



# MEDICAL EDUCATION & RESEARCH SERVICES

## SERVICE CATALOGUE

## KEY ICONS

### GENERAL ICONS

- LOCATION
- E-MAIL
- TELEPHONE
- FAX

### TIMING

- TIMINGS

### FOR WHOM?

- MEN
- WOMEN
- OTHER FACILITIES

### INFORMATION RECEIVED BY

- WEBSITE
- SERVICE CENTRE
- CALL CENTRE
- DHA APP.
- E-MAIL

### PAYMENT METHOD

- CREDIT CARD
- CASH



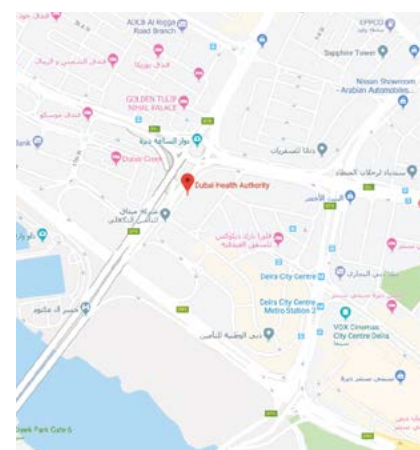
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800342 (DHA) | [dha.gov.ae](http://dha.gov.ae) | [@dha\\_dubai](https://www.instagram.com/dha_dubai) | [Dubai Health Authority](https://www.facebook.com/DubaiHealthAuthority) | [DHA](https://www.youtube.com/channel/UCv8v8v8v8v8v8v8v8v8v8v8)

# MEDICAL EDUCATION & RESEARCH SERVICES

The Medical Education Department (MED) came into existence in 2001 with the purpose of providing innovative medical educational opportunities for the employees of the Dubai Health Authority (DHA) in order to improve the quality of healthcare to its customers using three centres: the Learning Resource Centre, the Professional Development Centre and the Academic Affairs Centre.

Now the Medical Education Department has evolved as one of the most prestigious departments within the Dubai Health Authority concentrating on the professional development and technical competence of the employees of DHA to enhance job skills and competency through quality training and educational activities in collaboration with the world-class educational leaders.



## Contacts

Dubai Health Authority Building,  
Al Maktoum Bridge Street,  
Bur Dubai Area 4545, UAE

[wasselotak@dha.gov.ae](mailto:wasselotak@dha.gov.ae)

800342

To call from outside UAE  
+971 4 219 8888

Sun - Thu  
7:30am - 2:30pm



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## FACILITY FAQ

### General Questions

### Medical Education Section Questions

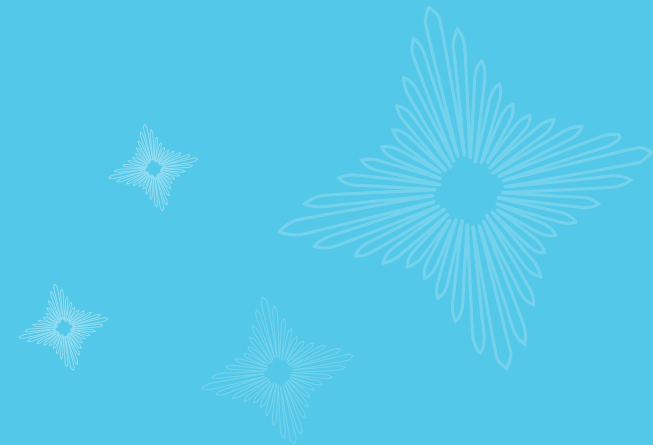
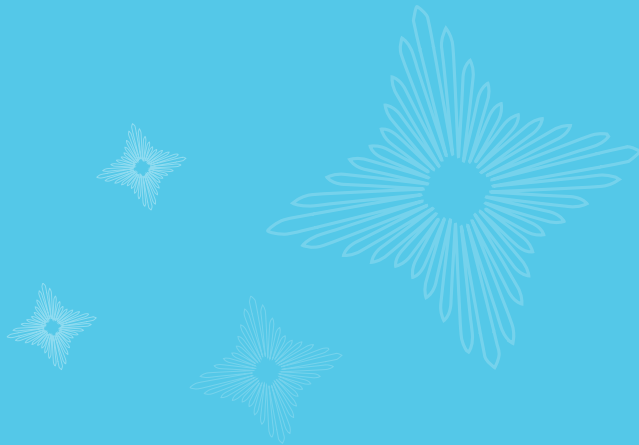
### Medical Training Section Questions

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## INTERCONNECTED SERVICES

### Interconnected Services



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**MEDICAL EDUCATION  
& RESEARCH  
SERVICES**

### For Whom?



UAE Nationals  
Residents

## Dental Internship Programme

Dental internship is a phase of training wherein a dental graduate is expected to undertake dental practice and acquire skills under supervision, so as to enable him/her to function independently to be eligible to obtain the professional licence.

### Documents Required

- Copy of Curriculum Vitae
- Copy of attested BDS/DDS certificate
- Copy of attested transcript
- Kholasat el Qayd/Marsoom
- Copy of passport
- Emirates ID
- Passport size photo

### Service Limitations

- Dental graduates



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

30 minutes

### For Whom?



UAE Nationals

## Dental Residency Programme

Dental Residency is a post-graduate educational training programme that aims to bridge the gap between dental undergraduate and specialised dental professions.

The programme offers a customised learning platform that trains the residents and evaluates them for consistent improvement.

### Documents Required

- Application during online registration
- Copy of updated Curriculum Vitae
- Copy of BDS/ DDS certificate certified by Ministry of Education
- Copy of attested transcript
- One year internship completion letter/letter stating the anticipated date of completion of applicant's internship programme.
- Valid language competency score (TOEFL 550 and above OR IELTS Academic 6 and above)
- UAE registration copy (Kholasat el Qayd/ Marsoom of current year)
- Passport copy and Emirates ID
- Passing short-listing written exam/passing MMI interviews
- Receipt of payment

### Service Limitations

- UAE National Dental Interns

### Service Charges

**620AED**

**100AED**

Registration fee

**500AED**

Application review fees

**10AED Knowledge**

**10AED Innovation**

+ VAT

Payment Methods



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

30 minutes

**For Whom?**

UAE Nationals  
Residents



## Dubai Residency Training Programme

The Dubai Residency Training Programme (DRTP) is a structured post-graduate educational training programme that aims to bridge the gap between medical undergraduates and specialised medical professions. It provides an educational platform where residents undergo training and evaluation to further enhance their skills and expertise in a specialised field.

### Documents Required

- Submission of application prior to DRTP application closing date
- Copy updated Curriculum Vitae
- Copy of attested MBBS/MD Certification
- Copy of attested transcript
- Copy of attested one-year internship certificate
- English language competency score (TOEFL 550 and above/IELTS Academic 6 and above)
- Result sheet of the pre Entry Exam (EMREE)
- Provide Positive Primary Source Verification (PSV) report for all certificates
- Copy of passport and Emirates ID
- Copy of payment receipt (registration fees)

### Service Limitations

- Medical graduates with internship certificate
- Duration since bachelors and internship until application to DRTP not to exceed 5 years respectively
- Candidates should not have out of clinical practice for more than 12 months at any point



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

30 minutes

### Service Charges

**620AED**

100AED

Registration fee

500AED

Application review fees

10AED Knowledge

10AED Innovation

+ VAT

Payment Methods

## Fellowship Programme

It is the highest professional certificate awarded by the Health Specialties Authority to DHA staff after completion of training years and passing final examination.

### For Whom?



UAE Nationals  
Residents

### Documents Required

- Copy of Curriculum Vitae
- Copy of the Board of Health Specialties Authority certificate
- Fellowship application form
- Copy of Emirates ID
- Copy of passport

### Service Limitations

- Medical background staffs in DHA



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

20 working days

**For Whom?**

UAE Nationals  
Residents



## Medical Internship Programme

Provide one year of clinical training, called the practicum or internship for medical graduates that builds upon their theoretical knowledge and translates it experientially into practice.

This period of training forms the watershed between the academic training that students undergo in their medical schools and the practical application of that body of knowledge and skills in the practice of medicine in hospitals and clinics under supervision of consultants from different departments in the hospitals.

Internship is a requirement for various health practice regulatory bodies and after completing this year, they can go for specialty (residency programme) or get GP licence after completing the requirement.



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

1 month

**Documents Required**

- Application should be through the registration period announced on the website
- Copy of Curriculum Vitae
- Copy of MBBS Degree certificate attested
- Copy of transcript certificate attested
- Copy of Passport (a copy of Kholasat Al Qayd for UAE Nationals)
- Copy of Emirates ID
- A deposit cheque of **5000AED** (see conditions below)

**Service Limitations**

- Medical graduates

**Service Charges**

**230AED**

Fees for processing your application (not refundable)

The accepted applicants during the recruitment will be requested to submit a deposit cheque of **5000AED** - addressed to Dubai Health Authority without date (open); this will be refundable at the end of completing at least of 6 months internship training. It will not be refundable if, offered a place, he/she is not present to start with the others at the beginning of the rotation or leaves the internship training before completing the 6 months internship training.

Payment Methods



## Medicine and Science Scholarship Programme for Students

It is a sponsorship programme for UAE National high school graduates and medical university students in order to provide them with future job opportunities at DHA.

### For Whom?

UAE Nationals



### Documents Required

- Copy of last qualification/educational documents (certificates and transcript)
- Copy of passport
- Copy of Kholasat Al Qayd
- Copy of Emirates ID
- Passport size photo

### Service Limitations

- UAE Nationals with Kholasat Al Qayd



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

20 working days

## Scholarship in Medical Fields (For DHA staff)

This scholarship programme provides opportunities for DHA staff to obtain higher academic scientific education according to DHA needs. The scholarship will provide the financial and administrative support (study leave) to study inside or outside the country.

### For Whom?

UAE Nationals



### Documents Required

- Scholarship/study leave application form
- Signed no objection letter from direct supervisor and CEO of related sector
- Copy of last appraisal result (exceeds expectations)
- Copy of all academic and specialty certificate obtained
- Copy of academic transcript
- Acceptance letter from university
- Copy of passport and Kholasat Al Qayd or Marsoom
- Third party sponsorship letter (if required)

### Additional in case of part-time scholarship

- Copy of the timetable (schedule) showing semester duration/hours and dates of lectures (should be submitted each semester)
- Schedule of exams for all subjects
- Signed no objection letter from direct Supervisor/Line Manager for each exam

### Service Limitations

- UAE National DHA staff



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

3 months

**For Whom?**

UAE Nationals  
Residents



## Accreditation of Continuing Medical Training Programmes (CME)

Accrediting Continuing Medical Training (CMT) programmes submitted by health facilities or event's organisers targeting Healthcare Professionals.

### Documents Required

- Copy of UAE trade licence
- Electronic submission of the accreditation application form. In case of applying for more than one programme, submit separate application for each programme
- Completed and stamped CMT Provider Declaration form
- Detailed programme: should contain registration time, course agenda, and time for discussions and breaks
- Programme/course content (presentations, course materials, references, citations)
- CV of the speaker/trainer
- Completed speaker declaration forms
- Sample of attendance list form
- Copy of external accreditation approval letter (if required)
- Course certification/licence (if required)
- Patient consent forms (if required) in case of hands-on-patients
- Malpractice insurance (if required) in case of hands-on-patients
- Completed CMT provider requirements form (for first-time applicants)

### Service Limitations

Non-DHA staff:

- Healthcare facilities
- Training institute
- First aid and training centre
- Professional training centre
- Professional development centre
- Seminars and conferences organising
- Training consultancies
- Healthcare consultancies
- Technical and occupational skills training

### Service Delivery Channels

- E-mail
- Service centre
- Contact numbers
  - 04 219 1805
  - 04 219 1822
  - 04 219 1949

### Service Charges

For normal application: (1 month before the programme)

<b>200AED</b>	<b>500AED</b>
If the programme is 2 hours or less	If the programme is more than 2 hours

### 2000AED

Normal fees, for urgent application  
+VAT as applicable

Payment Methods



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

20 working days

## Attestation of Training Certificates

Attestation of attendance certificates of DHA-accredited medical training programmes.

### For Whom?



UAE Nationals  
Residents

### Documents Required

- Original certificate
- Original payment receipt of attestation fees

### Service Limitations

- Training course/workshop must be accredited by DHA



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

10 minutes

### Service Charges

**50AED**

for attesting each training certificate

Payment Methods



## Clinical Attachment Service

Providing an opportunity for health professionals, students and graduates of medical and health science colleges to gain experience through training at DHA facilities.

### Documents Required

- Copy of qualification or proof of work experience
- Copy of updated Curriculum Vitae
- Good standing certificate: (police clearance certificate or to TWMC letter from university or TWMC letter from employment)
- Copy of valid passport
- Copy of UAE Emirates ID
- Copy of visa (for visitors)

Official health clearance certificate that includes:

- Evidence of negative status with respect to HIV, hepatitis B, hepatitis C, TB, syphilis (VDRL)
- Evidence of immunity to hepatitis B, measles and rubella

### Service Limitations

- This service is limited to students and graduates of medical and health science and colleges of pharmacy and dentistry/healthcare professionals

### Service Charges

**200AED**

Processing fees (should be paid immediately after completion of online submission)

**100AED**

for any modification/extension request

**50AED**

for each working day of the approved attachment period for non-UAE Nationals only  
5% VAT and **20AED** Knowledge and Innovative fee will be added to each transaction

Payment Methods



**For Whom?**

UAE Nationals



**Financial Support for Medical Training Leaves**

This service provides financial support for DHA clinical staff to meet their training needs inside or outside UAE.

**Documents Required**

- Medical Training leave application form
- Training course brochure
- Approval by Head of Department
- Training course quotation
- Attendance certificate (after the training)

**Service Limitations**

- DHA medical staff (UAE Nationals)



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

10 working days

**Service Charges**

This service are free of charge

**For Whom?**

UAE Nationals  
Residents



**Medical Education and Training Announcement**

Announcing medical education and training programmes through DHA e-mail announcement system.

**Documents Required**

- Event details (venue, date, accreditation info, registration info, web sites)
- Event-related documents (event brochures, images) through e-mail

**Service Limitations**

- Internal DHA entities, external entities with special promotion for DHA staff, medical educational activities with DHA accreditation



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

5 working days

**For Whom?**

UAE Nationals  
Residents



**Organising and Managing Medical Training Programmes**

Providing the healthcare professionals with the needed medical training programmes such as:

- Medical simulation for healthcare professionals
- Medical conferences and workshops for healthcare professionals
- Life support and trauma programmes for healthcare professionals
- Radiation protection courses

**Documents Required**

- Course registration form to be filled-in
- For healthcare professionals - need proof of profession
- DHA members must present staff ID
- Non-DHA members must present professional licence

**Service Limitations**

- All healthcare providers and the public

**Service Charges**

**1000 - 2000AED**  
Attendance of training fees

Payment Methods

**For Whom?**

Healthcare Providers  
Companies



**Venue Reservation and Rental**

Facilitating the use of medical education venues for DHA and non-DHA events.

**Documents Required**

- Requester trade licence (external customers)
- Passport or Emirates ID copy (external customers)
- DTCM or CDA approval (public events, CME programmes, stage performance or entertainment activities)
- Online payment confirmation (external customers)

**Service Limitations**

- Internal and external customers within UAE or UAE representatives needed

**Service Charges**

**350 - 7500AED**  
Depending on the renting hours and room capacity

Payment Methods

**For Whom?**



UAE Nationals  
Residents



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

60 working days

## Evaluation and Support of Medical Research

The research committee facilitates the maintenance of ethical standards during the conduct of research. It also facilitates the understanding of the principle of scientific research including research design, analysis and methodology. Guidance is provided to researchers/investigators.

### Documents Required

- Dubai Scientific Research and Ethical Committee (DSREC) application forms and study related documents
- University Student Research Evaluation Committee (USREC) application forms and required study related documents
- Resident Research Proposal Committee (RRPC) application forms and required study related documents

### Service Limitations

- Medical professionals who wish to do research in the DHA and health facilities under the jurisdiction of DHA

### Service Charges

300AED

Students

200AED

Medical residents

700AED

Independent Researchers

200AED

DHA Physicians

10000AED

Company sponsored studies

20AED

Additional Knowledge and Innovation fee for all categories

Payment Methods

**For Whom?**



UAE Nationals  
Residents  
Visitors



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

30 working days

## Management of Research Funding

DHA Research Funding Committee (DRFC) has been established by DHA Higher Authority to monitor and to regulate all financial matters of the research including the decisions made regarding expenditure of the funds available as per the DHA financial rules and regulations. The main purpose of DRFC is to provide unified system at the DHA level for the management of the financial aspects and to ensure the transparency, alignment with the DHA legal, administrative and technical requirements.

### Documents Required

One set of hard copy and soft copy of following:

**A) During the initial application to the DHA Research Funding Committee:**

1. The Dubai Scientific Research Ethics Committee approval letter copy
2. For the Funded research:
  - Research Fund approval letter
  - Research Fund undertaking
3. For the contracted research
  - A final draft copy of the agreement/contract
4. The DHA Research Funding form (original)

**B) During the course of the research:**

1. The DHA Research Funding Committee - DHA Finance form (original hard copy) along with the original invoices/receipts

### Service Limitations

- All DHA employees with funded/contracted health research

**For Whom?**



UAE Nationals  
Residents

**Research Design and Statistical Analysis**

This service offers the help for DHA researchers to select the correct research design that meets their research objectives and to select the correct statistical tests and tools to answer their research hypotheses. This service makes it easier for the researcher to get the approval of the Dubai Scientific Research and Ethics Committee (DSREC) as well as conducting a publishable research.

**Documents Required**

- Online form: [www.library.dha.gov.ae/forms/LR](http://www.library.dha.gov.ae/forms/LR)

**Service Limitations**

- All DHA employees



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

1- 4 working days

**Research Training Programmes**

Research section provides DHA employees with statistics courses and other research training programmes that cover a wide range of researcher needs such as: literature review, research methodology, descriptive and inferential statistics to help the researcher in their research process.

**Documents Required**

- Registration through e-mail

**Service Limitations**

- All DHA employees

**For Whom?**



UAE Nationals  
Residents



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

1- 10 working days

**For Whom?**



UAE Nationals  
Residents

**Inter-Library Loan:  
Providing Articles to  
External Libraries**

The exchange between two libraries or more to exchange (borrow and lend) articles.

**Documents Required**

- Complete the related e-form: Inter-Library Loan (ILL) e-form

**Service Limitations**

- Internal DHA Customers



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

1-3 working days

**For Whom?**



UAE Nationals  
Residents

**Internet Point of Care:  
iPOC**

The Internet Point of Care (iPOC) is an evidence based practice service that allows the healthcare professionals to ask, find, document, apply, identify and complete a learning cycle to get awarded 0.5 CME Credit Points by Dubai Health Authority.

**Documents Required**

- iPOC Completion Form: [www.library.dha.gov.ae/forms/iPOCCompletionForm](http://www.library.dha.gov.ae/forms/iPOCCompletionForm)

**Service Limitations**

- Internal DHA Customers



Sun - Thu  
7:30am - 2:30pm

**Delivery Time**

1-3 working days



## Library Reference Service

This service responds to library users' requests for reference questions, articles and search.

### For Whom?

UAE Nationals  
Residents  
Expats



### Documents Required

- Forms: complete the related e-form: [www.library.dha.gov.ae/pages/3131/Library\\_Reference\\_Services](http://www.library.dha.gov.ae/pages/3131/Library_Reference_Services)
- Ask the librarian form
- Article request form
- Search request form

### Service Limitations

- External staff



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

1-3 working days

## Literature Review Consultation

A literature review consultation is a meeting with a librarian, scheduled in advance to get help from the library on literature review and to assist in the writing of the research.

### For Whom?

UAE Nationals  
Residents



### Documents Required

- Forms: Complete e-form at: [www.library.dha.gov.ae/forms/LR](http://www.library.dha.gov.ae/forms/LR)

### Service Limitations

- Internal DHA customers



Sun - Thu  
7:30am - 2:30pm

### Delivery Time

1 working day

## Medical Journals Manuscript Submission

This service allows researchers to publish their research in two peer-reviewed open access electronic journals by DHA.

### For Whom?

UAE Nationals  
Residents  
Visitors



### Documents Required

- Documents: the manuscript, tables and figures.
- e-forms: by creating an author account from
  - DMJ: [www.manuscriptmanager.net/dmj](http://www.manuscriptmanager.net/dmj)
  - IJD: [www.manuscriptmanager.net/ijid](http://www.manuscriptmanager.net/ijid)



Sun - Thu  
7:30am - 2:30pm

## Providing Learning Resources (Books, Journals, etc.)

Providing e-library resources for all DHA staff (medical, nursing, paramedical, admin) from workplace, home and/or smart phones.

### For Whom?

UAE Nationals  
Residents



### Documents Required

#### Inside DHA

- Forms: browse the e-library site: [www.library.dha.gov.ae](http://www.library.dha.gov.ae)

#### Outside DHA

- Documents: not required
- Forms: fill the e-form: [www.library.dha.gov.ae/forms/LibraryRegistration Form](http://www.library.dha.gov.ae/forms/LibraryRegistrationForm)

#### Then browse the library site:

- [www.library.dha.gov.ae](http://www.library.dha.gov.ae)

### Service Limitations

- Non-DHA staff



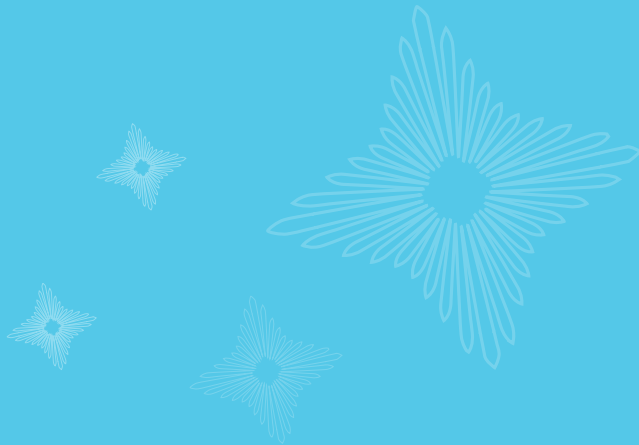
Sun - Thu  
7:30am - 2:30pm

### Delivery Time

24/7

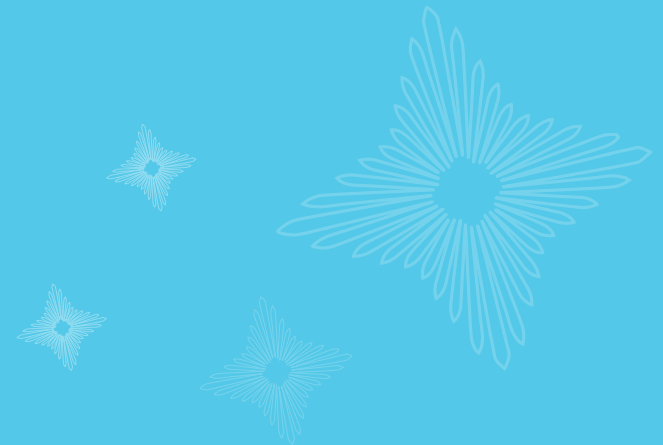
### Service Charges

This service is free of charge



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# FACILITY FAQ





### What is medical education?

Medical education refers to a specific form of medical education that helps those in the medical field maintain competence and learn about new and developing areas of their field.

### Why a minimum requirement for medical education is being introduced for health professionals?

The minimum requirement will enable health professionals to stay abreast of the knowledge and developments in their areas of practice.

### What will medical education provide me?

- Helps you to identify your individual learning needs and plan where you require additional knowledge and skills
- Means you have taken responsibility for life-long learning, development and career advancement
- Supports the basic principles and obligations of your chosen profession
- Demonstrates to patients, peers and the public that you are taking appropriate steps to maintain and increase your level of competence



### How can I register for Dental Residency?

You can send us your documents within the announced period of registration [click here](#).

### How can I register for Dental Internship?

You can send us your documents within the announced period of registration [click here](#).

### When should I expect the announcement of registration dates?

Within July/August.

### Where will the announcement of registration dates be?

On DHA official website.

### What are the criteria for dental residency/internship?

The criteria is mentioned on DHA official website under “Facilities- Medical Education - Dental residency/Internship”.

### Is dental residency/internship open to all nationalities?

Dental residency is only open to UAE Nationals. Dental internship is open to all nationalities.

### What is the next step after registration?

Wait for the acceptance/rejection e-mail. Once accepted, candidate will come for the recruitment procedures before commencement of the programme.

### Are there any fees for registration or during the programme?

A fee of 620AED is required for dental residency application.

### How many seats are available for the programme?

12-15 seats are available for the internship yearly, and 10 seats are available for the dental residency.

### What is Dubai Residency Training Programme (DRTP)?

The DRTP programme is a structured system of training and education, which extends from the undergraduate medical course into career positions. It is based on learning objectives

where the participants proceed through the training programme by demonstrating competence rather than by passage of time.

#### What are the specialties offered by DHA in DRTP?

DHA offers variety of medical specialties in DRTP, please visit DRTP webpage in DHA website to get more information about the available specialties.

[Click here](#)

#### How to register in DRTP?

The registration is open between February and March every year, the registration announcement will be on DHA website. The registration will be done electronically in DHA e-service portal.

#### DHA is able to accommodate attachments in which specialty?

- Rashid Hospital: Internal Medicine, General Surgery, A&E, Emergency Medicine, Clinical Support.
- Dubai Hospital: Internal Medicine, General Surgery, A&E, Clinical Support, Obs. and Gyn, Paediatrics
- Al Wasl Hospital: Maternity and Paediatrics
- Primary Healthcare: Family Medicine, Community



**In one year, how many days, maximum, can be taken of medical training leave?**  
Maximum of 10 working days.

#### Where can I find the Medical Training leave form?

From DHA website.

#### Am I eligible for training leave during my probation time?

No.

#### How many training leave can I obtain in one year with DHA support?

Only one.

#### From where can I get more information on training leave application and its process?

From ARIS system.

#### What are the contact numbers for the training leave section?

+ 971 4 2191962/+971 4 2191087.

#### How do I book the educational halls in MERD?

By sending an e-mail to [click here](#).

#### Is there any way an outsider can know what courses are offered by DHA every month?

A programme announcement is sent online by one of our staff. Also, people can check the DHA website for any programmes and courses offered.

#### Where do I register for BLS?

By calling: + 971 4 2191950 or + 971 4 2191147.

#### Who is eligible to apply to DRTP?

All physicians who have obtained their basic degree from a recognised university and who have either successfully completed or are about to complete a recognised 1-year internship programme. There is a Pre-Entry Evaluation Examination. UAE Nationals are given priority.

**What is the Pre-Entry Evaluation Examination?**

It is made-up of two parts. There are 100 questions MCQ paper covering the broad topics of undergraduate medical curriculum and set at a level of difficulty approximating the MCCE but in the USMLE format. Only candidates who achieve the passing score in the MCQ paper are invited for the oral interview.

**Do all candidates who pass the MCQ and the interview get training positions?**

No. The number of applicants far exceeds the number of training slots available, admission is competitive.

**Do I get to know my scores?**

Yes. Your scores in the MCQ, but not in the interview (because this is ranked) will be made available to you.

**Can I carry-over my performance scores in the MCQ until next admission if I passed but I am not selected on this occasion?**

Yes. You can carry-over your scores in the MCQ but not in the interview. All the scores are valid for one year. However, you will need to attend the interview again.

**How many years is this DRTP Programme?**

It is 4 to 6 years duration, depending on the specialty.

**How many intakes are there in a year?**

There is only one intake per year. The academic year starts in September of each year.

**What are the main criteria for selection of DRT?**

- Appraisal of internship
- Career choice
- Success at the Pre-entry Evaluation Examination

**Does a clinical attachment help in getting a seat in the DRT programme?**

No.

**Do all applicants who apply have a right to be interviewed?**

No. A shortlist of applicants is prepared by the selection committee after the written examination.

**Can the specialty be changed?**

No.

**How do I apply for clinical attachment?**

By sending a completed application form with all of the required documents to the following e-mail address [click here](#).

**What to include with my application for clinical attachment?**

- Completed application form
- Updated CV
- Original good standing certificate
- Recommendation letter
- Health Clearance Certificate
- Copy of the passport
- Copy of valid visa status (non-UAE Nationals)

**How long can I attend as clinical attachments?**

3 months.

**Is there any charge for my clinical attachments application?**

No.

**What is the maximum period of any attachments?**

3 months (once in a year).

**Is there an extension for my clinical attachments?**

Not in the same year, extensions are applicable the following years only.

**To how many departments can I apply?**

Depends on DHA departments capability.

**Do I have to have health clearance?**

Yes.

**Do you require a copy of my immunisation records?**

Yes.

**Do I need a current visa?**

Yes.

**Do you require having any special form of visa?**

No forms required but compulsory visa to be stamped in the passport.

**How long will it take to process the application if I am accepted for clinical attachments?**

Upon applicants requested dates.

**To whom do I send my application?**

To be e-mailed to: [click here](#)

**If I am a GRADUATE, what documents should be attached?**

- Internship letter
- Degree certificate
- CV
- Passport copy

**If I am a STUDENT, what documents should be attached?**

- To 'Whom It May Concern' letter (from the college)
- Valid passport copy

**For which type of researches do I need to submit my proposal to the Dubai Scientific Research Ethic Committee (DSREC)?**

When your research or study involves a human data or samples, a written approval from the DSREC must be in place before interventions or interactions with human participants actually begin.

**I am not collecting any identifying information for my study. Do I need to submit my proposal to the DSREC for a review?**

Yes, if your research project involves active data collection.

All research involving the participation of human subject or the collection of human data regardless whether or not identifiable information is collected, must be submitted to the DSREC for review prior to the study initiation.

**How long is Dubai Scientific Research Ethics Committee approval effective?**

The DSREC approval validity for the study expires in one (1) year from the date of issue. Continuing approval of the research will be subject to the principal investigator submitting an annual report. If the researcher wishes to continue, he/she must submit an application for renewal together with the annual study site progress report no later than 30 days prior to the expiry date at [click here](#).

**I think my research qualifies for exempt status. Do I still need to submit to DSREC application?**

Only the Dubai Scientific Research Ethics Committee can officially issue an exempt determination.

**Can student researchers who wish to conduct the research study for their educational requirement directly apply to DSREC?**

No, the students must apply first to the University Student Research Evaluation Committee (USREC), which is a subcommittee for the DSREC. For more information, please refer to the DHA webpage.

**Are school students allowed to conduct a research study at DHA?**

No, only university students are eligible to apply.

### Do the case series, case records, review of secondary data such as morbidity data and audit require a DSREC approval?

The review and approval of any secondary data from ethically approved research which is already in the public domain, case series, case reports, audits are not under the scope of the DSREC.

### What is the review period of research study submitted to the DSREC? How long will it take to get the approval from the DSREC?

Minimum of 30 to maximum of 90 working days from the date of completed documentation received.

### How can I get the forms and the submission procedure?

Please refer to the webpage: [click here](#)

### For which studies a participant information sheet and consent form should be submitted to the DSREC?

Any study involves the participation of the human subject prospectively need to submit a participant information sheet and consent form to DSREC.

### Can I collect the data prior to a DSREC approval?

Please be advised that any study related activities strictly must be initiated only after the DSREC approval.

### Who can conduct a medical research in Dubai?

The researcher must be a resident of the UAE and physically present in order to conduct a study at DHA or any other facilities under the jurisdiction of DHA.

### If I want to conduct a medical research using patient information in a private hospital or an insurance company, shall I submit my proposal to the Ethical Committee?

Yes. For a study involving the collection of the human data from the DHA Governmental sites or the sites under the Jurisdiction of DHA (private sites), you must obtain a prior DSREC approval before the study initiation.

### Is there any fees for getting the approval from the Ethics Committee?

Yes. There is a fee charged for the DSREC review. Please review the website for the fee structure and the bank details [click here](#).

### If I will use DHA patients data or samples in my research, but I will take the data or samples from a third party laboratory or company, shall I get approval from the DSREC before conducting the medical research?

The review of the proposal that involves a secondary data collection is not under the scope of the DSREC for the review.

### Can I fill the research proposal in Arabic?

The forms need to be completed in English. However, any patient related information such as the information sheet consent form, questionnaires, diaries etc. must be submitted in English and Arabic as per the UAE local requirements.

### Can I add a participant in the research project after getting the approval from the Committee?

Yes. A new member can be added or an old member can be removed from the study team post DSREC approval. However a notification of the change of the study team must be sent to the DSREC by the Principal Investigator. In case of a new member, a CV and training certificate must be attached as well.

### Is the Ethical Committee's approval required for only conducting medical research?

The Dubai Scientific Research Ethics Committee is responsible for the review of medical research only.

### Does an expert panel have to approve all research proposals before submission to the Scientific Ethical Committee?

It is advisable for a student and resident researcher, that the proposal is thoroughly reviewed by their supervisor (University Supervisor for students especially) before it is submitted to the Scientific Ethics Committee.





### How do I become a member of the library?

Staff employed by DHA, students undertaking scholar by DHA, interns and residents by DHA and DMC 3<sup>rd</sup> year and above students need to complete the Library Membership form available online at the library site: <http://library.dha.gov.ae>

### How can I access the library's online resources from home/mobile?

As soon as you become a member, login details will be sent to you with the name: MyAthens. This login entitles you to access the library remotely from anywhere.

### Does the library have UpToDate?

Yes. Registration is needed from any computer within DHA's network at [Click here](#).

### What resources can I access on my mobile?

All of the library's online resources can be accessed via mobile devices by two ways:

- Via mobile browser at [Click here](#).
- By downloading the Library App from AppStore or PlayStore.

### What is the name of the Reference and Citation Manager available in DHA?

RefWorks [click here](#) is the available Reference and Citation Manager in DHA and is free for all DHA staff and library members.

### Can I get help with RefWorks?

Of course! To book a session on RefWorks (individual or group), please use the Ask Librarian Form.

### What are the approved medical search engines available in DHA library?

PubMed, Ovid Medline and Google Scholar are the medical search engines used by DHA library.

### How can I find out if the library has a specific eJournal or eBook?

Open the library site <http://library.dha.gov.ae> and go to the "Library Index AtoZ" and type a keyword in the search box. Select between e-Journals, e-Books or both.

### Can I request an article the library does not have?

Yes, you can. Just fill-in the Article Request form available at library site [Click here](#).

### Can I book a library orientation for staff/students?

Yes! The library provide physical 1-hour orientation or online via WebEx. Just contact us for further arrangements. See our contacts in this booklet.

### Under which collection can I find the Evidence Based Medicine Resources?

Browse the library site [Click here](#) and look for the tile Point-Of-Care Collection (EBM).

### What are the library resources accessible directly via Salama?

ClinicalKey, Medline Plus, UpToDate, Best Practice and Ask The Librarian Form are accessible directly via Salama.



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# INTERCONNECTED SERVICES

Services name	Name of related service
• Attestation of Educational Certificates	• Approving the training programme by the medical education and research department
• Dental Residency Programmes	• Dental internship
• Dubai Residency Training Programmes	• Medical internship programme
• Fellowship Programme	• Dubai residency training programmes
• Inter-Library Loan: Providing Articles to External Libraries	• Providing learning resources (books, journals, etc.)
• Internet Point of Care: iPOC	• Providing learning resources (books, journals, etc.)
• Literature Review Consultation	• Research training programmes
• Manage Research Funding	• Approval for the research studies by the Dubai Scientific Ethics Committee
• Medical Event Organisation and Management	• Approving the training programme by the medical education and research department
• Providing Learning Resources (books, journals, etc.)	• Inter-library loan: providing articles to external libraries • Internet point of care: ipoc
• Research Training Programmes	• Accreditation of continuing medical training programmes CMT