

المديرية العامة للمؤسسات الصحية الخاصة  
Directorate General of Private Health Establishment

وزارة الصحة  
Ministry of Health



# **Licensing & Assessing Medical Categories (Doctors) Department Standard Operation Procedures**

**3<sup>rd</sup> Edition**

November /2025



|                                |                                                                                                                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Document Title</b>          | Licensing & Assessing Medical Categories Department (Doctors) ,<br>Standard Operation Procedures                                                                                                                |
| <b>Document Type</b>           | Standard Operation Procedures                                                                                                                                                                                   |
| <b>Directorate/Institution</b> | Directorate General of Private Health Establishments                                                                                                                                                            |
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| <b>Date</b>        | <b>November / 2025</b>                                                              | <b>Date</b>        | <b>November /2025</b>                                                                |

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## Acronyms

|       |                                                      |
|-------|------------------------------------------------------|
| DGPHE | Directorate General of Private Health Establishments |
| HoD   | Head of department                                   |
| HoS   | Head of section                                      |
| MoH   | Ministry of Health, Oman                             |
| PHE   | Private Health Establishments                        |
| SOP   | Procedure                                            |
| OMSB  | Oman Medical Speciality Board                        |
| NOC   | No objection certificate                             |
| OMSB  | Oman Medical Specialty Board-                        |

## Definitions

- **Licensing & Assessing Medical Categories Department:** Licensing & Assessing Medical Categories Department are the everyday costs in running a business / Institutions for things that are used continually.
- **Licensing & Assessing Medical Categories Department:** Funds used to acquire a long-term asset. A capital expenditure results in depreciation deductions over the life of the acquired asset.
- **Institution:** is an organization, establishment, foundation, society devoted to the promotion of a particular cause or program e.g universities, hospitals, directorates
- **Institutional Document:** is any document related/ applied to the institutional level.
- **National Documents:** is any document applied to the national level.
- **Policy:** is the basic principle, by which a government is guided, it declares objectives of the institute.
- **Procedure:** is the established steps to be followed routinely in order to ensure that the outcome and values expressed in the policy are achieved
- **Process:** It is a set of mandatory step by step, detailed action required to successfully accomplish a task.

# Licensing & Assessing Medical Categories (Doctors) Department, Standard Operation Procedures

## 1. Introduction

The DGPHE provides this procedure as a functional guidance to standardize the format and the procedure for managing activities related to Licensing & Assessing of Medical Categories (Doctors) that is initiated by all levels in the private healthcare institutions.

## 2. Purpose

- To provide guidelines for carrying out the activities related to the Licensing & Assessing Medical Categories Department.
- To ensure that all in MoH follow a recognized standardized framework and process.

## 3. Scope

This document is applicable to all private healthcare institutes falling under the MoH.

## 4. Procedures

### 1. Appointing Medical staff (Doctors):

1.1 Receiving applicate document electronically trough MOH portal (refer to appendix 1)::

1.1.1. **Alternative Medicine-** Submit the required documents: candidate CV, letter from sponsor, Course-Bachelor 3 years' experience, data flow and passport copy

1.1.2. **GP Doctors** - Submit the required documents: candidate CV, bachelor degree, pearson vue test , internship, 4 years work experience, letter from sponsor, data flow, passport copy,

1.1.3. **Specialist level 3** : 3 years working experience after speciality, - Submit the

required documents: candidate CV, bachelor degree, Pearson Vue test ,  
internship, letter from sponsor, data flow, passport copy,

1.1.4. **Specialist level 2** : 0 years working experience after speciality, - Submit the  
required documents: candidate CV, bachelor degree, Pearson Vue test ,  
internship, letter from sponsor, data flow, passport copy, (OMSB)

1.1.5. **Consultant level 3** : 12 years' experience after speciality, - Submit the  
required documents: candidate CV, bachelor degree, Pearson Vue test ,  
internship, letter from sponsor, data flow, passport copy,

1.1.6. **Consultant level 2** : 6 years' experience after speciality, - Submit the required  
documents: candidate CV, bachelor degree, Pearson Vue test , internship,  
letter from sponsor, data flow, passport copy

1.2. Payment by the establishment owner or the applicant

1.3. Issue letter by the system to Immigration to grant visit visa

1.4. Date for the interview is scheduled according to calendar by HoD

1.5. If applicant passes the exam, Issue a letter to Ministry of Manpower through MOH Portal

1.6. Get the labour card and fill out the license form with requirements by applicant)

1.7. Payment for the License by the establishment owner or applicant

1.8. License is issued

1.9. If the applicant failed, he/she is allowed 2 more attempts.

**If the applicant failed in the three times exam attempts , he can re-apply after one year (1 year ).**

## **2. License renewal ( Through MOH Portal electronically)**

2.1 Renewal request submitted online.

2.2 Staff check for fulfilment of requirements.

- If incomplete, inform applicant to submit missing documents.
- If complete, proceed with online payment.

2.3 Print license after successful payment.

## **3. Cancellation or modification of the staff licence :**

3.1. Submission of request for license cancellation or modification manually in DGPHE.

3.2. Fill out the designated form for license cancellation/modification

- 3.3. Attaches required supporting documents according to the form.
- 3.4. Staff check for fulfilment of requirements.
  - If incomplete , return to applicant for correction.
  - If complete , proceed to system entry.
- 3.4. Staff processes the request and update the status in the electronic licensing system.

#### 4. Secondment of staff

- 4.1. Submission of request for secondment of staff manually in DGPHE.
- 4.2. Fill out the designated form.
- 4.3. Attaches required supporting documents according to the form.
- 4.4. Staff check for fulfilment of requirements.
  - If rejected , inform the applicant
  - If approved , proceed to system entry.

#### 5. Validating the Applicants Certificates/Degrees/Experience:

- 5.1. When there is a doubt regarding the submitted documents, the HoD will upload the data flow with its attached document to the data flow website.
- 5.2. In some cases a direct communication between the HoD and the OMSB to validate the documents

#### 6. Change of Applicant Sponsorship:

- 6.1. If the applicant is no longer working with the sponsor:
  - The applicant will be following the same steps mentioned in Appointing New Staff if the duration of leaving the country exceeds 2 years
  - The applicant should submit one of the following documents (NOC, contract termination from the Ministry of Manpower)
  - -submit a copy of the previous license and a letter from the new sponsor

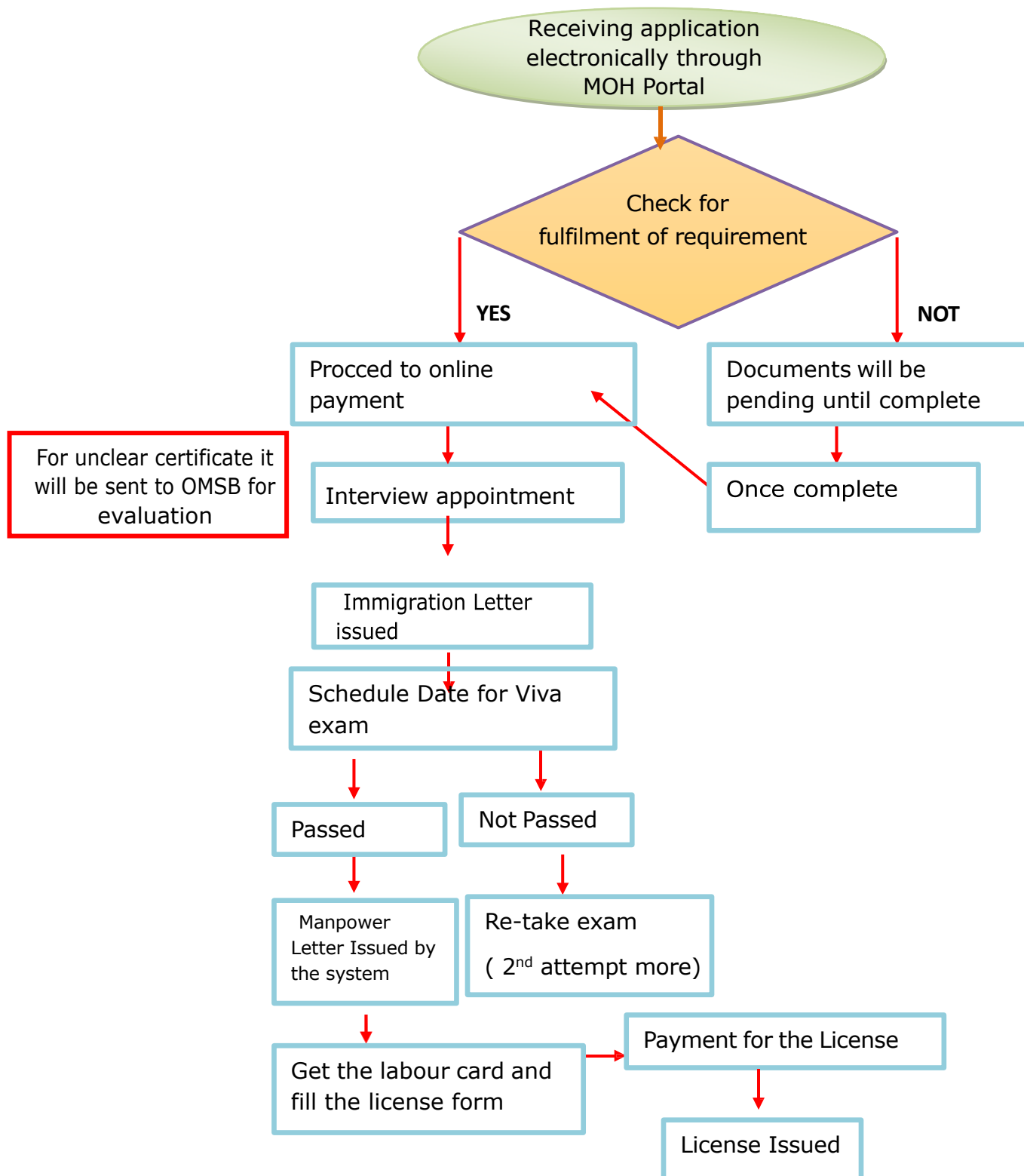


- Look up point number 6 and the following in Appointing New Staff.

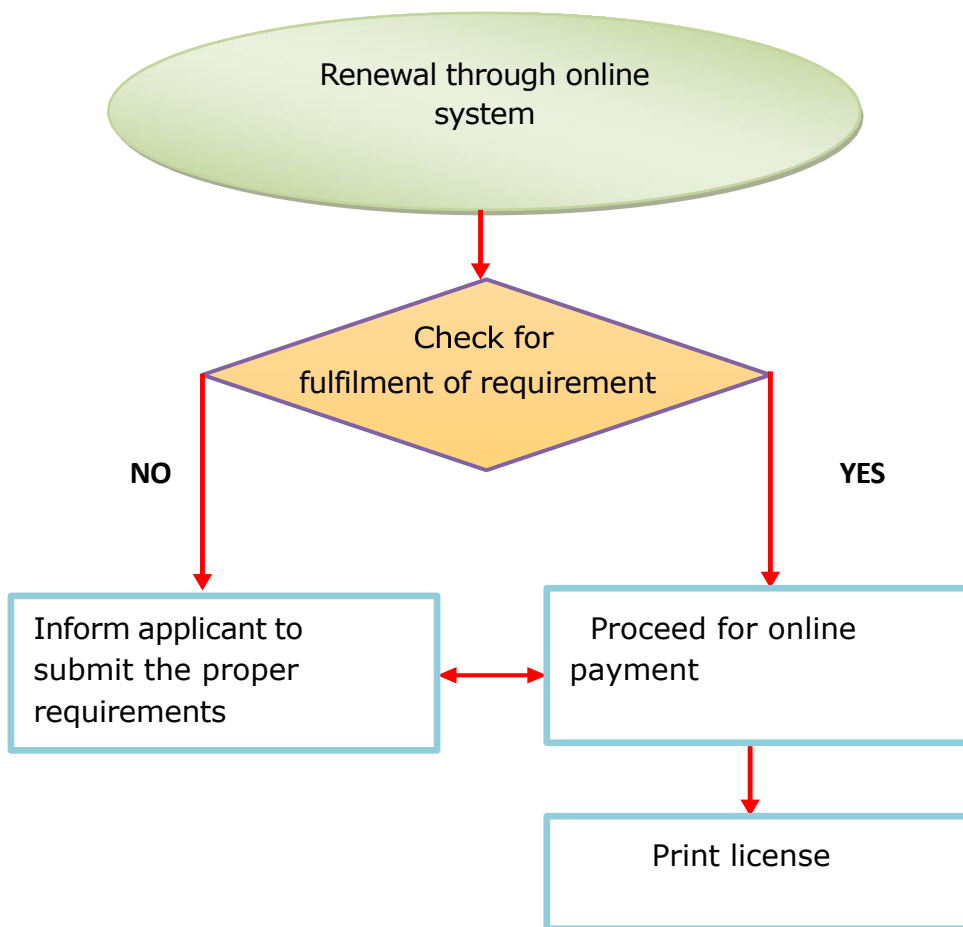
6.2. If the applicant is still working with the sponsor:

- The applicant should submit one of the following documents (NOC, contract termination from the Ministry of Manpower)
- Submit a copy of the previous license and a letter from the new sponsor

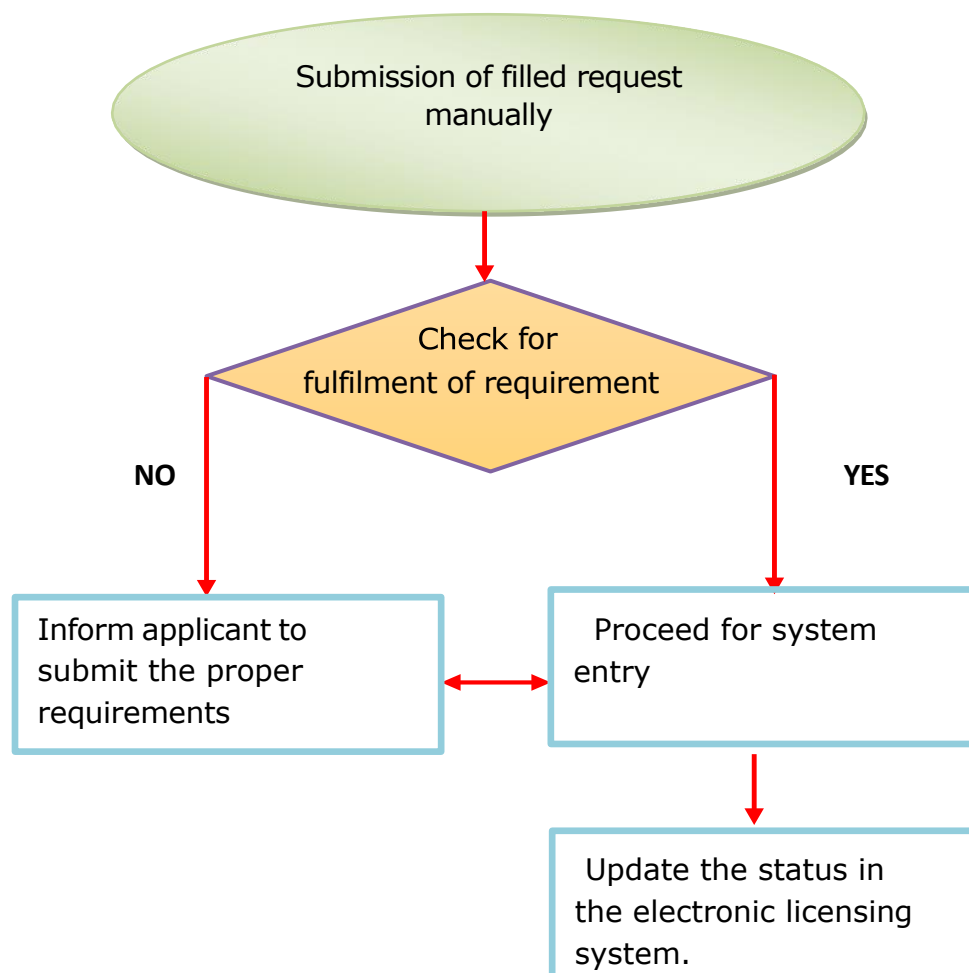
## Procedure :1. Appointing Medical staff (Doctors)



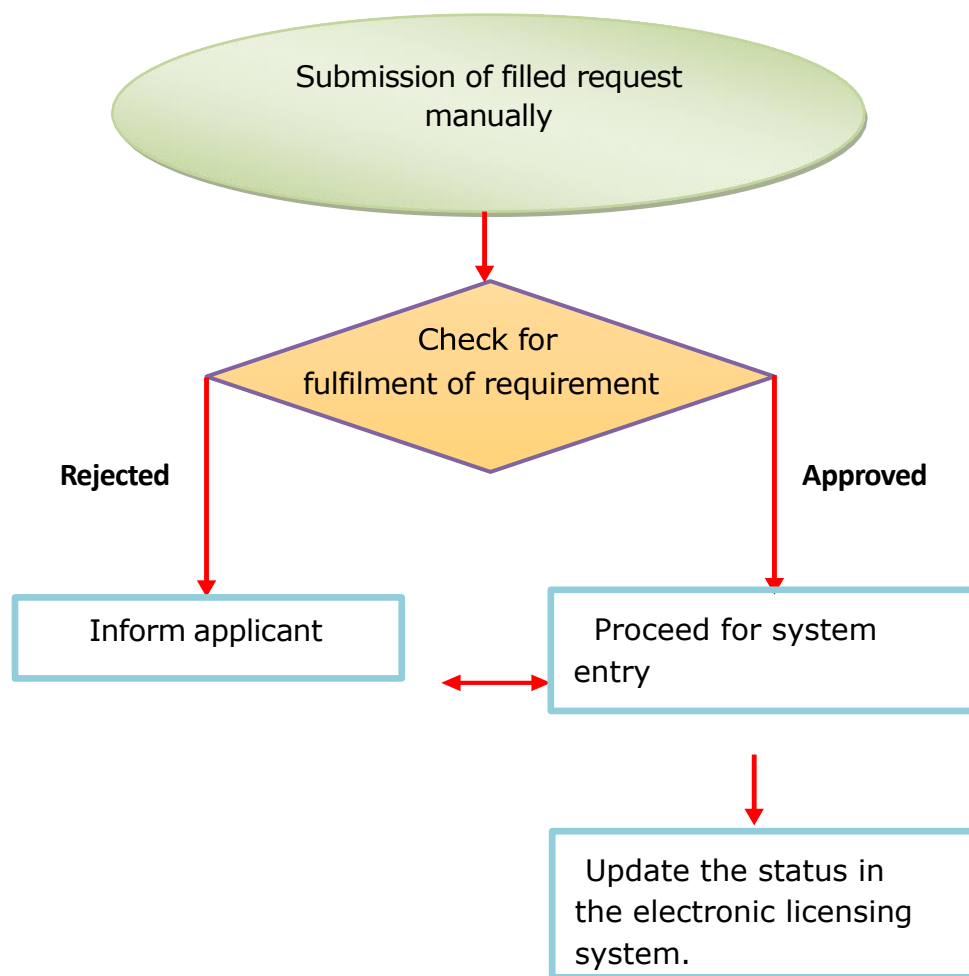
## Procedure :2. License renewal



**Procedure :3. Cancellation or modification of the staff licence :**



#### Procedure :4. Secondment of staff



## Responsibilities:

### **1. Directorate General of Private Health Establishments (DGPHE) shall :**

- Supervising and ensuring full compliance with MOH regulations and SOPs related to licensing and assessment.
- Reviewing and approving all applications for new licenses, renewals, and modifications through the MOH portal.
- Verifying that private health establishments and their staff meet the required national standards and qualifications.

### **2. Head of Department (HoD) – Licensing & Assessing Medical Categories shall :**

- Receiving and reviewing electronic applications submitted through the MOH portal.
- Scheduling interviews and coordinating examination dates.
- Ensuring that all required documents are complete and valid before processing.

### **3. Private Health Establishments shall :**

- Submitting all required applications (new, renewal, or modification) electronically through the MOH portal.
- Ensuring all attached documents are authentic, complete, and verified (e.g., Dataflow, PCC, qualifications, experience certificates).
- Notifying the DGPHE of any staff changes (termination, resignation, or transfer).
- Cooperating fully with the DGPHE during audits, inspections, or document verifications.

## Document history and version control table

| Version | Description             | Author                                                    | Review date   |
|---------|-------------------------|-----------------------------------------------------------|---------------|
| 1       | Initial Release         | Dr Abdullah Al Jumhi                                      | Feb/2020      |
| 2       | 2 <sup>nd</sup> version | Dr Abdullah Al Jumhi                                      | Dec/2021      |
| 3       | 3 <sup>rd</sup> version | Ms Rahma Nasser Al Amri<br>Dr. Mutasam Abdullah<br>Bahwan | November 2028 |
|         |                         |                                                           |               |

## References

- قرار وزاري رقم 2024/231: اللائحة التنفيذية لقانون تنظيم مزاولة مهنة الطب والمهن الطبية المساعدة
- قرار وزاري رقم 2014/16: اللائحة التنظيمية للمؤسسات الصحية الخاصة
- Oman Medical Specialty Board rules and regulations
- قرار وزاري رقم 2024/71: الرسوم المالية للخدمات المقدمة للقطاع الخاص

## Related Documents:

- Application form for licensing practicing the profession for Omanis,
- MoH/DGPHE/F/005/Vers.03
- Application form for renewing a license to practice a profession for Omanis,  
MoH/DGPHE/F/006/Vers.02
- Application form for licensing medical professions for Non-Omanis,
- MoH/DGPHE/F/007/Vers.04
- Application form for renewing a license to practice a profession for Non-Omanis,
- MoH/DGPHE/F/008/Vers.02
- Form for modifying license, MoH/DGPHE/F/009/Vers.04
- Application for Cancellation of license, MoH/DGPHE/F/010/Vers.04