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| <b>Document Title: Licensure of Health Professionals</b>  | <b>Ref No: HRD/HRS/PRU/001</b>    |
| <b>Ownership: Registration and Accreditation Section</b>  | <b>Effective Date: April 2011</b> |
| <b>Version: V.0</b>   | <b>Revision Date: April 2013</b>  |
| <p><b>1. Purpose:</b></p> <p>1.1. The policy statement has been prepared in accordance with the Dubai Health Authority (DHA), Goal 3 Quality Objective 3.2 to ensure quality, stability and availability of health professional.</p> <p>1.2. To ensure competency of healthcare professionals providing health services and safe medical practice in the Emirate of Dubai.</p> <p>1.3. The licensing policy shall act as a reference for Health Regulation Department when considering a licencing of healthcare professionals.</p> <p><b>2. Scope:</b></p> <p>2.1. This policy applies to all healthcare professionals seeking employment in the Emirate of Dubai.</p> <p><b>3. Policy Statement:</b></p> <p>3.1. Dubai Health Authority is the sole authority to supervise, regulate, and discipline health care professionals.</p> <p>3.2. Health Regulation Department is the sole authority in the Emirate of Dubai to issue a license to practice medicine and other specified healthcare professions.</p> <p>3.3. DHA healthcare professional licensure requirements are the responsibility of HRD Director for review and approval.</p> <p>3.4. All healthcare professionals shall obtain a license from DHA in order to practice profession in the Emirate of Dubai.</p> <p>3.5. Overseas visiting healthcare professionals are required to obtain a DHA license to practice profession in the Emirate of Dubai.</p> <p>3.6. Healthcare professionals not affiliated with a facility may apply for DHA licensure and receive a letter of eligibility while seeking employment. Letter of eligibility is valid for a period of one year.</p> <p>3.7. The applicant shall provide a Good Standing Certificate issued by the medical council/association from the country of last employment (Certificates are only valid for six (6) months from date of issue)</p> <p>3.8. The Health Regulation Department will carry out Primary Source Verification (PSV) for the documents submitted to ensure the accuracy of the information provided.</p> <p>3.9. Applicants who knowingly submit falsified documents will be liable for prosecution as per UAE Federal Laws and termination of the licensure process and/or revocation of licensure if already issued by DHA.</p> |                                   |

- 3.10. Failure to disclose legal or malpractice history is considered breach of ethics and the applicant will be liable for prosecution as per UAE Federal Laws.
- 3.11. DHA is authorized to revoke the license of any professional whose license has been revoked from his/her country of origin or place of last employment.
- 3.12. Revocation of a professional license shall consequently lead to the following:
  - 3.12.1. HRD shall not accept applications for re-licensure prior to a period of **three years** effective from the date of professional license revocation.
  - 3.12.2. A Healthcare professional whose license was revoked by DHA is not allowed to work in a health facility in an administrative role (subject to HRD approval).

#### **4. Procedure and Responsibilities:**

- 4.1. Applicants shall upload all required documents through Sheryan the online licensing system.
- 4.2. Submission of Professional Licensing requirements for each discipline: ( Table 1)
  - 4.2.1. Physicians
    - 4.2.1.1. Consultant ( appendix 1)
    - 4.2.1.2. Specialist ( appendix 2)
    - 4.2.1.3. Specialist under supervision (appendix 2)
    - 4.2.1.4. General Practitioner (appendix 4)
    - 4.2.1.5. Resident (appendix 5)
    - 4.2.1.6. Intern (appendix 6)
  - 4.2.2. Dentist
  - 4.2.3. Nurses & Midwifery
  - 4.2.4. Allied Health Professionals
  - 4.2.5. Complementary Alternative Medicine
- 4.3. Processing the application may take up to six (6) weeks.
  - 4.3.1. The applicant will be notified of the application status and be informed of the documents needed to complete the file.
  - 4.3.2. Failure to provide the requested documents after the second notification will result in rejection of the application.
- 4.4. Medical fitness:
  - 4.4.1. Applicant shall be medically fit as per DHA criteria.
  - 4.4.2. Medical fitness test shall be conducted in a DHA Medical Fitness facility.
  - 4.4.3. Medical fitness reports from private medical facility shall not be accepted.
  - 4.4.4. Applicant who's sixty-five (65) years old or older at the time of

application shall provide a medical fitness test including physical and mental assessment.

#### 4.5. Assessment

- 4.5.1. All applicants for licensure will be required to attend and pass an oral/written assessment. Applicants who got a valid examination pass-record from certain registration bodies will be exempt from the DHA licensing assessment as per the published relevant professional regulation. The scope of exemption is limited to examination requirements and does not apply to any other requirements for licensure.
- 4.5.2. Upon successfully passing the assessment, the license shall be issued within one year from the date of results otherwise the assessment shall be considered null and void.
- 4.5.3. The applicant will be granted three attempts to pass the DHA assessment.
- 4.5.4. Applicant will not be permitted to reapply for the license after third attempt unless he/she obtains an additional DHA Recognized Certificate /qualification as per the published list on DHA website.

#### 4.6. Conditions for Licensure

- 4.6.1. UAE nationals are exempted from the experience requirement for basic entry level as per UAE Federal Laws (article number 2 of law number 7/1975, article number 2 law 7/1983 and article number 4 of law number 5/1984).
- 4.6.2. Evidence of malpractice insurance is required for all approved applications before issuing the license. The Coverage as per Medical Liability Federal Law article 25/26 and article number 14 of the cabinet decision number 33/2009 concerning the Medical Liability Federal Law.

#### 4.7. Renewal of professional licensure

- 4.7.1. All healthcare professionals are required to renew their professional license annually.
- 4.7.2. Evidence of compliance of Continuing Professional Development (CPD) points shall be obtained from DHA recognized accrediting bodies. Please refer to [DHA CPD policy](#).
- 4.7.3. Applicant shall have a period of one year to reactivate a cancelled license otherwise; a new application shall be submitted.

#### 4.8. Add/Upgrade of professional license.

- 4.8.1. Licensed professionals may apply to add /upgrade their title if all necessary documents are fulfilling the new title requirements.
- 4.8.2. All professionals may apply up to three (3) titles if it falls under the same professional category.

### 5. Definition:

#### 5.1. Acronyms

#### 5.2. CPD –Continuous Professional Development

- 5.3. DHA-Dubai Health Authority
- 5.4. HRD-Health Regulation Department
- 5.5. PSV-Primary Source Verification

## 6. Tools / Attachments:

- 6.1. Physicians (table 1)
  - 6.1.1. Consultant (see appendix 1)
  - 6.1.2. Specialist (see appendix 2)
  - 6.1.3. Specialist under supervision(see appendix 3)
  - 6.1.4. General Practitioner (see appendix 4)
  - 6.1.5. Resident (see appendix 5)
  - 6.1.6. Intern (see appendix 6)
  - 6.1.7. Dentist (see appendix7)
  - 6.1.8. Nurses & Midwifery (see appendix8)
  - 6.1.9. Allied Health Professionals (see appendix9)
  - 6.1.10. Complementary Alternative Medicine (see appendix10)

## 7. References:

Medical Board of California <http://www.medbd.ca.gov/licensee/Index.html>

State of Delaware <http://delcode.delaware.gov/index.shtml>

Council for Healthcare Regulatory Excellence <http://www.chre.org.uk/>

Health Care Institution Licensure, Clarification of Licensure Requirements for Health Care Institutions Providing Off-site Services, Department of Health Services Assurance and Licensure Services <http://www.azdhs.gov/>

## 8. Performance indicators:

- 8.1. Percentage of initial professional licensing applications reviewed within six (6) weeks.  
**Numerator:** the number of initial applications reviewed within six (6) weeks and selected date range (date of submission minus date of completion).  
**Denominator:** the total number of initial professional licensing applications submitted to Licensing section.  
Baseline: to be determined after 2<sup>nd</sup> Quarter 2012  
Target: 85%

**9. Approval**

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