
- Volunteer, honorary experience will be considered if it was in the same field of specialization. The healthcare practitioner must fulfill the required standards for his/her scope of practice and the standards of continuity of practice. Detailed job description including the clinical activities, procedures performed by the practitioner; and working hours should be submitted by the applicant.
- Refugee camps work experience might be accepted if the applicant submit one of the following, provided that he/she fulfills the required work experience standards:
 - Good standing certificate issued from accredited organization (Red Crescent, Doctors without borders.....etc.)
 - An official document from the country of practice stating that the applicant was allowed to clinically practice within his scope of practice in the refugee camps.
- Clinical Postgraduate programs: Enrollment in an educational program shall be accepted as a clinical practice. The applicant is not required to be registered/licensed during his training period.
- Observer ship could not be counted as a clinical work experience.
- Part-time experience shall be accepted, the duration shall be counted similarly as in full-time experience.
- Internships can only be counted as a separate experience certificate in all countries that have at least 6 years of medical study for their bachelor's degree or its equivalent. In dentistry, One year Internship program after 5 years of study can be counted within the



QCHP



experience. For the other professions, internship will be accepted as work experience provided that the internship is not a part of the educational program.

- Self-employment work experience should be issued from /confirmed by an authorized body in the country of origin, this shall include professional syndicates, associations and chambers of commerce.
- An overlapping work experiences is not considered as a separate experience.
- A waiver of 1-2 months can be considered from the minimum required work experience for the registration/ licensing; as follows:-
 - If the minimum required work experience is 3 years or more, a waiver of 2 months can be considered for the registration/ licensing purposes.
 - If the minimum required work experience is less than 3 years, a waiver of 1 month can be considered for the registration/ licensing purposes
- Certificates of work experience submitted by applicants must be signed by the authorized person within the healthcare facility, and must include information on the designation and duration (Start date and End date).
- Recommendation letters are not considered as work experience certificates.

7. Notes:

- For registration/licensing of General Dentists and Pharmacists categories, the required years of work experience have been changed to 2 years instead of 3 years.
- Physicians in the following categories, shall be eligible for specialist/consultant registration/licensing regardless the years of work experience:
 - ✓ Qataris and Qatar universities medical graduates with any approved speciality certificate.
 - ✓ All physicians with category 1 approved speciality certificates.

8. Related Policies, circulars and Guidelines:

- Break from practice policy
- Physicians/Dentists in training
- QCHP's new approved specialty qualifications list for physicians in the state of Qatar
- Nursing regulation in the state of Qatar
- Guidelines for healthcare professions available on QCHP website