

# Guidelines for Pharmacists

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## General Notes:

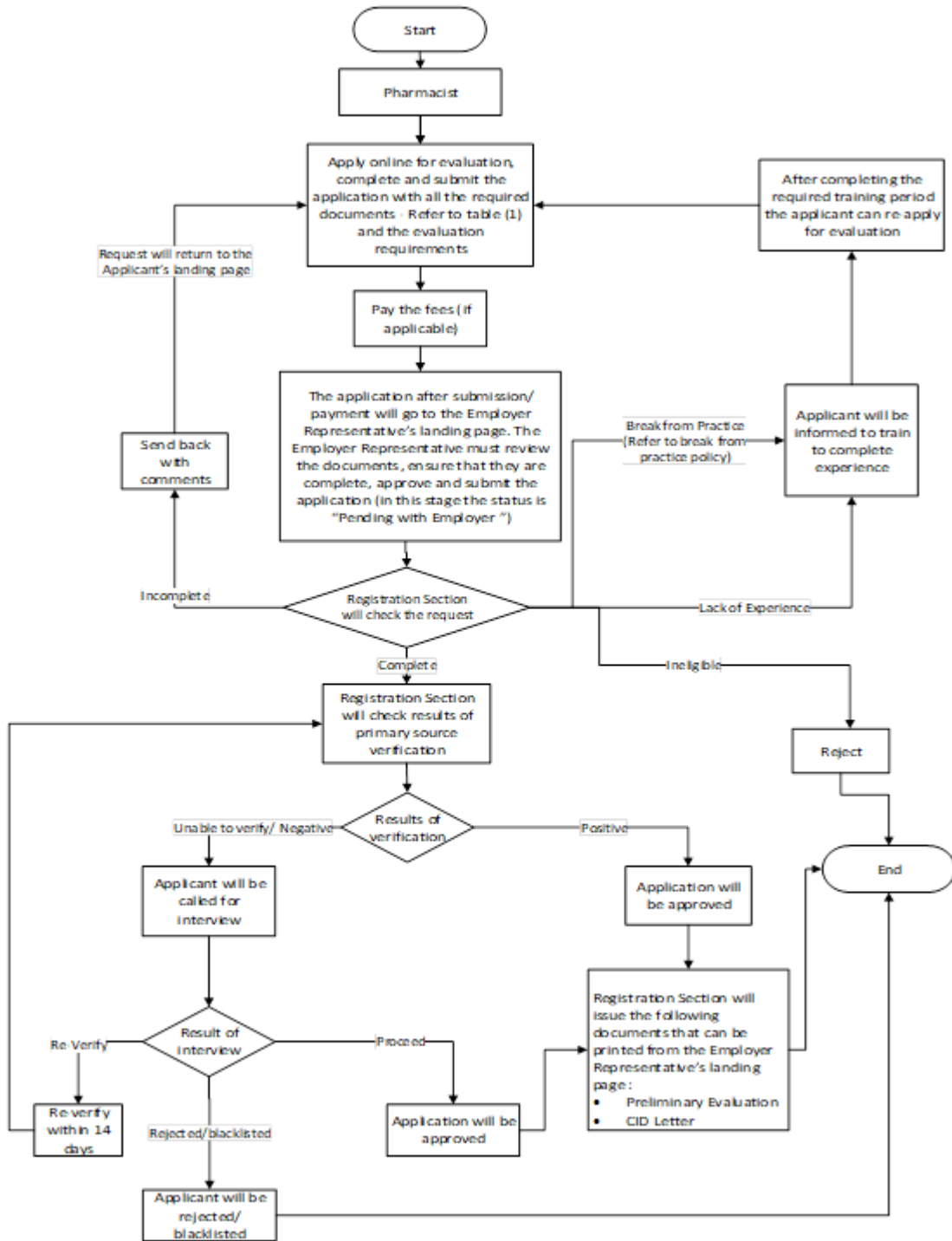
**Any application shall be submitted through the Registration/Licensing Electronic System on the Department of Healthcare Professions' website, complete the online application and pay the required fees (if applicable).**

1. Preliminary evaluation is only valid for 6 months. In case the applicant didn't apply for temporary license or permanent license within these 6 months, then he/she needs to apply for a new evaluation.
2. The applicant should follow up on the request with the employer representative.
3. Applications that do not meet the requirements will be sent back to the applicant for completion.
4. The evaluation does not oblige the Department of Healthcare Professions to grant the applicant any specific degree or title.
5. The verification process implemented by the verification companies replaces attestation of certificates by related competent authorities (i.e.: certificates do not have to be attested).
6. The certificate of good standing will be required in the licensing phase unless the case requires otherwise.
7. It is the applicant's responsibility to follow up on the verification report and the receiving of the certificate of good standing.
8. Applicants/employer representatives can follow up on the receiving of the certificate of good standing with [DHPGoodSt@moph.gov.qa](mailto:DHPGoodSt@moph.gov.qa).
9. For break in practice, refer to the break in practice policy circular no. [\(14/2021\)](#).
10. Any work experience not covered by a registration license is not considered.
11. Original documents/certificates might be requested on a case-by-case basis.
12. Any other documents required to support the application that are not mentioned above must be submitted upon request.
13. 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.
14. Please refer to the website of the Department of Healthcare Professions frequently to check for updates of the requirements.
15. The facility license showing the approved activities must be provided upon request.
16. Application missing one of the basic requirements will be rejected.
17. Any other documents required to support the application that are not mentioned must be submitted upon request. The application will be sent back to the applicant maximum of 3 times then it will be rejected if all the requirements are not fulfilled.
18. Any application submitted without providing the basic requirements from the beginning will be rejected.
19. Practitioner working in a healthcare facility without a license will not be eligible for registration/licensing in the state of Qatar.
20. Any experience certificate that was not submitted/mentioned in the C.V in the first evaluation application will not be considered in any other evaluation.
21. A case-by-case assessment may be implemented.

22. For Non-Clinical Registration for healthcare practitioners in non-clinical roles working in a licensed facility in the State of Qatar (refer to [circular no. \(2/2023\)](#)).



## 1. Registration/Evaluation Process Map





## Registration/Evaluation Requirements

**Submit an electronic "Evaluation" request and upload the below mentioned required documents:**

1. Copy of valid passport.
2. Copy of the valid QID (front and back side) (if applicable).
3. One recent photo (according to photo criteria stated in [circular no. \(04/2014\)](#) or in the "[Additional Attachments](#)" document).
4. An up-to-date Curriculum Vitae (refer to the [CV template](#), and refer to [circular no. \(11/2017\)](#) for the DHP format).
5. Copy of all academic certificates relevant to the applicant's scope with official transcript ([refer to Table no. 1](#)).
6. Copy of the recent official work experience certificates (with an issue date, signed and stamped by the facility) according to applicant's scope ([refer to Table no. 1](#)).
7. Copy of valid medical/registration licenses accompanying the required years of work experience.
8. Copy of primary source verification report.
9. Copy of the passing certificate of the qualifying exam (refer to [circular no. \(15/2022\)](#) to check list of exemptions).

**Note:** The specified time for reviewing the application is 15 working days, starting from the date of completing the requirements.



**Table no. 1**

Scope of practice	Academic Requirements	Experience Requirements*	Qualifying Examination*	Other requirements
<b>Pharmacist</b>	Bachelor's Degree in pharmacy	2 years post graduate experience	Prometric is Required	Registration license from country of experience
	Bachelor's Degree in pharmacy + PharmD (Doctor of Pharmacy) degree (including rotations internship)	1-year postgraduate experience	Prometric is required	Registration license from country of experience
	Bachelor's Degree in pharmacy + Master's in pharmacy related fields or equivalent	2 years post graduate experience	Exempted from prometric	Registration license from country of experience
<b>Industrial Pharmacist</b>	Bachelor's Degree in pharmacy	2 years post graduate experience	GMP is required	Registration from country of experience
<b>Clinical Pharmacist</b>	Bachelor's Degree in pharmacy + PharmD (Doctor of Pharmacy) degree (including rotations internship)	2 years post graduate experience	Prometric is required.	Registration from country of experience
	Bachelor's Degree in pharmacy + Master's in clinical pharmacy	2 years post graduate experience	Exempted from prometric	Registration from country of experience

\*Regarding the exemption from the work experience and the qualifying exam, refer to the [circular no. \(15/2022\)](#).

\*GMP exam is conducted at the Pharmacy and drug control department.



### Training under supervision

- Applicants have specific place of work (licensed facility has no objection on training), must apply through the electronic system to receive the training letter from DHP.
- Applicants don't have a specific place of work (licensed facility has no objection on training) can apply manually to receive the training letter from DHP.

The below mentioned categories are required to undergo training under supervision:

- Category 1: Applicant not fulfilling the required years of experience (refer to the above [table no. 1](#)).
- Category 2: Applicant with break in practice (refer to the [circular no. \(14/2021\)](#)).

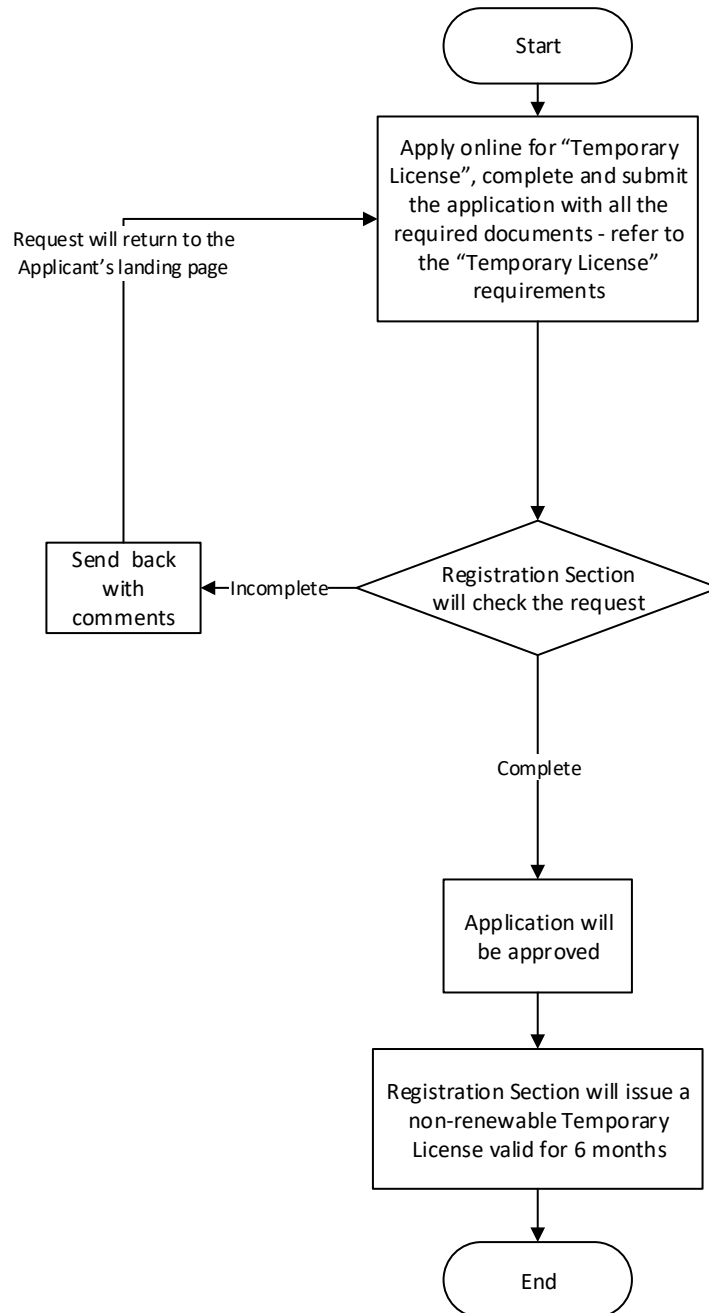
#### Training letter requirements:

1. No Objection Letter from the employer requesting approval from DHP for the applicant to undergo training within their institution.
2. Valid copy of the Medical License of the supervisor who the applicant will be trained under his/her supervision.
3. All other documents that are mentioned in the registration/evaluation requirements.

#### Notes:

- Applicants applying manually must be QID holders.
- Official work experience certificates are submitted if applicable.
- Applications for applicants with a specific place of work (licensed facility) will not be accepted manually and must apply through the electronic system.
- Qualifying exam is not being requested during the training period; however, it must be completed before applying for evaluation on the electronic system after completing the training period (refer to [circular no. \(15/2022\)](#)).

## 2. Temporary License Process Map







## Temporary License Requirements:

**Submit an electronic "Temporary License" request and upload the below mentioned required documents, (documents uploaded in the evaluation will remain available on the system unless expired):**

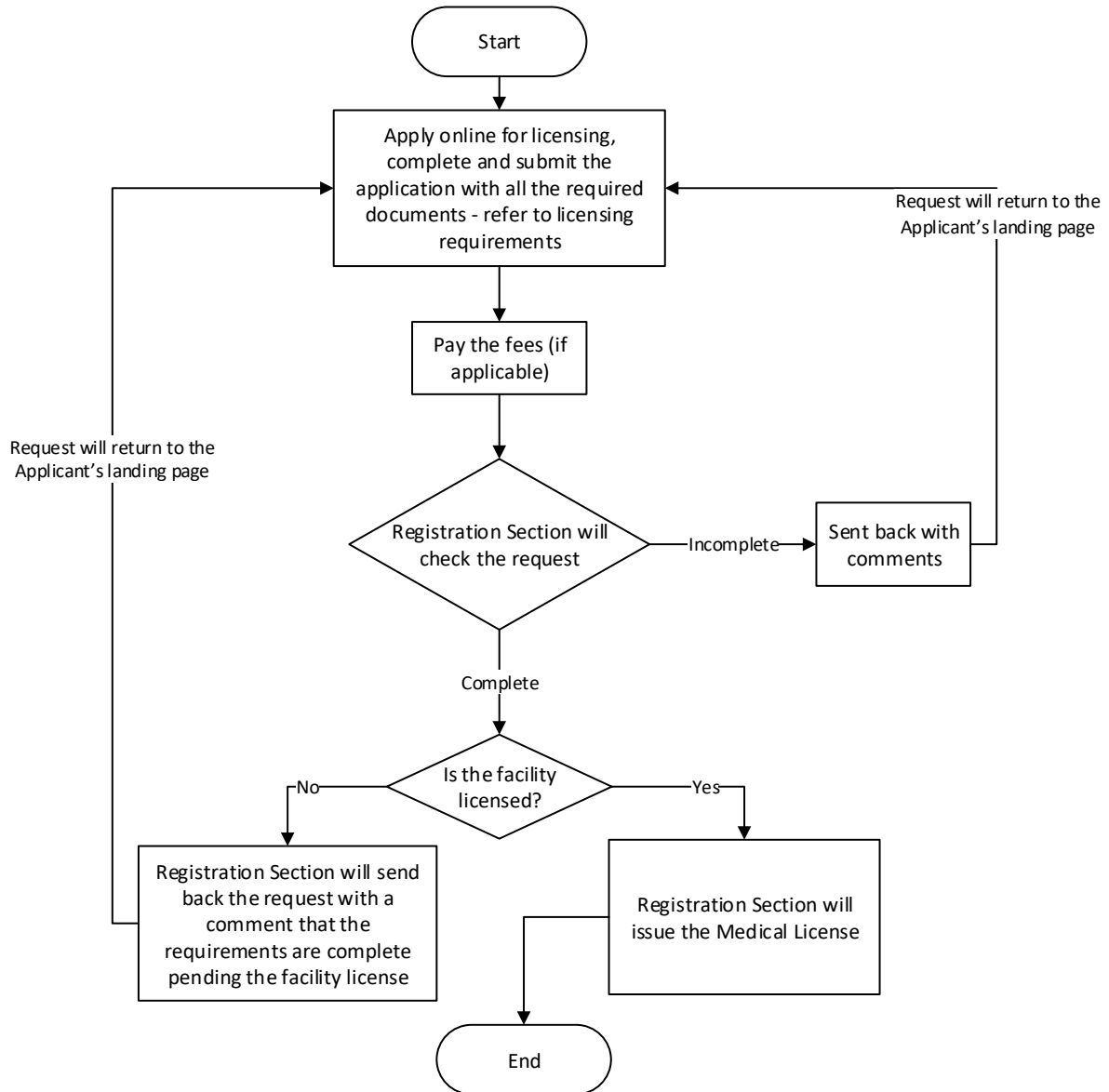
1. Copy of valid front and back side of the QID (If applicable).
2. In case the healthcare practitioner applies for the temporary license without a QID, then the following documents must be submitted:
  - Medical Test from home country (Blood Test, Chest X-ray) attested from the Ministry of Foreign Affairs in Qatar (MOFA).
  - Police Clearance Certificate from home country attested from MOFA.
3. Undertaking letters for the temporary license for the practitioner and facility (the templates are in the "[Additional Attachments](#)" document).

### Notes:

1. The specified time for reviewing the application is 5 working days, starting from the date of completing the requirements.
2. Temporary license is valid for 6 months and is non-renewable.
3. Refer to [circular no. \(10/2019\)](#) for medical tests required and validity.



### 3. Licensing process map





## Licensing Requirements

**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):**

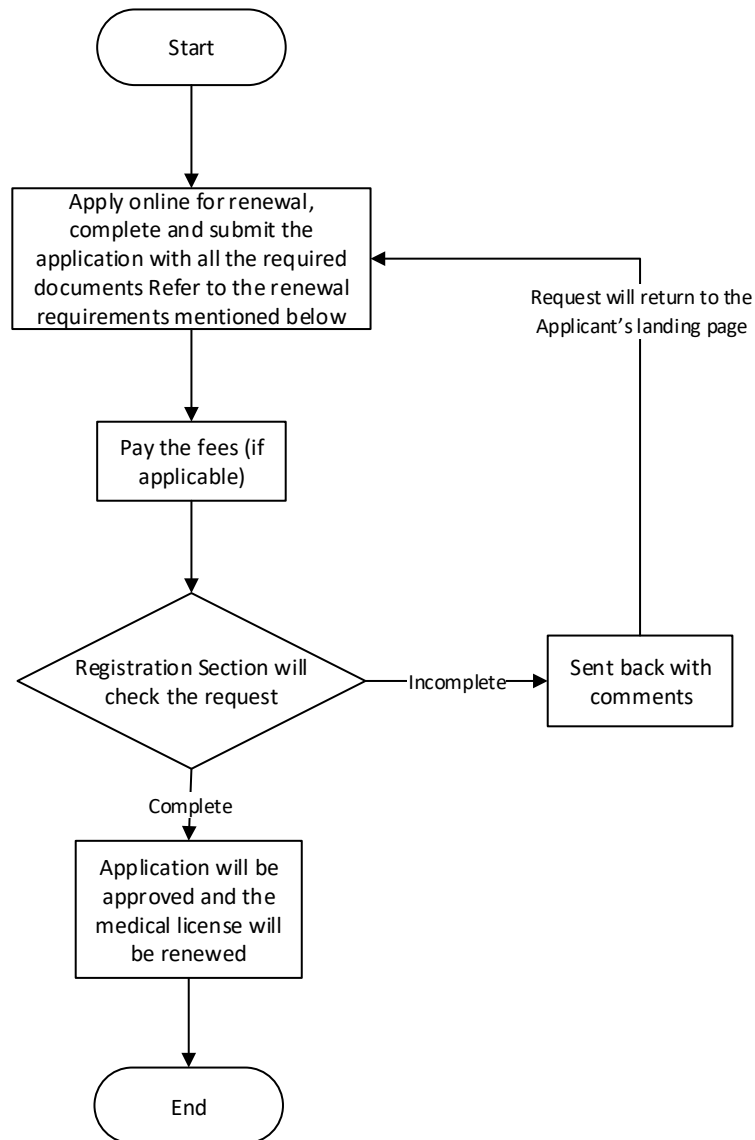
1. Copy of valid passport.
2. Copy of valid front and back side of the QID.
3. Copy of the verification report.
4. Copy of valid Police Clearance Certificate from Qatari Ministry of Interior (validity of 3 months).
5. Medical report (refer [to circular no. \(10/2019\)](#) for tests validity).  
The medical report 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)
6. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent. (refer to [circular no. \(8/2016\)](#) for the list of approved institutions).
7. Original Certificate of Good Standing 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](mailto:DHPGoodSt@moph.gov.qa) or it can be verified by the verification companies.

## Notes

- The specified time for reviewing the application is 10 working days, starting from the date of completing the requirements.
- 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.
- For practitioners on their employer sponsorship (male or female), the sponsor must be their potential employer.
- It is the Applicant/employer representative’s responsibility to follow-up on the certificate of good standing with [DHPGoodSt@moph.gov.qa](mailto:DHPGoodSt@moph.gov.qa).



## 4. 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 at DHP 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 Portfolio prior to submission of their renewal applications.
- Refer to the Accreditation Section on DHP website for more details about CPD Requirements.

**Note:** Healthcare Practitioners cannot submit renewal applications unless they are fully compliant with the CPD Requirements. The 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

**Submit an electronic "Apply for Renewal" request and upload the below mentioned required documents:**

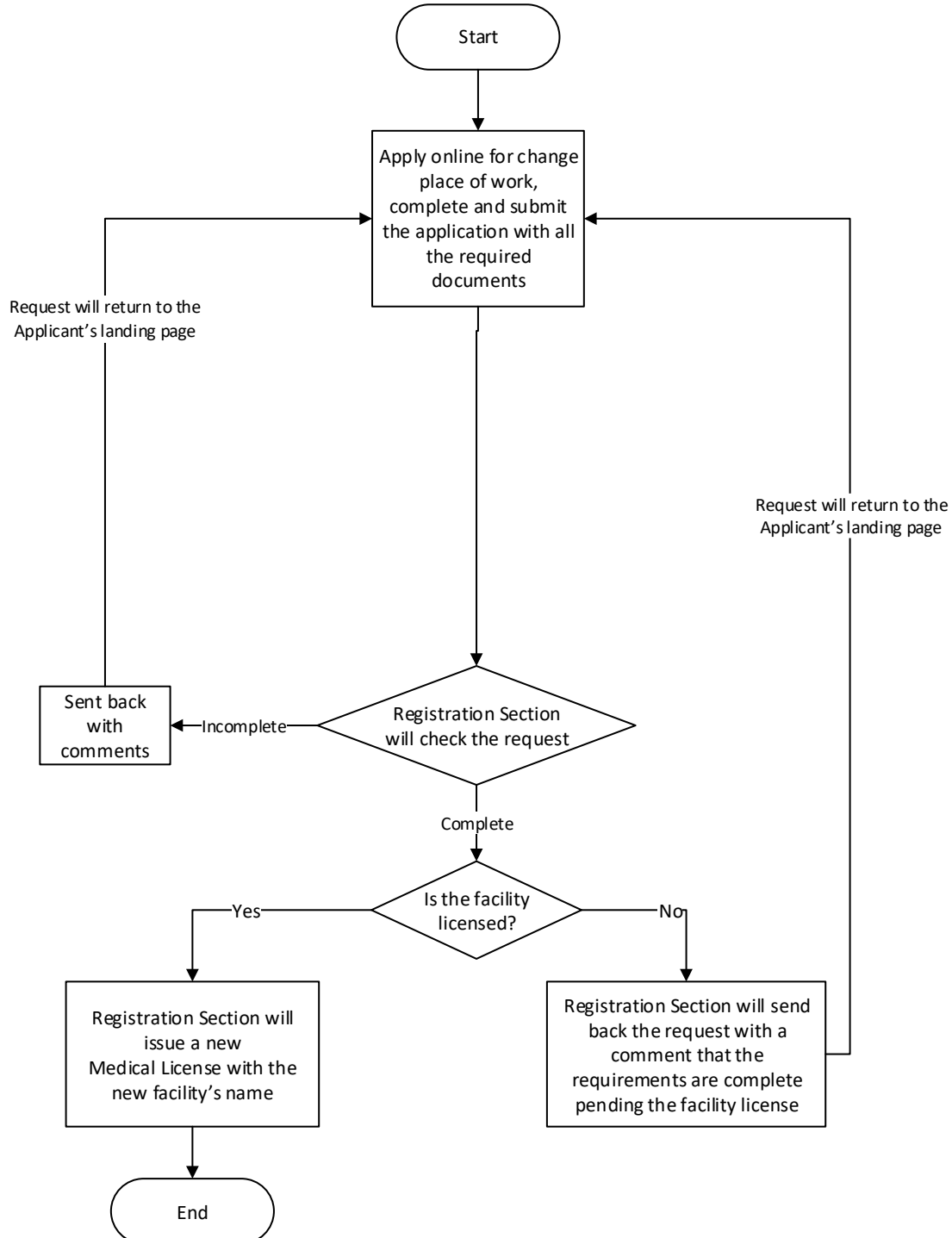
1. Copy of valid passport (If applicable).
2. Copy of valid front and back side of the QID.
3. One recent photo (refer to [circular no. \(04/2014\)](#) or in the "[Additional Attachments](#)" for photo criteria).
4. Copy of Valid Recognized CPR (cardio-pulmonary resuscitation) course or its equivalent (refer to [circular no. \(3/2017\)](#)).
5. An official employment letter from the facility signed by the medical director and stamped by the facility (the template is in the "[Additional Attachments](#)", attachment "5")

### Notes

- The specified time for reviewing the application is 7 working days, starting from the date of completing the requirements.
- Medical Report is not required; however, it can be requested based on a case-by-case assessment.
- For practitioners working in governmental institutions that apply renewal after 01/11/2021 (refer to [circular no. \(08/2021\)](#) and to the [process map](#) in the guidelines on DHP website).



## 5. Change Place of Work Process Map





## Change Place of Work Requirements

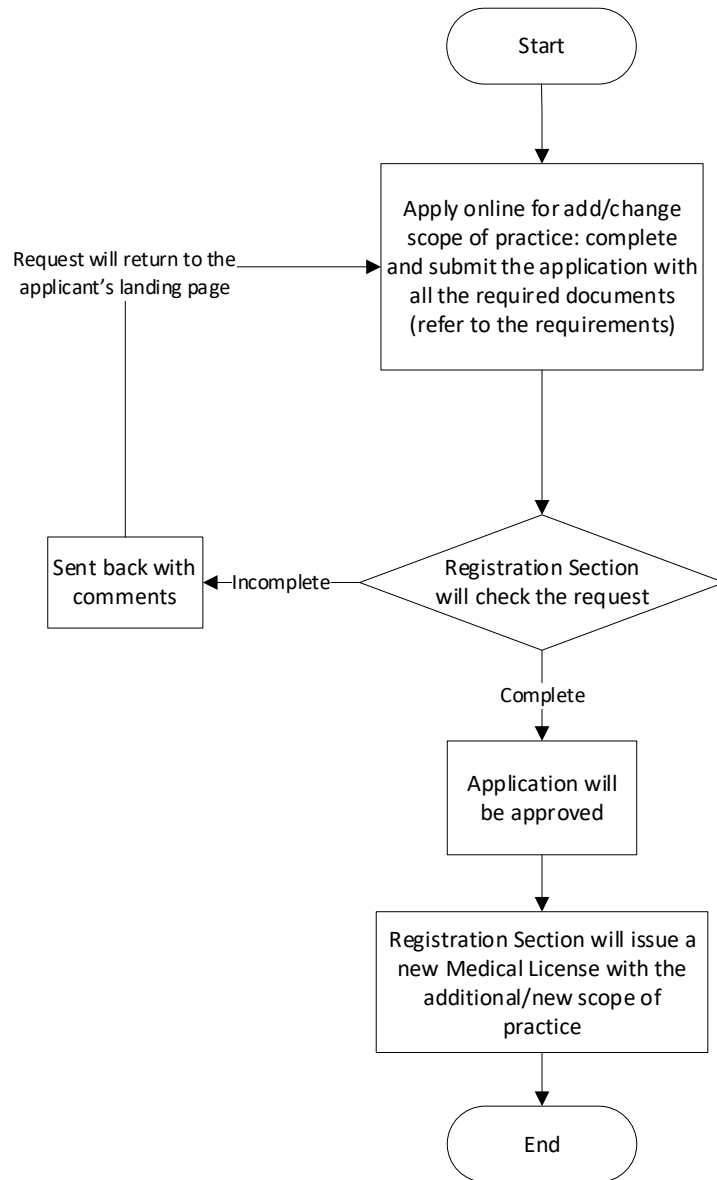
### Submit an electronic "Apply to Change Place of Work" request and upload the below mentioned required documents:

1. Copy of valid passport (If applicable).
2. Copy of valid front and back side of the QID.
  - a) For practitioners on their employer's sponsorship (male and female), the sponsor should be the new employer, or a secondment from the Ministry of Interior shall be attached to the application, along with an undertaking letter illustrating that a renewed secondment or QID will be submitted upon expiry of the attached secondment.
  - b) For practitioners on a family sponsorship (male and female): provide the QID + no objection letter from previous employer + no objection letter and copy of contract from the new employer.
3. A copy of a valid CPR certificate needs to be provided if the applicant is changing place of work from a code blue to a non-code blue facility.
4. Any other adjustment according to the current laws and regulations in the State of Qatar.

### Notes

- The specified time for reviewing the application is 7 working days, starting from the date of completing the requirements.
- 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.
- The healthcare facility license showing the approved activities must be provided upon request.
- In case the practitioner is on family sponsorship, and the previous employer refused to provide NOC then the practitioner can apply for change place of work on the electronic system and DHP will proceed accordingly as per the current laws and regulations in the state of Qatar.

## 6. Add/Change Scope of Practice Process Map







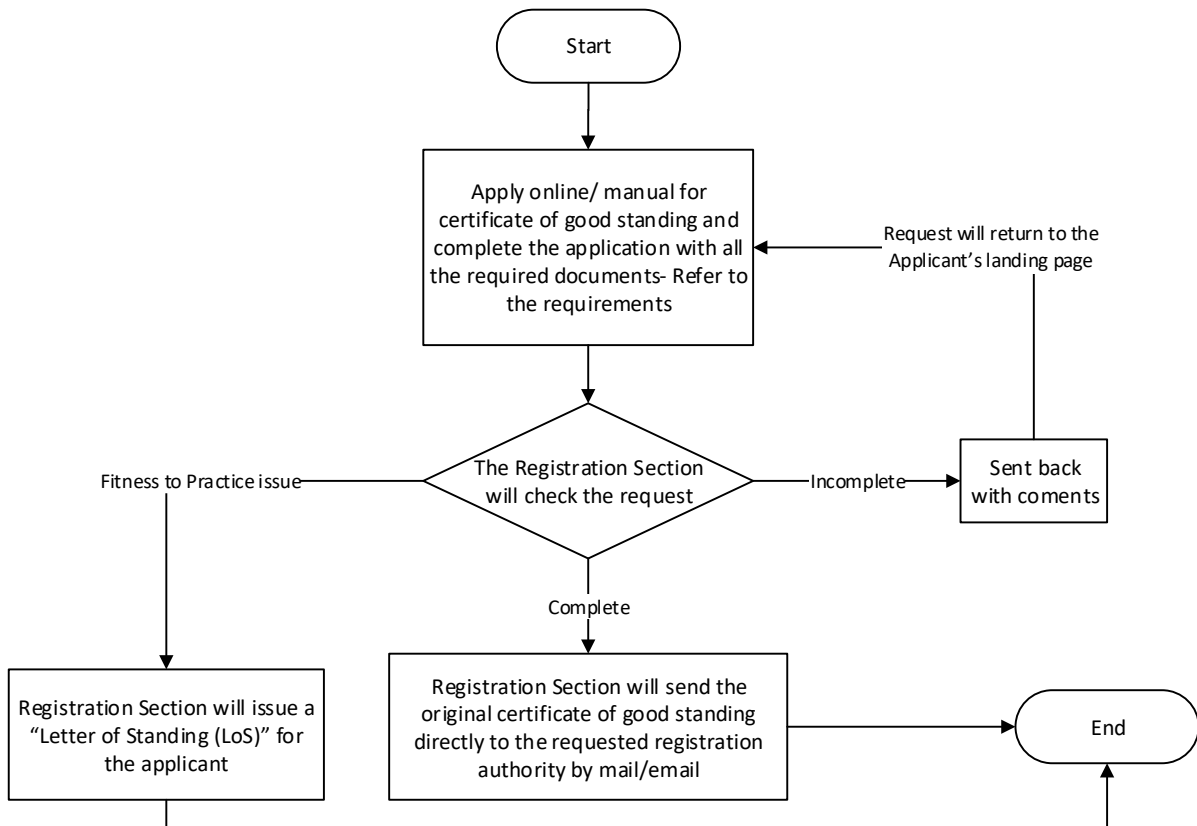
## Add/Change Scope of Practice Requirements

**Submit an electronic “Apply to Add/Change Scope of Practice” request and upload the below mentioned required documents:**

1. Copy of valid passport (If applicable).
2. Copy of valid front and back side of the QID.
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.
7. Copy of the qualifying exam as the following:
  - ✓ Change scope of practice from “Industrial Pharmacist” to “Pharmacist”, a copy of valid Prometric exam shall be submitted.
  - ✓ Change scope of practice from “Pharmacist” to “Industrial Pharmacist”, a copy of valid GMP exam shall be submitted.

**Note:** The specified time for reviewing the application is 15 working days, starting from the date of completing the requirements.

## 7. Certificate of Good Standing Process Map





## Certificate of Good Standing (COGS) Requirements

**Submit an electronic “Apply for a Certificate of Good Standing” request and upload the below mentioned required documents:**

1. Copy of valid passport (If applicable)
2. Copy of valid of front and back side of the QID (if applicable).
3. Certificate of good standing from last place of work (inside Qatar).
4. Name and official email of the Registration Authority to which the DHP will issue and submit the certificate.

### Notes

- The specified time for reviewing the application is 10 working days, starting from the date of completing the requirements.
- COGS can only be issued for Healthcare Practitioners who have a medical license issued by DHP.
- COGS can be printed from practitioner’s profile upon approval of the COGS application (refer to [circular no. \(3/2022\)](#)).
- The Registration certificate/ To whom it may concern certificate can be issued and collected by the applicant only in a sealed envelope.
- Verification forms should be attached to the COGS application and will be filled in and sent automatically to the concerned authority upon approval of the COGS application.
- COGS are issued by DHP shall be sent directly to registration authorities and cannot be sent to email addresses of healthcare facilities.