



Policy Name: Issuing certificate of Good Standing

Policy Code: 03

Version Number: 2.0

Developed by: Registration Department - QCHP

Reviewed by/Date: 25.05.2016

Approved by/ Date:

Date Effective:

Date of Due Revision:

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.

DOCUMENT CONTROL

REVISION HISTORY

Name	Date	Changes	Version

REVIEWS BY REGISTRATION DEPARTMENT - QCHP

Name	Date	Organization/Position	Version



1. Introduction

The Qatar Council for Healthcare Practitioners strives to provide high standards to maintain accuracy and ultimate satisfaction from the services provided for healthcare practitioners in the State of Qatar. In the Registration Department's pursuit to unify and sustain the level of quality in the healthcare system, and based on Emiri decree no. (7/2013) and (13/2016) amending some items in the Emiri decree no. (7/2013) to establish the Qatar Council for Healthcare Practitioners. This policy has been prepared to guide all registration team, healthcare facilities and registered practitioners in the State of Qatar regarding various documents **that** can be issued for registration and good standing status purposes as well as providing information about the registration and licensing status of the practitioners.

2. Policy Statement

Registration Department is issuing different types of Certificates listed below:

- Standard Certificate of Good Standing (CoGS)
- Letter of Standing LoS
- To Whom it may Concern
- Registration Certificate
- Forms of Verification

3. Definitions

3.1. A Certificate of Good Standing (CoGS):

It is a document used by one registration authority to indicate to another that a healthcare practitioner is legally registered and permitted to practice without any restriction and has attained a good standing.

CoGS is a vital document when healthcare practitioner wish to work in a new jurisdiction in which they are not already registered.

The intention of this document is to illustrate that there is no legal impediment to registration / licensing in the State of Qatar, and that a healthcare practitioner can reasonably be regarded as safe to practice, within the context of the licensing law in the country of the regulatory body issuing the CoGS.

3.2. A Letter of Standing (LoS):

It is a document issued by a registration body in instances where it is not possible to issue CoGS because there is an investigation or proceeding, at present in progress or contemplated in relation to the fitness to practice (including health, competence and conduct) of the healthcare practitioner, or their in practice is restricted some way.

3.3. A To Whom It May Concern Letter:

It is a document that indicates the status of the healthcare practitioner with minimum details, which is issued by the QCHP Registration Department upon the request of a practitioner for different purposes and it can be issued in Arabic as well in English languages, and it can be issued in such cases (PL, not licensed practitioner, other issues like for the embassy etc.)

3.4. A Registration Certificate:

It is a document that includes all the data about the practitioner except his standing



status. It indicates the licensing status of the healthcare practitioner with minimum details and it will be issued by the QCHP Registration Department upon the request of a practitioner after fulfilling all the requirements.

3.5. Forms of Verification:

They are the forms manually received from authorities or practitioners for verifying the registration/licensing information of practitioners as per the data available in the QCHP registry. The forms are filled, signed and returned to the requesting authority, after submitting all the requirements for the CoGS.

4. Abbreviations

QCHP: Qatar Council for Healthcare practitioners.

CoGS: Certificate of Good Standing

LoS: Letter of Standing

PL: Provisional License

5. Scope

This policy applies to :

- All healthcare practitioners applying for CoGS, To Whom It May Concern, Registration Certificate and Forms of verification in the State of Qatar.

6. Procedures and Guidelines for issuing CoGS

6.1. Documents required for issuing CoGS/LoS, To Whom It May Concern, Registration Certificate and Forms of Verification

- Copy of valid passport + copy of valid QID (If applicable)
- CoGS from workplace in the State of Qatar with a recent date (from the current / last place of work ,this could be obtained from more than one workplace depending on the required years of experience)
- Registration authority address
- Academic qualifications
- FTP Result (Not needed for Registration Certificate)

6.2. Process of issuing the CoGS/ LoS, Registration Certificate, gForms of Verification and To Whom It May Concern Letter

- The healthcare practitioner should submit an online application through the registration system attached with all the required documents, in some circumstances , manual application can be accepted
- Registration Dept. will Check with the FTP Department to make sure if there is any concerns or issue against the practitioners



- The Registration Department will process the application
- The certificate will be sent to the CEO for signature.
- The original certificates of **CoGS/ LoS, and Forms of Verification** will be sent via post mail or via e-mail to the registration authority and a copy can be sent to the practitioner, if requested.
- The Original certificates of “**Registration Certificate**” and “**To Whom It May Concern Letter**” can be issued and collected by the practitioners.
- A copy of the certificate will be filed and archived with the post receipt/ email in the practitioners file.

6.3. Conditions when the CoGS will not be issued

- The practitioner is not registered/ licensed to practice in the State of Qatar.
- The practitioner is a licensed health care practitioner but has never practiced in the State of Qatar. Only a registration certificate can be issued indicating this information.
- **If the practitioner:**
 - Has an **open case** under process or, Is currently subject to a review, investigation, or hearing about the conduct and /or competence
 - Has a closed case with a **current disciplinary decision** /action ranging from warning letter to suspension or revoking the license(If the practitioner’s disciplinary action is still active specifically, if he/she is under suspension then he/she is not eligible to get **CoGS**). A LoS will be issued.
 - Has a negative status of standing from their employer, which is reported to the QCHP.
 - Is blacklisted in the State Qatar.
 - If the practitioner left Qatar for more than 10 years.
- In some special cases not mentioned above, each case will be reviewed separately in collaboration with the FTP Dept.

6.4. Important Notes

- The certificates will be valid for 6 months.
- **For Practitioners who had any** disciplinary action, as follows:
 - Warning letter:
 - ✓ It shall be removed from the practitioner’s records after 6 months from the warning issue date.
 - ✓ During the 6 months, only LOS will be issued without mentioning any details about this warning unless requested by the other registration authorities to provide further information with regards to the disciplinary actions.
 - License Suspension:
 - ✓ It shall be removed from the Practitioner’s records after one year from the suspension issue date (including the suspension period).
 - ✓ During the one year, only LOS will be issued without mentioning any details about this suspension unless requested by the other registration authorities to provide further information with regards to the disciplinary actions.
 - License cancellation (withdrawal)/ referral the case to general court:
 - ✓ These disciplinary actions will not be removed from the Practitioner’s records.
 - ✓ Only LOS will be issued including statement regarding these disciplinary actions.
 - ✓ The healthcare Practitioner has the right to apply for re-evaluation after 2 years from these disciplinary actions.



- **For practitioners without any Restrictions:** A good standing certificate can be issued covering all the period.
- Standard CoGS with additional comments and explanatory notes such as:
 - Registration / licensing under grandfathering policy
 - For PHCC, HMC with explanatory note that the practitioner was allowed to work legally before obtaining the license
 - The practitioner Left Qatar with a valid license indicating the exact end of practice in the state of Qatar.
- In some cases where employer refuses to issue COGS to his practitioner without reasonable justification (no reports to FTP/QCHP), in such cases QCHP reserves the right and can proceed by issuing COGS to practitioner.
- Currently Practitioners working in governmental / semi-governmental institution and not licensed a “To Whom It May Concern Letter” can be issued (during the grace period only)
- In certain cases where, practitioners are requesting to collect the original certificate of good standing by hand for translation purposes or if the recipient could not be found, the original certificate shall be given to the practitioner in a sealed and stamped envelope.
- If the CoGS is still valid and the practitioner asked for another one while still working in Qatar, **the certificate cannot be issued without checking the FTP status (indicating this for priority issue).**
- If the certificate is returning back due wrong address or the authority is not receiving, the practitioner will be informed accordingly and the certificate shall be sent to a different address given by the practitioner as a hard or soft copy.
- In some special cases where practitioner left Qatar for more than 10 years, only a “To Whom It May Concern” Letter can be issued if the practitioner provides the required documents.
- In case the practitioner ask for more than one certificate in the same request for the **same authority**, only one original certificate will be sent to the authority along with a colored copy of the same certificate.
- In case the practitioner asks for more than one certificate in the same request for **different authority**, the certificate can be issued only two original certificates at a time.
- If the practitioner request to send the certificate to hospital or any entity which is not a regulatory authority, it can be approved if the request is supported by a strong justification.
- Original Registration certificate can be directly collected by the practitioner.
- Original “To Whom It May Concern letter” can be issued and collected by the practitioner in Arabic or in English according to his/her request, after fulfilling all requirements.
- In some special cases not mentioned above, each case will be reviewed on case by case bases



7. Procedures of Receiving Certificates:

- 7.1.** The certificate of good standing should be valid at the time of submission of the application for evaluation / licensing.
- 7.2.** All Applicants, requesting to be licensed, are required to provide a valid Certificate of Good Standing/ To Whom It May Concern (not more than 6 months old) in accordance to the required years of work experience for their profession, in the State of Qatar. For example, for a physician a CoGS is required for the last 5 years while for a dentist a CoGS is required for the last 3 years.
- 7.3.**
- 7.4.** All Applicants looking for restoration of the registration are required to provide a valid Certificate of Good standing/ To Whom It May Concern Letter (not more than 6 months old).
- 7.5.** The Registration department will reserve the right to request CoGS for covering any period rather than the required experience, if required.
- 7.6.** The Department will only receive a Certificate of Good Standing or a Letter of Standing or To Whom It May Concern Letter directly from a registration body – i.e. the Department will not accept the documents directly from Applicants. (Via post mail or via e-mail to the official e-mail).
- 7.7.** On rare occasions, when an Applicant is unable to provide a CoGS because no registration authority issues a CoGS in the respective jurisdiction, the Applicant shall be asked to provide the Employer Reference form / letter also stating standing status of the practitioner. In this case, staff must confirm that no registration authority exists in that jurisdiction.
- 7.8.** Mentioned official letters can be sent to the QCHP official e-mail: QCHPGoodst@moph.gov.qa from the official email of the issuing authority otherwise will not be accepted.
- 7.9.** In case there is previous disciplinary action taken against the practitioner, mentioned in the Good Standing certificate, the application will be approved if the practitioner is allowed to work in that country without restrictions at the time of receiving the application.
- 7.10.** If the received good standing certificate indicates a current restriction or suspension, the application will be discussed case by case.
- 7.11.** If the received good standing certificate indicates receiving a warning letter, but the practitioner is allowed to continue, practicing in that country without restrictions application will be approved.