تعميـم رقم (151 / 2024).Circular No

Date: 26/08/2024	التاريخ: 2024/08/26
To: All Healthcare Facilities	إلى: جميع منشآت الرعاية الصحية

Subject: Licensing Procedure Manual | Licensing Exam - Medical Education (LPM).

الموضوع: دليل إجراءات الترخيص | امتحان الترخيص - التعليم الطبي

We would like to extend you our greetings, wishing you all the best and success.

بدايةً، يسرّنا أن نتقدم لكم بخالص التحية والتقدير متمنين لكم دوام التوفيق والسداد.

Kindly be informed that, aiming at streamlining HPs license procedures at the healthcare sector, enabling the provision of healthcare services against the highest standards, elevating the quality services provided to patients in general, ensuring transparency and supporting stakeholders in their hiring and licensing processes; the Department of Health (DoH) has issued a new manual for HP licensing at the healthcare field.

يرجى العلم بأنّه وبهدف تسهيل إجراءات ترخيص المهنيين الصحيين في مجال الرعاية الصحية، وتمكينهم من تقديم خدمات الرعاية الصحية وفق أعلى المعايير، والارتقاء بخدمات رعاية المرضى بشكل عام، ولضمان الشفافية ودعم أصحاب المصلحة في عمليات البحث والتوظيف والتراخيص الخاصة بهم، فقد أصدرت دائرة الصحة دليلاً جديداً لترخيص المهنيين الصحيين في مجال الرعاية الصحية.

Attached is the new Licensing Procedure Manual | Licensing Exam - Medical Education for your information and to benefit from with a view to simplifying the recruitment process and ensuring compliance with the regulatory requirements set by DoH.

نرفق لكم الدليل الجديد لإجراءات الترخيص – امتحان الترخيص – التعليم الطبي للاطلاع عليه والاستفادة منه بهدف تبسيط عمليات التوظيف ولضمان الامتثال للمتطلبات التنظيمية المقررة من قبل دائرة الصحة.

لمزيد من المعلومات بهذا الشأن، يرجى التواصل مع إدارة تراخيص القوى العاملة الصحية والتعليم الطبي عبر البريد الإلكتروني: hplicensing@doh.gov.ae.

For more information in this regard, please contact Healthcare Workforce Licensing Division via email: hplicensing@doh.gov.ae.

آملين من الجميع الالتزام بما ورد أعلاه لما فيه مصلحة القطاع الصحي في الإمارة.

We hope that all will adhere to the above, in the best interest of the health sector in the Emirate.

شاكرين لكم حسن تعاونكم معنا.

Thanking you for your kind cooperation.

"هذا التعميم للإجراءات التنظيمية وغير مخصص كمحتوى للنشر الإعلامي"..

"This circular is designed for regulatory procedures and should not be used as content for media publication".

د. نورة خميس الغيثي

وكيل دائرة الصحة

LICENSING PROCEDURAL MANUAL

Division: **PROFESSIONAL LICENSING & EXAMINATION MEDICAL EDUCATION**

Sector: **Healthcare Workforce**

Licensing Service Catalogue

Contents	Page

Acronyms & Definitions

AED	Emirati Dirham		**GSC**	Good Standing Certificate
APS	Approved Practice Setting		**ICP**	Federal Authority for Identity, Citizenship, Customs & Port Security
BLS	Basic Life Support		**MOHAP**	Ministry of Health and Prevention - UAE
CBT	Computer Based Testing		**OSCE**	Objective Structured Clinical Examination
CME	Continuing Medical Education		**POA**	Power of Attorney
CPD	Continuous Professional Development		**PQR**	Unified Healthcare Professionals Qualification Requirements
DIO	Designated Institutional Official		**PRO**	Public Relation Officer
DOH	Department of Health – Abu Dhabi		**PSV**	Primary Source Verification
DHA	Dubai Health Authority		**TP**	Temporary Permit
EID	Emirates ID		**VP**	Visiting Professionals
GOP	Gap of professional Practice		**UIN**	Unique Identification Number

Gap of Practice: A defined period of discontinuation of clinical experience/ practice in the professional's field of specialization for healthcare professionals who were fulfilling the licensing requirements

Good Standing Certificate (GSC): A certificate showing evidence that the healthcare professional is competent to practice the profession, has not been found guilty of unprofessional conduct, and that there are no pending or previous disciplinary orders or criminal proceedings against the healthcare professional.

Primary Source Verification (PSV): A process of validating documents required for licensure from the issuing organization. The process is completed by a third part company

Nomination Letter: Official offer letter issued by the hiring facility under the emirate of Abu Dhabi; stating the name of the professional and the offered position title.

License: A permission granted by the Authority to practice a healthcare profession

Privilege: An entitlements granted to healthcare professional to practice outside their scope based on training/ certification & experience. Some privileges are granted by DOH on the license and others are assigned by the healthcare provider (facility)

Limitation: A restriction on the license limiting the practice of the healthcare professional -in consideration to patients' safety- based on their provided experience/ scope of work & surgical logbook

Professional Profile

Creating a profile would be the first step into applying for any DOH related service. This is done by logging to [TAMM](#) website (the official portal for all Abu Dhabi Government services) using UAE PASS – following the steps to select the user type (Professional without DOH license)

The **Unique Identification Number (UIN)** would be required to apply for a New Healthcare Professional license. Below are the steps into obtaining it through TAMM.

Browser

Mobile Application

New Registration

Through this service, healthcare professionals (with no previous DOH Licenses) are able to request the issuance of a DOH license to practice in a healthcare facility in the Emirate of Abu Dhabi.
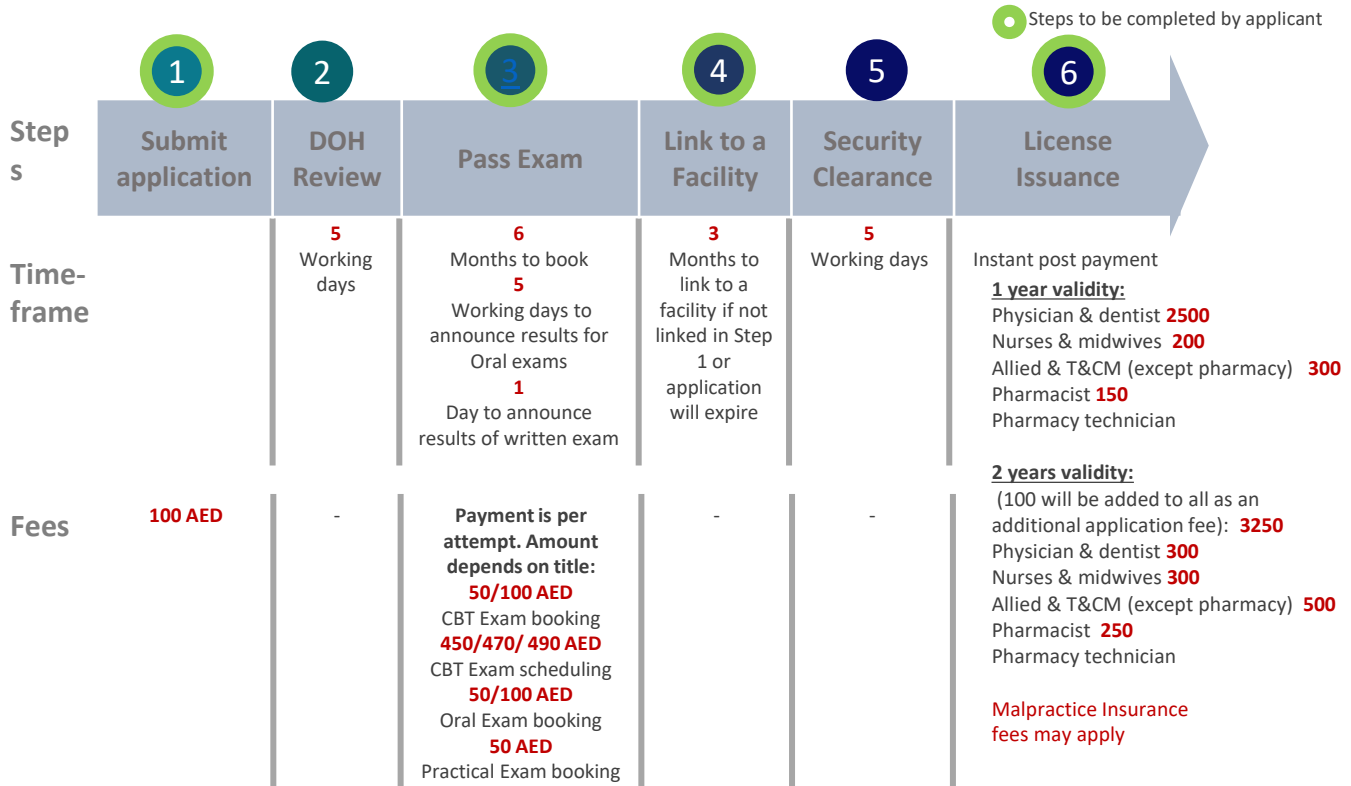
Who can apply
- Health facility Representative
- Healthcare Professional

Prerequisites
1. Create an account on "TAMM" portal through UAE PASS – Steps
2. Complete the Primary Source Verification (PSV) process of the required documents through the verification agency website – Link. The process time-frame is **24** Working days. The packages prices are: **1,260 AED** General Physician & Dentists, **1,680 AED** Specialists & Consultants & **990 AED** Other Categories

○ Steps to be completed by applicant

Steps	**1** Submit application	**2** DOH Review	**3** Pass Exam	**4** Link to a Facility	**5** Security Clearance	**6** License Issuance
Time-frame		**5** Working days	**6** Months to book **5** Working days to announce results for Oral exams **1** Day to announce results of written exam	**3** Months to link to a facility if not linked in Step 1 or application will expire	**5** Working days	Instant post payment **1 year validity:** Physician & dentist **2500** Nurses & midwives **200** Allied & T&CM (except pharmacy) **300** Pharmacist **150** Pharmacy technician **2 years validity:** (100 will be added to all as an additional application fee): **3250** Physician & dentist **300** Nurses & midwives **300** Allied & T&CM (except pharmacy) **500** Pharmacist **250** Pharmacy technician Malpractice Insurance fees may apply
Fees	**100 AED**	-	**Payment is per attempt. Amount depends on title:** **50/100 AED** CBT Exam booking **450/470/ 490 AED** CBT Exam scheduling **50/100 AED** Oral Exam booking **50 AED** Practical Exam booking	-	-	

Requirements

Further details per title can be found in the PQR

Documents to be uploaded on the verification agency website:
1. Valid Passport copy
2. Educational certificate(s)
3. Transcript/ residency letter
4. Experience letter(s)
5. Health License/ registration
6. Good Standing Certificate not older than 6 months

Documents to be uploaded on TAMM portal:
6. Personal picture
7. **For UAE Nationals:** Family Book. **Children of Emirati Women:** Family Book of Mother & Birth certificate of professional.
8. **For surgical specialties:** Recent 2 years' logbook
9. **For nurses, midwives and T&CM:** Basic Life Support (BLS) card
10. Nomination/ Offer letter – if available upon applying

Limitations
- Health facility should be Active and should have the healthcare professional related specialty (vocation)
- Professional must have not failed the assessment for the selected titles more than 4 times (3 times under one UAE health authority and 1 last attempts under another authority)
- Health facility must maintain a valid Medical Malpractice Insurance during the professional practice period

Notes
- If the professional was already linked to a hiring facility in step 1, step 4 will be skipped automatically
- Limitation may be put on the license based on the professional's submitted experience, scope of work & logbook
- The issued license is valid for 2 years
- Based on the nomination letter and fulfilling the criteria, the license type may be Permanent or as Visiting Professional or a Temporary permit

Examination Step

Through this step, the applicant (whether the healthcare professional was applying from his/ her account, or the applications was submitted from the PRO account) is able to book for the required examination to complete the licensure process.
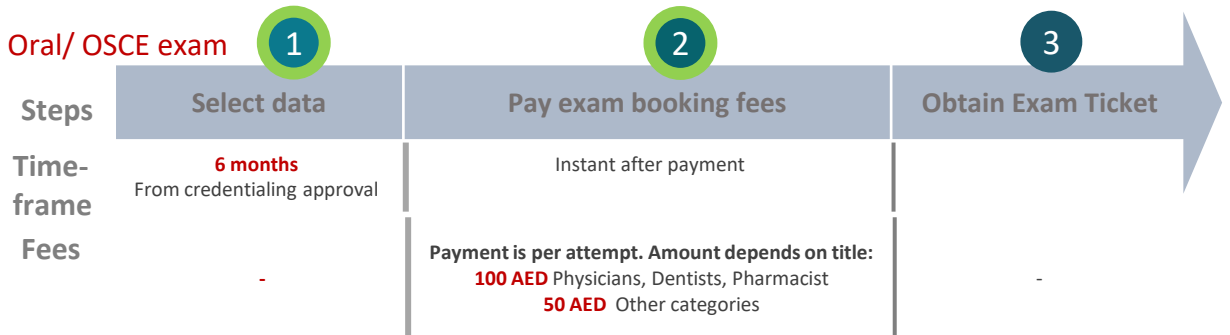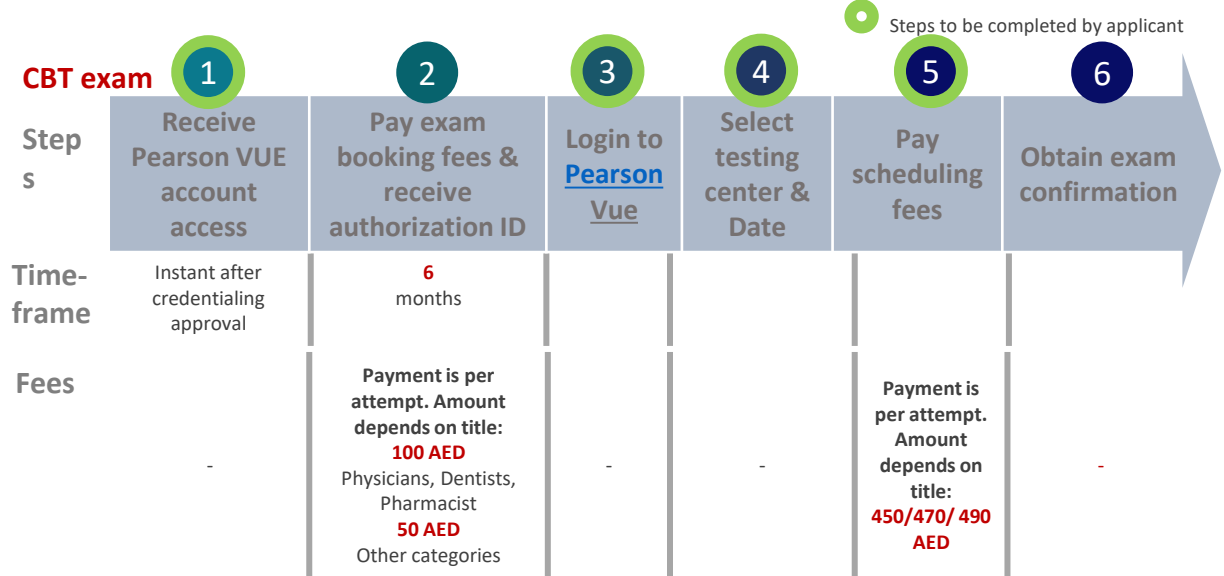
Who can apply

Health facility Representative

Healthcare Professional

Prerequisites
- Approved DOH review step (credentialing) for a New registration, Re-registration or Add, Change & upgrade applications

○ Steps to be completed by applicant

CBT exam

Steps	1 Receive Pearson VUE account access	2 Pay exam booking fees & receive authorization ID	3 Login to **Pearson Vue**	4 Select testing center & Date	5 Pay scheduling fees	6 Obtain exam confirmation
Time-frame	Instant after credentialing approval	**6** months				
Fees	-	Payment is per attempt. Amount depends on title: **100 AED** Physicians, Dentists, Pharmacist **50 AED** Other categories	-	-	Payment is per attempt. Amount depends on title: **450/470/ 490 AED**	-

Oral/ OSCE exam

Steps	1 Select data	2 Pay exam booking fees	3 Obtain Exam Ticket
Time-frame	**6 months** From credentialing approval	Instant after payment	
Fees	-	Payment is per attempt. Amount depends on title: **100 AED** Physicians, Dentists, Pharmacist **50 AED** Other categories	-

Requirements
Details regarding exam equivalency (exam exemption) can be found in the PQR

Documents
The original passport and another form of valid identification that includes a photo of the professional (other government/official identification such as driving license, employment governmental ID)

Limitations
- Applicant must have not failed more than 3 times for the same title across UAE health authorities

Notes
- There is one exam component depending on the requested title (either CBT or Oral). Some titles will have an additional component, which will be stated once the credentials are approved
- All examinations will be conducted in English, and no translator is allowed to attend the oral examination
- Validity of the exam step is 6 months; the application will be automatically closed after. If the exam was not passed during those 6 months, a new application must be submitted
- Exam Duration:
  - **CBT exam:** Between 60-180 minutes depending on the requested title as the number of questions will vary
  - **Oral & OSCE exam:** 45-60 minutes
- Exam result: Announced as 'PASS' or 'FAIL' on TAMM portal
  - **CBT exam:** within 24 hours
  - **Oral & OSCE exam:** within 5 working days

Re-Registration

Through this service, currently or previously DOH Licensed Healthcare professionals are able to re-register under a healthcare facility in the Emirate of Abu Dhabi.

Who can apply
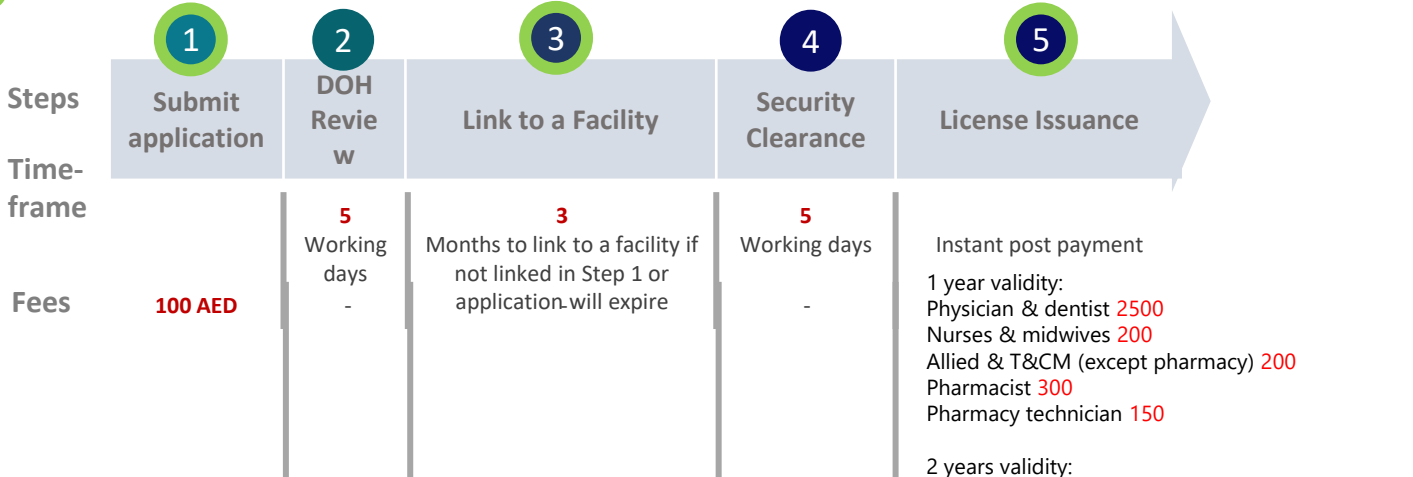
- Health facility Representative
- Healthcare Professional

Prerequisites

- Having a current or a previous DOH license
- Complete the Primary Source Verification (PSV) if applying for a new title with a new qualification OR if new recent experience is submitted from outside the emirate of Abu Dhabi

Steps to be completed by applicant

Steps	Submit application	DOH Review	Link to a Facility	Security Clearance	License Issuance
	1	2	3	4	5
Time-frame		5 Working days	3 Months to link to a facility if not linked in Step 1 or application will expire	5 Working days	Instant post payment
Fees	100 AED	-	-	-	

1 year validity:
Physician & dentist 2500
Nurses & midwives 200
Allied & T&CM (except pharmacy) 200
Pharmacist 300
Pharmacy technician 150

2 years validity:
(100 will be added to all as additional application fe
Physician & dentist 3250
Nurses & midwives 300
Allied & T&CM (except pharmacy) 300
Pharmacist 500
Pharmacy technician 250

Requirements

Further details per title can be found in the PQR

1. Personal picture
2. Valid Passport copy
3. One of the following:
   - NOC to cancel license OR Resignation OR Termination & previous facility POA
   - Cancelled Visa OR Labor Card from previous facility
   - Visa OR Labor Card on a new facility
   - MOHRE list with professional name on new facility OR the professional name not listed in previous facility
   - Court decision to cancel license
7. Recent Experience letter
8. **For nurses, midwives and T&CM:** Basic Life Support (BLS) card
9. **For surgical specialties:** Recent 2 years' logbook
10. **For UAE Nationals:** Family Book. **Children of Emirati Women**: Family Book of Mother & Birth certificate of professional.
11. Nomination/ Offer letter – if available upon applying
12. Previous PSV report(s)

Limitations

Notes

- Health facility should be Active and should have the healthcare professional related specialty (vocation)
- Health facility must maintain a valid Medical Malpractice Insurance during the professional practice period
- Based on the nomination letter and fulfilling the criteria, the license type may be Permanent or as Visiting Professional or a Temporary permit
- If upon applying the healthcare professional license was active, once the license issuance fee is paid, a 100 AED will be put on the previous facility as a license cancelation fee
- Passing a new exam will be required -post step 2- for the following scenarios:
  - The healthcare professional is requesting a new title
  - The healthcare professional DOH license is expired/ cancelled for more than 5 years
  - The healthcare professional is applying after fulfilling the requirements for the Gap of Practice
- If the license was expired upon applying for the service, renewal delay penalties shall apply as follows (per month, up to 6 months):
  - **625 AED** for Physicians & Dentist
  - **50 AED** for Nurses & midwives
  - **50 AED** Allied & T&CM (except pharmacy)
  - **75 AED** Pharmacist
  - **37.5 AED** Pharmacy technician

Re-Registration

Through this service, currently DOH Licensed Healthcare professionals are able to re-register under a healthcare facility in the Emirate of Abu Dhabi.

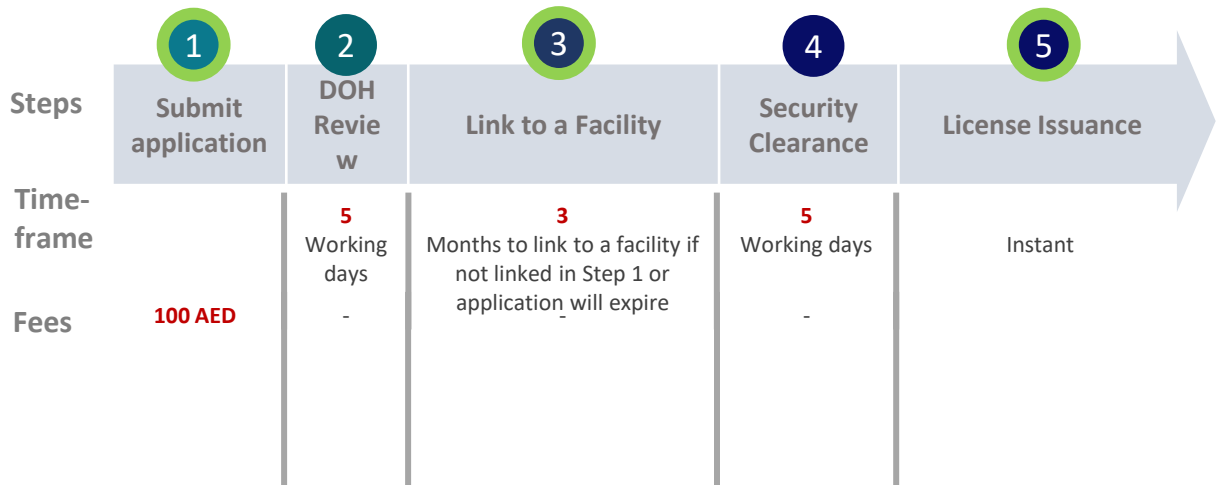**Who can apply**
Health facility Representative

Healthcare Professional

Prerequisites
- Having a current DOH license
- Complete the Primary Source Verification (PSV) if new recent experience is submitted from outside the emirate of Abu Dhabi

● Steps to be completed by applicant

	Submit application (1)	DOH Review (2)	Link to a Facility (3)	Security Clearance (4)	License Issuance (5)
Steps	Submit application	DOH Review	Link to a Facility	Security Clearance	License Issuance
Time-frame		**5** Working days	**3** Months to link to a facility if not linked in Step 1 or application will expire	**5** Working days	Instant
Fees	**100 AED**	-	-	-	

Requirements

Further details per title can be found in the PQR

1. Personal picture
2. Valid Passport copy
3. One of the following:
   - NOC to cancel license OR Resignation OR Termination & previous facility POA
   - Cancelled Visa OR Labor Card from previous facility
   - Visa OR Labor Card on a new facility
   - MOHRE list with professional name on new facility OR the professional name not listed in previous facility
   - Court decision to cancel license

7. Recent experience letter
8. **For nurses, midwives and T&CM:** Basic Life Support (BLS) card
9. **For surgical specialties:** Recent 2 years' logbook
10. **For UAE Nationals:** Family Book. **Children of Emirati Women**: Family Book of Mother & Birth certificate of professional.
11. Nomination/ Offer letter – if available upon applying
12. Previous PSV report(s)

Limitations
- Health facility should be Active and should have the healthcare professional related specialty (vocation)
- Health facility must maintain a valid Medical Malpractice Insurance during the professional practice period
- Active part time/ secondment permits must be cancelled to be able to active the license on a new facility

Notes
- License statues should be Active or About to Expire
- Based on the nomination letter and fulfilling the criteria, the license type may be Permanent or as Visiting Professional or a Temporary permit
- Once the Application is approved the License expiry date will remain the same

Add, Change & Upgrade title

Through this service, the healthcare facility representatives (PRO) are able to request for a title change ,or add additional title/ Privilege for a DOH professional license.

Who can apply

Health facility Representative
(with Super PRO access)

Prerequisites

- Complete the Primary Source Verification (PSV) if applying for a new title based on a newly obtained qualification.

○ Steps to be completed by applicant

Steps	① Submit application	② DOH Review	③ Pass Exam	④ License update
Time-frame		**5** Working days	**6** Months to book **5** Working days to announce results for Oral exams **1** Day to announce results of written exam	Instant post passing the exam
Fees	**-**	-	**Payment is per attempt. Amount depends on title:** **50/100 AED** CBT exam booking **450/470/ 490 AED** CBT exam scheduling **50/100 AED** Oral Exam booking **50 AED** Practical Exam Booking	-

Requirements

Further details per title can be found in the PQR

1. Valid Passport copy
2. Facility recommendation letter
3. **For UAE Nationals:** Family Book. **Children of Emirati Women:** Family Book of Mother & Birth certificate of professional.
4. Educational certificate(s) – if applicable
5. Transcript/ residency proof
6. Updated experience letter(s)
7. **For surgical specialties:** Recent 2 years' logbook
8. Nomination/ offer letter for the new requested title

Limitations
- Professional license status must not be "about to expire" (2 months before expiry date)
- Professional must be in Good Standing (not Revoked or Suspended)
- The Health facility must have the healthcare professional requested specialty (vocation)

Notes
- The validity of the license will not change
- If the professional have an active Part-time permit or Secondment, those will be cancelled upon issuance of the updated license
- Add privileges to the license (e.g. Dental Implantology, PCR Provider) can be requested through this service
- Upon obtaining the updated license, any active part time permits will be cancelled

Renew License

Through this service, the healthcare facility representatives (PRO) are able to renew the DOH professional license within two months prior to the expiration date.
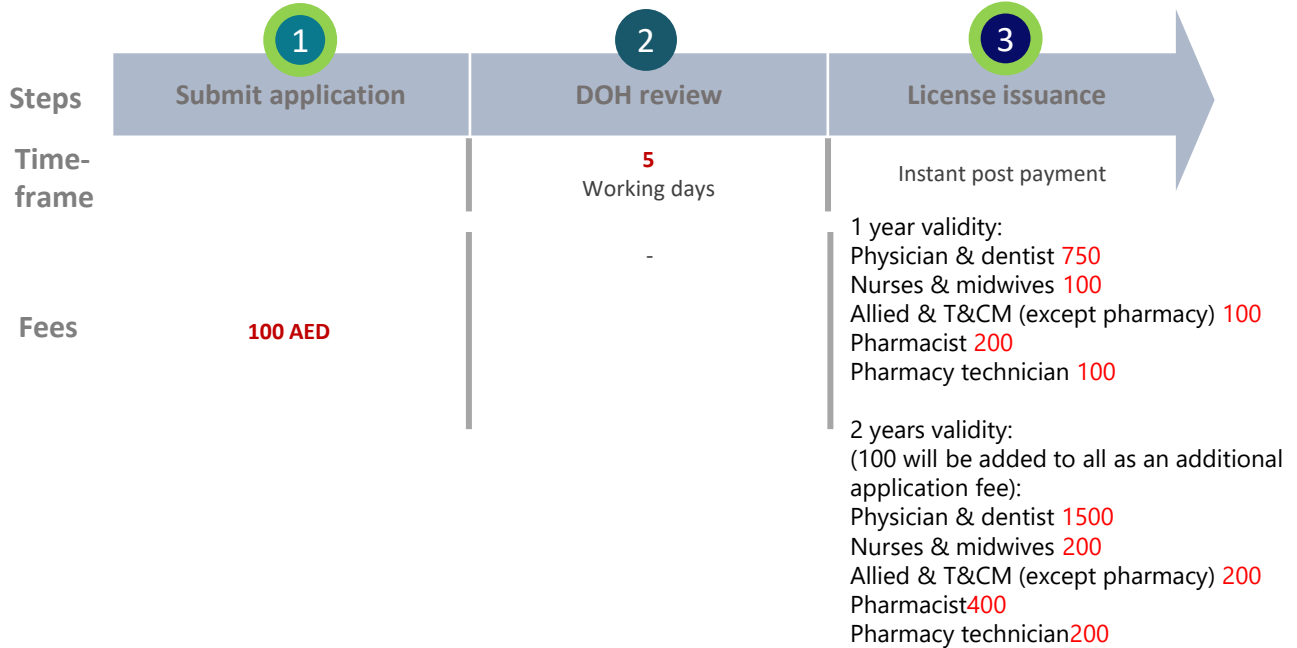
Who can apply   Health facility Representative

Prerequisites
- Having a valid EID

● Steps to be completed by applicant

Steps	① Submit application	② DOH review	③ License issuance
Time-frame		**5** Working days	Instant post payment
Fees	**100 AED**	-	1 year validity: Physician & dentist 750 Nurses & midwives 100 Allied & T&CM (except pharmacy) 100 Pharmacist 200 Pharmacy technician 100 2 years validity: (100 will be added to all as an additional application fee): Physician & dentist 1500 Nurses & midwives 200 Allied & T&CM (except pharmacy) 200 Pharmacist400 Pharmacy technician200

Requirements

1. Valid Passport copy
2. **For surgical specialties:** Recent 2 years' logbook
3. CME/ CPD certificates with clear CME/CPD hours, applicants name and CME/CPD event date:
   - **80** for Physicians and Dentists
   - **40** for Nurses, Midwives and Pharmacists
   - **20** for Allied Health care professionals & Traditional Complementary Medicine Practitioners

Limitations
- License can be renewed within 2 months from the expiry date. Otherwise it will be become expired and a re-registration request must be submitted to re-activate the license (renewal delay penalties shall apply)
- Healthcare professional with suspended licenses cannot apply for renewal
- CME/ CPD certificates must be obtained within the recent 2 years (since last renewal date or initial license issuance date if this was the first renewal cycle for the professional)

Notes
- Renewed licensed will be valid for 2 years from the date of previous expiry
- Limitation may be put on the license based on the professional's submitted logbook
- If the professional have part-time permits, upon license renewal, the permits will be extended to the new license validity date

Cancel License

Through this service, the healthcare professional OR the healthcare facility representative (PRO) are able to cancel the licenses due to resignation.

Who can apply

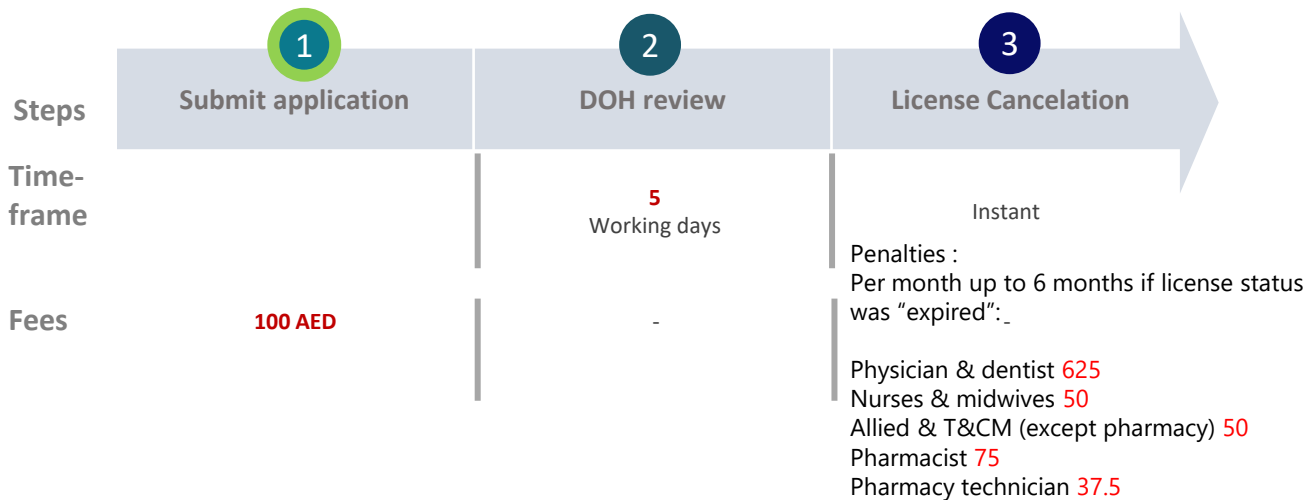Health facility Representative
(with Super PRO access)

Healthcare
Professional

Prerequisites

Cancelling any active part-time or secondment permits

○ Steps to be completed by applicant

	1 Submit application	**2** DOH review	**3** License Cancelation
Steps	Submit application	DOH review	License Cancelation
Time-frame		**5** Working days	Instant
Fees	**100 AED**	-	

Penalties :
Per month up to 6 months if license status was "expired":

Physician & dentist 625
Nurses & midwives 50
Allied & T&CM (except pharmacy) 50
Pharmacist 75
Pharmacy technician 37.5

Requirements

If application submitted by the health facility PRO:
No requirements

If application is submitted by the healthcare professional:
One of the following must be provided
- NOC to cancel license OR Resignation OR Termination & copy of the facility POA
- Cancelled Visa OR Labor Card from previous facility
- Visa OR Labor Card on a new facility
- MOHRE list with professional name on new facility OR the professional name not listed in previous facility
- Court decision to cancel license

Limitations
- If the professional is the last professional in the facility or the last in the specialty, the facility must hire a new professional before applying for service

Notes
- Cancelling the full time license will lead to cancelation of any pending requests (e.g. Change title request, renewal request).
- If the license was expired upon applying for the service, renewal delay penalties shall apply as follows (per month, up to 6 months):
  - **625 AED** for Physicians & Dentists
  - **50 AED** for other categories
- Professional license will be cancelled automatically, if the health facility license becomes cancelled by law.

Update Professional Profile

Through this service, the healthcare professional OR the healthcare facility representative (PRO) are able to Update the healthcare professional profile information.

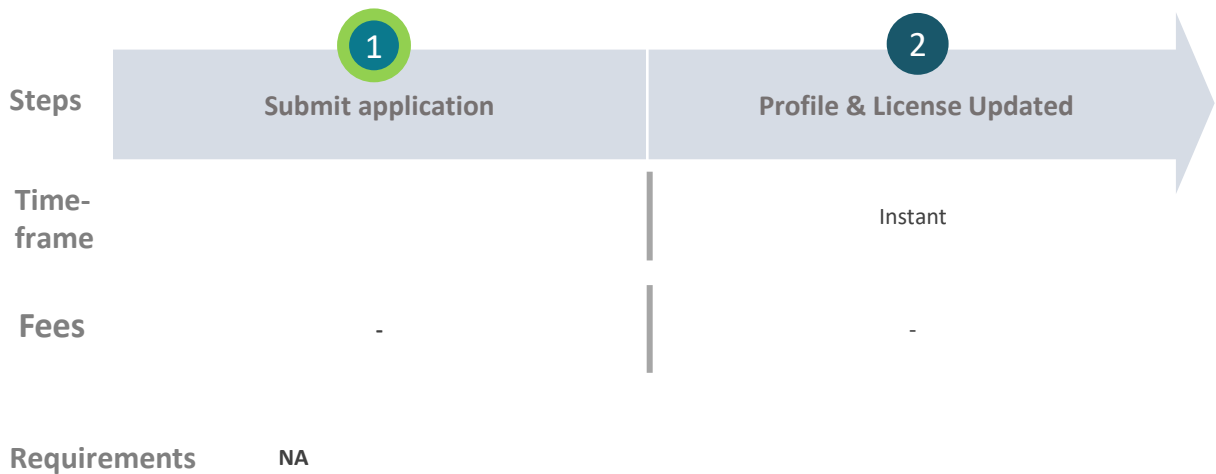| Who can apply	Health facility Representative	Healthcare Professional

Prerequisites The personal details must be updated in ICP system (UAE PASS - Link) before applying for the service

○ Steps to be completed by applicant

Steps	① Submit application	② Profile & License Updated
Time-frame		Instant
Fees	-	-
Requirements	**NA**	

Limitations	• Service cannot be accessed if the professional still do not have an issued DOH license
Notes	• Profile & license information will be updated according to the details in ICP. However, all licensing notifications will be communicated to the provided mobile number and email address specified in the application

New Part-time Permit

Through this service, the Part-time healthcare facility representative (SPRO) is able to apply for a DOH Licensed Healthcare professional to work as a part-time in a different facility. The approved part-time permit has the same validity as the permanent DOH License
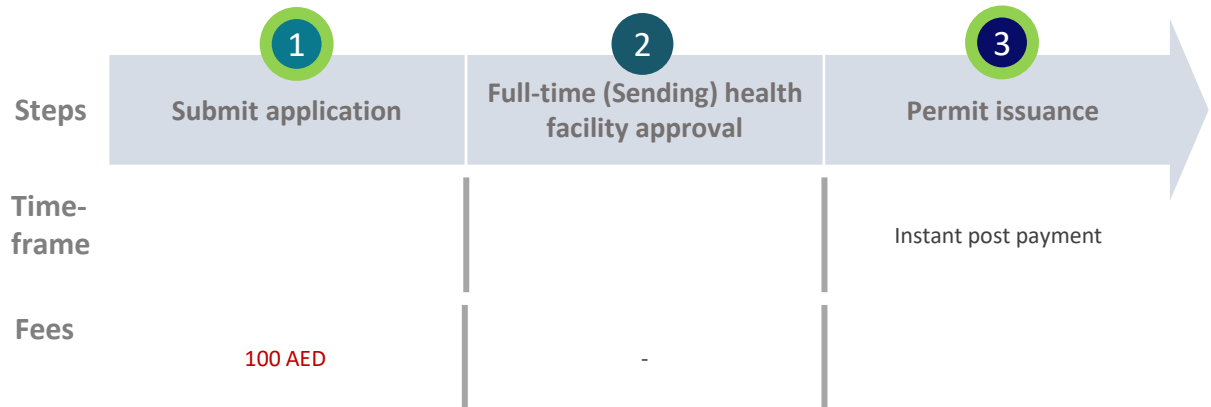
Who can apply	Part-time (Receiving) Health facility Representative **(with Super PRO access)**

Prerequisites	NA

Steps to be completed by applicant

Steps	Submit application	Full-time (Sending) health facility approval	Permit issuance
	1	2	3
Time-frame			Instant post payment
Fees	100 AED	-	

Requirements	NA

Limitations

- Only Consultant & Specialist Physician & Dentists may request a Part-time permit
- The specialty (vocation) of the professional must be available in the Part-time (Receiving) health facility.
    - If the professional have multiple titles, as long as the specialty intended for part-time is available a the part-time health facility, the service will be applicable

Notes

- The part-time permit(s) validity is linked to the permanent (full-time) license validity. If the permanent (full-time) license become expired, the part-time permit(s) will be automatically cancelled
- Maximum number of allowed Part-time permits is 2)
- Both the Part-time (Receiving) health facility & the full-time (Sending) health facility can pay the fee for the permit issuance
- To practice within branches of the full-time health facility, the health facility must apply for 'Staff rotation' feature and not for a part-time permit
- Staff-rotation between the part-time health facility branches is not permitted

Cancel Part-time Permit

Through this service, the Full-time or Part-time Facility healthcare facility representative (SPRO) is able to apply for a DOH Licensed Healthcare professional to cancel a previously approved permit.

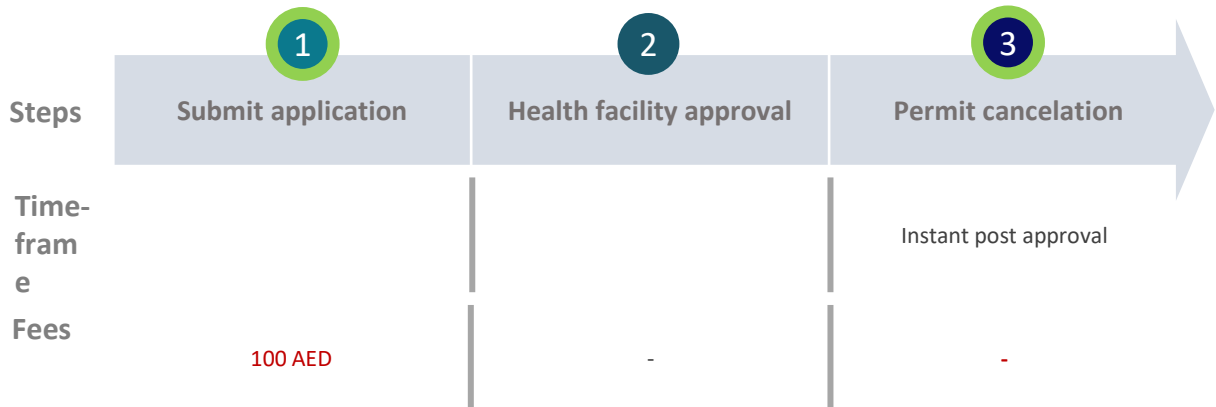| **Who can apply**	Part-time (Receiving) Health facility Representative **(with Super PRO access)**	Full-time (Sending) Health facility Representative **(with Super PRO access)**

Prerequisites	NA

○ Steps to be completed by applicant

Steps	**1** Submit application	**2** Health facility approval	**3** Permit cancelation
Time-frame			Instant post approval
Fees	100 AED	-	-

Requirements	NA

Notes	• Depending on the health facility which initiates the request, the other facility must approve in order for the permit to be cancelled.

New Secondment

Through this service, the Receiving healthcare facility representative (SPRO) is able to request for a DOH Licensed Healthcare professional to work full time in their health facility for a specified duration.
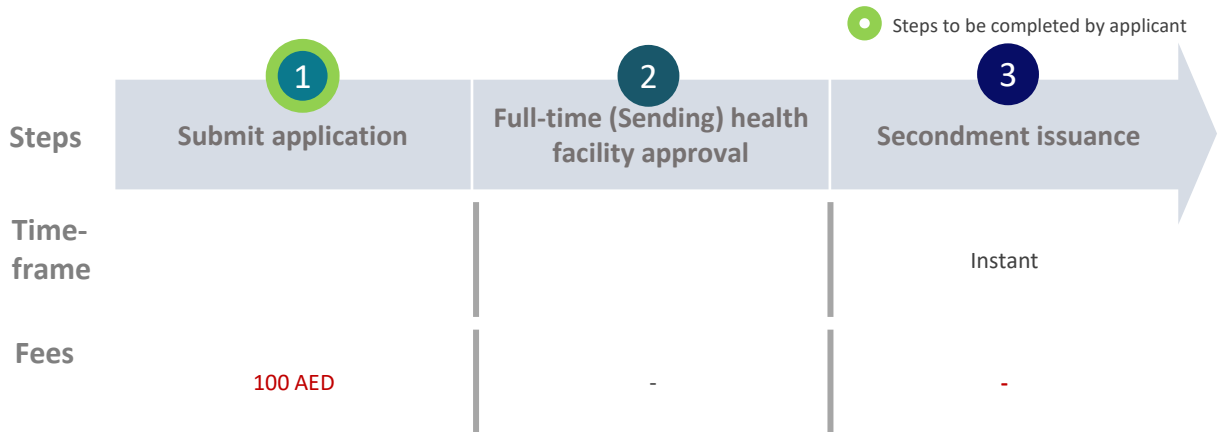
Who can apply   Secondment (Receiving) Health facility Representative
(with Super PRO access)

Prerequisites   NA

○ Steps to be completed by applicant

Steps	**1** Submit application	**2** Full-time (Sending) health facility approval	**3** Secondment issuance
Time-frame			Instant
Fees	100 AED	-	-

Requirements   **NA**

Limitations
- Designated Institutional Official (DIO) cannot apply for the service

Notes
- All healthcare professional categories may request for secondment
- Professional Shall not practice at the Primary Facility during the approved secondment period
- There is no minimum duration or maximum duration for the secondment period (Cannot be extended beyond the permanent license validity)
- The secondment validity is linked to the permanent (full-time) license validity. If the permanent (full-time) license become expired, the secosndment will be automatically cancelled

Amend Secondment

Through this service, the healthcare facility representative (SPRO) is able to apply for the secondment cancellation or amendment of the duration.
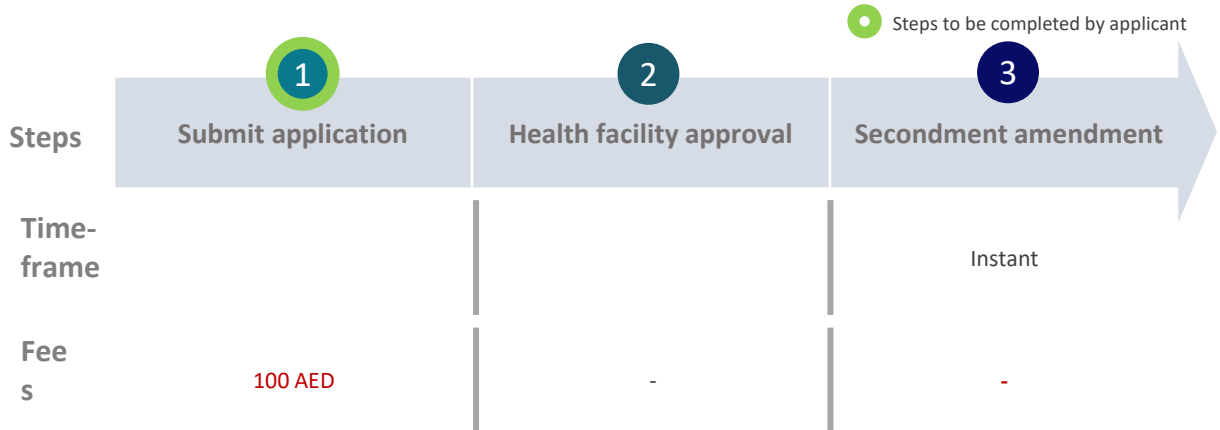
Who can apply	Secondment (Receiving) Health facility Representative (with Super PRO access)	Full-time (Sending) Health facility Representative (with Super PRO access)

Prerequisites   NA

● Steps to be completed by applicant

Steps	① Submit application	② Health facility approval	③ Secondment amendment
Time-frame			Instant
Fees	100 AED	-	-

Requirements   **NA**

Limitations
- Healthcare professional is allowed one secondment at a time

Notes
- Depending on the health facility which initiates the request, the other facility must approve in order for the permit to be extended or cancelled.
- There is no limit to the number of times a Secondment extension can be requested
- There is no minimum duration or maximum duration for the secondment period. However, the secondment cannot be extended beyond the permanent license validity (Note: Secondment duration will be validated against the leave balance for Pharmacists in charge)
- Both sending & receiving facility can apply for cancelation and for amendment
- The secondment validity is linked to the permanent (full-time) license validity. If the permanent (full-time) license become expired, the secosndment will be automatically cancelled

Request a Current Professional Status Certificate

Through this service, currently or previously DOH Licensed Healthcare professionals are able to apply for a Current professional status certificate (known as a Good Standing Certificate). This indicates the healthcare professional status of practice during the licensed period.
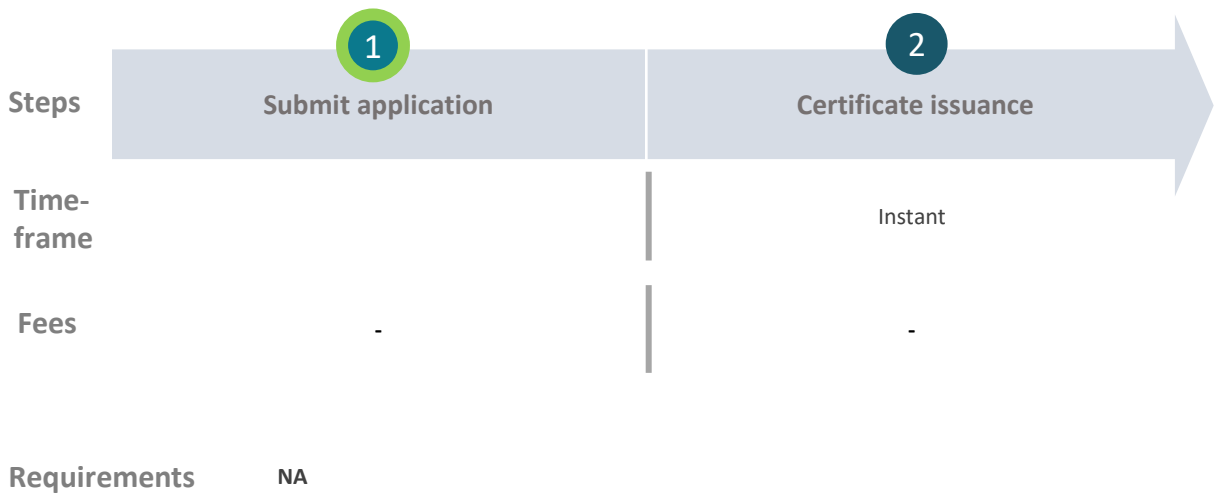
Who can apply	Health facility Representative	Healthcare Professional

Prerequisites   NA

○ Steps to be completed by applicant

Steps	**① Submit application**	**② Certificate issuance**
Time-frame		Instant
Fees	-	-

Requirements   **NA**

Notes	• For professionals who are have been revoked/ suspended or are currently revoked/ suspended, under investigation or have received other decisions (e.g. Warning or Notice letters) in the past years, the same will be stated in the issued certificate. • The certificate can be sent through the system to other authorities, by stating their email in the application form

Accredit CME Provider

Through this service, DOH licensed healthcare facility or Training Facility (licensed by Abu Dhabi Department of Economic Development) are able to become a CME courses provider in the emirate of Abu Dhabi.

Who can apply   Healthcare / training facility Representative

Prerequisites
- Healthcare facility should have valid DOH facility license
- Training facility should have valid Abu Dhabi Trade license
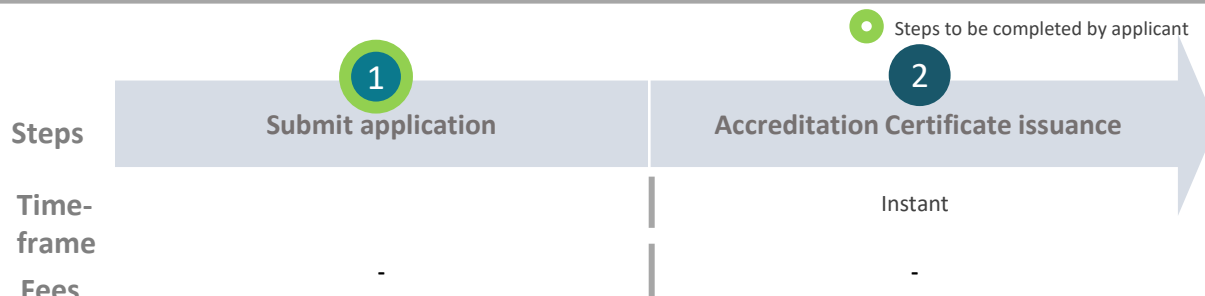- The below must be applicable in the requester facility to be eligible to apply:

Training Facility Abu Dhabi Trade license with one of the following activities:
1. Education Service Enterprises Investment, institution and Management
2. Consulting and Research and Development in the Field of Technology Education
3. Educational Facilities Management
4. Medical Secondary Education (nursery)
5. Professional Specialized Institute
6. Society Colleges and Intermediate Colleges
7. University College
8. University
9. Internet University
10. Nursing training
11. First Aids Training
12. Training in the Behavioral and Social Science
13. Training on the Development of Personal Competencies
14. Training of Medical Staff
15. Educational Consultancy
16. Administrative Support Training Services
17. Universities and Intuitions Admission Services
18. Health Education Services
19. Early Educational and Rehabilitative Service
20. Special Education Services

DOH licensed healthcare facility with the following license:

Category.	Type	Sub-Type
Medical	Center	Medical
		One day surgery
		Primary Health Care
	Clinic	Primary Health Care
	Diagnostic Center	Imaging and Laboratory
		Medical Imaging
		Medical Laboratory
		Primary Health Care
	Dialysis Center	
	Fertilizing Center	
	Hospital	General
		Nursing Home
		Rehabilitation
		Specialized
		Primary Health Care
	Rehabilitation	
	TCAM	
	In-patient	
	Outpatient	3 Branches min.

Pharmacy

○ Steps to be completed by applicant

Steps	**① Submit application**	**② Accreditation Certificate issuance**
Time-frame		Instant
Fees	-	-

Notes
- If the above criteria does not apply on the government entities or association that provide medical education, the provider must contact cmesection@doh.gov.ae with the agenda and medical education objectives for requesting to obtain a CME provider access – subject for internal review & approval
- To start providing CME courses, each course (program) must be accredit by DOH first - Link
- Accreditation Certificate is validity is linked to the Health facility/ training facility validity. For government entities/ association, the certificate is valid for 2 years
- There is no minimum requirements of staff count in the facility to request for the service

Amend CME Provider Accreditation

Through this service, DOH accredited CME providers are able to change the in-charge academic coordinator or update their contact details, renew or cancel the facility accreditation as a provider.
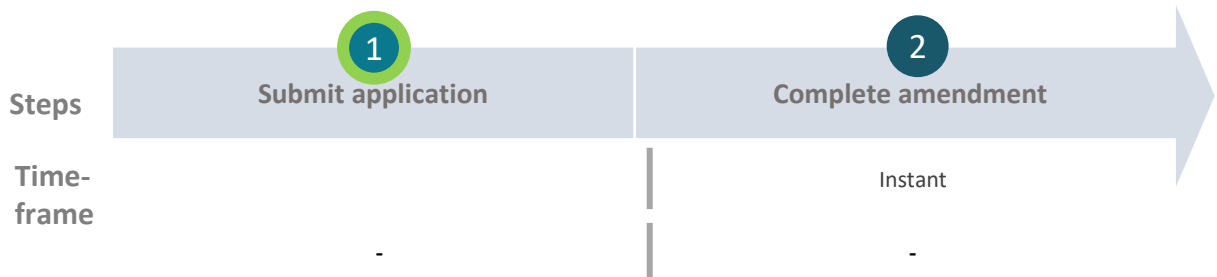
Who can apply	Healthcare / training facility Representative
Prerequisites	• Have an active CME provide accreditation

○ Steps to be completed by applicant

Steps	**1** Submit application	**2** Complete amendment
Time-frame		Instant
	-	-

Requirements   NA

Limitation

- Cancelation can only be done 60 days after the CME course day (to enable applicants to claim the certificate)

Accredit CME Program

Through this service, DOH accredited CME providers are able to request accreditation for CME courses in order to start offering them in the emirate of Abu Dhabi.

Who can apply	Healthcare / training facility Representative
Prerequisites	• Provider must be accredited by DOH as a CME provider • Healthcare facility should have valid DOH facility license • Training facility should have valid Abu Dhabi Trade license

○ Steps to be completed by applicant

Steps	**1** Submit application	**2** Accreditation Certificate issuance
Time-frame		Instant
	-	-
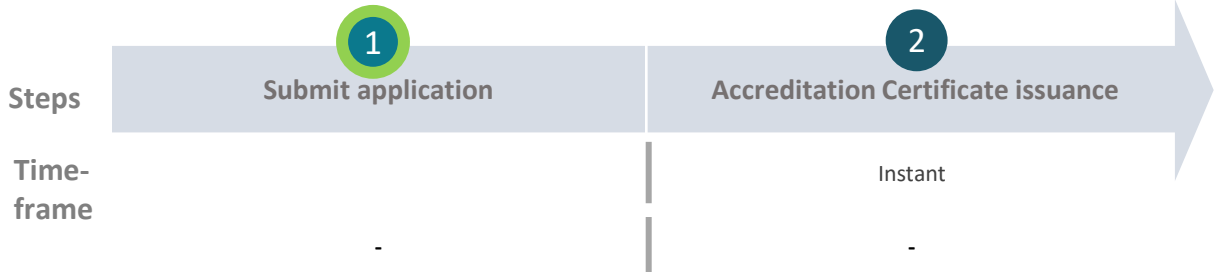
Requirements	1. Fill the Speakers Disclosure Form available within the application form available on - Link 2. Fill the Commercial support declaration available within the application form (if the event is sponsored)

Limitation

- CME activity specification:
  - Maximum 7.5 CME per day
  - Must be no less than 60 minutes in duration (can be divided into two sessions, 30 minutes each)
- Cannot request approval for a CME activity on the same day of applying

Notes

- No limitation for number of attendees for each CME activity
- DOH accredit CME programs that take place in the Emirate of Abu Dhabi Only
- CME courses does not give license privileges, the CME program/title must not include any misleading terminology example practice training, hands on training, master, diploma, fellowship etc.
- Advertising of the sponsor's specific products on written materials associated with the activity is not permitted.

Amend CME Program Accreditation

Through this service, DOH accredited CME providers are able to change dates & timing of approved CME courses (programs) or request canceling the course.

Who can apply

Healthcare / training facility Representative

Prerequisites

- Facility have a valid CME accreditation approval
- The amended approved CME program must be taking place post 24 hours from the time of initiating the amend request
- Healthcare facility should have valid DOH facility license
- Training facility should have valid Abu Dhabi Trade license

○ Steps to be completed by applicant

Steps	**①** Submit application	**②** Complete amendment
Time-frame		Instant
	-	-
Requirements	**NA**	
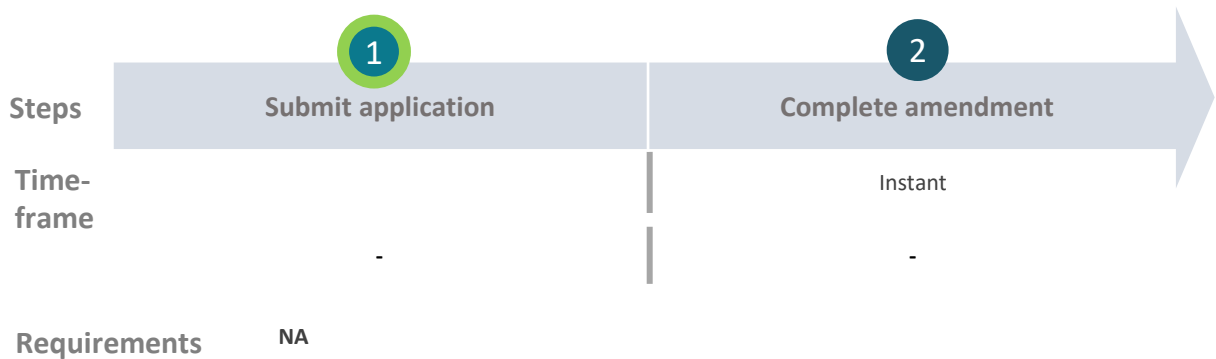
Notes

- The approved number of CME cannot be changed in changing the time or date. For such cases, the program must be cancelled and anew one must be applied for.
- When canceling, the whole event or specific session in the event may be requested to be cancelled.

Participate in CME Program

Through this service, healthcare professionals (whether licensed by DOH or outside DOH) can request CME participation certificate.
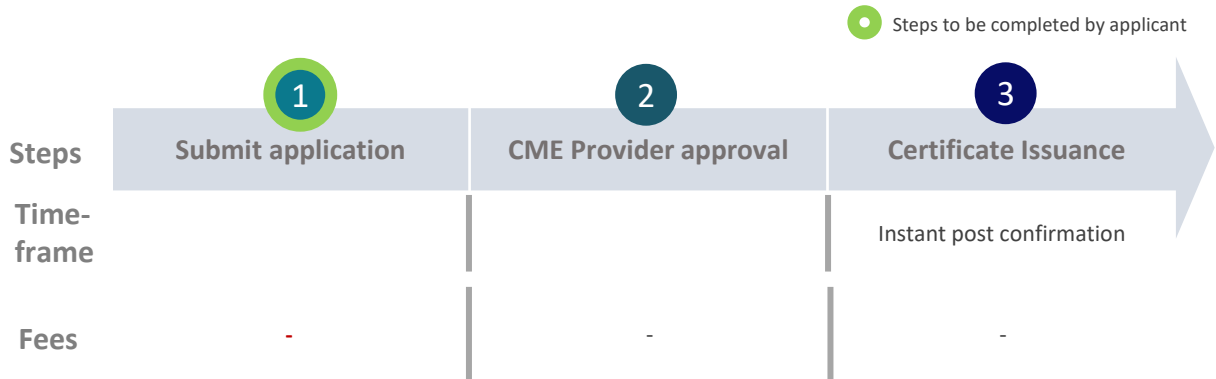
Who can apply	DOH licensed Healthcare Professional	Non-DOH Licensed Healthcare Professional (Public user on TAMM)

Prerequisites
- For non-DOH licensed professionals, they need to create an account on TAMM portal - steps

○ Steps to be completed by applicant

Steps	① Submit application	② CME Provider approval	③ Certificate Issuance
Time-frame			Instant post confirmation
Fees	-	-	-

Requirements **Not applicable**

Limitations
- Can only be initiated 24 hours post the event.
- Healthcare professional may request the certificate within maximum 60 days from the event date.

Notes
- The applicant should contact the CME provider directly in case of delay in participation confirmation.
- CME course attending certificate will be sent to the participant email as well as being available of TAMM portal

Amend CME Program Participation

Through this service, , healthcare professionals (whether licensed by DOH or outside DOH) can request canceling CME participation request.

Who can apply	DOH licensed Healthcare Professional	Non-DOH Licensed Healthcare Professional (Public user on TAMM)
Prerequisites	1. For non-DOH licensed professionals, they need to create an account on TAMM portal - steps	

○ Steps to be completed by applicant

	1	**2**
Steps	**Submit application**	**Complete amendment**
Time-frame		Instant
Fees	-	-
Requirements	**Not applicable**	

Limitations	• Can only be initiated 24 hours post the event.

Accredit Approved Practice Setting – Basic

Through this service, Health facilities are able to request to obtain accreditation of the facility & programs to conduct basic (observership) training.
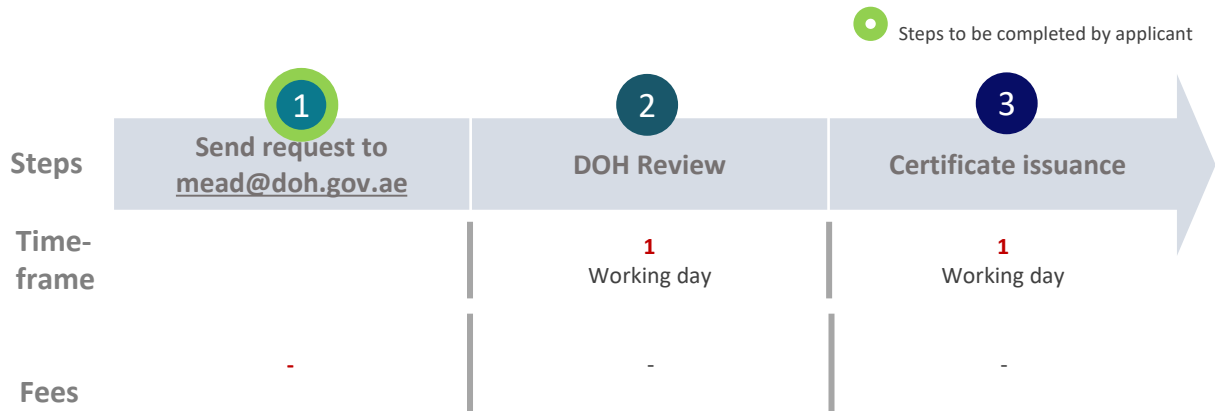
Who can apply
Health facility Representative

Prerequisites
- Active DOH licensed health facility

○ Steps to be completed by applicant

Steps	1 Send request to mead@doh.gov.ae	2 DOH Review	3 Certificate issuance
Time-frame		**1** Working day	**1** Working day
Fees	-	-	-

Requirements
1- Completed application form available on - Link
2- Official letter of training post with specialties (as per the recognized specialties in the PQR) and number of seats

Notes
- The validity of the approval is 2 years

Amend Approved Practice Setting – Basic

Through this service, accredited APS-Basic health facilities are able to request to request accreditation renewal, add program(s) or cancel the accreditation/ programs.
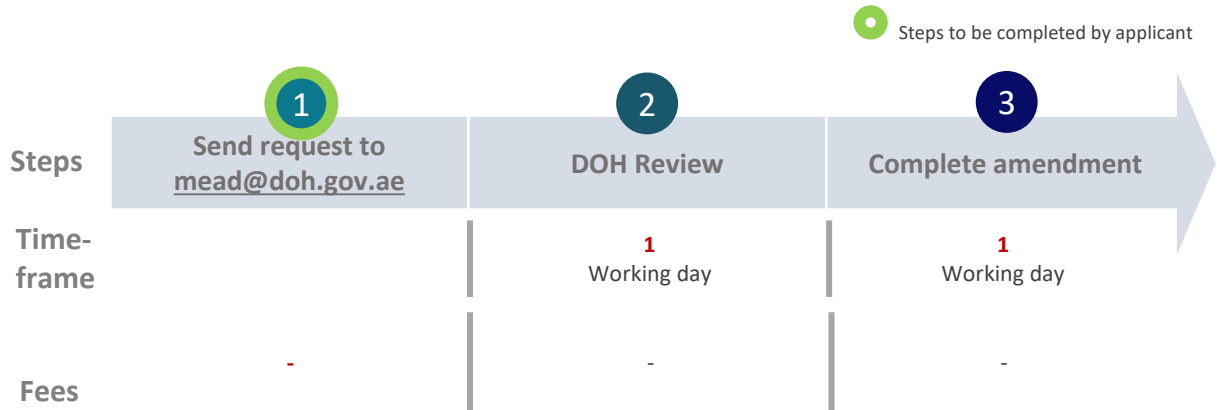
Who can apply		Health facility Representative
Prerequisites		• Active DOH licensed health facility

○ Steps to be completed by applicant

Steps	① Send request to mead@doh.gov.ae	② DOH Review	③ Complete amendment
Time-frame		**1** Working day	**1** Working day
Fees	-	-	-

Requirements	1- Completed application form available on - Link 2- Official letter of training post with specialties (as per the recognized specialties in the PQR) and number of seats

Notes	• The validity of the approval is 2 years

Accredit Approved Practice Setting – Intermediate

Through this service, Health facilities are able to request to obtain accreditation to conduct Intermediate training (which includes: Gap of Practice Training, Experience Equivalency Training & Upskilling Training programs)
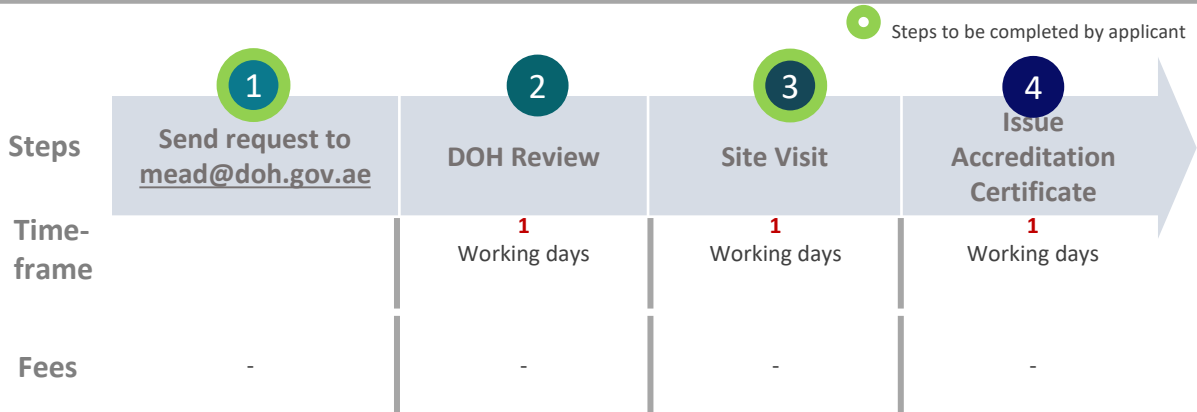
Who can apply

Health facility
Representative

Prerequisites

- Active DOH licensed health facility
- The health care facility should be Approved Practice Setting - Basic

○ Steps to be completed by applicant

Steps	1 Send request to mead@doh.gov.ae	2 DOH Review	3 Site Visit	4 Issue Accreditation Certificate
Time-frame		**1** Working days	**1** Working days	**1** Working days
Fees	-	-	-	-

Requirements

1. Completed application form available on - Link
2. An index training policies and procedures
3. Current facility Accreditation/Recognition certifications e.g. JCI, ISO
4. The terms of reference for the academic body/committee that oversees training experiences
5. Memorandum of Understanding with the affiliated health professional school
6. Job description, and a current curriculum vitae of the academic director
7. Organizational chart of the training facility
8. Maintenance contract or policy
9. Current curriculum vitae and job description(s) for each of the core teaching staff
10. Human resources letter stating expected continued institutional support for the program

Notes

- In case of not passing the site visit, the facility may request to schedule a new visit through email, post receiving DOH recommendation
- Duration of the site visit is 3 to 4 hours
- Validity of the accreditation is 2 years

Amend Approved Practice Setting – Intermediate

Through this service, accredited APS-Intermediate Health facilities are able to request accreditation renewal, change the in-charge academic coordinator or update their contact details or cancel the accreditation/ programs.
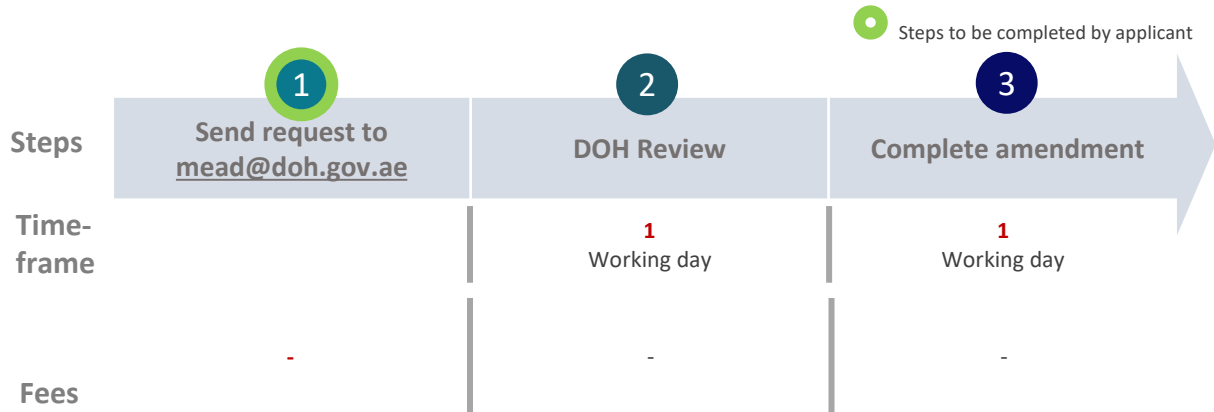
Who can apply

Health facility
Representative

Prerequisites

- Hold a valid APS-Intermediate accreditation

○ Steps to be completed by applicant

Steps	① Send request to mead@doh.gov.ae	② DOH Review	③ Complete amendment
Time-frame		**1** Working day	**1** Working day
Fees	-	-	-

Requirements

1- Completed application form available on - Link
2-Facility trainees report

Limitations

- Cancelation of the accreditation/ program can only be requested if there are no active trainees

Accredit Approved Practice Setting – Advance

Through this service, Health facilities are able to request to obtain accreditation to conduct Advanced training (which includes: Internship, Residency & Fellowship programs)
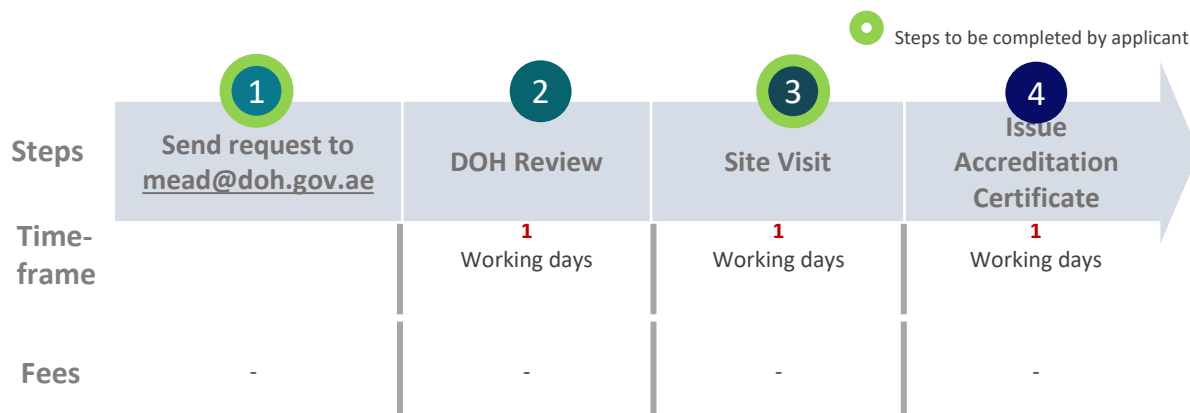
Who can apply
Health facility
Representative

Prerequisites
- Active DOH licensed health facility
- The healthcare facility should be Approved Practice Setting – Intermediate

○ Steps to be completed by applicant

Steps	**1** Send request to mead@doh.gov.ae	**2** DOH Review	**3** Site Visit	**4** Issue Accreditation Certificate
Time-frame		**1** Working days	**1** Working days	**1** Working days
Fees	-	-	-	-

Requirements

1. Completed application form available on - Link
2. An index training policies and procedures
3. Current facility Accreditation/Recognition certifications e.g. JCI, ISO
4. The terms of reference for the academic body/committee that oversees training experiences
5. Memorandum of Understanding with the affiliated health professional school
6. Job description, and a current curriculum vitae of the academic director
7. Organizational chart of the training facility
8. Maintenance contract or policy
9. Current curriculum vitae and job description(s) for each of the core teaching staff
10. Human resources letter stating expected continued institutional support for the program

Notes
- In case of not passing the site visit, the facility may request to schedule a new visit through email, post receiving DOH recommendation
- Duration of the site visit is 3 to 4 hours
- Validity of the accreditation is 5 years

Accredit Intermediate/ Advanced Medical Education Program

Through this service, accredited APS-Intermediate & Advanced Health facilities are able to request for programs accreditation
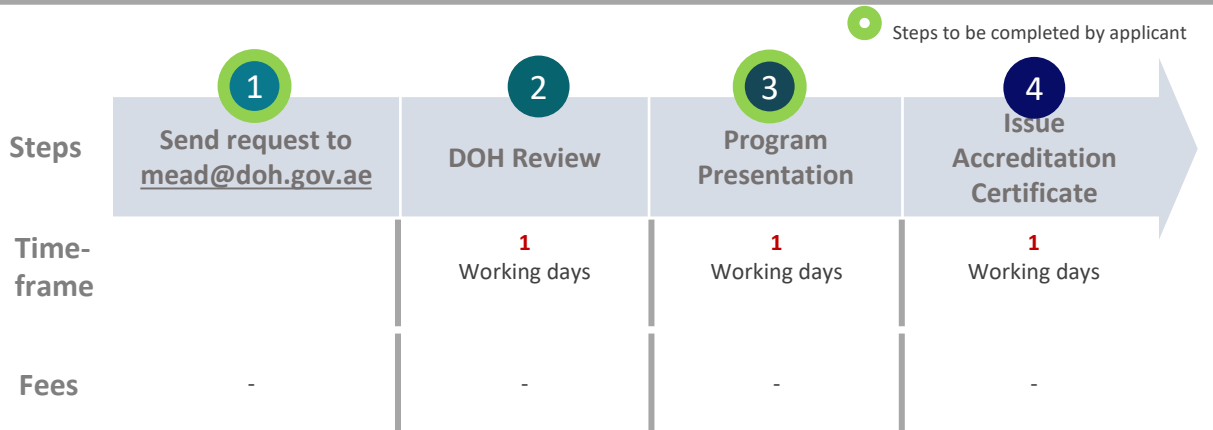
Who can apply

Health facility
Representative

Prerequisites

- Hold a valid APS-Intermediate and or advanced accreditation

Steps to be completed by applicant

Steps	**1** Send request to mead@doh.gov.ae	**2** DOH Review	**3** Program Presentation	**4** Issue Accreditation Certificate
Time-frame		**1** Working days	**1** Working days	**1** Working days
Fees	-	-	-	-

Requirements

1- Completed application form available on - Link
2- Current curriculum vitae of the program director
3- Current curriculum vitae for each of the core teaching staff

Limitation
- Application to be sent at least 1 year prior to the start of the residency/ internship cycle (September of each year)
- The program director shall hold a Consultant license - when applicable
- The program director shall hold a full-time license on the APS-Intermediate/ Advanced health facility
- The training faculty can licensed as a full-time or part-time on the APS-Intermediate/ Advanced health facility
- One program can be requested per application

Notes
- The presentation template will be shared by DOH
- List of in-need specialties is currently shared by DOH upon request

Request for Gap of Practice Training Completion Certificate

Through this service, applicants can request to receive certificate from DOH Medical Education & Examination section confirming fulfilling the gap of practice requirement (as set in the PQR) post completing the training in UAE (CME can be accepted from UAE or outside UAE if category 2)
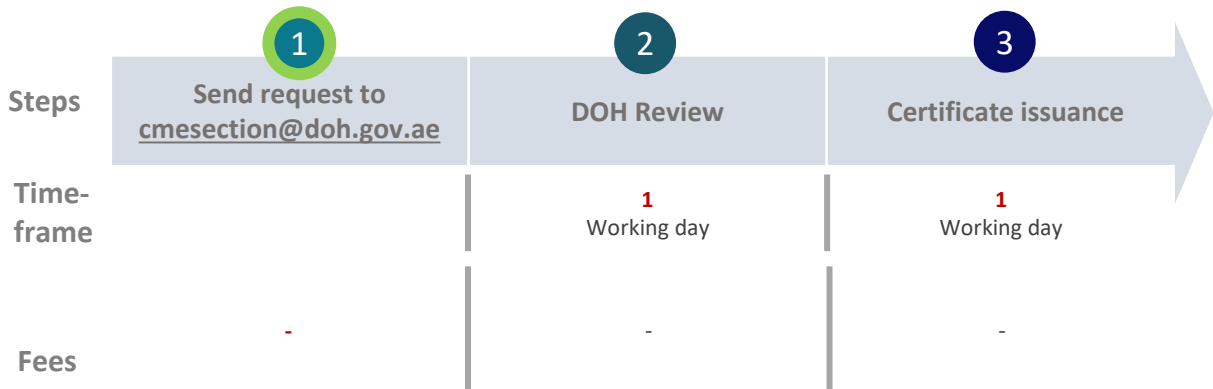
Who can apply	Healthcare Professional

Prerequisites
- Applicants should apply online for New Registration (if not licensed previously by DOH) or Re-registration (if previously licensed by DOH) service to identify the exact gap of practice period, training & CME requirements

○ Steps to be completed by applicant

Steps	1 Send request to cmesection@doh.gov.ae	2 DOH Review	3 Certificate issuance
Time-frame		**1** Working day	**1** Working day
Fees	-	-	-

Requirements
1- DOH application (reference) number where the Gap of Practice comment was recieved
2- Training certificate issued from Approved Practice Setting Intermediate or Advanced
3- Continuing medical education certificate(s)

Limitation
- The training certificate should be from UAE:
  - In the emirate of Abu Dhabi, training shall be completed in an Approved Practice Setting Intermediate or Advanced
  - For training from other emirates, it must be completed in an approved APS health facility and further requirements may apply upon request (e.g. Trainee license, stamps)
- Required CME shall be completed within past 2 years
- Required CME shall be 50% category 1; i.e. physical attendance and accredited by DOH, DHA or MOH

Notes
- The gap of practice completion certificate is valid for 1 year from issuance date. In case of certificate expiry, professional must re-apply for a new registration application to receive the new Gap of Practice requirements

Participate in Medical Education Program (MEAD)

Through this service, healthcare professional may request to enroll in advanced medical education programs such as medical internship, dental internship, residency and fellowship programs

Who can apply Healthcare Professional

Prerequisites
- Fulfil the annual admission requirements published on DOH website (4 months before the cycle)

○ Steps to be completed by applicant

Steps	1 Submit application	2 DOH Review	3 Interview at training Facility	4 Ranking	5 Result Announced	6 License Application
Time-frame		5 Working days	30 Calendar days	5 Working days	30 Days post ranking	
Fees	Verification fees ranges between 300 – 1200 AED	-	-	-	-	Depending on the service (New registration or Re-registration)

Requirements

Internship programs	Residency programs	Fellowship programs
1- Personal picture	1- Personal picture	1- Personal picture
2- Valid passport copy	2- Pre-entry exam pass result	2- Valid passport copy
3- UAE valid resident visa (if available)	3- Valid passport copy	3- UAE valid resident visa (if available)
4- Emirate ID (if available)	4- UAE valid resident visa (if available)	4- Emirate ID (if available)
5- Family book for UAE nationals	5- Emirate ID (if available)	5- Family book for UAE nationals
6- Graduation Certificate (Graduation date must be within the past 2 years)	6- Family book for UAE nationals	6- Completion OR Clearance from the national service for Male UAE- National.
7- Transcript of records	7- Completion OR Clearance from the national service for Male UAE- Nationals	7- Graduation Certificate
8-Curriculum Vitae (CV)	8- Graduation Certificate (Graduation date must be within the past 5 years for non UAE nationals)	8- Specialization (Graduation date must be within the past 5 years for non UAE nationals)
	9- Transcript of records	9- Residency Certificate
	10- Internship completion certificate	10-Curriculum Vitae (CV)
	11-Curriculum Vitae (CV)	12-Experience letter(s) (if applicable)
	12-Experience letter(s) (if applicable)	13- Health License(s) (if applicable)
	13- Health License(s) (if applicable)	14- Good standing certificate(s) not older than 6 months
	14- Good standing certificate(s) not older than 6 months	

Limitation
- The validity of the residency entry exam is 2 years

Notes
- The application is open once a year (Feb to March)
- Additional requirement may be required based on medical education committee and will be announced every year
- For other medical education training program including clinical attachment, observership (undergraduates and graduates), clinical training for UAE graduates, and return back to practice, applicant should contact the Approved Practice Setting Intermediate or Advanced directly. DOH is not involved in enrolment.
- Intern/ Resident/ fellow license only permits training in the APS facility and cannot be used to practice elsewhere in the emirates of AD

Amend Participation in Medical Education Program

Through this steps, healthcare professional enrolled in the residency / fellowship program can request changing the training facility
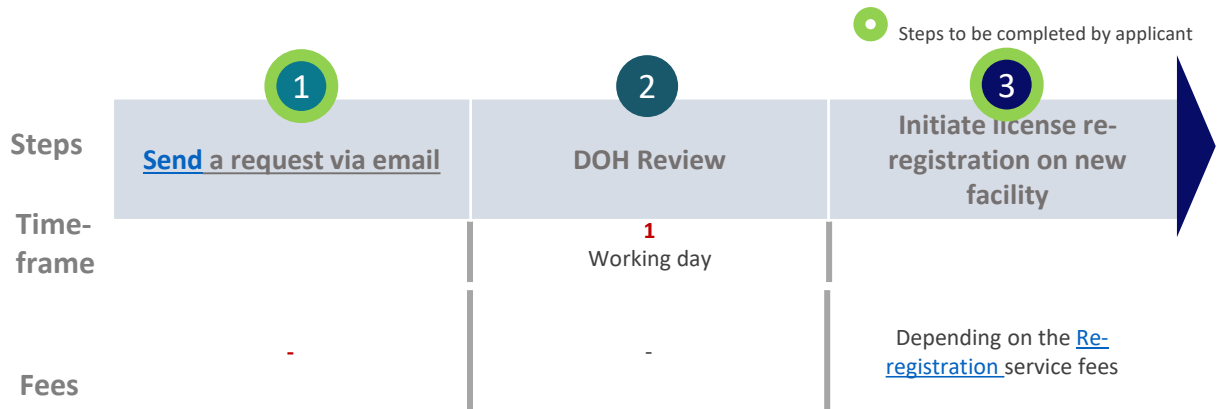
Who can apply   Healthcare Professional

Prerequisites   • NA

○ Steps to be completed by applicant

	Steps	Time-frame	Fees
1 Send a request via email			-
2 DOH Review		**1** Working day	-
3 Initiate license re-registration on new facility			Depending on the Re-registration service fees

Requirements
1. Completed application form
2. Personal picture
3. Valid passport copy
4. Valid UAE resident visa (if applicable)
5. Emirate ID
6. Family book (for UAE nationals)
7. Written approval from current facility human resources
8. Written approval from current facility program director
9. Written approval from new facility human resources
10. Written approval from new facility program director

Limitations
- Applicable only for resident and fellows not interns
- Resident may request transfer when he is R1 going to R2
- Request to change the facility can only be accepted once (applicable for UASE and non-UAE nationals)
- Changing the specialty requires applying again for the cycle and fulfilling the requirements (can only be accepted once for UAE-nationals only)
- Changing the specialty is allowed once for UAE national (must apply again and fulfill the criteria to Participate in Medical Education Program MEAD)

Notes
- Medical education team may request healthcare monitoring team approval in case the transfer affects the budget

Physician – General Practitioner

- **License:** Valid for 2 years. Permeant, Temporary, Visiting – According to DOH rules & regulations and request by the hiring facility
- **Permits:** ● Part-time: NA
  - ● Secondment: Allowed 1 secondment at a time
- **Certificate of Current Professional Status (Good Standing Certificate):** Can be obtained post having an active DOH license for a minimum of 3 months
- Related scope of practice may be found on - Link

New License

Verify documents	→	Submit application	→	Pass assessment	→	Pass security Clearance	→	Pay & obtain license
AED 1,260		AED 100		AED 570				AED 3,250 100 will be added to all as an additional application fees

Required documents	Require verification	Document Description/ Specifications	Notes
1. Basic Medical degree	✓	Option 1: MBBS or MBChB or equivalent from an accredited institution Option 2: Osteopathy qualification obtained from American Board of Medical Specialties or American Board of Osteopathy or Certificates of Specializations of the Royal College of Physicians and Surgeons of Canada.	
2. Internship certificate	✓	1 year internship training, must include: Internal Medicine, General Surgery, Obstetrics & Gynecology and Pediatrics rotations	Must be completed post passing the MBBS graduation exam
3. Experience	✓	The letter(s) must be signed/ stamped letter for a minimum duration of 2 years post the internship year • In case of no evidence of completing the internship, a total of 4 years of experience shall be required). • For UAE nationals and graduates of UAE Universities, no experience is required post completion of the internship	• Last day of experience must not be older than 2 years when applying for licensure to prevent the clinical Gap of Practice • Experience in the following fields can be accepted for the title of GP: Cardiology, Critical Care, Emergency Medicine, Family Medicine, General Surgery, Internal Medicine, Obstetrics and Gynecology OR Pediatrics • Job description/ working hours may be required upon review • Limitations may be given based on the provided experience and scope of work
4. License/ registration	✓	Valid for the required experience period & issued by the health regulatory authority in the country(s) of employment	Not applicable when experience is not required
5. Good Standing Certificate (Certificate of Current Status)	✓	Valid (not older than 6 months) & issued by the health regulatory authority in the country(s) of employment	• Not applicable when experience is not required • In countries that lack regulatory bodies, GSC may be accepted if issued officially from the last employer

Exam type	Questions	Duration
CBT	120 MCQs	2.5 Hours

Exam exemption applies per PQR criteria (Pg. 127) and other options listed in FAQ question 3.12.

Physician – Specialist & Consultant

- **License:** Valid <mark>for 2 years</mark>. Permeant, Temporary, Visiting – According to DOH rules & regulations and request by the hiring facility
- **Permits:** ● Part-time: Allowed a maximum of 2 part-time permits
  - ● Secondment: Allowed 1 secondment at a time
- Certificate of Current Professional Status (Good Standing Certificate): Can be obtained post having an active DOH license for a minimum of 3 months
- Related scope of practice may be found on - Link

New License

Verify documents	➡	Submit application	➡	Pass assessment	➡	Pass security Clearance	➡	Pay & obtain license

| AED 1,680 | AED 100 | If Oral exam AED 100
If CBT exam AED 550 | | AED 3,250
100 will be added to
all as an additional |

Required documents	Require verification	Document Description/ Specifications	Notes
1. Basic Medical degree	✓	Option 1: MBBS or MBChB or equivalent from an accredited institution Option 2: Osteopathy qualification obtained from American Board of Medical Specialties or American Board of Osteopathy or Certificates of Specializations of the Royal College of Physicians and Surgeons of Canada.	
2. Specialty qualification	✓	Qualification obtained from an accredited institute through active enrollment (full time study)	Qualification & specialty must be recognized as per the PQR (Pg. 23 to 52)
3. Specialty qualification Residency/ Transcript	✓	Minimum 3 years duration	Required only for Tier 2 & 3 ranked specialties
4. Experience	✓	• Experience letter(s) cover the required period for the requested title as per the PQR (Pg. 20 to 22) • The letters must be signed/ stamped with clear duration and designation	• Last day of experience must not be older than 2 years when applying for licensure to prevent the clinical Gap of Practice • For certificates that do not require experience, they must be attained with the past 2 years from the date of applying • Experience in a related sub-specialty can be accepted when applying for the main specialty title • Job description/ working hours may be required upon review • Limitations may be given based on the provided experience and scope of work
5. Logbook	-	Past 2 years' signed and stamped copy with surgical operations/ procedures names and quantities performed	• Required from surgical specialties only • Limitations may be given based on the provided experience and scope of work
6. License/ registration	✓	Valid for the required experience period & issued by the health regulatory authority in the country(s) of employment	Not applicable when experience is not required
7. Good Standing Certificate (Certificate	✓	Valid (not older than 6 months) & issued by the health regulatory authority in the country(s) of employment	• Not applicable when experience is not required • In countries that lack regulatory bodies, GSC may

Exam type	Title	Questions	Duration
CBT	• Specialist Anesthesia, Dermatology, Internal Medicine, Family Medicine, Pediatrics, Otolaryngology, General Surgery and Obstetrics & Gynecology • Consultant Anesthesia, Dermatology, Internal Medicine, Family Medicine, Pediatrics, Otolaryngology, General Surgery, Obstetrics & Gynecology and Ophthalmology	100 MCQs	2 Hours
Oral	Remaining Specialist & Consultant specialties	-	45 – 60 mins

Exam exemption applies per PQR criteria (Pg. 125 & 126) and other options listed in FAQ question 3.12.

Dentist – General Dentist

- **License:** Valid <mark>for 2 years</mark>. Permeant, Temporary, Visiting – According to DOH rules & regulations and request by the hiring facility
- **Permits:** ● Part-time: NA
        ● Secondment: Allowed 1 secondment at a time
- Certificate of Current Professional Status (Good Standing Certificate): Can be obtained post having an active DOH license for a minimum of 3 months
- Related scope of practice may be found on - Link

New License

Verify documents	Submit application	Pass assessment	Pass security Clearance	Pay & obtain license

AED 1,260	AED 100	AED 590		AED 3,250 100 will be added to all as an additional application fees

Required documents	Require verification	Document Description/ Specifications	Notes
1. Basic Dental degree	✓	BDS, DMD, DDS, or equivalent	
2. Internship certificate	✓	1 year internship training	Must be completed post passing the MBBS graduation exam
3. Experience	✓	The letter(s) must be signed/ stamped letter for a minimum duration of 2 years post the internship year • In case of no evidence of completing the internship, a total of 4 years of experience shall be required). • For UAE nationals and graduates of UAE Universities, no experience is required post completion of the internship	• Last day of experience must not be older than 2 years when applying for licensure to prevent the clinical Gap of Practice • Experience in the following fields can be accepted for the title of GP: Cardiology, Critical Care, Emergency Medicine, Family Medicine, General Surgery, Internal Medicine, Obstetrics and Gynecology OR Pediatrics • Job description/ working hours may be required upon review • Limitations may be given based on the provided experience and scope of work
4. License/ registration	✓	Valid for the required experience period & issued by the health regulatory authority in the country(s) of employment	Not applicable when experience is not required
5. Good Standing Certificate (Certificate of Current Status)	✓	Valid (not older than 6 months) & issued by the health regulatory authority in the country(s) of employment	• Not applicable when experience is not required • In countries that lack regulatory bodies, GSC may be accepted if issued officially from the last employer

Exam type	Questions	Duration
CBT	150 MCQs	3 hours

Exam exemption applies per PQR criteria (Pg. 130) and other options listed in FAQ question 3.12.

Dentist – Specialist & Consultant

- **License:** Valid for 2 years. Permeant, Temporary, Visiting – According to DOH rules & regulations and request by the hiring facility
- **Permits:** ● Part-time: Allowed a maximum of 2 part-time permits
  - ● Secondment: Allowed 1 secondment at a time
- **Certificate of Current Professional Status (Good Standing Certificate):** Can be obtained post having an active DOH license for a minimum of 3 months
- Related scope of practice may be found on - Link

New License

Verify documents	→	Submit application	→	Pass assessment	→	Pass security Clearance	→	Pay & obtain license

AED 1,680	AED 100	If Oral exam AED 100 If CBT exam AED 550		AED 3,250 100 will be added to all as an additional

Required documents	Require verification	Document Description/ Specifications	Notes
1. Basic dental degree	✓	BDS, DMD, DDS, or equivalent	
2. Specialty qualification	✓	Qualification obtained from an accredited institute through active enrollment (full time study)	Qualification & specialty must be recognized as per the PQR (Pg. 56 to 65)
3. Specialty qualification Residency/ Transcript	✓	Minimum 2 years duration	Required only for Tier 2 & 3 ranked specialties
4. Experience	✓	• Experience letter(s) cover the required period for the requested title as per the PQR (Pg. 55) • The letters must be signed/ stamped with clear duration and designation	• Last day of experience must not be older than 2 years when applying for licensure to prevent the clinical Gap of Practice • Job description/ working hours may be required upon review • Limitations may be given based on the provided experience and scope of work
5. Logbook	-	Past 2 years' signed and stamped copy with surgical operations/ procedures names and quantities performed	• Required from surgical specialties only • Limitations may be given based on the provided experience and scope of work
6. License/ registration	✓	Valid for the required experience period & issued by the health regulatory authority in the country(s) of employment	Not applicable when experience is not required
7. Good Standing Certificate (Certificate of Current Status)	✓	Valid (not older than 6 months) & issued by the health regulatory authority in the country(s) of employment	• Not applicable when experience is not required • In countries that lack regulatory bodies, GSC may be accepted if issued officially from the last employer

Exam type	Title	Questions	Duration
Oral	• Specialist title for specialties: Dental Radiology, Forensic Dentistry, Oral Medicine, Primary Care Dentistry, Dental Pathology, Public Health Dentistry, Special Care Dentistry & Restorative Dentistry • Consultant title all specialties	-	45 – 60 mins
CBT	Specialist title for specialties: Endodontics, Orthodontics, Pediatric Dentistry, Periodontics & Prosthodontics	100 MCQs	2 hours

Exam exemption applies per PQR criteria (Pg. 128 & 129) and other options listed in FAQ question 3.12.

Nurses & Midwives

- **License:** Valid for <mark>2 years</mark>. Permeant, Temporary, Visiting – According to DOH rules & regulations and request by the hiring facility
- **Permits:** ● Part-time: NA
  ● Secondment: Allowed 1 secondment at a time
- Certificate of Current Professional Status (Good Standing Certificate): Can be obtained post having an active DOH license for a minimum of 3 months
- Related scope of practice may be found on - Link

New License

Verify documents	→	Submit application	→	Pass assessment	→	Pass security Clearance	→	Pay & obtain license
AED 990		AED 100		(Check exam table)				AED 300

100 will be added to all as an additional

Required documents	Require verification	Document Description/ Specifications	Notes
1. Nursing/ Midwifery qualification	✓	Full-time program issued by institutions/colleges recognized by respected Authorities that recognize/accredit educational programs in that country.	
2. Transcript	-	Duration must match the minimum required duration as per the PQR (Pg. 70 to 72)	
3. High secondary school certificate	-	Grade 12 completion certificate	Required only when the Nursing/ Midwifery qualification is less than a Bachelor degree
4. Experience	✓	Minimum 2 years experience post obtaining the required qualification. • RN & AN titles do not require any experience, providing the qualification is obtained within the past 2 years' • UAE Nationals are exempted from the required experience for all titles providing the qualification is obtained within the past 2 years' • UAE universities graduates are required to have 6 months of experience/ clinical training post obtaining the qualification • GCC Nationals are required to have 6 months of experience/ clinical training post obtaining the qualification	• Last day of experience must not be older than 2 years when applying for licensure to prevent the clinical Gap of Practice • For titles that do not require experience, the qualification must be attained with the past 2 years from the date of applying • Job description/ working hours may be required upon review • Limitations may be given based on the provided experience and scope of work
5. License/ registration	✓	Valid for the required experience period & issued by the health regulatory authority in the country(s) of employment	Not applicable when experience is not required
6. Good Standing Certificate (Certificate of Current Status)	✓	Valid (not older than 6 months) & issued by the health regulatory authority in the country(s) of employment	• Not applicable when experience is not required • In countries that lack regulatory bodies, GSC may be accepted if issued officially from the last employer
7. Life Support		Valid course obtaining from a recognized body	Higher certificates can be accepted (e.g. ACLS)

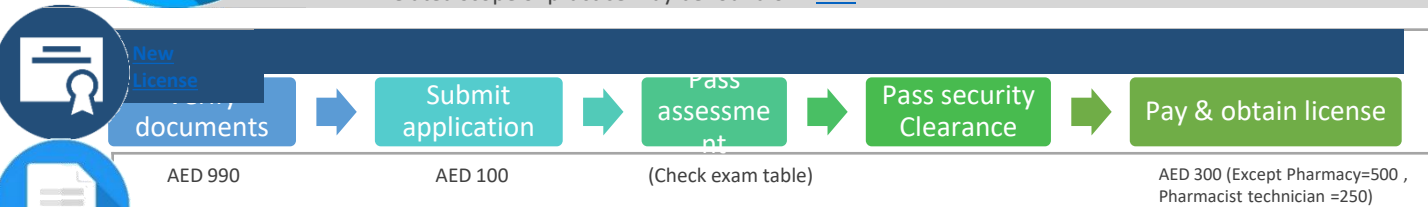| Exam type	Title	Fee	Questions	Duration
Oral	Nurse Practitioner, Certified Anesthesia Nurse, Community Nurse, Critical Care Nurse, Homecare Nurse, Pediatric Nurse, Mental Nurse, Neonatal Nurse & Assistant Midwife	AED 50	-	
CBT	Registered Nurse, Assistant Nurse, School Nurse, Registered Midwife	• Registered Nurse AED 540 • Assistant Nurse , school nurse, Registered Midwife AED 500	• 150 MCQs • 100 MCQs	• 3 hours • 2 hours

Exam exemption applies per PQR criteria (Pg. 131) and other options listed in FAQ question 3.12.

Allied Healthcare Professionals

- **License:** Valid for 2 years. Permeant, Temporary, Visiting – According to DOH rules & regulations and request by the hiring facility
- **Permits:** ● Part-time: NA
  - ● Secondment: Allowed 1 secondment at a time
- Certificate of Current Professional Status (Good Standing Certificate): Can be obtained post having an active DOH license for a minimum of 3 months
- Related scope of practice may be found on - Link

New License

Verify documents	Submit application	Pass assessment	Pass security Clearance	Pay & obtain license
AED 990	AED 100	(Check exam table)		AED 300 (Except Pharmacy=500 , Pharmacist technician =250)

Required documents	Require verification	Document Description/ Specifications	Notes
1. Related medical qualification	✓	Full-time program issued by institutions/colleges recognized by respected Authorities that recognize/accredit educational programs in that country.	
2. Transcript	-	Duration must match the minimum required duration as per the PQR (Pg. 76 to 115)	
3. High secondary school certificate	-	Grade 12 completion certificate	Required only when required medical qualification is less than a Bachelor degree
4. Experience	✓	Minimum 2 years experience post obtaining the required qualification – unless stated otherwise in the PQR • UAE Nationals are exempted from the required experience for all titles providing the qualification is obtained within the past 2 years' • UAE universities graduates are required to have 6 months of experience/ clinical training post obtaining the qualification • GCC Nationals are required to have 6 months of experience/ clinical training post obtaining the qualification	• Last day of experience must not be older than 2 years when applying for licensure to prevent the clinical Gap of Practice • For titles that do not require experience, the qualification must be attained with the past 2 years from the date of applying • Job description/ working hours may be required upon review • Limitations may be given based on the provided experience and scope of work
5. License/ registration	✓	Valid for the required experience period & issued by the health regulatory authority in the country(s) of employment	Not applicable when experience is not required
6. Good Standing Certificate (Certificate of Current Status)	✓	Valid (not older than 6 months) & issued by the health regulatory authority in the country(s) of employment	• Not applicable when experience is not required • In countries that lack regulatory bodies, GSC may be accepted if issued officially from the last employer

Exam type	Title	Fee	Questions	Duration
CBT	Anesthesia Technologist, Anesthesia Technician, Audiologist, ECG Technician, Central Sterile Services (CSS) Technician, Central Sterile Services (CSS) Aide, Dietitian, Nutritionist, Dental Assistant, Dental Lab Technician, Radiography Technologist, Radiography Technician, Phlebotomist, Medical Laboratory Technician, Medical Laboratory Technologist, All laboratory specialty technologists titles (except histopathology), Occupational Therapist, Occupational Therapy Technician, Optometrist, Pharmacist, Pharmacy Technician, Physiotherapist, Sport Therapist, Massage Therapist, Respiratory Therapist, Speech Therapist	• AED 500 • Pharmacist AED 550	50 – 100 MCQs	1 – 2 Hours
Oral + CBT	Electro- Neurodiagnostics Technologist, EEG Technician, Histopathology Technologist, Clinical Pharmacist (unless the applicant has passed the pharmacist exam within the past 5 years or hold a MOHAP/ DHA pharmacist license)	• AED 550 • Clinical pharmacist AED 600	50 – 100 MCQs	CBT: 1 – 2 hours Oral: 40 – 60 mins
CBT + OSCE	Advanced Care Paramedic (ACP), Ambulance Nurse, Advanced EMT (AEMT), Primary EMT (PEMT), Emergency Medical Responder (EMR)	AED 550	100 - 150 MCQs	150 mins
Oral	Remaining titles	AED 50	-	45-60 mins

Exam exemption applies per PQR criteria (Exam Equivalency Criteria chapter) and other options listed in FAQ question 3.12.

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Traditional & Complementary Medicine

- **License:** Valid for 2 years. Permeant, Temporary, Visiting – According to DOH rules & regulations and request by the hiring facility
- **Permits:** ● Part-time: NA
  - ● Secondment: Allowed 1 secondment at a time
- **Certificate of Current Professional Status (Good Standing Certificate):** Can be obtained post having an active DOH license for a minimum of 3 months
- Related scope of practice may be found on - Link

New License

Verify documents	Submit application	Pass assessment	Pass security Clearance	Pay & obtain license
AED 990	AED 100	AED 50		AED 300

Required documents	Require verification	Document Description/ Specifications	Notes
1. Related medical qualification	✓	Full-time program issued by institutions/colleges recognized by respected Authorities that recognize/accredit educational programs in that country.	
2. Transcript	-	Duration must match the minimum required duration as per the PQR (Pg. 119 to 122)	
3. High secondary school certificate	-	Grade 12 completion certificate	Required only when required medical qualification is less than a Bachelor degree
4. Experience	✓	Minimum 2 years experience post obtaining the required qualification – unless stated otherwise in the PQR • UAE Nationals and UAE institutes graduates are exempted from the required experience for all titles providing the qualification is obtained within the past 2 years'	• Last day of experience must not be older than 2 years when applying for licensure to prevent the clinical Gap of Practice • For titles that do not require experience, the qualification must be attained with the past 2 years from the date of applying • Job description/ working hours may be required upon review • Limitations may be given based on the provided experience and scope of work
5. License/ registration	✓	Valid for the required experience period & issued by the health regulatory authority in the country(s) of employment	Not applicable when experience is not required
6. Good Standing Certificate (Certificate of Current Status)	✓	Valid (not older than 6 months) & issued by the health regulatory authority in the country(s) of employment	• Not applicable when experience is not required • In countries that lack regulatory bodies, GSC may be accepted if issued officially from the last employer
7. MOHAP evaluation	✓	Valid evaluation from MOHAP for the requested title (for titles that do not have a DOH exam as per the exam table below)	

	Type		Questions	Duration
Oral	Chiropractor Practitioner, Osteopathy Practitioner		-	40 – 60 mins

Exam exemption applies per options listed in FAQ question 8.12.

FAQ

1. General

1.1. Can documents in languages other than English or Arabic be accepted for licensure/ participating in training?

Document in languages other than English or Arabic must be provided along with legal translation

1.2. Is attestation/ authentication needed for any of the requirement documents for licensure / participating in training?

Attestation/ authentication is not needed for any of the required documents. The Primary Source Verification process suffice this requirement

2. Licensing

2.1. How to know if my qualification is recognized in UAE?

- List of accredited graduates and postgraduate qualifications obtained from a UAE can be found here
- Hand-on courses obtained from UAE are considered accredited if recognized by one of UAE health authorities
- International qualifications/ courses are must be issued by institutions/colleges recognized by respected Authorities that recognize/accredit educational programs in that country

2.2. How to transfer MOHAP or DHA license to a DOH license?

Professionals with valid (or cancelled or expired within the past 6 months) MOHAP & DHA licenses need to apply for the DOH license through TAMM portal as detailed in the Register New Professional License service card.
- Re-evaluation of the healthcare professionals shall apply based on the PQR version applicable at the time of applying for the DOH license
- MOHAP / DHA license, valid GSC & recent experience must be verified (Only PSV reports addressed to DOH can be accepted. Thus, must apply for report re-issuance (transfer) for those reports and add to them the mentioned additional document)
- Exam exemption will apply based on MOHAP/ DHA license status and granted title

2.3. Are PSV reports addressed to other authorities (within UAE or outside UAE) accepted by DOH?

DOH will only accept PSV reports addressed to DOH. If the applicant already has a report which is addressed to another authority, they need to apply for report re-issuance (transfer) in order for the report to be addressed to DOH.
Note: Adding further document is possible when applying for report re-issuance.

2.4. How to request a DOH license/ GSC when opting to be licensed by other overseas health authorities?

Healthcare professionals or the overseas regulatory authority may contact us directly on hplicesning@doh.gov.ae requesting for the license and/ or GSC to be verified.
Note: DOH license number must be included in the email and a DOH GSC must be requested within 3 months from sending the verification request.

3. Examination

3.1. What should be done in case of not receiving Pearson Vue authorization ID post payment?

Kindly contact DOH support on support@DOH.gov.ae with the account details

3.2. How to apply for exam re-scheduling?

- **CBT exam:** Can be requested not less than 72 hours prior to the booked (no additional fees apply)
- **Oral & OSCE exam:** Booking must be cancelled (booking fee is non-refundable) and new date must be booked

3.3. How to apply for exam cancelation?

- **CBT exam:** Booking fee is refundable if requested not less than 72 hours prior to the booked date. Booking fee is non-refundable if cancelation requested within 72 hours from booked date
- **Oral & OSCE exam:** Possible if requested not less than 48 hours from the booked date (booking fee is non-refundable)

3.4. If the applicant did not attend the exam, would it be considered as an attempt?

Not attending will not be considered as an attempt. Note: Booking fees are non-refundable

3. Examination

3.5. How many questions must be answered correctly in the exam to pass?

This depends on the cut-score set internally by DOH

3.6. How to prepare for the exam (exam references)?

Contact exam@DOH.gov.ae to provide you with the available study materials for CBT exams

3.7. In case of failing a healthcare professional licensing exam attempt, when can the next attempt be booked?

The next attempt can be booked as long as there is a date available within the exam approval time-frame.

3.8. What is DOH exam validity?

A 'PASS' score is valid for 5 years conditioned by the PQR criteria. For example, if a healthcare professional falls in Gap of Practice, after fulfilling the requirements they will have to re-sit the exam even if they passed the exam within the past 5 years.

3.9. In case of failing the exam, when can the next attempt be booked?

The next attempt can be booked as long as there is a date available within the exam approval time-frame (6 months for CBT & Oral exams and 3 months for OSCE exams)

3.10. In case of failing the exam, when can the next attempt be booked?

The next attempt can be booked as long as there is a date available within the exam approval time-frame (6 months for CBT & Oral exams and 3 months for OSCE exams)

3.11. What is DOH exam validity?

A 'PASS' score is valid for 5 years conditioned by the PQR criteria. For example, if a healthcare professional falls in Gap of Practice, after fulfilling the requirements they will have to re-sit the exam even if they have a pass result within the past 5 years.

3.12. How to be exempted from DOH exam?

Besides fulfilling the exam exemption criteria listed in the PQR – Chapter: Exam Equivalency Criteria, applicants may be exempted from DOH exam for any of the below scenarios:
- UAE national & Children of Emirati women
- Professionals with DHA or MOHAP valid licenses (or expired / cancelled within last 6 months) for the same title and are in Good Standing
- Previously licensed by DOH for the same title that is cancelled within the past 5 years
- Passed DOH assessment for the same title within the past 5 years

4. Medical Education (Training)

4.1. In case of Gap in clinical practice, where can the healthcare professional obtain the required training?

- **Outside UAE:** From complete an accredited training facility by the Regulatory Authority at that country (with the required license – if applicable)
- **DOH:** From an approved training facility. Communicate with CMEsection@doh.gov.ae for a list of those APS facilities.
- **Other emirates in UAE:** From an approved training facility as per the regulation of the health authority (MOHAP or DHA)

4.2. What should be done after completion of the required training?

- If the training is part of the required experience for UAE fresh graduate, then you may apply directly for a new license – service details
- If the training was a part of the Gap of Practice requirements, then you have to share the completion letter along with the required CME certificates with CMEsection@doh.gov.ae to obtain a the Gap of Practice Completion Certificate, which can be later uploaded within the license request application

Department of Health – Abu Dhabi

DOH HQ location: Behind Al Futtaim Motors, Airport Road, Abu Dhabi

Working hours: Mon to Thur 7:00am to 3:00pm | Fri 7:00am to 12:00pm

Website:	https://DOH.gov.ae/
Health Professional Licensing:	+971 2 5044525 or +971 2 5044520 hplicensing@DOH.gov.ae
Examination:	exam@DOH.gov.ae
CME & Gap of Practice:	CmeSection@DOH.gov.ae

Related entities

Medical Programs:	Education MEAP@doh.gov.ae
UAE PASS:	600561111	For further details click here
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Pearson Vue:	+442036845573 (International) or 80004441158 (UAE)	For further details click here

LICENSING PROCEDURAL MANUAL

PROFESSIONAL LICENSING, EXAMINATION & MEDICAL EDUCATION

HEALTHCARE WORKFORCE

Licensing Service Catalogue

Addendum attached with this manual.

Document Title:	Procedural Manual Healthcare Professional Licensing, Examination & Medical Education		
Document Ref. Number:	LPM- 01	Version	0.1
Publication Date:	April 2024		
Applies To:	• Healthcare Professionals • DOH Licensed & Licensing Healthcare Providers • Academic Institutions • Approved Practice Setting Facilities • Healthcare Professional Licensing Agencies • PGME trainees, Health Sciences student trainees (undergraduate students), and all other categories of trainees • Official companies/agencies providing services on behalf of DoH (Pearson Vue, Dataflow ..etc.) • Any other agency in relation to licensing, Medical Educational or examination related matters		
Effective Date:	The effective date of the content operational business rules will be the date of its publication		
Document Classification	Public		
Related Laws, Policies, Standards, Circulars & Guidelines	This manual should be read in conjunction with related UAE laws, DOH Standards, Policies and Circulars inclusive the below and not limited to the issued relevant legislation by the health regulatory authorities. • Cabinet Decision no. (40) of 2019 concerning UAE Federal Law concerning Medical Liability. • Ministerial Cabinet Decision no. (67) of 2020 concerning the Executive Regulations of Federal Law No. (5) of 2019 regulating the practice of the profession of human medicine. • Ministerial Decision no. (101) of 2022 concerning the amendment of Unified Healthcare Professional Qualification Requirements (PQR) for licensing health professionals in the country. • DoH Licensing Service Catalogue • Abu Dhabi Health Workforce Masterplan • Department of Health current Standards Department of Health Abu Dhabi (DoH.gov.ae) • Federal Decree-Law No. (4) of 2016 regarding Medical Liability • Cabinet Resolution No. (40) of 2019 concerning the Executive Regulations of the Federal Decree-Law No. (4) of 2016 regarding Medical Liability • Cabinet Resolution No. (36) of 2009 Issuing the Executive Regulations of Federal Law No. (11) of 2008 concerning the Licensing of Fertilization Centers in UAE • Federal Law No. (7) of 2019 concerning Medically Assisted Reproduction • Cabinet Resolution No. (36) of 2009 Issuing the Executive Regulations of Federal Law No. (11) of 2008 concerning the Licensing of Fertilization Centers in UAE		

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	• Cabinet Resolution No. (6) of 2020 on Endorsement of Work Rules for Umbilical Cord Blood & Stem Cells Storage Centers • Federal Law No. (8) of 2019 regarding Medical Products, Pharmacy Profession & Pharmaceutical Facilities • Resolution No. (36) of 2019 regarding disciplinary regulations for the health sector of the Emirate of Abu Dhabi • DoH standard (DOH/SD/HET/V 1) Set of Standards for Healthcare and Education Training For more information, kindly visit www.doh.gov.ae
Document Owner/Control	Division Director of Healthcare Workforce Licensing & Medical Education Division
For Further Advice Contact:	Hplicensing@doh.gov.ae

ABOUT DEPARTMENT OF HEALTH (DOH)

The Department of Health (DOH) is the regulatory body of the Health System in the Emirate of Abu Dhabi. It aspires excellence in Health for the community by regulating and monitoring the health status of the population. DOH defines the strategy for the health system, monitors and analyses the health status of the population and performance of the system. In addition, DOH shapes the regulatory framework for the health system, inspects against regulations, enforces regulations, and encourages the adoption of best practices and targeted performance expected by all health service providers. DOH also drives programs to increase awareness and adoption of healthy living standards among the residents of the Emirate of Abu Dhabi in addition to regulating scope of services, premiums, and reimbursement rates of the health system in the Emirate of Abu Dhabi.

The Health System of the Emirate of Abu Dhabi encompasses the spectrum of health services and is accessible to all residents of Abu Dhabi through its integrated logistics network of health providers, professionals, patients, Insurers, academics, accreditors, and the regulators. Providers of health services include public and private sector services, and the system is financed through mandatory health insurance association to residents, in accordance with the applied regulations.

PREAMBLE

Health Regulations comprising of Policies, Standards and Circulars, collectively translate federal UAE and Abu Dhabi Laws into detailed practical set of tools to help drive compliance and improve access, quality, and transparency in the processes for leniency and consistency in the provided services.
On that account, this document is a comprehensive operational referencing document applied in licensing healthcare workforce, licensing teaching facilities/institutions and medical educational programs in alignment with the current standards. The DoH "Policy Manual" that was published in 2012 intrudes legislation, and general regulatory aspects, whereas the PQR translates the foundational licensing requirements primitively. This manual (Licensing Procedural Manual) incorporates substantial principles in licensing derived from legislations and regulatory frameworks aforenamed. It was drafted in collaboration with SME's, other health regulators to further elucidate the processes, as the credentialing process may be

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complicated by the wide range of diversified academic backgrounds and various credential case scenarios of applications, this document may address instances where related circumstances might arise.

This manual has taken its extensive lengthy time to benchmark, study situation statuses, analysis of the explicit Emirate healthcare development needs, substantially the vast majority of rules are implemented using actual case studies and historical scenarios taken from the preserved records. Moreover, based on Abu Dhabi cultural needs, we have finally shed consideration for the new relevant regulations compatible to the updated regulatory standards and resolutions. This document is, however, not a reference for salary scales or administrative positioning of individuals or professionals. More importantly, licensing professionals are referenced to professional skillset and competency assessed levels that designate eligibility of granted titles, that Health Providers are to adhere in privileging clinical and professional practice within the defined scope of practice and in accordance with the academic training and background experiences that assure safe practices are maintained. To upskill professionals in clinical knowledge and healthcare practice, medical educational settings and facilities that are recognized as training institutions by DoH must designate trainers who are experts, with the highest competency in mastering in their specialties. Prior to beginning training programs, trainees must obtain formal registrations from DoH, in all defined levels of training< as clarified in within this manual.

Abbreviations

Term	Definition
ACGME	Accreditation Council for Graduate Medical Education
AIR	Annual Institutional Review
AHP	Allied Health Profession
CME	Accredited Continuous Medical Education
COS	Certificate of Service
CPD	Continuing Professional Development
CRI	Clinical Review Investigation
CRS	Credentialing Review Section, indicates previous evaluation of a candidate prior to 2011
DC	Disciplinary Committee
DHA	Dubai Health Authority
DIO	Designated Institutional Officials
DOA	Delegation of Authority
DOH	Department of Health – Abu Dhabi
EMEE	Emirates Medical Education examination (Residency, Dentistry and Pharmacy)
FB	Family Book of UAE nationals
GMEC	Graduate Medical Education Committee
GOP	Gap of Practice
GSC	Good Standing Certificate.
HPL	Healthcare Professional Licensing
HCP	Healthcare Professional
HP	Healthcare Professional
ICU	Intensive Care Unit
LPM	Licensing Procedural Manual
MBRU	Mohammed Bin Rashed University
ME	Medical Education
MEAD	Medical Education Abu Dhabi
MOHAP	Ministry of Health and Prevention of UAE
NLT	Not less than
AC	Appeal Committee
DC	Disciplinary Committee
HMLC	Higher Medical Liability Committee
MLC	Medical Liability Committee
PGME	Post Graduate Medical Education
PD	Medical Education Program Director
PQR	Healthcare Professional Qualification Requirements
PSV	Primary Source Verification
RCI	Royal College International
SHA	Sharjah Health Authority
SOP	Scope of Practice
TAT	Turnaround time

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TP	Temporary Licenses
UTV	Unable to Verify
VP	Visiting Professional License

Definitions

Word	Definition
Authorities	The Health Regulatory Authorities within the United Arab Emirates according to the geographical jurisdiction, Ministry of Health, and Prevention (MOHAP), Department of Health - Abu Dhabi (DOH) and Dubai Health Authority (DHA), and Sharjah health Authority
Component Result	The verification result of a component in the PSV report, or verification result of a document
Continuous Medical Education	Accredited educational activities that provide vital information relevant to medical practice. These workshops, congress, e-courses etc. are based on effective educational principles that promote the attainment of efficient knowledge. Such activities may last to up to two weeks and their privileging tend to expire within 6 months from its date
Contributing Budgeting	Supporting Budget to Medical Educational activities within various aspects in the Emirate of Abu Dhabi
Continuing Professional Development	A range of accredited educational activities through which healthcare professionals maintain and develop their knowledge and skills throughout their career to ensure that they retain their competencies to practice safely, effectively, and legally within their evolving scope of practice. These courses or activities have wider modules compared to the CME and are three to less than a year long. Their privileging length may last to up to a year
Clinical Review Investigation	Medical error complains investigations and medical incident management and advocacy
Credentialing	The process of assessing and verifying the qualifications and credentials of individuals or institutions.
Credentials	The official authority documents related to the identity or qualifications of a person skills, ability or knowledge evidence of a person's education/ qualifications, registration/ license, training/ experience, and/or other similar level documents
Crosscheck	The background screening process from records obtained from law enforcement, regulatory agencies, terror watch-lists across the globe or any other similar precautionary records

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Word	Definition
Current Professional Status	A status where the healthcare professional practice is actively permissible by the Health Regulatory Departments or concerned Departments that demonstrate appropriate professional conduct and behavior.
Derogatory records/ Negative crosscheck	A background-check process against the professional under related entities/ authorities
Discontinuity in practice (Gap of Practice)	An interruption of a professional clinical practice; in a defined period of discontinuation of clinical experience/practice in the professional's field of specialization, whose licensing requirements are fulfilled apart from the interruptions of the practice *(e.g. if he/she is required to have 2 years experiences, he/she should have obtained them, but may have not worked at a later period of more than 2 years and less than 5 years)*
Exam Officer	DoH employee, in charge of facilitating examination procedures, plays a vital role in the assessment processes including exam proctoring, exam content development manager ..ect.
Experience	Hands on clinical experience gained by a licensed healthcare professional during a salaried employment/contractual period and it excludes volunteer jobs, observership, or clinical attachment.
Expired Qualification	Qualifications that are time-limited as stated within and require revalidation after a period, whether through further examination, participation in CME/CPD activities...etc.
Family Book	Official legal UAE document that certifies, grants privileges to, and contains information on all family members
Good Standing Certificate	A certificate showing evidence that the healthcare professional is competent to practice the profession, has not been found guilty of unprofessional conduct, and that there are no pending or previous disciplinary orders or criminal proceedings against the healthcare professional. Must be issued by the same licensing authority of the healthcare professional registration/ license.
Healthcare Professional	A person who by education, training, certification, and licensure is qualified to provide healthcare services.
HPL Officer	DoH employee, in charge of credentialing and licensing a Healthcare Professional, plays a vital role in the decision making on the eligibility for licensure.
Internal operational committee	Healthcare provider clinical committee formulated formally within the facility, chaired by the designated superintendent whose responsibilities are to manage and maintain safe practice and define job descriptions and clinical privileging

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Word	Definition
License	A permission granted by the governmental authority to practice healthcare profession or professions, based on the qualification credentialing outcomes of an individual.
Logbook	A comprehensive typed or list or clinical procedures record of a physician or dentist on his/her surgical procedures conducted in the last (5) five years to two (2) years demonstrating clinical actual performance, signed, and stamped by the medical director of the facility (electronic generated documents are accepted) or the head of department, mentioning the name of the professional, his/her profession and the dates of the period practice, with including the issued date of the logbook document, , and total number of procedures performed within the mentioned period.
ME Officer	DoH employee, in charge of reviewing medical education requirements, including CME and CPD programs, training programs, internship programs, PGME programs, institutional accreditation ..ect, in addition to trainee applications; plays a vital role in the decision making for facility setting eligibility to be teaching institutions as well as trainee eligibility.
Trainee Matching system	The Matching systematic process algorithm that priorities the most competent of applicants with prerogative categories in accordance to the several datasets of assessments, inclusive PD interviews, once the program directors and the applicants finish their corresponding rankings (after interviews).
Not Affiliated	Pertaining to a result of Primary Source verification of the issuing authority of the qualification, license or experience is not recognized by the authority responsible for recognition of such entities in the country.
Not Genuine	Is a Primary Source verification finding when the details of the verified components are confirmed to be forged, tampered, or not signed by the authorized personnel of the authority or when the submitted document is not issued/ signed by the claimed entity or inclusion of any other incorrect verifications
Title	Healthcare Professional licensing domains or specialties which consist of Category, Major and Profession or CMP, per the definitions of DoH titles. These title recognition by DoH are based on clinical evidence-based studies, must be from the accredited academic programs with clinical milestones of training per the defined tenure of the programs in this document.

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Word	Definition
Positive Result	A Primary Source verification result indicating that all submitted credentials have been verified successfully.
Primary Source Verification (PSV)	A process of validating credentials and documents required for licensure from the issuing organization.
Professional license	Valid Medical license granted by a regulatory authority.
Prohibited Professionals Record	A maintained record of prevented / excluded applicants and professionals from obtaining a license to practice and or from licensing or privileging based on insufficiency or non-fulfillment of license requirements or any other reasons including but not limited to forged documents.
Qualification	An educational document that certifies as evidence granted to candidates or professionals by universities, colleges, academic institutes, or schools that are nationally accredited or formally recognized.
Certification	A document confirming the official recognition of ownership or acquirement of the document by an individual
Report Result	The over-all result of Primary Source verification of the reports including several components.
Recognized Qualifications	Qualification referenced in the PQR in the specialties or professions mentioned
Re-verification (Appeal request)	The process of conducting an additional attempt of Primary Source verification of the exact document that was previously verified with insufficient or incorrect verification results.
Scope of Practice	Describes the range of services, procedures and responsibilities of licensed healthcare professionals may deliver, perform, or undertake within their profession within the privileging operational procedures defined by DoH
Unable to Verify Result	A Primary Source verification result indicating an incomplete verification result or insufficient responses due to failure in providing all necessary credentials, and/or applicant is not responding to verification agency, and/or insufficient response by the issuing body.
Unified Healthcare Professional	Unified document developed in cooperation with The Regulatory Authorities in UAE on the 10th of October 2014, which sets the general professional qualification requirements

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Word	Definition
Qualification Requirements (PQR)	in licensing healthcare professionals in the UAE and may transfer of license requirements across the Emirates.
License	A Legal permission granted by the Regulatory Authority to practice the healthcare profession/s, within its defined Scope of Practice framework
Approved Practice Setting (APS)	An accredited healthcare institution or healthcare facility with the appropriate setting that serves the Medical Education training, includes academic and clinical skillsets
Post Graduate Medical Education Program	Academic Medical Education Program, that is conducted post the basic qualification attainment, in a relative specialty, and is not less than 3 years. In addition, a post educational program as a third level may lead to a sub-specialty discipline and may last 12 months or more.
Participant Training	A professional undergoing, clinical supervised training within the related profession for a defined period, this includes Observaships, Undergrads, postgrads, and those under Gap of Clinical practice (Back to practice training) Trainees are required to register with DoH prior to commencing the training
Scope of Practice	Description of clinical procedures, actions, and processes that a healthcare practitioner is permitted to work within its predefined framework permitted as per the proven and assessed experience and safe practice relative to the granted professional license by DoH
Observation	A time-limited period where an individual gets the opportunity to witness how health workforce staff exercise their roles and responsibilities in the healthcare system without direct contact to patients.
Internships	Is a mandatory clinical exposure in an accredited healthcare facility to provide education program/s for fresh MD graduate (mainly dentistry and human medicine). It is a transitional year from theoretical studies to real life practice. Internship programs conducted in either A or I of the APS facilities
Residency	A structurally advanced clinical training program in an accredited health facility providing clinical training in a specialty recognized by the regulatory authorities in the country. Qualifying the graduate to work in the field of specialization after successfully. passing the residency exams within five (5) years from completing the training program.

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Word	Definition
Fellowships	Advanced graduate Medical Education beyond a core residency program for sub-specialization within the defined disciplines of a main specialty

Introduction

Department of Health applies precise regulatory tools that best serve the interests of patient care, safety, community wellbeing and investor missions, this manual was created with a transparency approach to clarify the operational techniques used for openness and lucidity of the applied processes; to uphold and reinforce the licensing process and its operating procedures in compliance with best practices for uniformity, righteousness, and enlightening the applied principles to our invaluable stakeholders.

Purpose of this manual

This document explains the operating procedures when credentialing and reviewing applications submitted by Healthcare professionals, Healthcare Providers, Medical Education providers, Human Resources of Healthcare facilities, typing agencies or other, for the purposes of granting approvals or licenses for either, professional, interns, trainees, Medical Education training program delivery, professional licenses, medical educational institution, medical educational program providers or other similar approvals in accordance to the guidelines and criteria set by the Department of Health.

To outline the vision, policy goals, and governance requirements that provide the basis for Healthcare Professional license.

Ensure systematic applicable rules are in consistency in licensing and when granting approvals on similar scenarios.

To ensure transparency of the regulatory decrees comprehensive and are in implementation with drawing missing orders between regulatory traits or statements in published legislations.

To hold applicants (individuals) accountable, to adhere to the detailed requirements; as well as the implemented processes for efficient performance reviews, identifying compliance, and resolving any non-compliances.

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Scope

Organizations, recruiters, health service providers. who are engaged in applying for approvals, or the privileged requests, licensing, and credentialing processes play an essential part in the applied operational procedures. Reviewers, applicants, credentialing committees, and regulatory agencies in charge of supervision are a few examples of this. Referencing the corresponding scopes of operational services. This manual outlines the range of services offered to the different healthcare markets by the departments listed below.

1. Credentialing and Licensing

2. Examination

3. Medical Education

Credentialing and Licensing

The process of credentialing involves a thorough examination and assessment of academic credentials, as well as knowledge, abilities, and competencies that show the conditional prerequisite licensing eligibility for safe and appropriate practice.

These are substantiated with assuring procedures like primary source verifications and validation of the acquired qualifications, primarily assessing professionals' competencies and capabilities to perform their profession safely prior to licensing. The licensing process aims to ensure that health professionals meet the DoH established standards and criteria.

Relatively, the crucial purpose of minimum set of requirements is to ensure safe practice is sound, the requirements include educational and academic background, passing licensure examinations, records of assuring safe practice, fulfilled the required practical training and/or experiential, and fulfilling continuing medical education requirements. Licensing health professionals serves vital goals, including:

a) Public protection: Licensing ensures that individuals seeking healthcare services are treated by qualified professionals who have met the necessary standards of competence and ethics.

b) Quality assurance: Licensing promotes quality in healthcare delivery by establishing minimum competency requirements and regulating professionals' ongoing performance and professional development, including upskilling and reskilling programs.

c) Healthcare provider accountability: The role of Healthcare Providers remains crucial due to their unmediated association between the operational clinical practice and the designated roles of maintaining the safest and highest level possible of healthcare to the community of Abu Dhabi, by ensuring adherence to the applied policies, standards of practice, ethics, and conduct.

d) Professional accountability: Licensing imposes a level of accountability on health professionals, to adhere to applied policies, standards of practice, ethics, and professional conduct.

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e)   Regulatory oversight: Licensing allows regulatory bodies or licensing authorities to monitor and enforce professional standards and maintain professional discipline refraining from any violations, negligence, malpractice, or misconduct.

It is evident in licensing based on numerous credentialing historical cases, where differences between academic and educational programs, with distinct curricula in most academic institutions, even for similar majors. Eventually, reviewal procedures may require stretched efforts in decision making on particular cases, and due to the variation academic institutions and the applied standards or curricula in similar specialties and professions. Moreover, country policies dissimilarities, political situations, and national laws worldwide have huge impacts in the standard levels. DoH's unique applicable standards and requirements may also differ in its processes, considering real-time risk analysis, regulatory jurisdictions, and healthcare professions as per the PQR. It is crucial for health professionals to complete the requirements for license renewal, which usually involve adhering to DoH ethical norms and continuing professional development.

Important notes listed below are to be considerate of when applying for licensure in Ab Dhabi.

a)   Professionals should seek employers to be licensed under the licensed Healthcare Facilities
b)   Healthcare Facilities must have the healthcare services of the professional
c)   Professionals must meet the licensure criteria and the applied policies and procedures. Must have acquired the recognized qualifications per the defined standards.
d)   Academic Qualifications/curriculums and length of study/credits must meet the standards.
e)   Professionals must have acquired the licensed experience requirements.
f)   Professionals must be in current good conduct prior to licensing, length of employment defined in the PQR must be in good professional conduct prior to licensing.
g)   Professionals may require fulfilling DoH assessment requirements, within the limited attempts only.
h)   Professionals must have genuine and correct credentials and certifications when submitting to DoH for licensing purposes.

Healthcare Provider's specify the ascertain Healthcare activities and their specialties they are capable to deliver to the patients of Abu Dhabi. Hence the recruiting and selection of the most competent professionals are under the discretion of the Health Provider. This discretion includes the correct selection the Professionals' Category, Major and Profession, based on the acquired qualifications and experiences attained by the potential professions who will be in the process of licensing, with reference to the PQR criteria.   Moreover, encouraging trained health professionals to practice safely by granting licenses and granting privileges will help to control professional practice while protecting patients' rights through applying best practices. Professionals with valid licenses and granted professional titles must adhere to the licensed title scope of practice to preserve their practices.

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Qualifications, Certifications & Training Courses.

There are scenarios, few scenarios listed below illustrate how we apply the rules to such unique cases, where there is careful review and in multiple levels prior to final decision making. Essential licensing requirements through sequential processes and priorities

This is because academic programs vary widely and so do the subjects taught or the training milestones in the hundreds of academic institutions worldwide.
The structure of qualifications should be continuous academic programs within the same specialty milestones and curriculums. The tenure of academic programs is well defined in the PQR, thus obstructed courses from irrelated major/profession ingrained in the profession/specialty program, shall be reviewed with deduction of the irrelated milestones. Theorical and practical academic milestones in each program should meet the defined length of programs in the PQR to be at least 85%. Accreditation of the academic programs and educational programs are essential. Nonetheless, two separate academic programs (e.g., undergraduate diploma, then bridged to a bachelor's degree) within same major/specialty shall be endorsed providing that gap between the 2 programs is filled with related experience.

Note the length of academic program minimum duration standards accepted shown below;

Training Type	Medical/surgical	Dental	AHP/Nurses
Residency	Medical - 3 years and above Surgical - 4 to 7 years	2 years and above	2 years
Fellowship	2 and above	N/A	N/A
Clinical privileging training	2 years	2 years	2 years

A bachelor's degree in medicine or surgery must be earned in no less than 5 years without counting clinical rotations or internships, unless the DoH approves of a curriculum with a higher structure. Nonetheless, those whose internship programs did not meet the requirements; 4 years' experience post the recognized qualifications shall alternate.

General Practitioners shall require a full year academic internship program, within the 5 core rotations listed below for 4 blocks minimum training in the listed specialties below, with additional internship rotations in other elective specialties.

a) Internal medicine

b) General surgery

c) Emergency Medicine

d) Obstetrics & gynecology or Family Medicine

e) Pediatrics

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Internship programs requirements for General practitioners and General Dentists are considerable and endorsed only when they were conducted post final examination of the Bachelor's degree in medicine, apart from UAE academic institution graduates from either Khalifa University or MBRU graduates

Simultaneously, General Dentist bachelor's degree should not be less than 2 years program excluding the internship requirements.

Examination date on qualifications is considered the conferred date, to stretch the eligibility period of experiences, with providing of the final recognized qualification.

Physicians with postgraduate recognized qualifications are required to produce documentation of their clinical residency programs, transcripts, or other thorough training in a specialty that includes the start and finish dates of the training, with reference to the PQR issued in 2022. In an authorized academic training institution, the minimum allowable training duration within the specialty shall not be less than three years.

Detailed Residency programs and transcripts must be submitted for review, regardless of the Tier classification of the qualification, the start date and completion date of training are essential for credentialing review procedures.

Residency programs or academic programs that are obtained through more than one program in a similar specialty (both accredited in singular classification) within the same continuum years, (minimum) 2 years gap between the two programs (not overlapped), shall be endorsed if the total tenure of training programs were not less than 3 years, or equivalent to the specified length of study in the PQR.

When highest Qualifications are the licensing requirements, the pre-requisites acquired qualifications should be submitted along with the mandated qualifications, to allow appropriate credentialing and review procedures to take place.

Professionals who were licensed by DoH as GPs & GDs because they lack the complete required experience post their recognized specialty qualification, may complete the required experience in the providing the following:

The experience is practiced in an APS "A" or "I" facility, with multidisciplinary health specialty services.

The experience is supervised by a full-time consultant/ specialist of the same specialty or the superintendent of the facility.

Final recommendation letter/s of the superintendent/supervisor on the professional's competencies and skills is issued and shared with DoH when applying to change the professional's license title.

Residency programs for PGME specialties accepted are minimum 3 years regardless of the classification of the recognized qualification.

When a main specialty qualification is obtained from non-recognized qualifications in the PQR, but a physician has in addition obtained a recognized qualification in the related sub-specialty, and has acquired the minimum experience required for the sub-specialty, then the physician can be licensed in the sub-

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specialty (practiced profession), providing that the main specialty tenure of program was NLT 3 years), such cases shall not go through the endorsements of exams whatsoever.

Post graduate Qualifications as required for AHP or Nurse professionals, that are direct entry, shall not be less than 5 years, e.g. Masters in physiotherapy of 5 years study duration shall be considered as a direct entry program, thus shall be accepted as equivalent to the Bachelor's and Master's combined.

Dual major qualifications/certificates for all categories maybe accepted when a single specialty tenure of the academic training is satisfactory or relevant period of study in the specialty is equivalent to the defined study duration in the PQR, in such a case, the relevant licensing title shall be based on the specialty of experience acquired.

UAE born professionals willing to be licensed and provide proof of having completed their High school in UAE but travelled to study in the countries listed in Tier 1 or 2, shall be considered as UAE graduates, thus, no experience shall be applied on them.

Study programs can only be accepted if proof of full-time in campus conducted. Blended learning studies may be reviewed, where when hands on practice courses, proving the theoretical curriculum length of study was in campus and is equivalent to the PQR defined length of studies or at least by 85%, and in such a case the licensing division director shall overwrite the decision with justifications of the decision.

Proof of full-time attendance on campus is a requirement for study programs to be approved. In blended learning studies, the director of the licensing division will have to override the decision and provide justifications if the hands-on practice courses demonstrate that the theoretical curriculum length of study was completed on campus and is at least 85% equivalent to the PQR defined length of studies.

Post-Basic Bachelor qualification programs (PGME) for AHP or Nurse professions must be of minimum 2 years apart from the listed countries who's possible PGME programs are one year that are endorsed, for more details refer to the PQR 2022, page 74, 17.1.6.

Undergraduate and postgraduate programs in any of the below majors, regardless of which supersedes the other, will be approved for clinical psychological licensing titles when corresponding curricula in the undergraduate majors/professions below are included, **providing the experience requirements in the specialty are met.**

Behavioral Psychology	Educational Psychology
Child Psychology	Health Psychology
Clinical Psychology	Human Growth and Development
Cognitive Behavioral Therapy	Marriage and Family Psychology
Counseling Theories/ Counseling Psychology	Neuropsychology
Developmental Psychology	Occupational Psychology
Psychological knowledge	Psychological Disorder
Psychopathology	Social Work

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If the psychology majors and curricula mentioned in the paragraph above were the undergraduate programs for the applying professionals, and the corresponding qualifications in the postgrad programs attained are as specified below can also be endorsed for licensing titles as per the applicable titles shown in the table below:

Corresponding PGME qualifications attainment	Applicable licensing titles
Occupational Therapeutic	Occupational Therapist
Social Work	Social Worker
Genetic Counseling	Genetic Counselor
Speech Therapy	Speech Therapist

Relative qualifications in the listed specialties below if attained whether undergrad or postgrad, shall be accepted if the tenure of the academic programs collectively summed up of NLT 3 years, where the determined licensing title shall be of the acquired area/specialty experience. Equivalent programs and level of professional titles shall be applied accordingly.

Professions	Similar to
Dialysis	Renal
Community Nurse	Health Education and Public Health Nurse
Sleep therapy	Respiratory therapy
Operation Theater	Anesthesia Technology or Operation Room Nurse
Anesthesia Nurse	Anesthesia Technology

Applicant with Radiotherapy technology undergrad qualification who also obtained a postgrad qualification in Medical Physicist can be endorsed for licensing when the collective tenure of educational programs were NLT 5 years, however the determined licensing title shall be of the acquired area/specialty experience.

Experience

Case scenarios below demonstrate how we apply the processes to them to help provide clear guidance and ensure consistency in decision-making. Taking note of the variations in healthcare services, facility capacity, national nature, and regulatory standards that could impact the practice's uniqueness.

Reference to PQR issued in 2022, experience when required for a tenure defined, they are only accepted post the specialty post-grad qualification, in clinical settings, and to be within the profession of the potential professional willing to be licensed.

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Professionals willing to be licensed must submit legal permit to practice per the country Health authority regulatory rules, issued by the authorized organization or authority, the experiences submitted shall all be within the validity of the practiced experience.

Professionals willing to be licensed as specialists in their corresponding specialties and have obtained the recognized qualifications, but were licensed as General Practitioners for not having sufficient experiences, DoH shall only endorse the experiences acquired in Abu Dhabi, if they were practiced in a department of the same specialty with at least 3 interrelated disciplines, and have worked under supervision of a superintendent, with submitting a release letter stating the competency level and safety status to be granted with a higher title.

Professionals wiling to be licensed or relicensed by DoH, do not require to submit licenses/registrations that match DoH CMP, however the licenses/registrations should be active in the period of practice, this also means that the licenses do not need to be active when applying to DoH, unless they are required in the PQR to endorse a component or so.

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Membership registrations that are required in the PQR for AHP and Nurse titles, however the professional wiling to be licensed obtained it post the experiences, shall still be accepted, e.g. CSS technicians, Electro-Neurodiagnostic Technologists; experience before obtaining the registration/ membership can be accepted

Non-licensed experiences with proof of licensed experience at a later period from same Authority of country practiced within same state/country, in such cases all experience post the recognized qualification regardless issued date of the license shall be endorsed.

Non-direct professions to patients, that as per the health regulatory rules in the country of practice, do not license such professionals, DoH shall not mandate nor request the license to practice, this is applicable to AHP only.

The required experience for the title shall be post the date of obtaining the recognized/ required qualification, with pre-license issuance as applicable.

The required experience for the requested title shall be covered by a valid license/ registration (where applicable) and a valid GSC. However, unlicensed experience from government health facilities (inside or outside UAE) can be accepted, with proof of "current license status" from the regulatory authorities, indicating that the previous unlicensed experiences were endorsed by the corresponding regulator. In case a license for such cases was issued at a later stage, previous experience shall be endorsed.

There are interrelated experiences within defined scope of practice in some categories that that shall be endorsed such as:

A consultant or specialist physician with the main specialty recognized qualification and does not have the sub-specialty qualification nor training, but has had at least 5 years' experience in the sub-specialty, he/she shall be assessed in both main and sub-specialty to be granted with the privileges in the sub-specialty (provided the hiring facility has the corresponding specialty). Similar scenario applies to specialists

A consultant or specialist physician with specialty recognized qualification in a sub-specialty profession (direct academic training to the sub-specialty due to the PGME system of country trained) but has had at least 5 years' experience in the sub-specialty, he/she shall be assessed in both main and sub-specialty to be granted with the licensing title in the sub-specialty (provided the hiring facility has the corresponding specialty), however such scenarios shall be classified as Tier 3.

A qualified registered nurse for licensing, has practiced in either of the nurse disciplines or nurse specialties, however he/she shall be assessed in the discipline of the specialty to be granted with the privileges in the specialty area (conditionally that the hiring facility should have the corresponding specialty services)

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Nurse and AHP experience cognately interluded shall be endorsement as per the examples illustrated below;

Qualification attainment	Area of experience attained	Entitlement
BSc in Nursing	Assistant Nurse	Either Registered Nurse and Assistant Nurse
	School Nurse	Either Registered Nurse and Assistant Nurse
	Dental assistant	Dental assistant otherwise *GOP may apply if wants to reinstate nursing experience
	Emergency Medical Responder	EMR or GOP may apply if wants to reinstate nursing experience
	Infection Control Nurse	Either Registered Nurse and Assistant Nurse
	Nurse manager or supervisor	Either Registered Nurse and Assistant Nurse
	Infection control.	Either Registered Nurse and Assistant Nurse
	Clinical Resource Nurse	Either Registered Nurse and Assistant Nurse
	Anesthetic Nuse	Either Registered Nurse and Assistant Nurse
BSc in the AHP recognized qualifications	Technician or Technologist Or Similar SOP of a level higher or lower	Accepted in either of the two professional experiences

Similarly, scenarios of qualifications with curriculums that are interrelated to the defined SOP, may allow licensing processes to endorse those qualification to the experiences providing that the qualification requirements are equivalent by academic level or higher to the potential title to practice per the definition of the PQR.

Moreover, specialty nurse privileges can be granted to nurses who've have acquired 4 years minimum experience in the specialty areas.

Furthermore, applicants should fulfill the length of experience requirements per the PQR on the requesting titles, with considerations to the scope of practice interrelated to the professions in the requesting titles.

DoH historical records of professionals are maintained and referenced accordingly, therefore those previously granted with evaluations issued by DoH, may be re-granted with same professional title, as long as experiences were within same specialty till recent year, moreover exams shall be applied if 5 years have exceeded from leaving DoH system.

Overlapped experiences must be singularized and cannot be counted more than once during the same practice time.

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Professionals whose criteria require a Post-graduate qualification, and are UAE graduates shall not require 6 months training for licensure.

In scenarios where symmetrical credentials were considered, DoH shall mandate the examinations on applicants to assess the competency levels and their potential professional practice (licensing title) capabilities for safe practice, regardless of their exam certificate attainment or exam equivalency criteria, on the contrary if those whose SOP are indifferent shall not require examination.

Gap of Practice

Professionals with Gap of Practice must apply in the e-licensing system for the license providing their required documents to obtain an official gap of practice requirements feedback (training period & CME), moreover, they shall be issued with registration form for formal recognition as trainees in the designated teaching facilities (APS A and APS I)

The professional must join an approved APS facility to cover the gap within 2 months before entering the next category of GOP (delay in enrolling may require re-calculation of the GOP), example case scenario below to clarify the procedures further.

Last day of clinical work was 12/12/2020.

Applied for the license on 28/3/2024.

Gap of practice duration is more than three (3) years less than four (4) years.

Professionals is required to join a training facility before 12/12/2024 to avoid recalculation of GOP, as shown below.

1.6 Exam Equivalency Criteria

1.6.1 Healthcare professionals who successfully completed certain international examinations and/or hold an active registration/license to practice by certain regulatory bodies will be exempted from the licensure examination (refer to Exam Equivalency Criteria chapter) post fulfilling the applied title requirements.

1.6.2 In the case of examination exemption, the scope of the exemption is limited to exam requirements. It does not apply to any other requirements for licensure such as credentialing, experience, PSV, etc.

1.7 Discontinuity of Practice (Gap of Practice)

1.7.1 Healthcare professionals who have an interruption of clinical practice exceeding **two (2) years** and opting to be licensed in the UAE must follow the CME/CPD requirements below; this includes healthcare professionals providing telehealth services.

1.7.2 All CME/CPD credits must be related to the practice specialty of the healthcare professional and according to the CME/CPD specific requirements of the Authorities.

1.7.3 All applicants are required to complete a clinical training program accredited by Regulatory Authority in the specialty field.

1.7.4 All clinical training programs shall be carried out in APS health facility recognized by the Authorities.

1.7.5 All applicants (apart from UAE nationals and Children of Emirati Women) are required to pass the Authorities licensure examination after the completion of CME/CPD credits and clinical training programs within the related profession. This includes Healthcare professionals with valid Exam Equivalency proof according to the Exam Equivalency Criteria chapter and have completed the Gap of Practice requirements.

1.7.6 In general, Non-UAE Nationals will not be able to apply for a license if they have a gap of practice for more than **five (5) years** (and more than **ten (10) years** for UAE nationals and Children of Emirati Women).

1.7.7 UAE nationals who have an interruption of clinical practice due to the UAE mandatory National services are not considered in Gap of Practice.

Gap of Practice	Physicians/Dentists	Nurses	Allied Health/ Pharmacists	T&CM
From two to less than three years	▪ 40 CME/CPD credits ▪ 4 months of training	▪ 20 CME/CPD credits ▪ 4 months of training	▪ 10 CME/CPD credits ▪ 4 months of training	▪ 10 CME/CPD credits ▪ 4 months of training
From three to less than four years	▪ 80 CME/CPD credits ▪ 6 months of training	▪ 40 CME/CPD credits ▪ 6 months of training	▪ 20 CME/CPD credits ▪ 6 months of training	▪ 20 CME/CPD credits ▪ 6 months of training
From four to less than five years	▪ 120 CME/CPD credits ▪ 8 months of training	▪ 60 CME/CPD credits ▪ 8 months of training	▪ 30 CME/CPD credits ▪ 8 months of training	▪ 30 CME/CPD credits ▪ 8 months of training
From five to ten years (UAE nationals & Children of Emirati Women only)	▪ 200 CME/CPD credits ▪ 12 months of training	▪ 100 CME/CPD credits ▪ 12 months of training	▪ 50 CME/CPD credits ▪ 12 months of training	▪ 50 CME/CPD credits ▪ 12 months of training

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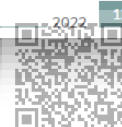
Post completing the gap of practice requirements, the healthcare professional must apply for the license within one year from the issued date of the GOP certificate by DoH to prevent entering a new cycle of gap of practice.

Professionals with interruptions in their surgical practice (insufficient operations or very limited number was performed or practiced in an area of the SOP, in the last (2) years) the following shall apply:

Limitation to practice safely within their recent 2 years fields/areas.

Surgeons can reinstate their full privileges once GOP requirements are fulfilled in their professional SOP, through a supervised surgical training conducted under a consultant physician within the same specialty.

Exams and Exam equivalency

Even though a professional may have the recognized qualifications, however DoH may require to evaluate their competencies and skills by requesting additional exams or internationally recognized exams.

Exam mandates are applicable and reviewable only when credentialing and review processes are successfully met, thus determination on whether exams are required or not, come after surpassing the steps.

Exams will be conducted with reference to the PQR issued in 2022, license endorsement from the Health Regulatory Authorities of the United Arab Emirates, which remains endorsable when the PQR criteria are met, and evidence that their licenses are in good standing without prior license impairments, unless a component has partially met the requirements and with a valid licensing reason granted by the division director of licensing.

Healthcare professional who holds valid license from the Health Regulatory Authorities of UAE, either MOHAP, SHA or DHA, with a higher professional title, and meets a lower title or requesting a lower title, shall not require sitting DoH exam, if the license and CGS from these regulatory authorities are valid (3 months form issued date). Nonetheless, DoH may categorize professions to sit the DoH exams regardless if they meet the endorsement criteria or fulfill the exam equivalency criteria, upon patient care risk analysis.

Healthcare professional who holds valid license from the Health Regulatory Authorities of UAE, either MOHAP, SHA or DHA, with a lower professional title, and meets a higher title or requesting a higher title, shall require sitting DoH exam, if the license and CGS from these regulatory authorities are valid.

Professionals with the recognized qualifications from either of the listed countries, Austria, Australia, Belgium, Canada, France, Germany, Ireland, Netherland, New Zealand, South Africa, Sweden, United Kingdom, and United States of America, and submit proof of being in current good conduct, and have met the experience requirements reference to the PQR 2022 criteria, shall not require assessments, unless in a case where a component have partially met the requirements, and with a justifiable reason of licensing taken by the division director of licensing, shall proceed with exams.

The cancellation or failure to attend the booked examination will not be considered as a failed attempt, however a professional shall be mandated to restart the credentialing steps, where GOP may apply.

Professionals whose licenses have been impaired or sanctioned in the recent 5 years shall not be included in the exam exemption criteria or exam equivalency criteria regardless the experience acquired, or certifications attained.

DOH determines the exam type and mode, and any changes will be communicated via the licensing portal. Furthermore, depending on the professional's qualifications and profile review, DoH may choose to evaluate them for the appropriate exam type.

The announced result shall indicate a "pass" or "fail" without details of the result (e.g., attained score/ percentage) of the assessment.

DOH examination pass result is valid for 5 years, however those whose professional practice may have been impaired may require re-sitting exams. Moreover, those whose practice have undergone interruptions or been in GOP, shall require sitting exams.

Upon failing the examination, the healthcare professional may apply for a second or third attempt with no restriction on duration between the attempts for 6 months from the approved date of examination.

In case of failing and exhausting the three exam (3) attempts; the applicant is granted three (3) new attempts post obtaining a new qualification, provided that the additional certificate/ qualification is recognized as per the PQR and verified as positive.

Physicians applying for a new license for a sub-specialty title directly (fulfilling the sub-specialty criteria) may attain the title after passing the DoH exams in the profession, notwithstanding those fulfilling endorsement criteria/exam equivalency shall not require sitting DoH exams however PQR criteria constructs the category level qualified. Conversely, sub-specialty academic training resulting in recognized Board certification shall be credentialed with consideration to that, unlike those whose specialties are considered rare and have acquired the academic training without the final board certification (perhaps due to inexistence of the board), such procedures are applied case by case basis.

If a professional has more than five years of experience in their subspecialty and has obtained a recognized qualification in that field, but their main specialty qualification is not recognized, the Department of Health may accept their experiences and permit them to take the exam, even if they hold exam-equivalency or UAE Authority certifications.

Professionals wiling to be licensed by DoH shall have to pass the required examinations, there are no exceptions whatsoever, furthermore, DoH may apply examinations on professionals whenever deemed necessary for patient's safety assurance

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All sb-specialty title attainment are exam prerequisites prior to licenses, as no such certifications are exam equivalent.

Ensure no examination pass records:
1- profile histroy (current & legacy system)
2- Confrmati frm assessmet team
3- Confirmation from applicant (request to provide CRS approval)

Inform the applicant that they have to pass the required examination within 3 months

Incase of failing the granted 3 attempts or failure to take the three attempts within the given 3 months:
1- Put the license on hold
2- Inform the applicant and facility
3-Forward the case to DC for final decision

Since none of these certifications are exam-equivalent, achieving all sub-specialty title attainments is a precondition for licensing.

DOH examination exemption applies on the following:
a) Healthcare professionals who passed DOH assessment for the same title or a lower title (e.g., RN and is applying for the title of AN, or consultant in a specialty to specialist in the same title) within 5 years from the date of applying.
b) Healthcare professionals who have their DOH license cancelled within 5 years from the date of applying and are requesting the same title or a lower title (e.g., RN and is applying for the title of AN, or consultant in a specialty to specialist in the same title)

c) Pass scores of 70% of the Emirates Residency Examination are endorsable by DoH, hence those who have attained these exams in their related professions shall not require sitting DoH exams, these exam results are considered valid for 5 years from their dates, as clarified below:
    I. Those seeking licenses as general practitioners who have passed the Emirates Medical Residency Entry Exam (EMREE)
    II. Those seeking licenses as general dentists who have passed the Emirates Dental Residency Entry Examination (EDREE)
    III. Those seeking licenses as Pharmacists who have passed the Emirates Pharmacy Residency Entry Examination (EPREE)

d)   Professionals are granted 3 attempts across all regulatory authorities, however, a fourth attempt may be granted for assessments upon justifications contemplating to the PQR, where this fourth attempt is preferably to be assessed under DoH panelists.

e)   Any failure records of applicants in DoH examinations shall mandate DoH examination pass results in same specialty, regardless of exam equivalency certificates are obtained.

f)   A fourth attempt maybe permissible upon exam attempt reviews and valid justifiable statements are given by the Division Director
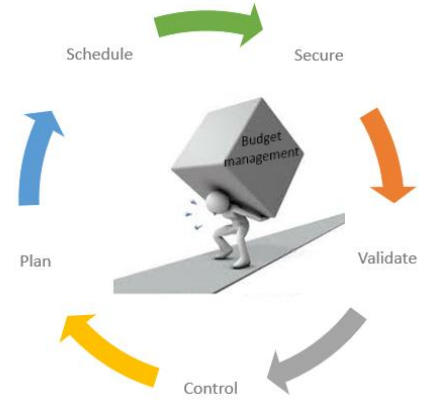
However, shown below are case scenarios that may be applicable in some credential cases.

a. DoH may grant privileges to consultant and specialist physicians in sub-specialties based on the acquired further experiences within the sub-specialties of the main licensed title or based on the interrelated professional experiences attained <u>beyond</u> the defined SOP, however such privileges shall be assessed by DoH to ensure safe practice and capability measures are applied, upon a pass result, these privileges reflect on the professionals' licenses.

a. Privileging within framework of professional scope of practice as defined by DoH, or per the academic training back-ground of professionals (e.g., ACGME, RCI accreditation and curriculums) is under the discretion of the internal operational committee of the healthcare facility/Medical Director or Dental Director, whomever is the clinical superintendent of the Healthcare facility, after internal assessments on the professionals' safe practice within the defined scope of practice.

b. The Medical Director or the superintendent of the facility (internal operational committee) determines the privileges that a professional is capable to work safely within the defined SOP framework of the profession by either the DoH or based on the Medical Director or the superintendent privileging (privileging committee) to the professional following internal interviews and evaluation of the professional safe practice spectrum's skill sets and capabilities.

c. Further to the above, DoH may limit or revoke a privilege or more when deemed necessary for patient safety, due to documentations and reviewing stages of licensing or re-licensing or other.

d. DoH may restrict privileges within or beyond professionals' practice when insufficient experience within the scope of practice is detected.

e. DoH may grant privileges to health professionals meeting licensure requirements, within interrelated scope of practice upon meeting the relevant training or experience.

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f. However, upskilling, or reskilling programs may be introduced in conjunction with DoH approval based on the critical need for healthcare services in a DoH-defined specialty or field. Additionally, DoH may determine the privileged period based on the curricula's academic milestones and the acquired competencies; these may be renewable when professionals retake additional academic programs.

g. Since the defined scope falls inside the specialty, there are certain areas within the core of specialist privileging that do not require privileging by DoH when the SOP defines the licensed title. In such cases, neither licensing nor privilege will be necessary.

h. Privileges granted are either permanent or temporary, permanent are academic course based, whereas temporary are short-course of at least 6 months and are invalidated bi-annual in case of new certifications were not acquired. The temporary privileges are renewable for the same period previously granted if proof of attending new courses post the previous privileges granted dates.

i. DOH may limitation or grant privileges to a licensed professional, upon credentialing review (New, re-license or renew) depending on the qualification and practice of the healthcare professional. The examination shall be applied based on the given limitation/ privilege. Examples:
Physicians of surgical specialties with inadequate number of procedures, suggesting incapacity to practice, or insufficient exposure to surgical practice or with concentrated scope of operations/ procedures on one or several fields within the specialty

j. Healthcare professionals with limited scope as per their studies (e.g., Qualification in fixed prosthodontics), shall be limited to practice within the trained competencies.

k. Relative qualifications/certifications and related experience acquired should undergo PSV procedures prior to privileging and/or licensing processes.

l. Exam procedures, as a part of crucial and requisites for licensing, assesses professionals' competencies, fitness, and skills prior to working in Abu Dhabi. Exam procedures are applicable to all applicants apart from those with certifications that are alleged to be equivalent to DoH exams, or as per the defined rules in the PQR.

m. Any DoH exam failures shall not apply any documentations for endorsement, whether DHA or MOHAP or exam equivalency certificates.

n. GOP policy may be applied on applicants licensing request, when there have been interruptions of professional practice or when discontinuity of the professional practice is encountered in the defined periods stipulated in the PQR. Nonetheless, the GOP determination is applied to individuals who, albeit having obtained the necessary experiences at a given time, ceased employment for a duration exceeding two years.

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o.　　　GOP may be replaced with postgraduate academic studies (in a similar profession) that match the GOP's tenure if it is determined that there have been disruptions in experiences; in this scenario, no GOP requirements will apply, however the CME credits shall still be mandated for submission.

Requirements: *(refer to list of checklist in table below)*

Personal Identity information: Formal official identification as represented by official documents such as a passport or EID. Such information to be precisely utilized on data entry for license requests and other corresponding transactions.

Personal Identity is essentially used to identify the ownership of the certifications related to the professional applying for licensing transactions.

When the application is received by HPL officer (after payment on TAMM an auto-generated application number is issued), the applicant had voluntarily selected his profession, with which the credentialing procedures shall apply the rules and criteria accordingly. The credentialing team will carefully check that all qualifications presented are accurate and legitimate in relation to the applicant's identity. An intense review of academic transcripts or residency of the professional certifications, training certificates, and other relevant credentials proceed, and in case of any discrepancy or uncertainty, the credentialing team may reach out to the applicant for clarification or additional documentations.

Once qualification requirements are met, the credentialing officer will then review experience letters provided (if criteria mandate experiences), with relating license or registration issued by the regulatory authority in country where the applicant had practiced. The credentialing officer's duty is to ensure that the scope of practice and the acquired experience are sufficient computing to proceed with reviewing professional conduct status if he/she has been in good standing, once this requirement is checked, Primary source verification reports are reviewed as a final credentialing review point prior to proceeding to examination processes if applicable.

Application Submission by the license requester, the professional or the employer, and should ensure essential requirements stipulated in the PQR are met, to include the checklist below as numbered and specified, where the expected decision would depend on the credentialing and review outcome.

1. If the applicant is not eligible for the voluntary selected title, but is eligible for a lower title, the credentialing officer will recommend the change.

2. If the applicant is eligible for a higher title, the credentialing officer will review the application only based on the selected title with no further recommendations.

Further internal consultation processes on unusual licensure case scenarios:

Application will be assigned to the reviewers either the Director of licensing or to the internal credentialing panel with corresponding case details and related certificates.

The reviewer(s) may also conduct interviews, assessments, or site visits if required to gather additional information.

The reviewer(s) will document their findings, recommendations, and any concerns they may have during the review process.

The decision will be communicated to the applicant in writing, outlining the reasons for approval or rejection, apart from the unclear or indirect applications with credentials that do not precisely fit the criteria, will be referred to internal reviews and discussions, then final decision will be communicated to applicants, formally the communication means are through the e-application systems

The reviewer(s) will carefully evaluate the application against the established criteria and guidelines, to find positive results that satisfy patients interest utmost and applicants.

a. DOH reserves the right to issue license types and titles beyond those listed in the PQR when deemed necessary and as per DOH related regulations and circulars. Examples:

    i. Visiting physicians' licenses

    ii. Temporary licenses

b. DOH officers may give credentialing advises or recommendations through emails, however, official credentialing review through the licensing system allows comprehensive access to the application case, thus the system applied cases for licenses are accurate by far compared to manual reviews.

c. Exceptional cases of license types may require approvals by the Division Director per the DOA

Below illustrates the essential components for licensing, with the related documents that are to be submitted for credentialing and review, however additional documents maybe required to clarify the standard levels of the credentials with the contexts within that should confirm the eligibility and safe practice prior to licensing, moreover the last column is applicable when the criteria mandate the PSV requirement. The requirements on the acquired qualifications and certifications for potential professionals willing to be licensed by DoH are essential to be uploaded in the e-profile from the submission time. However, professionals newly graduated whose PQR criteria do <u>not</u> require to have experiences per the PQR, do not need to verify any experiences obviously, on the contrary, professionals who do not require experiences per the PQR but have practiced in the recent 2 years or more shall have to submit their experience letters for verifications.

Checklist of requirements	Specifications of the requirements	Specialists /Consultant physicians/ Dentists	General Practitioner, General Dentist-Non-UAE graduates	*Nurses & Midwives/ Allied Health Professions/ TCAM	**GP & GD graduate from UAE Universities	***Nurses & Midwives/ Allied Health Professions/ TCAM graduate of UAE Universities	****Applicable PSV
Personal Identity ▪ Formal Personal Photo (JPEG) ▪ Valid Passport ▪ Family Book (for UAE Nationals) ▪ EID (If acquired)	Official documents, related to the professional, and must current	√	√	√	√	√	X
Diploma in the profession relative to the licensing titles	Applicable to Nurse, AHP and T & CM professionals	X	X	If applicable per the PQR criteria	X	If applicable per the PQR criteria	If applicable
Bachelors in medicine or Dentistry (MBBS or BDS)	Should be issued in campus, in an academic institution, accredited by the country government by the Ministry of Education or equivalent	√	√	If applicable per the PQR criteria	√	If applicable per the PQR criteria	If applicable
PGME Specialization Qualification for the applied profession (those with more than a qualification must have them all verified if licensing title was relevant to that qualification)	PGME accredited program, with continuous training in a teaching facility, or accredited academic institution. Certificate should	√	X	If applicable per the PQR criteria	X	If applicable per the PQR criteria	If applicable

Checklist of requirements	Specifications of the requirements	Specialists /Consultant physicians/ Dentists	General Practitioner, General Dentist-Non-UAE graduates	*Nurses & Midwives/ Allied Health Professions/ TCAM	**GP & GD graduate from UAE Universities	***Nurses & Midwives/ Allied Health Professions/ TCAM graduate of UAE Universities	****Applicable PSV
	include the start and end date of the educational training program						
Residency or transcripts for PGME qualifications	Certificate of the program should include the milestones or curriculum details or subjects studied	√	√	√	√	√	√
Licenses to cover the experiences per PQR the requirements.	Relevant License issued by the Regulatory Body of specific country of last experience. Professions that are not regulated by the governmental bodies in their country of practice in accordance to the governmental rules, professionals shall submit evidence of the said	√	√	√	If applicable	If applicable	If applicable

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Checklist of requirements	Specifications of the requirements	Specialists /Consultant physicians/ Dentists	General Practitioner, General Dentist-Non-UAE graduates	*Nurses & Midwives/ Allied Health Professions/ TCAM	**GP & GD graduate from UAE Universities	***Nurses & Midwives/ Allied Health Professions/ TCAM graduate of UAE Universities	****Applicable PSV
	issued by the Health Regulatory Authority of the country where practiced.						
Experience letters (COS)	Refer to the PQR to acknowledge the required number of relative experiences for license title eligibility. Experiences need to have been practiced in a clinical setting, apart from the Mental Health specialties where the setting can be academic or other relevant settings (virtual employment are not considered as experiences for licensing)	√	√	√	If applicable	If applicable	If applicable

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Checklist of requirements	Specifications of the requirements	Specialists /Consultant physicians/ Dentists	General Practitioner, General Dentist-Non-UAE graduates	*Nurses & Midwives/ Allied Health Professions/ TCAM	**GP & GD graduate from UAE Universities	***Nurses & Midwives/ Allied Health Professions/ TCAM graduate of UAE Universities	****Applicable PSV
	General physicians and Dentists, Nurses, AHP and T&CM need to submit their employment letters with duration of practice that meet the PQR defined years of experience						
Current Professional conduct status/Certificate of Good Standing:	Good conduct certificate verification or status is to be carried out with the Health Regulator/s from the country of last experience or/and from the last employer of recent 5 years /if applicable.

Professions that are not regulated by the governmental bodies in their country of practice in | √ | √ | √ | If applicable | √ | If applicable |

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Checklist of requirements	Specifications of the requirements	Specialists /Consultant physicians/ Dentists	General Practitioner, General Dentist-Non-UAE graduates	*Nurses & Midwives/ Allied Health Professions/ TCAM	**GP & GD graduate from UAE Universities	***Nurses & Midwives/ Allied Health Professions/ TCAM graduate of UAE Universities	****Applicable PSV
	accordance to the governmental rules, professionals shall substitute the CGS from their employers						
Exam equivalency certificates	Certifications that may be endorsed by DoH as equivalent to the DoH exam for exam exemptions, refer to PQR for further details.	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
Job Description	(When brief scope of practice was not defined or mentioned in the employment letter)	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
Privileged Document	May be requested when employment letter was unclear, or professional's practice are beyond or limited per the SOP	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable

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Checklist of requirements	Specifications of the requirements	Specialists /Consultant physicians/ Dentists	General Practitioner, General Dentist-Non-UAE graduates	*Nurses & Midwives/ Allied Health Professions/ TCAM	**GP & GD graduate from UAE Universities	***Nurses & Midwives/ Allied Health Professions/ TCAM graduate of UAE Universities	****Applicable PSV
	defined framework by DoH or per the international best practices						
Logbook	Mandate on Surgeons, but maybe requested from professionals whose practice maintain casebooks or performed records on patients for credentialing and review processes	If applicable	X	X	X	X	If applicable
Certifications that may lead to privileging or licensing	Any additional courses or CPD programs that may be considered for licensing or privileging the professional to practice that field/area	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
Confidential letter from employer	A professional performance status, issued to DoH upon request	upon DoH request	upon DoH request	upon DoH request	upon DoH request	upon DoH request	upon DoH request

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*Excluding graduates from UAE universities who obtained their qualification within the recent 2 years

**Qualification obtained within the recent 2 years

***Qualification obtained within the recent 2 years

****Applicable PSV, though identity official documents do not require verifications, however the PSV company must verify the ownership of the credentials to applicant.

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Professionals' Conduct status:

Professionals willing to be licensed should have clear records from back-ground criminal records, malpractice, unethical practice, or medical errors of any kind.

Potential professionals to be licensed by DoH, should be in current professional good conduct, per the maintained regulatory records by the designated health authorities of the country where practiced.

Good standing requirements on Professionals for licensing or re-licensing are evaluated for the duration of the experience required per the PQR; that is, if a profession requires ten years of experience to obtain a requested license title, applicant must be in good standing during that mentioned period; likewise, if a profession only requires two years of experience to obtain a requested license title, then the applicant must be in good standing during that period. However, background checks that verify professionals will still be applicable for any critical cases that may revert this rule

Professionals' current conduct records that are retrieved or made available online by their international regulatory bodies are both practically accepted and recommended.

To protect patients from the risks of medical errors, DoH maintains the right to refuse licensing any professionals whose records contain prior malpractice or complaints

Information in the certificate of professional conduct status is limited to the healthcare professional's medical practice and shall not include:

- Non-medical criminal/legal cases or ethical conduct
- Corrective Actions taken against the healthcare professional in the past ten (10) years from the date of requesting the certificate.

The healthcare professionals' request for licensure will be rejected and their name will be added to the Professional Prohibited list once it is discovered that they are not in good standing , or have not disclosed any breach, violations, or having had impairment license, or if a disciplinary action was taken against their license during their professional practice or other.

Whereas, in case of any malpractice conducted by a licensed professional, execution of the final committee decisions shall apply.

The Department of Health (DoH) will implement the final sanctionable decisions made by the UAE regulatory authorities for professionals. Additionally, professionals in the GCC countries will not be granted a license in such a status until they have been cleared and verified as being in good standing by their country of practice or regulatory authority.

DOH GSC shall be issued to HPs currently or previously licensed by DoH when requested. Professionals licensed by DoH do not need to submit the CGS issued by DoH, as these records are maintained within the e-profiles of the professionals.

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Professionals without a DoH license who have an ongoing CRI will be placed on hold until their clear professional conduct is established, or until a medical liability letter or comparable document from an advocacy group that has been allowed demonstrates their lack of involvement in medical errors or malpractice.

Record-Keeping and Compliance:

23 The Health Professional Licensing Department will maintain detailed records of all credentialing and reviewing processes, including application forms, supporting documents, reviewer recommendations, and approval or rejected decisions.

24 Timeframe in licensing is roughly premediated as shown in the figure below, with dependencies on the interval in which the e-application is at;

25 Thus, submitting complete requirements, with clear readable copies, legal translated certifications, refrain from submitting irrelated and unnecessary documentations, prompt responding to requested requirements and following up with the progression of the applications electronically, minimize turnaround time of licensing.

Primary Source Verification

a) PSV is currently delegated by DOH to a third-party professional verification agency to validate the required documents.

b) Healthcare professionals opting to obtain a DOH license is obliged to verify the required documents for licensure as stated in the Unified Healthcare Professional Qualification Requirement (PQR); inclusive.

c) Relative qualification/s to the profession of the requested title for licensing.

d) Irrelative qualifications or additional qualifications are not required and should be disregarded.

e) DOH may proceed with licensing certain categories/ professionals' titles without the final PSV report.

f) PSV reports previously issued, and addressed to DoH, in the required component, shall not be re-verified, regardless if new specifications are applied post date of the PSV report.

g) DoH reserves the right to reject any forgery PSV results, or tampering on documentations or any discrepant that may encounter...

h) Residency program details/curriculum or transcripts or any academic program certifications are essential for credentialing purposes for either licensing or privileges and must undergo Primary Source Verification processes apart from those issued by the accredited programs in Austria, Australia, Belgium, Canada, France, Germany, Ireland, Netherland, New Zealand, South Africa, Sweden, United Kingdom, and United States of America. Nonetheless, any of these listed countries having less than 3 years study duration must declare when applying for licensure.

PSV matrix guidelines for the licensing decision-making process

The Primary Source Verification results and findings on essential documents and certifications crucially needed for licensing procedures, thus we have clarified scenarios and licensing processes on them

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Report Result	DoH response to such cases	Correctional advice
Correct – but not signed by the authorized personnel	Rejection	Applicant to submit formal documented justification on the cause. Applicant to seek a correct official qualification and apply PSV on it DoH will review the case and make a final determination.
Discrepant due to tampering on the official document	Rejection	Applicant may not be eligible for licensing by DoH
Discrepant not related to the applicant - not genuine	Rejection	Applicant may not be eligible for licensing by DoH
Discrepant – not issued by the concerned authority	Rejection	Applicant to submit formal documented justification on the cause. Applicant to seek a correct official qualification and apply PSV on it DoH will review the case and make a final determination
Partially Verified – Expired qualification, however applicant had obtained the qualification	Endorse	-
Discrepant – Non-affiliated/ non-accredited issuing authority	Rejection	Applicant to submit formal documented justification on the cause. Applicant to seek a correct official qualification and apply PSV on it. DoH will review the case and make a final determination
Discrepant –the scale claimed is exaggerated, size is small compared to the factual site visit findings.	Rejection	Applicant to submit official proof of work (Payment slips, bank statements…etc.) DoH will review the case and make a final determination
Unable to Verify – political disruptions, or Natural Disaster or other Force Majeure, - no response forthcoming from the issuing authority	Conditional endorsement	Applicant to sign a disclaimer testifying on his/her status. DoH to proceed with examinations, on passing the exam, applicant will be granted with a year to submit the requirements
Unable to Verify – non-cooperative issuing authority	Rejection	Applicant to submit formal documented justification on the cause, or DoH to review the obstacles. DoH to contact the issuing authority directly, applicant to follow up with the embassy to fetch the response and submit to DoH. DoH will review the case and make a final determination.
Unable to Verify–Insufficient Information to Process, no response was received from the applicant.	Rejection	Applicant should sort this issue with the PSV service provider
Unable to Verify–Records not available/Records Archived and not accessible. Or Issuing Authority closed down.	DoH internal review and determinations	In case applicant had substitute certifications that proof he/she acquired the certificate, DoH may conditionally accept the application to proceed, exam exemptions are not applicable to such a case

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Professionals willing to be licensed or re-licensed, yet the above matrix is a rejection, may revalidate their credentials through PSV recognized procedures.

a) If an applicant's report had both the UTV component results and the discrepancy, each component would need to be addressed independently in accordance with the matrix.

b) When a report for the same applicant is issued by distinct entities and contains a discrepant component and another correctly verified component, the licensing process shall be on hold till all components are PSV correctly.

c) Positive reports with missing necessary information for licensure (such as the mode of study or unclear verification results) will result in the application being rejected until all necessary components are confirmed.

d) If the DoH was notified that a professional, regardless of category, had inconsistent recent results with relation to other licensing bodies (within or outside the UAE), appropriate action in accordance with the above matrix would be taken.

e) In the event of a final court decision in favor of the professional substantiating the alleged document (the Ministry of Foreign Affairs is required to include attestation when the document was issued outside of the United Arab Emirates), DoH shall endorse the document attested by the homeland government as correct.

f) For healthcare professionals who have experience(s) within different countries/ authorities, only the GSC pertaining to the most recent experience is required to be verified. The rest of the GSCs must be attached within the licensure request.

g) If the healthcare professional GSC is verified within the past 2 years, and he/ she are still practicing within the same country, there will be no need to verify the recent valid copy. However, it must be attached within the licensure request.

h) DoH may endorse additional PSV reports on one or two certificates if they were addressed to another regulatory authority, if there is a main report addressed to DoH as well as components and standard of PSV are per DoH requirements.

Professionals may request multiple CMP/professional licensing titles, based on relevancy, eligibility and safety assurance in practice providing recognized qualification have been obtained and the required experience with the related license/ registration and GSC, however there shall be exam requirements, and there maybe cases that shall not be eligible based on the algorithms set forth and the business rules. However, each CMP request shall undergo a single application request.

Application auto-close processes in the steps below shall be automatically closed on KPI time elapses when no response forthcoming to the requirements.

Application status	KPI's
Pending payment on TAMM (application fee)	30 days
After approved for exam	6 months to achieve the pass scores
When returned applications to submit missing requirements	30 days
After approved for license issuance (pending payment)	30 days

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Appeals Process:
a. In case an application for license is rejected, the applicant may have the right to appeal the decision, through hplicensing@doh.gov.ae

b. The appeals process may involve submitting additional information, attending hearings, or engaging in discussions with the credentialing panelists.

c. The applicant will be informed of the final decision reached throughout the appeals procedure.

Licensing System control and rules applied.

a) All DOH services for licensure, examination and medical education are provided electronically.

b) DOH reserves the right to set the validity of each step within the provided services.

c) Applicants get instant notifications via email and SMS with the progressions of their e-applications.

d) To maintain the KPI's and to develop licensing services, each transactions/application is expected to have immediate response from applicants, however in case of prolong delays in response, transactions maybe closed assuming no interest in proceeding with the applications, in such cases professionals will have to apply again – no refund is applicable in this case.

e) A refund of paid amount is only applicable in technical issues scenarios.

f) Applications may be re-opened or moved to a prior step following for corrections purposes only.

Sub-type	Scenario	Applicable fees
Trainee Registration (not a license)	Applicable to: 1. AHP and Nurse (post-grad, pre-licensing) 2. GOP – applicable for licensed and non-licensed with GOP. To allow the period of training as defined in PQR. Non-licensed trainees generated no. will be similar to the current generated codes (TA1234) *Licensed candidates to maintain the same license number, however the <u>privileging</u> should state this the candidate is under "Discontinuity of practice training"*	NIL
New registration	Professionals have no previous DOH license (complete new user for all CMP) Residents, Fellows, <u>Interns</u> – get generated with license no.	1. Application fees 2. New-reg fees per the categories defined 3. No applicable fees on Medical and Dental Interns
Re-registration To revalidate the license only	Professional with inactive, cancelled/ expired ..etc. license applying for the same CMP	1. Application fees 2. Re-reg fees per the categories defined + penalties if applicable
Re-Reg/ Transfer	Professional with Active license applying for the same CMP	1. TOL fees 2. No applicable fees on Medical and Dental Interns
Re- Registration Different CMP under same facility or other facility (either or are applicable)	Professional with, cancelled/ expired license applying for a different CMP	1. Application fees 2. Re-reg fees per the categories defined *(fees are applied on interns who are changing their titles)* + penalties if applicable

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The types of licenses issued by DoH with the applicable rules based on the transactions and sub-transactions are clarified below.

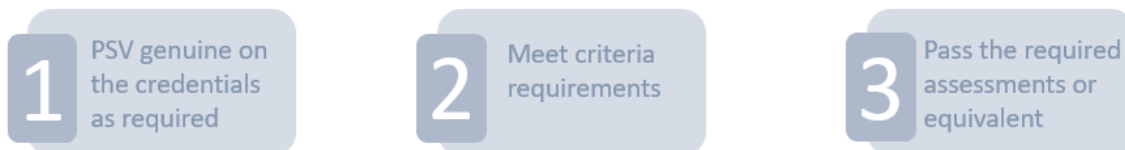| Transaction type	License type			Remarks
	Permanent	Visiting	Temporary permit	
New registration	YES	YES	YES	Applicable to those who've never been licensed by DoH
Re-registration	YES	YES	YES	Is a process for revalidation of cancelled licenses, or for those transferring to other facilities
Professional Title Request	YES	YES	NO	Request higher, lower titles, additional or privileges
Renewal of license	YES	NO	NO	Validation of licenses that are a month to expire
Cancelation of license	YES	YES	YES	Invalidate licenses under a primary facility
Certificate of Current Professional Status	YES	YES	YES	Applicable to all those with granted licenses regardless their statuses (Applicable 3 months post license issuance)
New part time	YES	NO	NO	(Applicable for consultant & specialist physicians and dentists) 2 additional facilities are permissible
Part time Re-request	YES	NO	NO	(Applicable for consultant & specialist physicians and dentists) 2 additional facilities are permissible
Cancel part time	YES	NA	NA	Invalidation of a single pre-approved part time, each invalidation can be applied separately
New secondment	YES	NO	NO	Permissible to any licensed professional (This service cannot overlap with part time. Only one secondment is permissible)
Cancel secondment	YES	NO	NO	Invalidation of the pre-approved secondment
Amend secondment	YES	NA	NA	Revalidation or extension of the current secondment
Update Professional Profile	YES	YES	YES	Amend, correct and update professionals' identity or any personal information (only for professionals with EID)
Trainee registration	NO	NO	NO	Not applicable

The turn-around times for the various license types are displayed below:

Type of License	Purposes	TAT	Validity	Conditions
Temporary Licenses	These are express services usually applied in case of emergencies or special governmental projects	3 days	1 Year	Not extendable or renewable Must fulfill the permanent license requirements on revalidation of the license
Visiting Professional licenses	Applicable to healthcare facilities that are 100 beds and above, where urgent patient disease/condition require special care by an expert professional. Physicians with unique academic training are highly invited to apply for these types of licenses	3 days	1 Year	
Permanent Licenses	These licenses are applicable to all case scenarios apart from the TP and VP licenses	3 days to 6 months	1 or 2 Years	Renewable every 2 years, unless a conditional license was to be issued.

The <u>main</u> three licensing stages for permanent are as shown below. Whereas TP and VP shall require submitting and paying for PSV, then initial credentialing on step 2, and postpone step 3.

1 PSV genuine on the credentials as required

2 Meet criteria requirements

3 Pass the required assessments or equivalent

The purpose of governing license validity is to ensure healthcare providers and licensed professionals will inevitably apply safety, accountability, and compliance to standards, regulations, and license renewal requirements.
To ensure compliance with governing license validity requirements and to keep records updated, it is essential to follow the below tips:

Keep track of the expiration dates of all licenses and permits required for your business.

a. Ensure accurate and correct contact details of the professionals, PRO's and the superintendents are recorded in professionals' e-profiles, as notifications are sent to the provided contacts in the system.
b. Pay attention to the auto-notifications sent to professionals or set up reminders or alerts to notify you when licenses are due for renewal.
c. Maintain renewal requirements including CME accredited courses, in addition to organized documentation of all licenses and permits, including copies of the original documents.

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d.   Stay informed about any changes in licensing regulations or requirements that may affect your business.

Plan-ahead and start the renewal process well before the expiration date to avoid any disruptions in operations, preferably a month prior to the expiration date.
       Update your records promptly after renewing or obtaining new licenses to ensure accuracy in records are maintained.

The related license transactions and the applicable validity rules are shown in the table below.

Transaction type	Validity	Remarks
New registration	2 years	1 year license validity maybe issued when follow up reviews were required
Title change	License validities are not affected	-
Renewal of license	2 years	1 year license validity maybe issued when follow up reviews were required
Cancelation of license	License validities are not affected	Primary license cancellation invalidates all part time pre-approved and secondment transactions
Certificate of Current Professional Status	Valid for 3 months from its issuance date	Applicable 3 months post primary license issued date
New part time	Granted up to expiry date of the primary license	Primary license cancellation invalidates all part time pre-approved and secondment transactions
Part time Re-request	Granted up to expiry date of the primary license	-
Cancel part time	License validities are not affected	The particular part time only will be invalidated
New secondment	Optional selection from 1 day to expiry date of the primary license	Optional selection for the period of secondment required by the receiving facility
Cancel secondment	License validities are not affected	-
Amend secondment	Optional selection from 1 day to expiry date of the primary license	-
Update Professional Profile	License validities are not affected	-
Trainee registration	Selection of either: 4 months 6 months 8 months 12 months 24 months	These are registrations and not licenses. They are applicable for trainees undergrad training, back to practice training, observation or National training. These registrations require employers (health facilities to register under)

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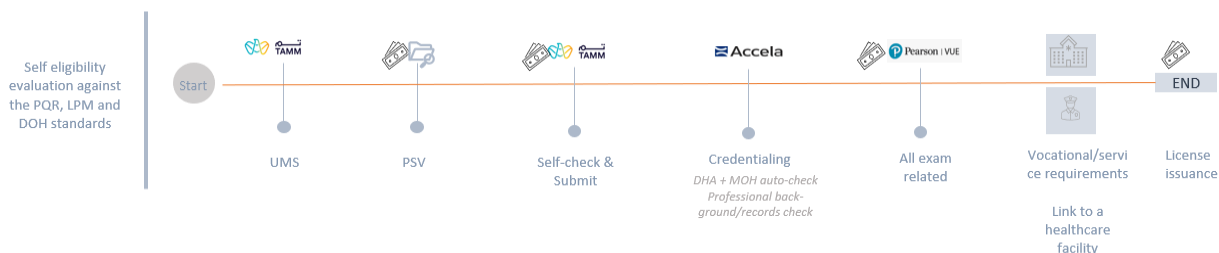
Licensed Professionals by the Department of Health -Abu Dhabi

There are 2 categories of license status once granted/issued by DoH.

1. Active, which shall include below statuses, and in only such license status professionals are legally allowed to practice.
    i.   Current licensed (TP, VP and PL)
    ii. About to expire license status

2. Inactive licenses, and in such license status professionals are illegal to practice.
    iii. Suspended licenses
    iv.   Revoked licenses
    v.   Expired licenses
    vi.   Cancelled licenses
    vii. License cancelled by law.
    viii. License on hold
    ix.   Part time cancelled/cancellation

Add or change professional titles:

Based on SOP defined by DoH, inter-related specialties of main profession and sub-professions/specialties, or disciplines are either privileged by the Medical Directors or superintendents through the Medical/clinical committees in the facilities. However, such privileges are

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conditioned on assurance on the professionals' capabilities in delivering clinical services in the additional specialties or privileging specialties.

Add or Change of title are applicable to DoH licensed professionals, new professionals shall have to undergo licensing procedures for the main profession of the professional's expertise as an entry to DoH registry.

Professions that are not directly interrelated to the specialties, or those that are advanced in same specialty that require additional competencies, must have accredited academic training programs to have DoH recognition and licensing or privileging processes through the formal electronic licensing system, for more information on the processes, refer to the attached "licensing service Catalogue".

A professional change or add, technical process permits one title at a time. This secures and structures the processes and electronic records, streamlining the procedures with allowing adequate requirement fulfillment inclusive the collective exam implementation processes.

Professional title change should be applied gradually per the categories and profession grading order per the hierarchy defined in the PQR i.e. GP cannot apply to be a consultant unless he has been a specialist prior to that.

Th purposes of licensing & privileging, conditions complete fulfillment of the PQR and licensing requirements, professionals primary/main category is the relevant profession of expertise of the professional, which no other category can be added to the license, however the professions can be added as privileges especially when the SOP are not interrelated, moreover, the additional title shall be the correspondent specialty or profession of practice, hence applicable procedures would be as described below:

Change Title:
- Scaling up the SOP within general or the same specialty within related category of the profession.
- Heightening of a specialty in a SOP with a focus area of practice.
- or a lower grade or upper grade of privileging due to competency-based capabilities upon assessments of either DoH and Employer/health provider or Medical Director or the superintendent
- Complete change of a profession

Additional title:
- Interrelated specialties, professions with similar defined SOP per DoH standards

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Professionals' Conduct statuses per DoH records and executions.

 i. In the event of authorized executions on professionals' licenses due to practice concerns or impairment, a professional's Certificate of Professional Conduct status may have impacts on them.

 ii. When a professional's license is revoked, the duration of the revocation becomes irreversible, unless a new decision by either a higher liability committee or court decision overrides that decision, and shall be formally communicated per the applied protocols, of DoH Legal Affairs or the appeal committee.

 iii. Workflow below illustrates issuance of professional certificate conduct status from the CRI procedures to final executed processes, reflected numbers to the table below are the contexts within the certificates of professional conduct in accordance to their stage of committee review and decisions.

| DoH CRI (3)/(4) | → | DOH MLC medical error? Yes, No (3)/ (4) | → | MOHAP HMLC medical error? Yes, No (3)/ (4) | → | DOH DC corrective action? warning, notice, suspension, revocation (3) / (4) | → | DOH AC corrective action? warning, notice, suspension, revocation (3) / (4) | → | final decision & corrective action (5)/ (6)/ (7) |

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Scenario	Certificate statement
Clear records from sanctionable conduct	This is to certify that the above-mentioned Healthcare professional is in good standing without ever being suspended, disqualified, prohibited from practicing nor subjected to any conditions or limitations in relation to their Professional practice.
A year elapsed from sanctionable executions	This is to certify that the above-mentioned Healthcare professional is currently in good standing. For previous Corrective Action(s) history, please refer to the above. For any further details, please contact Department of Health.
Professional is currently "Under investigation"	This is to certify that the above-mentioned Healthcare professional is under an ongoing investigation. Until the final decision is issued, we certify that the above-mentioned Healthcare professional is not currently suspended, disqualified, prohibited from practicing nor subjected to any conditions or limitations in relation to their Professional practice. For any further details, please contact Department of Health *Important notice: In case of an appeal against the investigation outcome, the duration of the appeal varies and may extend beyond one (1) year*
Precautionary suspension	This is to certify that the above-mentioned Healthcare professional is under an ongoing investigation. The Department of Health license is precautionary suspended until the final decision is issued. For any further details, please contact the Department of Health. *Important notice: Professional will remain in this phase till final executing decision is made and the decision shall therefore be in accordance with these scenarios depending on the result of the investigations and decisions made.*
Not more than a year has passed since the penalty's execution date	This is to certify that the above-mentioned Healthcare professional has been involved in a medical error or misconduct, leading to the Corrective Action(s) listed above. For any further details, please contact Department of Health.

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Scenario	Certificate statement
Professional license is currently suspended	This is to certify that the above-mentioned Healthcare professional has been involved in a medical error or misconduct, resulting in the suspension of the Department of Health license for the duration of (dd/mm/yyyy to dd/mm/yyyy). For any further details, please contact Department of Health.
Professional license is currently revoked	This is to certify that the above-mentioned Healthcare professional has been involved in a medical error or misconduct, resulting in the revocation of the Department of Health license on (dd/mm/yyyy). For any further details, please contact Department of Health.

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The three medical education predominant elements listed below strategize the continuous supply of homegrown healthcare workforce to the Emirate and the country. With the stakeholder and partnership contributions and efforts, DoH sets the standards for the Medical Education elements, conducted through procedures including institutions assessments against the standards developed; eventually healthcare facilities with the suitable accreditation levels are granted with the accreditation to be teaching settings. Consequently, the trainees get the opportunities to benefit from these programs through academic training programs that are DoH accredited as well, and as a result the supply of homegrown workforce is effectuated in the Emirate.

1) Medical Education Institutions/Facilities
2) Medical Education Programs
3) Medical Education Participants

Medical Education Institutions/Facilities

DoH enables academic institutions to provide the world-class standards and highest achievable quality for patients under DOH, healthcare *facilities. As described in the table below, there are 3 levels of academic institution, each level is designated with the equipped standard in Medical Education delivery.*

Setting Level	Descriptions	Accreditation Requirements	Validity
Approved Practice setting Basic	The allowed participants in these types of accredited institutions/facilities are observaship only, pre-graduation or students in the undergraduate programs.	DoH accreditation	one year
Approved Practice setting Intermediate	The allowed participants in these types of accredited institutions/facilities are observaship, Undergraduate Trainees, return to practice trainees and clinical training to fulfill clinical experience and Interns for internship programs, and national trainees	DoH accreditation. *Board of exams accreditation is Preferred*	two years
Approved Practice setting Advance	Preliminary approval of accreditation is granted to institutions at this level meeting the requirements per the standards, the potential institution is conditionally required to be accredited by the Board of exams in order to proceed with the APS-A accreditation, following the PGME program accreditation. This level of setting allows participants in these types of accredited institutions/facilities are observaship, Trainees and Interns for internship programs, back to practice, experience equivalency, residency, and fellowship programs.	DoH accreditation. Board of exams accreditation	three years

The diagram below illustrates processes towards obtaining APS accreditations for the Healthcare facilities/Institutions.

Academic Institution Accreditation

Institution determine submitting application for Accreditation to DOH

Based on the equipment status of the setting, DOH grants the institution with the accreditation

Institution seek accreditation with the agreed accreditation bodies by DOH, if applying for APS-A

Annual assessments are conducted by the accreditation bodies and reported to DoH directly

DoH approve/reject the institute accreditation

The standard for accrediting institutions as teaching facilities, or "the APS levels," are included in the attachment provided along with this manual. These specifications were extracted from the attached herewith the "Set of Standards Healthcare Education Training," which was published in March 2023.

SET of Standards for Healthcare Education

Beforehand, securing essential preliminary administrative steadiness, educational, financial, and clinical resources are highly important when applying for the accreditation to DoH depending on the APS level, generally like:

a) Maintaining Academic space or area for lectures and meetings
b) Affiliation with Medical Academic/university
c) Institutional equipment per specialty requirement – Surgical PGME program = Theater/OT, and ICU related educational equipment
d) Institutional equipment per specialty requirement – Dental PGME = Multidisciplinary dental specialties, including dental radiology room
e) Availability of Institutional Policies for staff, equipment manuals, vacation and leaves of absence, including medical, parental, and caregiver leaves, maternity leaves, trainee voluntary withdrawal from program, appealing procedures against any rejection decisions of PD, faculty and trainee, all processes related to reductions and termination, year level repetition policy, major participating

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      I.   PD selection

     II.   Faculty Selection

    III.   Institutional coordinator selection

Medical Education Program Accreditation

Medical Education programs require adequate assignments and draw focus attention on quality of patient care with stressing on the learning and working environment, to include case studies to perceive experiences that can include case studies, that dwell on patient safety and health care quality. Upon findings, complaints or monitoring observations of programs, that may indicate any gaps of failure, DoH shall intervene to amend or correct those gaps to ensure continuity of Medical Educational programs ran smooth with success.

Reference to the "set of standards of Healthcare Medical Training" and to maintain the validity of the APS certification and to consider the standards, the Institutional DIO along with the Program Director in APS A and APS I play vital role such as.

a) Program structure for Internship blocks.
b) Program structure for residency programs.
c) Program structure for Fellowship programs.
d) Maintaining the Exam Board accreditation
e) Multidisciplinary Healthcare services, or affiliation with interrelated medical specialties
f) Maintain accreditation as a residency program institution in a specific specialty.
g) Faculty ratios to participants, based on the specialty program per the ACGME standards.
h) Formulate and chair Graduate Medical Education Committee (GMEC);
i) Who plays important role in collective decision making in trainee cases, committee includes the DIO, PG, residents in advance level and a fellow if applicable, patient safety member and Medical Director of the institution or the facility.
j) Documented MOM for the 4 quarterly (every three months at least) meetings that take place and are kept for DoH references whenever requested.
k) The GMEC must demonstrate documented effective oversight of underperforming program(s) through a Special Review process by the committee led by the DIO
l) Results in a timely report that describes the quality improvement goals, the corrective actions, and the process for GMEC monitoring of outcomes, including timelines.
m) Conduct and share annual survey results of residents/fellows and core faculty members.
n) Status of each accredited program including programs underperforming or having faculty turnover
o) Promoting healthy – wellbeing educational environment for trainees, with valuing their presence and performance in a sophisticated manner
p) Summary records of institutional performance on indicators in program, trainees and faculty with highlighting any risks are to be maintained, with including challenges with their recommended corrective actions. A bi-annual progressive tracking sheet to be maintained for DoH references.
q) Corrective action plans are withheld on DIO, on the encountered performance monitoring procedures resulting from the GMEC outcomes.
r) The Special Review process must include a protocol that establishes a variety of criteria for identifying underperformance that includes, at a minimum, program accreditation statuses of Initial
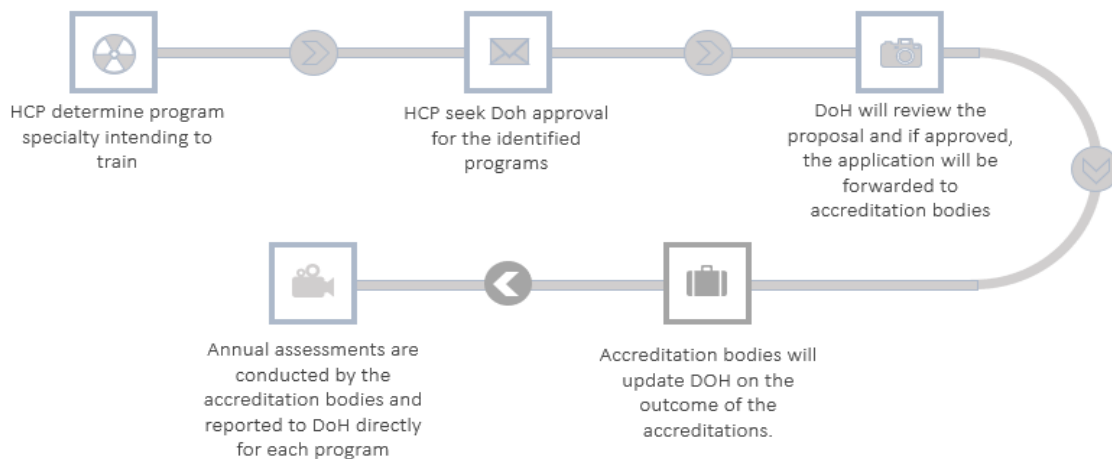
Accreditation with Warning, Continued Accreditation with Warning, and adverse accreditation statuses as per the accreditation and or DOH policies.

s) Formulate and manage the trainee rotation schedules, between the Emirate institutions and the accredited institutions in the UAE.

t) Ensuring that trainees get the access to multidisciplinary specialty training for broader learning exploration in the various areas of patient cases.

u) More importantly, the DIO and the PD play a crucial role in the succession of the programs under their leadership. In order to ensure that programs are jointly overseen by the DIO and PD and that any new topics, challenges, or risks that may arise are reported to and discussed in the PGME Committee, it is imperative that trainers and trainees be continuously managed and supported. Additionally, it is crucial to secure stability and address any concerns or issues beforehand, moreover, assisting important instructors whenever necessary to improve the way the teaching materials are delivered.

v) Trainees need ongoing assistance and monitoring of their progress toward their learning objectives. It is necessary to document Medical Education programs' governance, structure, and ongoing progress every year to make sure that the improvements and improved conductive procedures are being implemented. The training leadership team's responsibility in academic institutions is to prepare residents to practice with confidence using the highest levels of competences and skills.

Post Graduate Medical Program Accreditation

HCP determine program specialty intending to train

HCP seek Doh approval for the identified programs

DoH will review the proposal and if approved, the application will be forwarded to accreditation bodies

Annual assessments are conducted by the accreditation bodies and reported to DoH directly for each program

Accreditation bodies will update DOH on the outcome of the accreditations.

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<u>Medical Education Programs:</u> DOH grants accreditation for any deliverable medical education programs that meet the standard criteria, and these programs are in domains listed below such:

a) <u>PGME (residency, fellowship)</u>
b) <u>Internship</u>
c) <u>Training</u>
d) <u>CME</u> & CPD

The Medical Education Program domains are defined, in general, by the structure of the programs that are to be delivered, the curriculum, milestones, and competency requirements (upskilling programs), institutional setting, faculty capabilities, and accreditation.

PGME (residency, fellowship), Post Graduate Medical & Dental Education Programs operate within the accredited institutions, the programs currently accredited are of Medicine & Dentistry and in AHP. There are numerous medical residency and fellowship programs, Dental specialties as well as clinical pharmacy and pharmacy-Infectious Disease. Trainee intakes are for professionals with recognized undergraduate qualifications or the related main specialty qualification/s. The program requisitions are board of exam accreditation like Arab Board, Jordan Board, NIHS and Canadian Board. It is worth to mention that the Canadian accredited programs shall allow trainees to have the hybrid training between the two countries, in addition to having the chance in challenging the Canadian board examinations for certifications for those who complete such programs. PGME programs are encouraged to adapt the latest educational milestones with the variety of clinical and research. In addition to residency programs, fellowship programs are post the main specialty programs, and allow the certified professionals in their main specialties to enroll into the fellowship programs on meeting the requirements, for more details on the medical main specialties and sub-specialties, refer to pages 38 to 52 of the PQR.

Internship tends to accommodate certified undergraduate professionals in medical and dentistry (MBBS & BDS). Internship programs are compulsory to be post the undergraduate programs, apart from few local institutions with highly structured academic programs, whose internship programs are carried out within the undergraduate educational program.

Training programs, there are various training programs within this domain that safeguards professionals' competencies prior to contacting patients directly, the purpose of such training is to develop clinical skills for the freshmen into medical practice, re-skill those who have had interruptions in their professions, inspire non-grads into medical educational fields. Within the training programs are observaship training, back to practice, national training and UAE graduates who require training prior to licensing. Nonetheless all these training programs mandate trainees to be registered by DoH prior to commencements to these programs.

CME and CPD programs

Nonetheless, CME and CPD programs can be delivered through DoH accreditation of each program explicitly, moreover, all CME/CPD programs conducted in the geographical areas of Abu Dhabu must have DoH accreditation. Frequency and time-based learning activities that allow licensed HP to maintain and

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continue to develop the knowledge, skills, and professional attributes so that they, at all times, remain up-to-date and adequate to the purpose of providing safe, effective and high-quality treatment to patients.

- ❖ CPD training programs
- ❖ CME training Programs
- ❖ Upskilling training programs

<u>Medical Education Participants</u>, DOH sets criterion and requirements of the standard level of trainees enrolling to the programs, types of trainees are defined below. Moreover, all trainees in all levels must either be registered or licensed by DoH prior to enrolling into the programs, shown in the last column the type of approval required to be obtained from DoH.

Trainee program		Setting permitted for training			Trainee license/registration
		APS-B	APS-I	APS-A	
Observaship	Applicable to Secondary students or university/college students who are under basic studies and have not yet graduated and are in Health Sciences programs only.	√	√	√	Registration
Trainee	Applicable to undergraduate students who seek clinical attachment, and practicum training. Health Professionals who have interruptions in their professional practice (clinical training GOP) may also be trained to cover their gaps from clinical practice per the tenure of training required as well as other requirements as stipulated in the PQR.	√	√	√	Registration
Internship	A mandate to graduates from Bachelor of Medical, Bachelor of Surgery, and Bachelor of Dental Surgery, to A period of supervised clinical practice completed by graduates from Medicine and Dentistry programs to consolidate the knowledge gained during their study according to applied legislation in the country.		√	√	License
Experience equivalency training	A time-limited supervised hands-on work placement offered to graduated healthcare professionals who do not fulfill the minimum number of years of experience stipulated in the current PQR	√	√	√	Registration
Residency	A structurally advanced clinical training program in an accredited health facility providing clinical training in a specialty recognized by the regulatory authorities in the country. Residents can only be trained with the approval of DoH. Qualifying the graduate to work in the field of specialization, it is conditioned that residency exams should be acquired within five (5) years from completing the academic residency			√	License

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Trainee program		Setting permitted for training			Trainee license/registration
		APS-B	APS-I	APS-A	
	program. *Multidisciplinary core faculty of healthcare workforce, 50>% licensed in sub-specialties (e.g. OBGYN residency, should include gynecology, maternal & Fetal Medicine, Neonatologist, Reproductive & infertility medicine,*				
Fellowship	Advanced graduate Medical Education beyond a core residency program for sub-specialization within the defined disciplines of a main specialty			√	License

Illustration of the annual cycle consecutive procedural in appointing trainees to the remitted seats for PGME programs. The potential trainees enrolling into internship, residency and fellowship programs are permitted to commence their training on registration approvals granted by DoH.
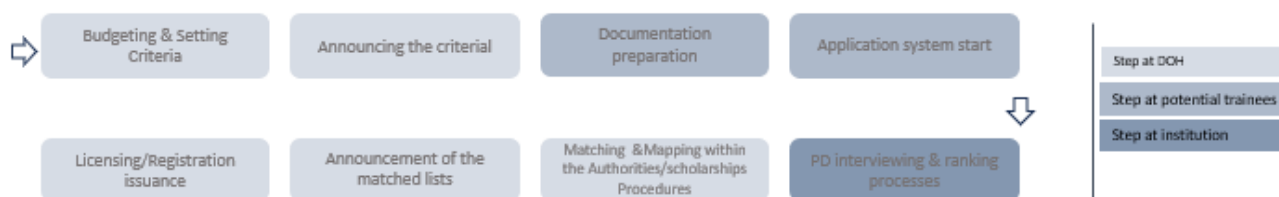
Below explained processes on the above diagram procedures of PGME program annual cycle processes.

a. Pre-cycle commencement, accredited institutions should have prepared their Budgeting Contributing. Moreover, for institutions that have been delivering ME programs, DoH reviews previous outcomes of performance through the data and records maintained, then revisits the next cycle programs that may continue, reduce trainee seats, keep program on hold or terminate the entire program accordingly. As DoH provides the financial support to the accredited institutions to run the programs sustainably, required budget against the potential programs to run for the next cycle shall be secured upon the analysis outcomes; this includes enrolling criteria for trainees, the accredited programs and the allocated seats per each program.

b. Announcing the criteria: Annual cycle enrolling criteria in the various academic programs are reviewed and announced to allow competitors to apply for the allocated seats for participant.

c. Documentation preparation: Participants prepare the required documents for credentialing and review processes, main requirements are:

d. Application system opens for registrations and data entry by applicants: Prerequisites fulfillment and Trainee program/s selection, to up to 3 specialty programs.

e. PD/faculty shall interview potential trainees wove met the initial requirements.
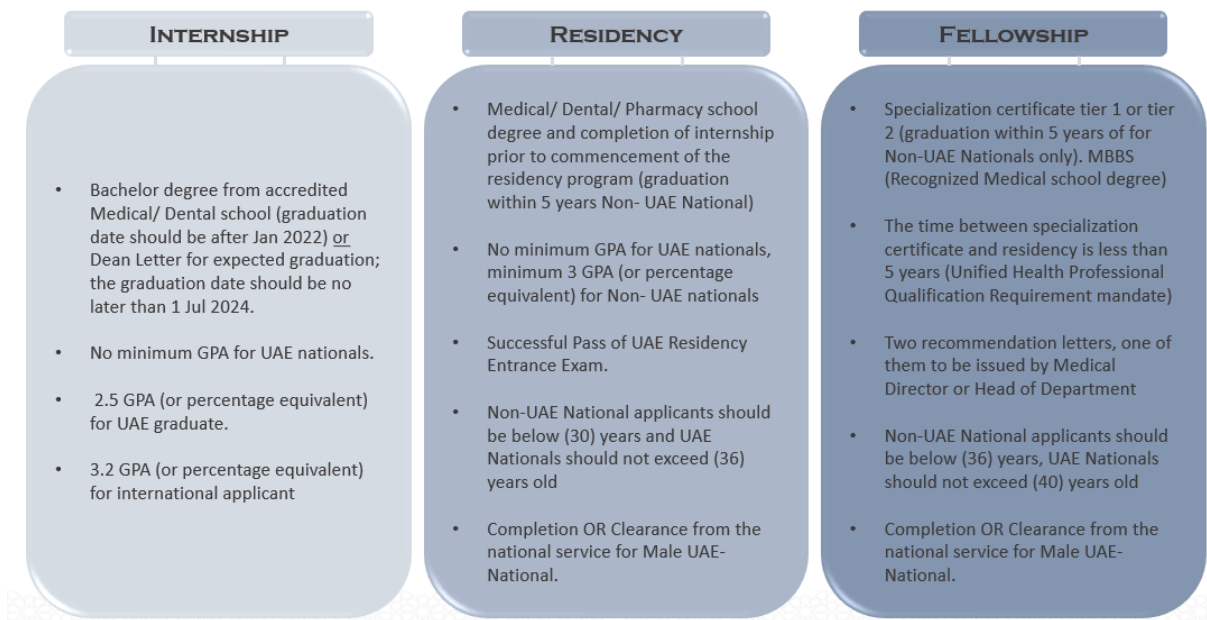
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f. Trainees shall be initially ranked by the PD to the PGME programs they have met the requirements initially.

g. However, DoH shall apply internal review and evaluations, to validate the ranking and applicant profile levels for allocation as seen appropriate.

h. Based on the data and records, duplicated data and multiple applications submitted by potential trainees in programs nationally and internationally shall be cleared

i. Finally, the auto-matching process shall take place per the embedded algorithms, finally Licensing/Registration issuance.

j. DoH shall however, inscribe as many applicants meeting the requirements as much as possible to ensure that seat capacities are occupied.

k. Announcement of the matched lists through the official portal of DoH

Participant -Annual Cycles Process

Internship Residency Fellowship

1. EMEE Nov- Mar
2. Online application Jan 15th - Mar 31st
3. Interviews / assessment
4. Matching
5. Result announcements
6. All Programs start Sep

Correspondingly, PGME program criteria are categorically displayed below, these may require review and updates annually, thus it is strongly advised to ensure you are updated with the information, through our communication channels and DoH portal. Nonetheless, personal identity official documents, personal recent formal photo (passport photo size), curriculum vitae, English proficiency certification (IELTS, Teufel ..etc.), need to be submitted for initial review processes. Trainees are encouraged to select the PGME programs in which they're most passionate to absolute the continuum training in a successful manner. Trainees in advanced training years shall not be allowed to change the specialty programs, to abide by the procedures and allow streamlining and stability of educational programs to proceed.

Matching algorithms are configured in a manner of priorities, utmost the passers of the assessments required, then those with highest profiles,

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INTERNSHIP

- Bachelor degree from accredited Medical/ Dental school (graduation date should be after Jan 2022) or Dean Letter for expected graduation; the graduation date should be no later than 1 Jul 2024.

- No minimum GPA for UAE nationals.

- 2.5 GPA (or percentage equivalent) for UAE graduate.

- 3.2 GPA (or percentage equivalent) for international applicant

RESIDENCY

- Medical/ Dental/ Pharmacy school degree and completion of internship prior to commencement of the residency program (graduation within 5 years Non- UAE National)

- No minimum GPA for UAE nationals, minimum 3 GPA (or percentage equivalent) for Non- UAE nationals

- Successful Pass of UAE Residency Entrance Exam.

- Non-UAE National applicants should be below (30) years and UAE Nationals should not exceed (36) years old

- Completion OR Clearance from the national service for Male UAE- National.

FELLOWSHIP

- Specialization certificate tier 1 or tier 2 (graduation within 5 years of for Non-UAE Nationals only). MBBS (Recognized Medical school degree)

- The time between specialization certificate and residency is less than 5 years (Unified Health Professional Qualification Requirement mandate)

- Two recommendation letters, one of them to be issued by Medical Director or Head of Department

- Non-UAE National applicants should be below (36) years, UAE Nationals should not exceed (40) years old

- Completion OR Clearance from the national service for Male UAE- National.

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