



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



Circular No. (4/2018)

From	Qatar Council for Healthcare Practitioners (QCHP)
To	• All Focal Points of Healthcare Facilities in the State of Qatar
Subject	Launch of Electronic “Short Notice” Applications
Date	5 February 2018

“Registration Department in Qatar Council for Healthcare Practitioners presents to you its compliments”

In the Qatar Council for Healthcare Practitioners’ pursuit to enhance the Registration/Licensing System, the Registration Department announces the launch of the electronic application of the “Short Notice” requests through the QCHP’s Electronic Registration & Licensing System.

Accordingly, manual “Short Notice” applications will not be accepted starting from the issuance date of this circular.

Attachment:

- “Short Notice” Request User Manual Guide

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**Thank you for your cooperation,
Qatar Council for Healthcare Practitioners**



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Short Notice Request User Manual for Focal Points



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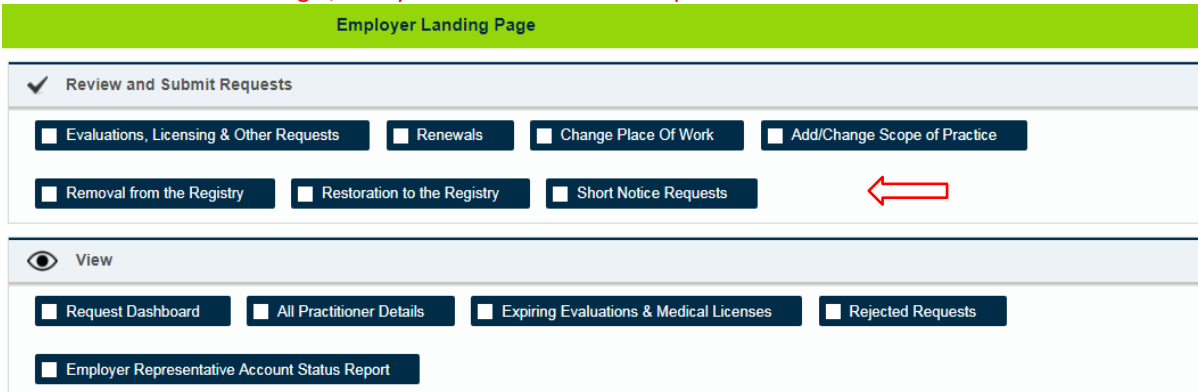


Enter with Employer Account User name and password on login Tab



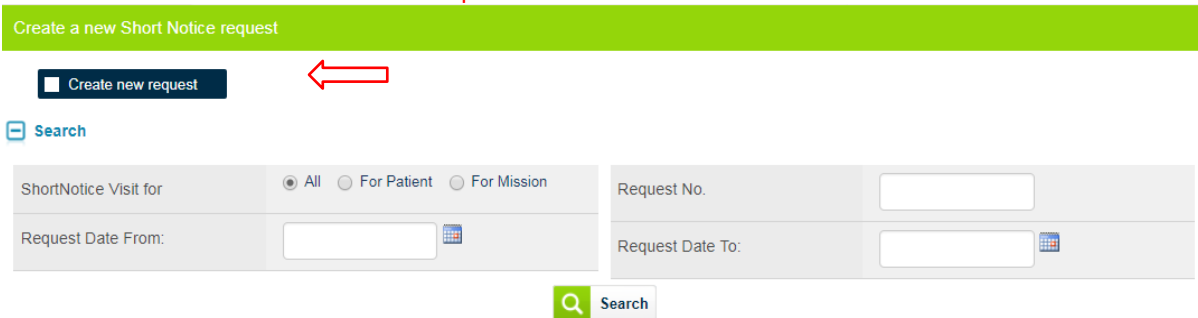
The login page features the QCHP logo and tagline "World Class Standards. Qualified Practitioners". It has three main navigation tabs: "LOGIN/SIGN IN", "REGISTER/SIGN UP", and "GUIDELINES". The "LOGIN/SIGN IN" tab is active. Below the tabs, there is a login form with two input fields: "Please enter your User Name" and "Please enter your Password". A "Sign In" button is to the right of the password field. Below the form is a "Forgot Password" link. A red dashed box highlights the login form fields.

After Successful login, kindly choose Short Notice Request



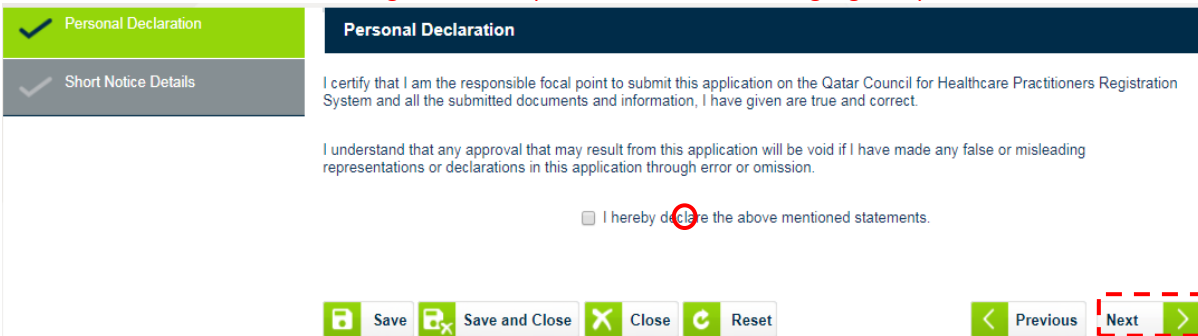
The "Employer Landing Page" has a green header. Below it, there is a "Review and Submit Requests" section with several buttons: "Evaluations, Licensing & Other Requests", "Renewals", "Change Place Of Work", "Add/Change Scope of Practice", "Removal from the Registry", "Restoration to the Registry", and "Short Notice Requests". A red arrow points to the "Short Notice Requests" button. Below this is a "View" section with buttons for "Request Dashboard", "All Practitioner Details", "Expiring Evaluations & Medical Licenses", "Rejected Requests", and "Employer Representative Account Status Report".

1. Choose "Create New Request"



The "Create a new Short Notice request" page has a green header. Below it, there is a "Create new request" button with a red arrow pointing to it. Below the button is a "Search" section with a search bar and several filters: "ShortNotice Visit for" (All, For Patient, For Mission), "Request No.", "Request Date From:", and "Request Date To:". A "Search" button is at the bottom of the search section.

2. Please read through the below points and click on the highlighted points



The "Personal Declaration" form has a green header. Below it, there is a "Personal Declaration" section with a text area for the declaration. The text reads: "I certify that I am the responsible focal point to submit this application on the Qatar Council for Healthcare Practitioners Registration System and all the submitted documents and information, I have given are true and correct. I understand that any approval that may result from this application will be void if I have made any false or misleading representations or declarations in this application through error or omission." Below the text is a checkbox labeled "I hereby declare the above mentioned statements." with a red circle around the word "declare". At the bottom, there are buttons for "Save", "Save and Close", "Close", "Reset", "Previous", and "Next". A red dashed box highlights the "Next" button.



3. Please fill all the information as per the highlighted asterisk

- Personal Declaration
- Short Notice Details

Short Notice Details

i For Patient: The permission will be for a specific patient undergoes mostly a single operation or procedure, it can be in private hospital or the semi governmental.
For Mission: The permission will be for a large number of patients and different operations or procedures.

ShortNotice Visit for*	<input checked="" type="radio"/> For Patient <input type="radio"/> For Mission
Department/Patient Name*	<input type="text"/>
Patient Qatar Id*	<input type="text"/>
Name of Medical Director*	<input type="text"/>
Title of Medical Director*	<input type="text"/>

Visiting Practitioner(s)

Practitioner Name*	<input type="text"/>
Profession*	Select <input type="text"/>
Scope of Practice*	<input type="text"/>
More Info.	<input type="text"/>
<input type="button" value="+ Add"/> <input type="button" value="Reset"/>	

Visit Start Date*	<input type="text"/>
Visit End Date*	<input type="text"/>
Reason of Visit*	<input type="text"/>

List of documents to be uploaded

- i** 1. Cover letter to the QCHP CEO from the medical director of the medical institution where health practitioner/ team will be working at.
- 2. Undertaking letter from the medical director of the medical institution or the department where the health practitioner / team will be working at (as per the attached template).
- 3. Updated Passport of the health practitioner /team members.
- 4. The Academic qualifications.
- 5. Registration from the home country.
- 6. The health practitioner / team needs to have the necessary blood tests (Hepatitis B, Hepatitis C and HIV, vaccination for Hep B if needed) and Chest X- Ray in order to sustain the patient safety (this can be done on arrival to Qatar after submitting undertaking letter from the institution in this regard).

i Undertaking letter from the Chair person of the department where the health practitioner / team will be working at(On Facility letter head duly signed & stamped).

i Allowed file extensions are .PDF, .JPG, .DOC/.DOCX, .PNG & .GIF

Select File	<input type="button" value="Choose File"/> No file chosen
	i Maximum File Size is : 2 MB
	i Max Resolution is 400 DPI
File Description	<input type="text"/> <input type="button" value="Add"/>
	<input type="button" value="Reset"/>



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After Submission, your request will be under process with QCHP.

Create a new Short Notice request

Create new request

Search

ShortNotice Visit for: All For Patient For Mission

Request No.

Request Date From:

Request Date To:

Search

Request No.	Request Status	Requested Date	Approved Date	Type	Department/Patient Name	Visit From Date	Visit End Date	Purpose of Visit	Print Approval Letter	Remove	Comments
382746	Under process with QCHP	30/01/2018	01/01/0001	Patient	Test	31/01/2018	31/01/2018	Test			

On completion of Application process from QCHP an email and SMS will be sent.

You can do the following according to the decision mentioned below:

1. *Send back:* - Click on "Request Number" and provide missing information according to the comments mentioned by Registration Team - QCHP.
2. *Rejected:* - follow up with Registration Team – QCHP.
3. *Approved:* - follow up with Registration Team – QCHP.

If you face any technical issues please send an email to our technical support helpdesk: qchphelpdesk@moph.gov.qa