

المديرية العامة للمؤسسات الصحية الخاصة
Directorate General of Private Health Establishment

وزارة الصحة
Ministry of Health



Licensing & Assessing Nursing Categories Department Standard Operation Procedures

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Document Author	Mr. Rashid Seliman Al Habsi
Designation	Senior Nurse C
Document Reviewers	Committee of for Regulating Policies, Guidelines, Forms, and Circulars
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Validated By		Approved By	
Name	Dr. Said Mohammed Al Mughairi	Name	Dr. Muhanna Nasser Al Muslahi
Designation	Director of Quality Control & Patient Safety	Designation	Director General of Directorate General of Private Health Establishments
Signature		Signature	
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	Name	Designation
1.	Dr. Adil Saleh Al-Ansari	Assistant DG , Chairman of Committee for Regulating Policies, Guidelines, Forms, and Circulars
2.	Dr. Hamad Suliman Al-Adawi	Consultant DG office, Deputy of the Committee.
3.	Ms. Huda Rashid Al-Harthi	Senior staff nurse , QC&PS, member
4.	Dr. Munira Said Al-Hashmi	Public health Specialist B ,DG office , member
5.	Dr. Zakiya Ali Nabhan Al Bahri	Family Medicine and OHS Specialist ,DG office, member
6.	Ms. Aida Khatir Al-Hinai	Senior staff nurse B. Directorate of assessing and licensing PHE, member
7.	Ms. Khulood Juma Al-Kharusi	Senior Staff Nurse, CPD , member
8.	Mr. Rashid Suliman Al-Habsi	Senior staff Nurse B, Directorate of Assessing and licensing of Medical Professions., , member
9.	Mr. Ahmed Nasser Al-Rashdi	Specialist medical Imaging , QC&PS, , member
10.	Ms. Rahma Al Amri	Directorate of Assessing and licensing of Medical Professions., ,

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Acronyms

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

Definitions

- **Licensing & Assessing Nursing Categories Section:** Licensing & Assessing Nursing Categories Section are the everyday costs in running a business / Institutions for things that are used continually.
- **Licensing & Assessing Nursing Categories Section:** 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.
- **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 Nursing Categories 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 Nursing Categories that is initiated by all levels in private healthcare institutions.

2. Purpose

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

3. Scope

This document is applicable to all Private Health Establishments licensed by DGPHE .

Procedures:

1. Appointing staff (Nurse):

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

Required Documents:

- Letter from the clinic for requesting county entry
- CV
- Certificate Validation (Data flow report)
- Pearson Vue Test (or any other approved test by concerned authority)

- Higher secondary school
 - Nursing mark sheet (transcript)
 - Nursing degree (diploma, bachelor ...etc)
 - Nursing registration from the professional council (optional)
 - Experience certificate (Diploma minimum 4 years and bachelor minimum 3 years)
 - Police Clearance Certificate (PCC)
 - Copy of the passport
- 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.

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.

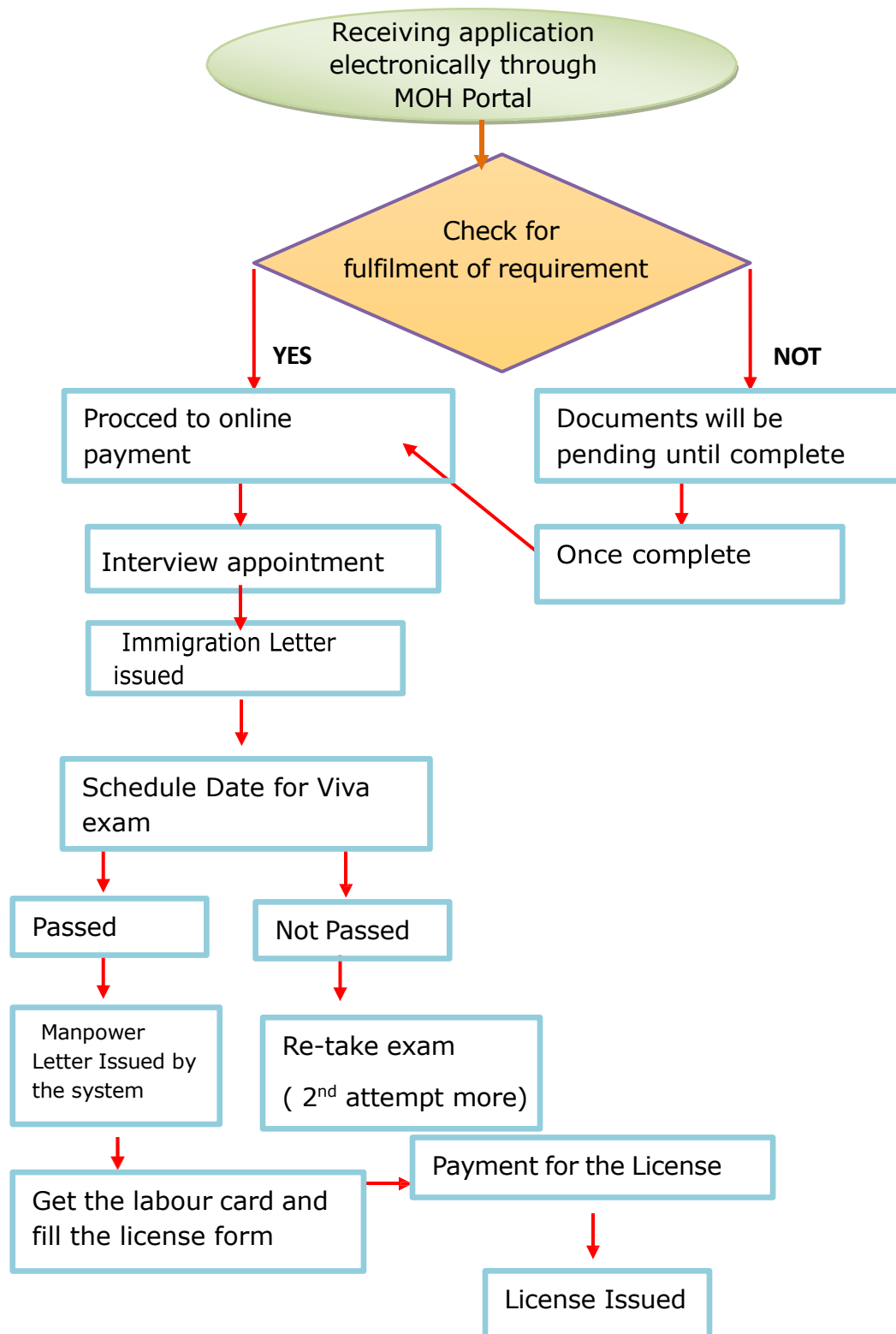
6.2. If the applicant is still working with the sponsor:

- The applicant should submit one of the following documents (NOC, contract termination

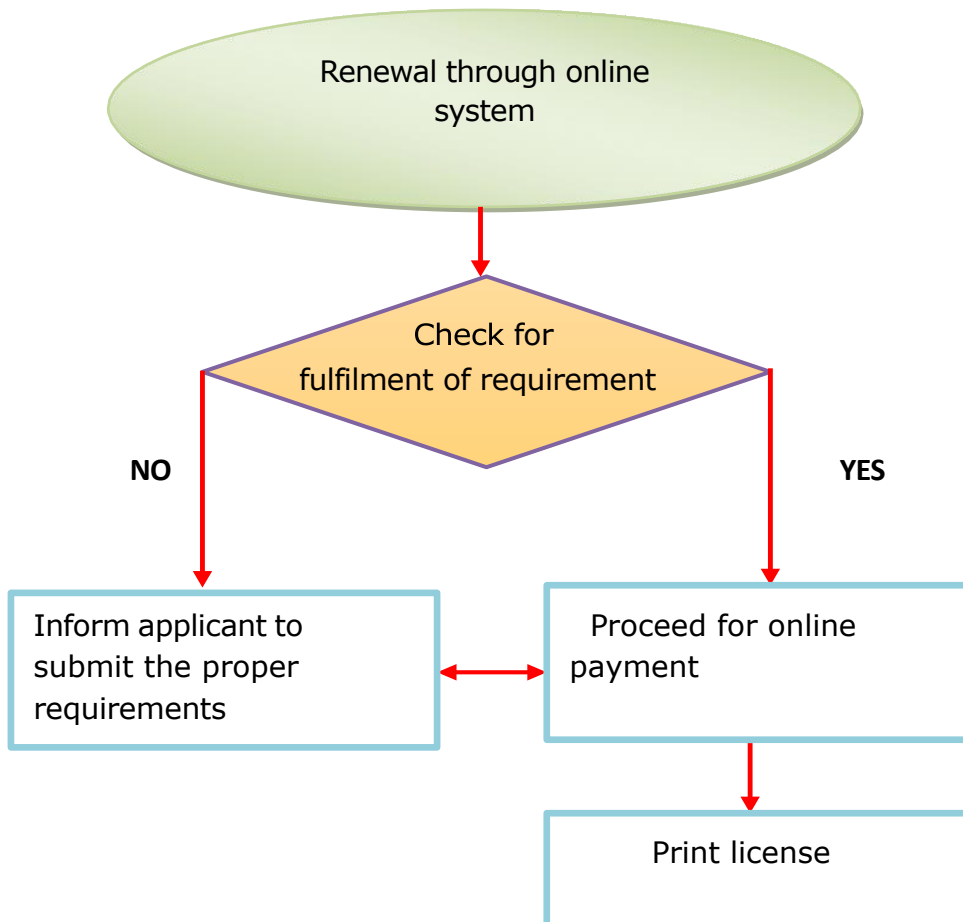
from the Ministry of Manpower)

- b. Submit a copy of the previous license and a letter from the new sponsor

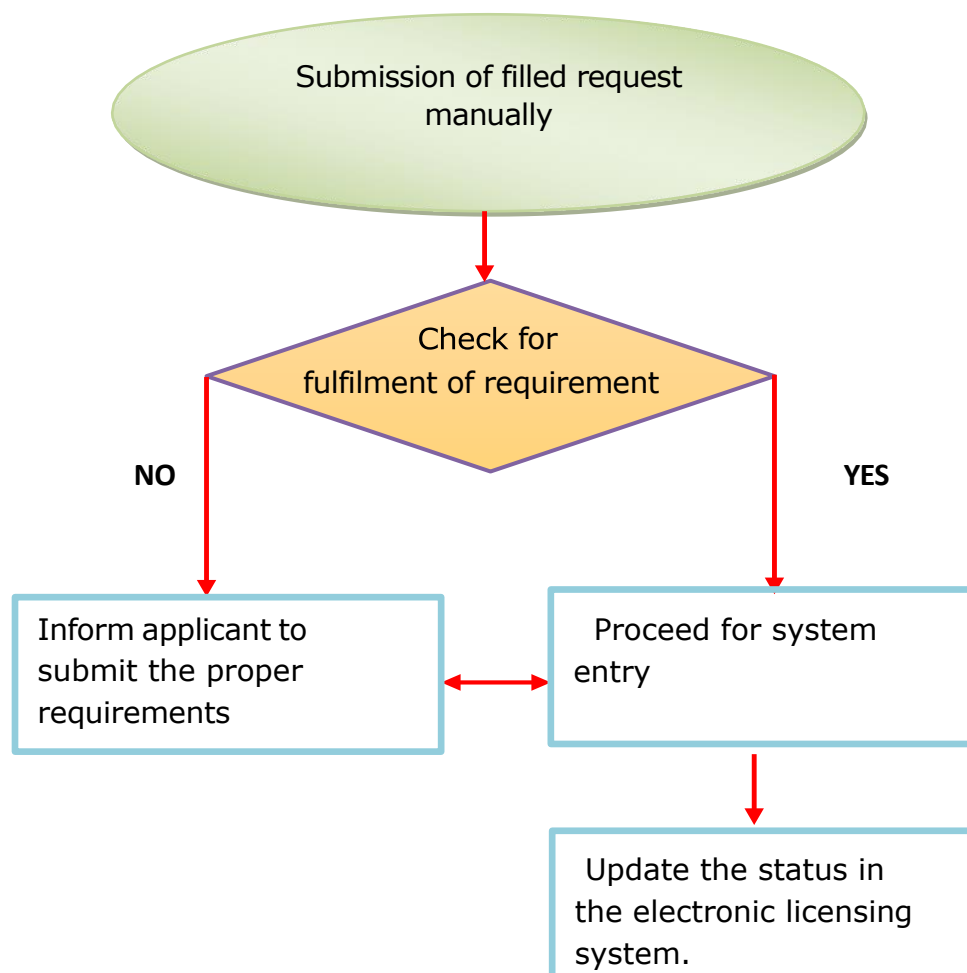
Procedure :1. Appointing staff (Nurse)



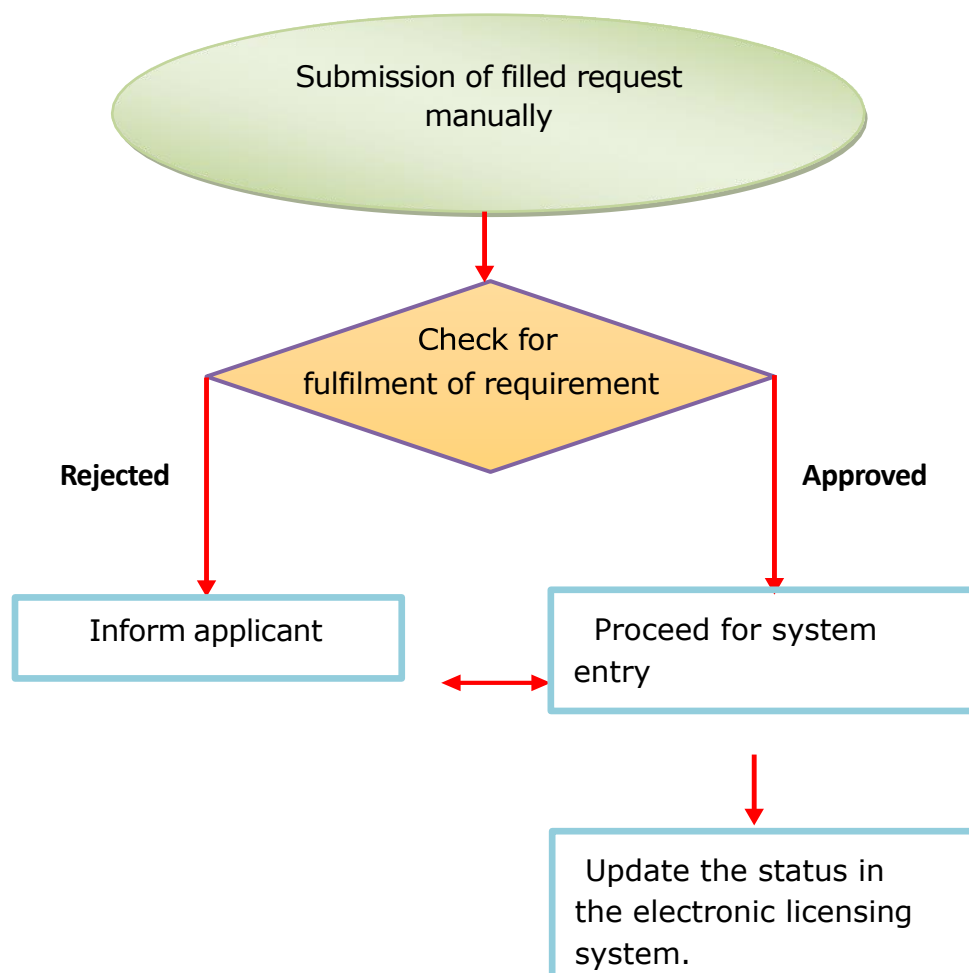
Procedure :2. License renewal



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



Procedure :4. Secondment of staff



4. 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 Section (HoD) – Licensing & Assessing Nursing 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).
- Maintaining an internal record of valid licenses for all employed nurses.
- Cooperating fully with the DGPHE during audits, inspections, or document verifications.
- Ensuring that unlicensed or expired-license staff do not practice nursing duties within the facility.

Document history and version control table

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1	Initial Release	Mr Rashid Al Habsi	Feb/2020
2	2 nd version	Mr Rashid Al Habsi	Dec/2021
3	3 rd version	Mr Rashid Al Habsi	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