

### Circular No. (11/2015)

From	Qatar Council for Healthcare Practitioners (QCHP)
To	<ul style="list-style-type: none"><li>All healthcare practitioners working in the State of Qatar</li><li>All healthcare facilities' focal points in the State of Qatar</li></ul>
Subject	<ul style="list-style-type: none"><li>Launch of Electronic Radiation License application service</li><li>Extending validity of Radiation License to two years</li></ul>
Date	3 June 2015

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

Due to QCHP eagerness to provide the utmost quality to streamline the process for healthcare practitioners and employers, in line with the best use of technology, and in collaboration with the Ministry of Environment and Occupational Health & Safety department in Hamad Medical Corporation (HMC); we are pleased to announce the launch of the Electronic Radiation License application service.

#### **Expected benefits of the Electronic Radiation License process:**

- ✓ Increase QCHP's customer satisfaction, save time and effort for both healthcare practitioners and employers.
- ✓ Promote sustainability by reducing the amount of paper used.
- ✓ Facilitate the process of applying and following up on radiation license application.
- ✓ Enable healthcare practitioners and employers to obtain an electronic copy for their radiation license.
- ✓ Improve communication channels between the practitioners and the QCHP's employees.

**Please note the following:**

- ❖ QCHP will continue receiving the manual radiation application issuing/renewing side by side with the electronic process for **one month (grace period) from the date of this circular.**
- ❖ The council **will stop receiving the manual radiation requests issuing/renewing** and will be replaced by the electronic processes.
- ❖ The E-Radiation license can be easily accessed through the registration/licensing electronic system.
- ❖ The E-Radiation license will be accompanied with a QR code; which can be scanned by mobile devices and smart phones to ensure its integrity.
- ❖ To apply for radiation license the practitioner has to registered/licensed with the QCHP.
- ❖ The validity of the radiation license had been **extended to two years.**
- ❖ The Certificate of Physical Fitness and the Radiation Protection Certificate will be **valid for two years.**
- ❖ Practitioners who have radiation license are requested to attach their old radiation license to the renewal application.
- ❖ Upon the approval of licensing/renewal application, the electronic version of the radiation license (printable) will be available.
- ❖ The guideline for using the electronic process is attached for your reference.

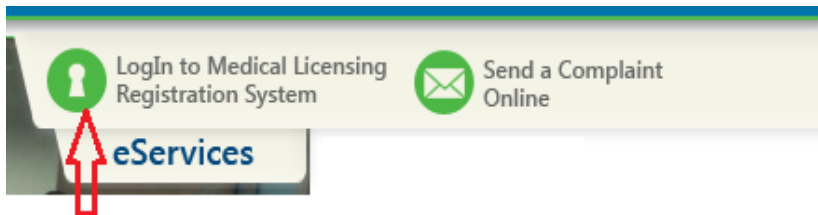
**Thank you for your kind cooperation**

**Registration Department**

## Radiation License User Manual

To Apply for radiation License please follow the below steps:

1. Open [www.qchp.org.qa](http://www.qchp.org.qa)
2. Click on Login to Medical Licensing Registration System



3. Sign In with your "Practitioner" Email ID and Password

✕ Please enter your username and password to login onto the system:

Email	<input type="text" value="User Name"/>
Password	<input type="password" value="Password"/>

☐ Sign me in automatically  [Forgot Password](#)

4. Click On Apply for Radiation License



5. Complete the online application, attach the required documents and submit.

✓ Personal Declaration

✓ Personal Information & Identification Info.

✓ Radiation License

✓ Place of work information

✓ Comments and Uploads

» Pay Fees and Submit Application

Pay Fees and Submit Application

There are No Fees For This Request

Request Type:Apply for Radiation License

Request Transaction ID:138539

Save

Save And Close

Cancel

Reset

Previous

Submit

## To get the employer's approval online

Login to the employer representative's account and approve the request by doing the following:

1. Click "Registering on behalf of institution staff member".

**Employer Landing Page**

You could perform the following actions:

- Complete applications for Registration
- Renew APLs for employees
- Change Place Of Work
- Restoration to the register
- Removal from the register
- Registering on behalf of institution staff member**
- Review application for change in scope of practice
- Review application for change supervisor

**Status of employees' applications:**

Search

Applicant/Practitioner Name :  Licence Number:

Request Date From:  Request Date To:

Request Type:

Search

2. Search for the practitioner and click "Show requests".

### Registering on behalf of an institution Staff Member

Please register on behalf of an institution Staff Member in the following options:

Search

Applicant Name:  User Type:

Profession:  Scope of practice:

Licence Number:

Search

Full Name	Profession	Scope Of Practice	User Type				Licence Number	Radiation Licence Number	Licence Expiry Date	Licence status	Login email
Wipro Middle East	Physician	Cardiology	Practitioner	ShowRequests	Send Email	View Information	6496		31-05-2015	Active	test@123.com

3. Click on the request that he/she is applying for.

**Search**

Request Type:	Select	Request Status:	Select
Request Date From:		Request Date To:	
Completed :	Select	Request No.:	

**Search**

Request Type	Request No.	Scope of Practice	Request Status	
Application for Evaluation	77751	General Scope Physician	Approved Ready for Printing	<a href="#">Show Evaluation</a>
Appeal	77755	N/A		<a href="#">Show Evaluation</a>
Apply for Licensing	77756	General Scope Physician	Completed	<a href="#">Show Evaluation</a>
Apply For A Certificate Of Good Standing	78145	Cardiology	CoGS Waiting Print	<a href="#">Show Evaluation</a>
Apply To Change Scope of practice	79301	General Scope Physician	Completed	<a href="#">Show Evaluation</a>
<a href="#">Update Continuous professional development info</a>	79303	N/A	Updating CPD info Part 1	<a href="#">Show Evaluation</a>
Update Personal Info	105021	General Scope Physician	Completed	<a href="#">Show Evaluation</a>
Apply To Change Scope of practice	117346	General Scope Physician	Completed	<a href="#">Show Evaluation</a>
<b>Apply for Radiation License</b>	138539	Cardiology	Employer Completing	<a href="#">Show Evaluation</a>

4. Approve the request and submit.

**Declaration**

Enter Employment & Supervision Info.

» Declaration

**Instructions:** Select only one of the responses below

**Enter Declaration**

To the best of your knowledge has this applicant:

No	Questions	Yes	No

**Comments:**

Type in your comments

**Attachments :**

Select File

**Browse...** No file selected.

Maximum File Size is : 2 MB

Max Resolution is 400 DPI

File Description

**Add**

**Reset**

**Save** **Save And Close** **Cancel** **Reset** **Previous** **Submit**