



**Directorate General of Private Health
Establishments –
Procedure of Licensing & Assessing Allied Medical
Categories Section**

Doc. No: MoH/DGPHE/SOP/008/Vers.02
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Institution Name: Directorate General of Private Health Establishments

Document Title: Procedure of Licensing & Assessing Allied Medical Categories Section

Approval Process

	Name	Title	Institution	Date	Signature
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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



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1. Introduction

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

2. Scope

This document is applicable to all private healthcare institutes in MoH.

3. Purpose

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

4. Definitions

- 4.1 Licensing & Assessing Allied Medicine categories: Licensing & Assessing Allied Medical categories are the everyday costs in running a business / Institutions for things that are used continually.
- 4.2 Licensing & Assessing Alternative Medicine categories is the everyday costs in running a business / Institution for things that are used continually or will be used within one year.
- 4.3 Licensing & Assessing Alternative Medicine categories: Funds used to acquire a long-term asset. A capital expenditure results in depreciation deductions over the life of the acquired asset. (An A to Z Guide to Investment Terms for Today's Investor by David L. Scott. Copyright © 2003 by Houghton Mifflin Company. Published by Houghton Mifflin Company.)
- 4.4 Institution: is an organization, establishment, foundation, society devoted to the promotion of a particular cause or program e.g universities, hospitals, directorates (Douglas, 2010).
- 4.5 Institutional Document: is any document related/ applied to the institutional level.
- 4.6 National Documents: is any document applied to the national level.
- 4.7 Policy: is the basic principle, by which a government is guided, it declares objectives of the institute.



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- 4.8 Procedure: is the established steps to be followed routinely in order to ensure that the outcome and values expressed in the policy are achieved (Athabasca University, 2009).
- 4.9 Process: It is a set of mandatory step by step, detailed action required to successfully accomplish a task.
- 4.10 Version: Refers to the status the document currently at with regard to the number of times the document has been revised.



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5. Procedures:

Appointing New Staff:

1. Requirements to appoint new staff
 - Allied Medicine- Submit the required documents from the private health/By applicant to the HoS: candidate CV, letter from sponsor (not required if the applicant is submitting the form), (copy of Bachelor degree, 2 yrs recent experience) or (copy of diploma and 3 yrs recent experience), transcript, parametric, data flow and passport copy
2. If approved HoD office will issue a letter to ROP to issue visit visa for exam (if the applicant isn't in the country)
3. The staff needs to fill exam entry form, attach 2 recent passport size photos, pay fees, and bring all documents (mentioned in point 1)
4. If not approved the documents will be returned to applicant with written remarks
5. If the applicant passes the exam, they need to submit:
 - Passport copy, data flow, letter from sponsor.
6. Letter to Ministry of Manpower is issued by HoD office
7. Fill form of licensing medical professions and submit requirements; Copy of labour card, copy of passport, copy of directorate's letter, data flow, 2 passport sized photo, medical insurance
8. After form signature by HoS the applicant/PHE pays the fees of license issuing
9. Licensed Issue by Ms Alia Al Bahri

Note: in cases of laser technician the coordination for setting the interviews dates is done by the HoS and Al Nahdah hospital

Validating the Applicants Certificates/Degrees/Experience:

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



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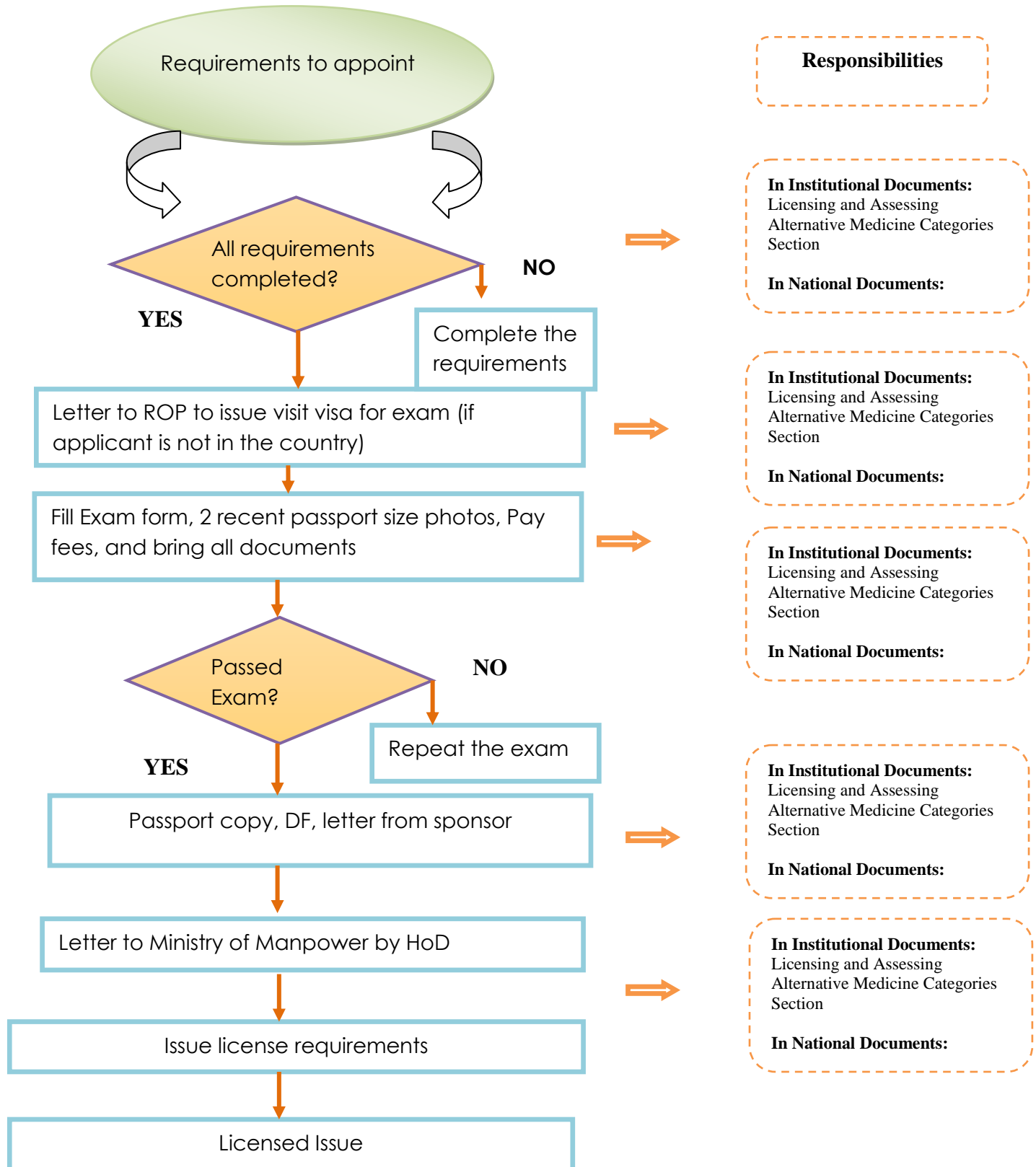
Change of Applicant Sponsorship:

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 yrs
 - the applicant should submit one of the following documents (NOC, contract termination from the Ministry of Manpower)
 - submit a copy of the previous licence and a letter from the new sponsor
 - Look up point number 6 and the following in **Appointing New Staff**.
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 licence and a letter from the new sponsor
 - Look up point number 6 and the following in **Appointing New Staff**.



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6. Responsibilities

- A. Responsibilities are mentioned above in the 6.0 procedure for each activity in the DGPHE while performing this procedure
- B. Ms Rahma Al Amri -Head of allied Medical Categories Section
- C. Ms Alia Al Bahri - Administrator
- D. Bader Al Jabri – – DG of DGPHE

7. Document History and Version Control

Document History and Version Control			
Version	Description of Amendment	Author	Review Date
01	Initial Release	Ms Rahma Al Amri Head of Allied Medical Categories Section	Feb/2020
02	Reviewed version	Ms Rahma Al Amri Head of Allied Medical Categories Section	Jan 2022
Written by		Reviewed by	Approved by
Ms Rahma Al Amri		Ms Rawan Al Amri	Mr Bader Al Jabri



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8. Related Documents:

- 8.1 Entry pass for candidates appearing VIVA conducted by ministry of health - Sultanate of Oman technicians, MoH/DGPHE/SOP No. 08/F/001/Vers.01
- 8.2 Application form for licensing practicing the profession for Omanis, MoH/DGPHE/F/005/Vers.01
- 8.3 Application form for renewing a license to practice a profession for Omanis, MoH/DGPHE/F/006/Vers.01
- 8.4 Application form for licensing medical professions for Non-Omanis, MoH/DGPHE/F/007/Vers.01
- 8.5 Application form for renewing a license to practice a profession for Non-Omanis, MoH/DGPHE/F/008/Vers.01
- 8.6 Form for modifying license, MoH/DGPHE/F/009/Vers.01
- 8.7 Application for Cancellation of license, MoH/DGPHE/F/010/Vers.01

9. References:

Title of book/ journal/ articles/ Website	Author	Year of publication	Page
No references used			