



## تعميم رقم (DHP/2024/15)

من	إدارة التخصصات الصحية / وزارة الصحة العامة
إلى	<ul style="list-style-type: none"><li>كافة الأطباء وأطباء الأسنان المرخصين في دولة قطر (القطاع الحكومي والخاص)</li><li>كافة منشآت الرعاية الصحية في دولة قطر (القطاع الحكومي والخاص)</li></ul>
الموضوع	تعديل فيما يخص فئات "أخصائي مساعد"، و"طبيب عام (تحت الإشراف)" تحت مهنة الاطباء وفئة "طبيب أسنان عام (تحت الإشراف)"
التاريخ	02 يونيو 2024

" تهديكم إدارة التخصصات الصحية أطيب التمنيات "

بالإشارة إلى فئات "أخصائي مساعد"، و"طبيب عام (تحت الإشراف)" تحت مهنة الأطباء، وفئة "طبيب أسنان عام (تحت الإشراف)" وتماشيا مع رسالة إدارة التخصصات الصحية وقيمها لتحسين القطاع الصحي في دولة قطر، وحرصا منها على تنظيم الإجراءات الضرورية التي تضمن سلامة المرضى وكفاءة الممارسين الصحيين، فقد قررت الإدارة التالي:

1. يمكن منح مسمى "أخصائي مساعد"، "طبيب عام (تحت الإشراف)"، "طبيب أسنان عام (تحت الإشراف)" للقطريين، و"أبناء القطريين"، و"أبناء المقيمين في دولة قطر الحاصلين على بطاقة شخصية قطرية سارية المفعول على كفالة عائلية" في الحالات التالية:

- عدم استكمال سنوات الخبرة المطلوبة للحصول على ترخيص مزاوله المهنة حسب التخصص.
- الانقطاع عن العمل لمدة سنتين أو أكثر (حسب سياسة الانقطاع عن العمل).

**ملاحظة:** فيما يخص أبناء المقيمين الذي تم تغيير أقامتهم على مؤسسة صحية أو الزوج، يجب إرفاق بطاقة شخصية قطرية سارية المفعول للأب في طلب التقييم.

2. يمكن منح مسمى "أخصائي مساعد"، "طبيب عام (تحت الإشراف)"، "طبيب أسنان عام (تحت الإشراف)" لزوجات/ أزواج المقيمين الحاصلين على بطاقة شخصية قطرية سارية المفعول على كفالة عائلية في الحالة التالية فقط:

- الانقطاع عن العمل لمدة سنتين أو أكثر (حسب سياسة الانقطاع عن العمل).

يعمل بهذا التعميم والسياسات المرفقة من تاريخه على طلبات التقييم الجديدة، ويلغى هذا التعميم والتعاميم والسياسات السابقة ذات الصلة.

### مرفقات:

- مرفق 1: متطلبات تسجيل/ترخيص "طبيب بشري فئة أخصائي مساعد" بالإضافة إلى ضوابط الإشراف
- مرفق 2: متطلبات تسجيل/ترخيص فئة "طبيب عام (تحت الإشراف)" بالإضافة إلى ضوابط الإشراف
- مرفق 3: متطلبات تسجيل/ترخيص فئة "طبيب أسنان عام (تحت الإشراف)" بالإضافة إلى ضوابط الإشراف

للمزيد من المعلومات، يرجى التواصل مع البريد الإلكتروني: [dhpregistration@moph.gov.qa](mailto:dhpregistration@moph.gov.qa)

شاكرين لكم حسن التعاون- إدارة التخصصات الصحية

# مرفق 1: متطلبات تسجيل/ ترخيص "طبيب بشري فئة أخصائي مساعد" بالإضافة إلى ضوابط الإشراف

## The registration/licensing requirements for the "Assistant Specialty" Category

### **Background:**

As per the DHP approved policies, a specialty physician shall hold a post-graduate degree from the DHP approved specialty qualifications list for physicians and complete the required years of work experience in addition to the other requirements.

### **Definition:**

"Assistant Specialty" is a category granted to "Qataris", "offspring of Qatari women", "offspring of residents of Qatar holding a valid QID with a family sponsorship" and "family-sponsored physicians (spouses)" with a post-graduate degree from the DHP approved specialty qualifications list for physicians.

#### **1. Qataris, offspring of Qatari women, offspring of residents of Qatar holding a valid QID with a family sponsorship can be granted "Assistant Specialty" 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 to get "Specialty" title.
- Holding a post-graduate degree that is included in the DHP approved specialty qualifications list for physicians and completed the required years of work experience to get specialty title; however, he/she has a break from practice and should complete a supervised practice period based on the "Break from Practice" policy.

#### **2. Spouses holding a valid QID with a family sponsorship can be granted "Assistant Specialty" in the following case only:**

- Holding a post-graduate degree that is included in the DHP approved specialty qualifications list for physicians and completed the required years of work experience to get specialty title; however, he/she has a break from practice and should complete a supervised practice period based on the "Break from Practice" policy.

### **Notes:**

- Spouses holding a valid QID with a family sponsorship, who don't have the required years of experience as per their scope of practice, **will not be** eligible for registration / licensing in the state of Qatar.
- Spouses holding a valid QID and not on a family sponsorship who don't have the required years of experience or have break of practice as per their scope for more than one year, **will not be** eligible for registration / licensing in the state of Qatar even if the Husband/wife has a valid QID.

### **Registration/licensing requirements as "Assistant Specialty":**

All physicians under "Assistant Specialty" category can apply for evaluation and licensing through the electronic system with all the registration/ licensing requirements as per the DHP approved policies and procedures in addition to the following: -

1. Valid QID with a family sponsorship. (For offspring of residents who changed their sponsorship to a healthcare facility or husband, Valid QID of the father shall be submitted in the evaluation application)
2. Physicians holding post-graduate degree from category "3" must pass DHP qualifying exam in their specialty in the evaluation application, please refer to the DHP approved specialty qualifications list for physicians in the [physicians Guidelines](#)
3. Supervision letter signed and stamped by the medical director and the supervisor showing the supervisor's name, scope of practice and license number. (Please refer to the [supervision framework](#))
4. Undertaking letter signed and stamped by the medical director and the supervisor stating that the supervisor shall hold full responsibility of supervising the supervisee as well as ensure not to supervise more than two supervisees at one time.

### **Change scope of practice requirements**

Once the physician under "Assistant Specialty" category completes the required supervised practice period, he/she shall submit a "change scope of practice" application to change from "Assistant Specialty" into "Specialty" along with all the requirements as per the DHP approved policies and procedures in addition to the following: -

1. A letter signed by the medical director and supervisor, indicating the start and end dates of the supervision period.
2. The assessment reports that shall be done every 6 months signed and stamped by the medical director and the supervisor. (Please refer to the [supervision framework](#))
3. Logbook signed and stamped by the medical director and supervisor that includes the clinical cases seen/ surgical procedures assisted by the assistant specialist. (Please refer to the [supervision framework](#))
4. Recommendation letter from the supervisor.

### **Surgical Privileges requirements**

Once the "assistant specialist" physician changes to "Specialty", he/she is entitled to the Core Privileges as per his/her scope of practice. Additionally, he/she can submit a request for Advanced Privileges that will be assessed by the specialized committee after fulfilling all the requirements as per the DHP approved policies and procedures in addition to the following: -

1. Logbook signed and stamped by the medical director and supervisor that includes the surgical procedures assisted by the "assistant specialty" physician.
2. Recommendation letter from the supervisor.

### **Supervision Framework:**

#### **Introduction:**

DHP has a duty to ensure that patients' safety is always safeguarded, and this is achieved through its implementation of a supervisory framework which is a tool used to monitor "Specialty (assistant)". The objective of "assistant specialty" supervisory framework is to ensure that there is indirect supervision while they are at work, so that patient's safety is not compromised.

#### **Guidelines:**

1. Supervisee is a licensed "**Assistant Specialty**", and supervisor is a licensed "**Specialty**" Physician in the same scope of practice.

2. "Assistant specialty" will be subjected to practice under supervision as follows:
  - ✓ Physicians applying for **non-surgical scopes of practice** (ex: Dermatology, Pediatrics.... etc.) are permitted to practice in governmental/ semi-governmental institutions or private hospital settings or polyclinics that have licensed specialist in the same specialty.
  - ✓ Physicians applying for **surgical scopes of practice** (ex: Plastic Surgery, Obstetrics & Gynecology...etc.) are permitted to practice in governmental/ semi-governmental institutions, private hospital settings or polyclinics that have a licensed operating theatre or day care unit.
3. The Supervisors must be working as a full time.
4. The level of supervision will be Indirect Supervision.
5. A Supervisory physician may not supervise more than two "assistant specialty "at one time.
6. "Assistant Specialty" cannot apply on healthcare agencies.
7. Supervision letter -signed and stamped by the medical director and the supervisor showing the supervisor's name, scope of practice and license number- shall be submitted in the evaluation, renewal and change place of work applications.
8. "Assistant specialty" physician must maintain a logbook signed and stamped by the supervisor and medical director that includes the clinical cases seen/ procedures assisted. The logbook shall be submitted upon request and in change scope of practice application.
9. There must be a proper system of assessment, monitoring and feedback regarding the performance of "assistant specialty" physician. He/she will be assessed every 6 months, and the assessment reports shall be signed and stamped by the medical director and the supervisor. Assessment reports shall be ready for submission upon request and in change scope of practice application.
10. In case the supervisor physician has been changed, DHP shall be notified through update profile application and the former supervisor shall write his/her final report.
11. Depending on circumstances, "Assistant Specialty" may be subjected to multi-rate assessment report (Physicians, nurses, and other healthcare practitioners) to provide with a holistic view of the supervisee's performance whilst practicing under supervision.

### **Related Policies and circulars**

1. Circular no. (03/2023) regarding DHP approved specialty qualifications list for physicians.
2. Break from practice policy.
3. Core and advanced privileges policy.
4. Circular number (20/2020) regarding cancelation of associate category.
5. Circular No (DHP/2024/13). Launching the electronic application for surgical/dental privileges through the Department of Healthcare Professions' Registration/Licensing System

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## مرفق 2: متطلبات تسجيل/ ترخيص فئة "طبيب عام (تحت الأشراف)" بالإضافة إلى ضوابط الإشراف

## The registration/licensing requirements for the “General Practitioner (Supervised)” Category

### **Background:**

As per the policy, a General Practitioner (GP) Physician, holding a primary degree in medicine and surgery or its equivalent from a recognized university, must have five years of postgraduate experience to be eligible for licensing as a GP, in addition to meeting other requirements.

### **Definition:**

“General Practitioner (GP) (Supervised)” is a medical graduate who completed a primary degree in Medicine (MChB, MBBS or MD degree) or its equivalent from an institution accredited by the DHP who is lacking post graduate work experience or have a break of practice and can practice under supervision of independent licensed physician in Qatar.

### **1) “Qataris”, “offspring of Qatari women”, “offspring of residents of Qatar holding a valid QID with a family sponsorship”, can be granted “GP (supervised)” in the following cases:**

- Didn't complete the required years of experience to be eligible for registration/licensing as General Practitioner:
  - ✓ Physicians who are planning to join governmental/ semi-governmental sectors, will be exempted from the required experience when applying for the registration/ licensing.
  - ✓ Physicians who are planning to join the private sector are required to complete 2 years of experience as GP (Supervised)
- Have break of practice for more than two years based on the “Break from Practice” policy.

### **2) Spouses holding a valid QID with a family sponsorship can be granted “GP (supervised)” in the following case only:**

- Have break of practice for more than two years based on the “Break from Practice” policy.

### **Notes:**

- Spouses holding a valid QID with a family sponsorship, who don't have the required years of experience as per their scope of practice, **will not be** eligible for registration / licensing in the state of Qatar.
- Spouses holding a valid QID and not on a family sponsorship who don't have the required years of experience or have break of practice as per their scope for more than one year, **will not be** eligible for registration / licensing in the state of Qatar even if the Husband/wife has a valid QID.

### **Registration/licensing requirements as GP(Supervised):**

All physicians under **GP(Supervised)** category can apply for evaluation and licensing through the electronic system with all the registration/ licensing requirements as per the DHP approved policies and procedures in addition to the following: -



1. Valid QID with family sponsorship (For offspring of residents who changed their sponsorship to a healthcare facility or husband, Valid QID of the father shall be submitted in the evaluation application).
2. GP Qualifying examination (Qataris, offspring of Qatari women and Qatar University graduates are exempted from the exam)
3. Supervision letter signed and stamped by the medical director and the supervisor, showing the supervisor's name (*should be licensed GP or Specialty physician in family medicine*), scope of practice and license number. (Please refer to the Supervision framework)
4. Undertaking letter signed by the medical director stating that the supervisor shall hold full responsibility of supervising the supervisee, as well as ensure not to supervise more than two supervisees at one time.

### **Change scope of practice requirements**

Once the physician under GP (Supervised)" category completes the required supervised practice period, he/she shall submit a "change scope of practice" application to change from GP (Supervised)" into "General Practitioner" along with all the requirements as per the DHP approved policies and procedures in addition to the following: -

1. A letter signed by the medical director and supervisor, indicating the start and end dates of the supervision period.
2. The assessment reports that shall be done every 6 months signed and stamped by the medical director and the supervisor. (Please refer to the Supervision framework)
3. Logbook signed and stamped by the medical director and supervisor that includes the clinical cases seen/ surgical procedures performed/ assisted by the supervised physician. (Please refer to the Supervision framework)
4. Recommendation letter from the supervisor.

### **Clinical core privileges:**

GP(Supervised) can perform the clinical core privileges of GP under supervision, Please refer to General Practitioner scope of practice and clinical core privileges mentioned in Circular No (DHP/2024/05) - Establishing a definition and scope of practice specific to General Practitioners and Community Medicine

### **Supervision Framework:**

#### **Introduction:**

DHP has a duty to ensure that patients' safety is always safeguarded, and this is achieved through its implementation of a supervisory framework which is a tool used to monitor "General Practitioners (Supervised)". The objective of "GP (Supervised)" supervisory framework is to ensure there is direct and timely supervision while they are at work, so that patient's safety is not compromised.

#### **Guidelines:**

1. Supervisor is a licensed Physician and Supervisee is a licensed "General Practitioner (Supervised)".

2. "GP (Supervised)" will be subjected to practice under direct on-site supervision of **one** supervisor in a licensed governmental/semi- governmental institution, or private hospital settings or polyclinics that have licensed General Practitioners or Family Medicine specialists only.
3. The supervisor should be a licensed General Practitioner or licensed Specialty physician in family medicine.
4. "GP (Supervised)" cannot apply on healthcare agencies.
5. The Supervisors must be working as a full time and must be licensed in their area of specialty.
6. The level of supervision must be on continuous basis.
7. Supervision letter -signed and stamped by the medical director and the supervisor showing the supervisor's name, scope of practice and license number- shall be submitted in the evaluation, renewal and change place of work applications.
8. "GP (Supervised)" must maintain a logbook signed and stamped by the supervisor and medical director that includes the clinical cases seen / procedures performed and assisted by the supervisee. The logbook shall be submitted upon request and in change scope of practice applications.
9. There must be a proper system of assessment, monitoring and feedback regarding the performance of "GP(Supervised)". He/she will be assessed every 6 months, and the assessment reports shall be signed and stamped by the medical director and the supervisor.
10. In case the supervising physician has been changed, DHP shall be notified through update profile application and the former supervisor shall write his/her final report.
11. Depending on circumstances, "GP (Supervised)" may be subjected to multi-rate assessment report (Physicians, nurses and other healthcare practitioners) to provide with a holistic view of the supervisee's performance whilst practicing under supervision.

### **Related Policies and circulars**

1. "Break from Practice"
2. Circular No (DHP/2024/05) - Establishing a definition and scope of practice specific to General Practitioners and Community Medicine

## مرفق 3: متطلبات تسجيل/ ترخيص فئة "طبيب أسنان عام (تحت الإشراف)" بالإضافة إلى ضوابط الإشراف

## The registration/licensing requirements for the “General Dentist (Supervised)” Category

### **Background:**

As per the policy, a General Dentist, holding a primary degree in Dentistry or its equivalent from a recognized university, must have two years of postgraduate experience to be eligible for licensing as a GD, in addition to meeting other requirements.

### **Definition:**

“General Dentist (Supervised)” Category” is a dental graduate who completed a primary degree in Dentistry (BDS, DDS) or its equivalent from an institution accredited by the DHP who is lacking post graduate work experience or have a break of practice and can practice under supervision of independent licensed Dentist in Qatar.

### **3) “Qataris”, “offspring of Qatari women”, “offspring of residents of Qatar holding a valid QID with a family sponsorship”)” can be granted “GD (supervised)” in the following cases:**

- Didn't complete the required years of experience to be eligible for registration/licensing as General Dentist:
  - ✓ Dentists who are planning to join governmental/ semi-governmental sectors, will be exempted from the required experience when applying for the registration/ licensing.
  - ✓ Qatar University graduates are exempted from the required years of experience.
  - ✓ Dentists who are planning to join the private sector are required to complete 2 years of experience as GD (Supervised).
- Have break of practice for more than two years based on the “Break from Practice” policy.

### **4) Spouses holding a valid QID with a family sponsorship can be granted “GD (supervised)” in the following case only:**

- Have break of practice for more than two years based on the “Break from Practice” policy.

### **Notes:**

- Spouses holding a valid QID with a family sponsorship, who don't have the required years of experience as per their scope of practice, **will not be** eligible for registration / licensing in the state of Qatar.
- Spouses holding a valid QID and not on a family sponsorship who don't have the required years of experience or have break of practice as per their scope for more than one year, **will not be** eligible for registration / licensing in the state of Qatar even if the Husband/wife has a valid QID.

### **Registration/licensing requirements as GD (Supervised):**

All Dentists under **GD (Supervised)** category can apply for evaluation and licensing through the electronic system with all the registration/ licensing requirements as per the DHP approved policies, procedures, and guidelines for dentists in addition to the following:

1. Copy of valid passport.
2. Copy of valid QID (front and back sides) with family sponsorship (For offspring of residents who changed their sponsorship to a healthcare facility or husband, Valid QID of the father shall be submitted in the evaluation application).
3. GD Qualifying examination (Qataris, offspring of Qatari women and Qatar University graduates are exempted from the exam).
4. One recent photo (according to photo criteria stated in circular (04-2014)).
5. An up-to-date Curriculum Vitae (C.V), as per template available in Circular 11/2017.
6. Copy of all academic certificates relevant to applicant's scope with official transcript.
7. Copy of the recent work experience certificates (with an issue date) required according to applicant's scope (if applicable).
8. Copy of valid medical/registration licenses accompanying the required years of work experience (if applicable).
9. Supervision letter from the place of work signed and stamped by the medical director and the supervisor, showing the supervisor's name, scope of practice and license number. (Please refer to the Supervision framework).
10. Undertaking letter signed by the medical director stating that the supervisor shall hold full responsibility of supervising the supervisee, as well as ensure not to supervise more than one supervisee at one time.
11. Copy of primary source verification report.
12. The verification report will be reviewed during this phase; any misleading information provided will result in further investigations and could result in disciplinary action.

#### **Change scope of practice requirements:**

Once the dentist under GD (Supervised)" category completes the required supervised practice period, he/she shall submit a "change scope of practice" application to change from GD (Supervised)" to "General Dentist" along with all the requirements as per the DHP approved policies and procedures and guidelines for dentists in addition to the following:

1. Copy of valid passport.
2. Copy of valid QID (front and back sides):
3. A recent no objection letter from the employer for the change of scope.
4. Copy of valid passing certificate of the qualifying exam.
5. Certificate of completion of training signed and stamped by employer, with start and end dates regarding the training period.
6. The assessment reports, reflecting the supervisee clinical performance, with start and end dates that is covering the cycles of every 6 months training period, signed, and stamped by the medical director and the supervisor. (Please refer to the Supervision framework).
7. Logbook signed and stamped by the medical director and supervisor that includes the clinical cases performed by the supervised dentist. (Please refer to the Supervision framework & Appendix 1).
8. Recommendation letter, from the supervisor, signed and stamped by the facility.

#### **Clinical core privileges:**

GD(Supervised) can perform the core privileges of GD under supervision, Please refer to General Dentist scope of practice and clinical core privileges mentioned in Circular No (5-2023).

#### **Supervision Framework:**

### **Introduction:**

DHP has a duty to ensure that patients' safety is always safeguarded, and this is achieved through its implementation of a supervisory framework which is a tool used to monitor "General Dentist (Supervised)". The objective of "General Dentist (Supervised)" supervisory framework is to ensure there is direct and timely supervision while they are at work, so that patient's safety is not compromised.

### **Guidelines:**

1. Supervisor is a licensed Dentist and Supervisee is a licensed "General Dentist (Supervised)" who will be subjected to practice under direct full-time on-site supervision of a licensed dentist in a licensed healthcare facility.
2. The supervisor should be General Dentist or Specialty Dentist.
3. The level of supervision must be on site 1:1 ratio.
4. The Supervisors must be working as a full time and must be licensed in their area of specialty.
5. Supervision letter signed and stamped by the medical director and the supervisor showing the supervisor's name, scope of practice and license number- shall be submitted in the evaluation, temporary license, licensing, renewal and change place of work applications, including the following statements:
  - a) The supervisor shall hold full responsibility of supervising the supervisee.
  - b) The supervisee must be involved in performing all core procedures under supervision as per logbook notes and all procedures must be documented in the logbook.
6. The supervisee must maintain a logbook signed and stamped by him (refer to appendix 1), the supervisor and medical director that includes clinical procedures performed by the supervisee. The logbook shall be submitted in renewal and change scope of practice and change place of work applications.
7. The healthcare facility is obligated to allow the supervisee to perform dental procedures (under supervision) during the practice.
8. There must be a proper system of assessment, monitoring, and feedback regarding the performance of supervisee. He/she will be assessed every 6 months, and the assessment reports shall be signed and stamped by the medical director and the supervisor. The assessment report will be required in the change scope of practice, licensing, renewal and change place of work applications.
9. Depending on circumstances, "General Dentist (Supervised)" may be subjected to multi-rate assessment report to provide with a holistic view of the supervisee's performance whilst practicing under supervision.
10. DHP must be informed officially regarding changing the supervisor by applying for update profile.

### **Related Policies and circulars**

1. "Break from Practice"
2. Circular No (5-2023).

