

## CIRCULAR NO (DHP/2023/107)

<b>From</b>	Department of Healthcare Professions/Ministry of Public Health
<b>To</b>	<ul style="list-style-type: none"><li>All specialized physicians/dentists in the governmental/semi-governmental/private healthcare sectors in the State of Qatar.</li><li>All healthcare facilities in the governmental/semi-governmental/private healthcare sectors in the State of Qatar.</li></ul>
<b>Subject</b>	Update on the categorization of registration/licensing for specialized physicians/dentists to include locum, non-resident, and visitor (short notice) and adoption of the associated policy.
<b>Date</b>	30 November 2023

### “Greetings from the Department of Healthcare Professions (DHP).”

As part of the continuous endeavor to streamline and organize the registration and licensing processes, the DHP has introduced a new policy for the registration/licensing of visiting physicians and dentists. This policy aims to distinguish the titles of different license categories, so that each reflects the nature of work, practice setting, and duration of practice; the relevant legal requirements shall also be determined by the license category.

Accordingly, the policy introduces the following license categories for visiting physicians and dentists:

- 1. Locum Physician/Dentist:** A licensed specialized physician/dentist who will cover a permanent physician/dentist or meet the needs in the “governmental or semi-governmental sectors” on a temporary basis for a maximum of 6 months.
- 2. Non-resident Physician/Dentist:** A licensed specialized physician/dentist who will be practicing in “governmental or semi-governmental or private sectors” with periodic/multiple visits to the country as required by their healthcare facility.
- 3. Visitor (short notice) Physician/Dentist:** A licensed specialized physician/dentist with a minimum of 10 years of experience in their specialty will practice in “governmental or semi-governmental or private sectors” for a period not exceeding two weeks.

For registration/licensing requirements for each category and requirements for license renewal, changing of the workplace, and obtaining surgical privileges, please refer to the annexed policy.

Please note the following:

- This policy is effective from the date of issue.
- This policy cancels all related previous policies and circulars.

**Thank you for your cooperation, Registration Section/Department of Healthcare Professions**

For further information, contact: [DHPRegistration@MOPH.GOV.QA](mailto:DHPRegistration@MOPH.GOV.QA)

Policy name: Registration/ licensing of locum, non-**resident, and** “visitor/**short notice**” specialized physicians and dentists

Policy code:

Version number:

Developed by: Registration Section - DHP

Reviewed by/Date: 11<sup>th</sup> September 2023

Approved by/ Date: Registration manager

Date effective:

Date of due revision:

## DOCUMENT CONTROL

## REVISION HISTORY

Name	Date	Changes	Version

## REVIEWS BY REGISTRATION SECTION - DHP

Name	Date	Organization/Position	Version



## 1. Introduction

As part of the Department's mandate, DHP continues to develop and/or amend policies to improve the efficiency of the registration/licensing process as well as facilitate and accelerate the procedures of healthcare practitioners' regulatory practices in the State of Qatar without compromising the quality of healthcare services. Accordingly, DHP has developed this policy for registration and licensing of locum, non-resident, and visitor/short notice physicians and dentists.

## 2. Policy Statement

This policy aims to specify the definition, registration, and licensing requirements for permanent, locum, non-resident, and visitor/short notice physicians and dentists

### Definitions

- Permanent Physician/Dentist:** A licensed physician/dentist, holding a post-graduate degree from the "DHP approved speciality qualification list for physicians/dentists", who will be practicing in the State of Qatar on a full-time basis with a maximum allowable leave duration of 2 months per year.
- Locum Physician/Dentist:** A licensed Physician/Dentist, holding a post-graduate degree from the "DHP approved speciality qualification list for physician/dentist", who will cover a permanent physician/dentist or to meet the needs in the "governmental or semi-governmental sectors" on a temporary basis for a maximum of 6 months.
- Non-resident Physician/Dentist:** A licensed physician/dentist, holding an approved post-graduate degree from the "DHP approved speciality qualification list for physician/ dentist", who will be practicing in the "governmental or semi-governmental or private sectors" with periodic/multiple visits to the country as required by their healthcare facility.
- Visitor (Short Notice) Physician/Dentist:** A specialized physician/dentist, with a total 10-year experience in their speciality, requested by either a healthcare facility or a patient to provide specific healthcare services at one healthcare facility (governmental or semi-governmental or private sectors) per visit with the full responsibility for the provided healthcare services on the healthcare facility and/or the patient. Each visit shall not exceed two weeks.

## 3. Abbreviations

DHP: Department of Healthcare Professions

MOFA: Ministry of Foreign Affairs

MOI: Ministry of Interior

HCF: Healthcare Facility

## 4. Scope

This policy applies to all specialized physicians/dentists willing to be registered/licensed with DHP or to maintain their medical license with DHP.

## 5. Procedures/Guidelines:

### 6.1 Permanent specialized physician/ dentist:

- Please refer to the [physician guidelines](#) / [dentist guidelines](#) for all requirements.

### 6.2 Locum specialized physician/dentist:

#### 6.2.1 Evaluation requirements:

- Submit an electronic “Apply for Evaluation” request and upload the evaluation requirements mentioned in the [physician guidelines](#) / [dentist guidelines](#) in addition to the below:
  - a. Letter of intent from the healthcare facility signed by the medical director.
  - b. Undertaking letter from the healthcare facility, signed by the medical director, to ensure a proper handover for the patients treated by the locum physician/dentist.
  - c. Tick the locum box in the “**personal and profession information**” page in the evaluation application.

#### 6.2.2 Licensing requirements:

- Submit an electronic “Apply for Licensing” request and upload the licensing requirements mentioned in the [physician guidelines](#) / [dentist guidelines](#) in addition to the below:
  - a. Valid Police Clearance Certificate from outside the State of Qatar attested by the MOFA in Qatar or Qatar Embassy.
  - b. Copy of recent blood test and chest X-ray (valid for 6 months from the test date) from the approved Healthcare facilities in the state of Qatar as per the [physician guidelines](#) / [dentist guidelines](#), OR valid blood test & chest x-ray from outside Qatar attested by Qatar Embassy along with an undertaking letter, signed and stamped by the medical director stating that the blood test and chest x-ray will be done in the State of Qatar before commencing work.
  - c. QID is not mandatory for Locum Doctors.

#### 6.2.3 Surgical/Medical/ Dental Privileges:

- a. The locum physician can perform the core privileges entitled by his/her specialty.
- b. The locum physician must submit a “**Surgical/ Medical Privileges**” application to perform advanced privileges in his/her specialty. (Refer to the [physician guidelines](#) for the requirements).
- c. The locum dentist can perform all core privileges and the non-core privileges entitled by his/her specialty.
- d. The locum dentist must submit a “**Dental Privileges**” application to perform other additional dental privileges (Refer to the [dentist guidelines](#) for the requirements).
- e. Locum physician/dentist is not required to submit a privilege application to perform advanced/ additional privileges if his/her healthcare facility has an institutional privilege approval by DHP.

#### 6.2.4 Renewal requirements:

- Submit an electronic “Apply for Renewal” request and upload the renewal requirements mentioned in the [physician guidelines/ dentist guidelines](#) in addition to the below:
  - a. Undertaking letter from the healthcare facility, signed by the medical director, to ensure a proper handover for the patients treated by the locum physician/ dentist.
  - b. Work experience certificate from the healthcare facility in the State of Qatar, signed by the medical director, showing the visit details of the locum doctor over the last 2 years.
  - c. Work experience certificate, verified by the verification company, for the last two years outside the State of Qatar. Copy of the verification report must be uploaded in the renewal application.
  - d. Certificate of Good Standing (COGS) from the registration authority covering the required last 2 years of experience to be sent directly by mail or email or verified by the verification company.

#### 6.2.5 Change Place of work requirements:

- **Submit an electronic “Apply for Change Place of Work” request and upload the change place of work requirements mentioned in the [physician guidelines/ dentist guidelines](#) and attach the below:**
  - a. Letter of intent from the healthcare facility signed by the medical director.
  - b. Undertaking letter from the healthcare facility, signed by the medical director, to ensure a proper handover for the patients treated by the locum physician/dentist.
- The locum physician/dentist can change the place of work to a governmental or semi-governmental facility only.

### 6.3 Non-resident specialized physician/ dentist:

#### 6.3.1 Evaluation requirements:

- Submit an electronic “Apply for Evaluation” request and upload the evaluation requirements mentioned in the [physician guidelines](#) / [dentist guidelines](#) in addition to the below:
  - a. Letter from the healthcare facility, signed by the medical director, specifying the name of the licensed permanent physician/dentist in the same specialty or relevant who will be responsible for overseeing the patients.
  - b. Letter of Experience for a total of 5 years of clinical practice in their specialty after the postgraduate degree including the required years of experience as per their category in the “DHP approved speciality qualification list for physician/dentist”.
  - c. Tick the non-resident box in the “personal and profession information” page in the evaluation application.

#### 6.3.2 Licensing Requirements:

- Submit an electronic “Apply for licensing” request and upload the licensing requirements mentioned in the [physician guidelines](#) / [dentist guidelines](#) in addition to the below:
  - a. Valid Police Clearance Certificate from outside Qatar attested by the MOFA in Qatar or Qatar Embassy.
  - b. Copy of recent blood test and chest X-ray (valid for 6 months from the test date) from the approved Healthcare facilities in the state of Qatar as per the [physician guidelines](#) / [dentist guidelines](#), OR valid blood test & chest x-ray from outside Qatar attested by Qatar Embassy along with an undertaking letter, signed and stamped by the medical director stating that the blood test and chest x-ray will be done in the State of Qatar before commencing work.
  - c. QID is not mandatory for Locum Doctors.

#### 6.3.3 Surgical/Medical/Dental Privilege:

- a. The non-resident physician can perform the core privileges entitled by his/her specialty.
- b. The non-resident physician must submit a “Surgical/ Medical Privileges” application to perform advanced privileges in his/her specialty. (Refer to the [physician guidelines](#) for the requirements).
- c. The non-resident dentist can perform all core privileges and the non-core privileges entitled by his/her specialty.
- d. The non-resident dentist must submit a “Dental Privileges” application to perform other additional dental privileges (Refer to the [dentist guidelines](#) for the requirements).
- e. The non-resident physician/dentist is not required to submit a privilege application to perform advanced/ additional privileges if his/her healthcare facility has an institutional privilege approval by DHP.
- f. The non-resident physician/dentist shall be in the country for a minimum period of (24) hours after performing any surgical/dental procedures to ensure dealing with any complications that the patient could have.



#### 6.3.4 Renewal requirements:

- Submit an electronic “Apply for Renewal” request and upload the renewal requirements mentioned in the [physician guidelines](#) / [dentist guidelines](#) in addition to the below:
  - a. Letter from the healthcare facility, signed by the medical director, specifying the name of the licensed permanent physician/ dentist in the same specialty who will be responsible for overseeing the patients.
  - b. Work experience certificate from the healthcare facility in the State of Qatar, signed by the medical director, showing the visit details of the locum doctor over the last 2 years.
  - c. Work experience certificate, verified by the verification company, for the last two years outside the State of Qatar. Copy of the verification report must be uploaded in the renewal application.
  - d. Certificate of Good Standing (COGS) from the registration authority covering the required last 2 years of experience to be sent directly by mail or email or verified by the verification company.

#### 6.3.5 Change Place requirements:

- **Submit an electronic “Apply for Change place of work” request and upload the change place of work requirements mentioned in the [physician guidelines](#) / [dentist guidelines](#) and attach the below:**
  - a. Letter from the healthcare facility, signed by the medical director, specifying the name of the licensed permanent physician/ dentist in the same specialty who will be responsible for overseeing the patients.

#### 6.4 “Visitor/ Short Notice physician/ dentist”

- Submit an electronic “Short Notice” request for each visit at one healthcare facility and attach the following requirements:
  - ✓ In case the physician/ dentist is coming based on the healthcare facility’s request:
    - a. Copy of valid passport.
    - b. Copy of national ID (if any).
    - c. Copy of updated C.V (showing the details of the required 10 years of experience in their speciality which must be in a “governmental institution” or “governmental/ private training/teaching hospitals)
    - d. Copy of valid and verified medical license covering recent experience (verification must be done by the potential healthcare facility).
    - e. Undertaking letter from the healthcare facility, signed by medical director, stating that the facility is fully responsible for the provided healthcare services by the visiting physician/dentist.
    - f. **Undertaking letter from the patient in case the physician/ dentist is coming based on patient’s request.**
    - g. Letter from the healthcare facility, signed by the medical director, specifying the name of the licensed permanent physician/dentist in the same specialty who will be responsible for overseeing the patients.
  - ✓ In case the physician/ dentist is coming based on patient’s request:
    - a. Copy of valid passport.
    - b. Copy of national ID (if any).
    - c. Copy of updated C.V
    - d. Undertaking letter from the healthcare facility, signed by medical director, stating that the facility is fully responsible for the provided healthcare services by the visiting physician/dentist.
    - e. **Undertaking letter from the patient in case the physician/ dentist is coming based on patient’s request.**

#### 6.5 To change the license status from permanent or non-resident to locum physician/dentist, an “Update Profile” request must be submitted attaching the following requirements:

- a. No objection letter from the healthcare facility, signed by the medical director, to change the status of the license to Locum physician/ dentist.
- b. Undertaking letter from the healthcare facility, signed by the medical director, to ensure a proper handover for the patients treated by the locum physician/ dentist.
- c. **Tick the locum box in the “personal and profession information” page in the evaluation application.**



6.6 To change license status from [permanent or locum to non-resident physician/dentist](#), an **“Update Profile”** request must be submitted attaching the following requirements:

- No objection letter from the healthcare facility, signed by the medical director, to change the status of the license to non-resident physician/ dentist.
- Letter from the healthcare facility, signed by the medical director, specifying the name of the licensed permanent physician/ dentist in the same specialty who will be responsible for overseeing the patients.
- Letter of Experience for a total of 5 years of clinical practice in their specialty after the postgraduate degree including the required years of experience as per their category in the **“DHP approved speciality qualification list for physicians/dentists”**.
- Tick the non-resident box in the **“personal and profession information”** page in the evaluation application.

6.7 To change license status from [locum or non-resident to permanent physician/dentist](#), an **“Update Profile”** request must be submitted attaching the following requirements:

- No objection letter from the healthcare facility, signed by the medical director, to change the status of the license to permanent physician/ dentist.
- Valid QID on employer.
- Valid Police clearance from MOI, Qatar
- Valid Medical report and Chest X-Ray from Qatar if not provided upon Licensing.

## 6. Notes

- Locum and non-resident doctor cannot be the medical director of the healthcare facility.
- The patient should sign on a consent form to acknowledge consultation and treatment by locum, non-resident, and visitor/short notice physician/ dentist.
- All previous short notice approvals granted with validity of 3 years based on circular (01/2019) has been cancelled. The visitor/ short notice practitioner shall submit a new application as per the new requirements.
- The physician/ dentist cannot apply for short notice request if he/she is blacklisted.
- Visitor/short notice doctors if willing to be licensed as permanent, locum or non-resident in the state of Qatar, he/she shall follow the registration/licensing requirements. (Refer to [physician guidelines](#) / [dentist guidelines](#)).
- This policy cancels all previous guidelines/circulars related to locum or short notice physicians/ dentists

## 7. Charts

For process maps, please refer to [physician guidelines](#) / [dentist guidelines](#).



8. References

- [Circular \(14/2015\), DHP, Registration Section](#)
- [Circular \(01/2019\), DHP, Registration Section](#)
- [Circular \(12/2020\), DHP, Registration Section](#)
- [Circular \(03/2023\), DHP, Registration Section](#)
- [Circular \(05/2023\), DHP, Registration Section](#)

9. Related Policies/Circulars/Guidelines

- [Circular \(03/2023\), DHP Registration Section](#)
- [Physician guidelines](#)
- [Circular \(05/2023\), DHP, Registration Section](#)
- [Dentist guidelines.](#)
- [Break From Practice Policy](#)

10. Attachments

N/A