

المديرية العامة للمؤسسات الصحية الخاصة
Directorate General of Private Health Establishment

وزارة الصحة
Ministry of Health



Licensing & Assessing Nursing Categories Department Standard Operation Procedures

3rd Edition

November/2025



Document Title	Licensing & Assessing Nursing Categories Department, Standard Operation Procedures
Document Type	SOP
Directorate/Institution	Directorate General of Private Health Establishments
Target group	All Private Health Establishments licensed by DGPHE, staff in Licensing & Assessing Nursing Categories Department
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Document Reviewers	Committee of for Regulating Policies, Guidelines, Forms, and Circulars
Release Date	November 2025
Review Frequency	Every 3 years

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Date	November / 2025	Date	November/2025

Acknowledgements

The Directorate General of Private Health Establishments extends its sincere acknowledgement and appreciation to all reviewers of this document, including the esteemed members of the Committee for Regulating Policies, Guidelines, Forms, and Circulars at the Directorate General of Private Health Establishments, for their valuable contributions and efforts in the development and validation of this guideline..

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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:

- 1.1.1. Letter from the clinic for requesting county entry
- 1.1.2. CV
- 1.1.3. Data flow report
- 1.1.4. Pearson Vue Test
- 1.1.5. Higher secondary school
- 1.1.6. Nursing mark sheet
- 1.1.7. Nursing degree (diploma, bachelor ...etc)
- 1.1.8. Nursing registration from the council

- 1.1.9. Experience certificate (Diploma minimum 4 years and bachelor minimum 3 years)
- 1.1.10. Police Clearance Certificate (PCC)
- 1.1.11. 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.

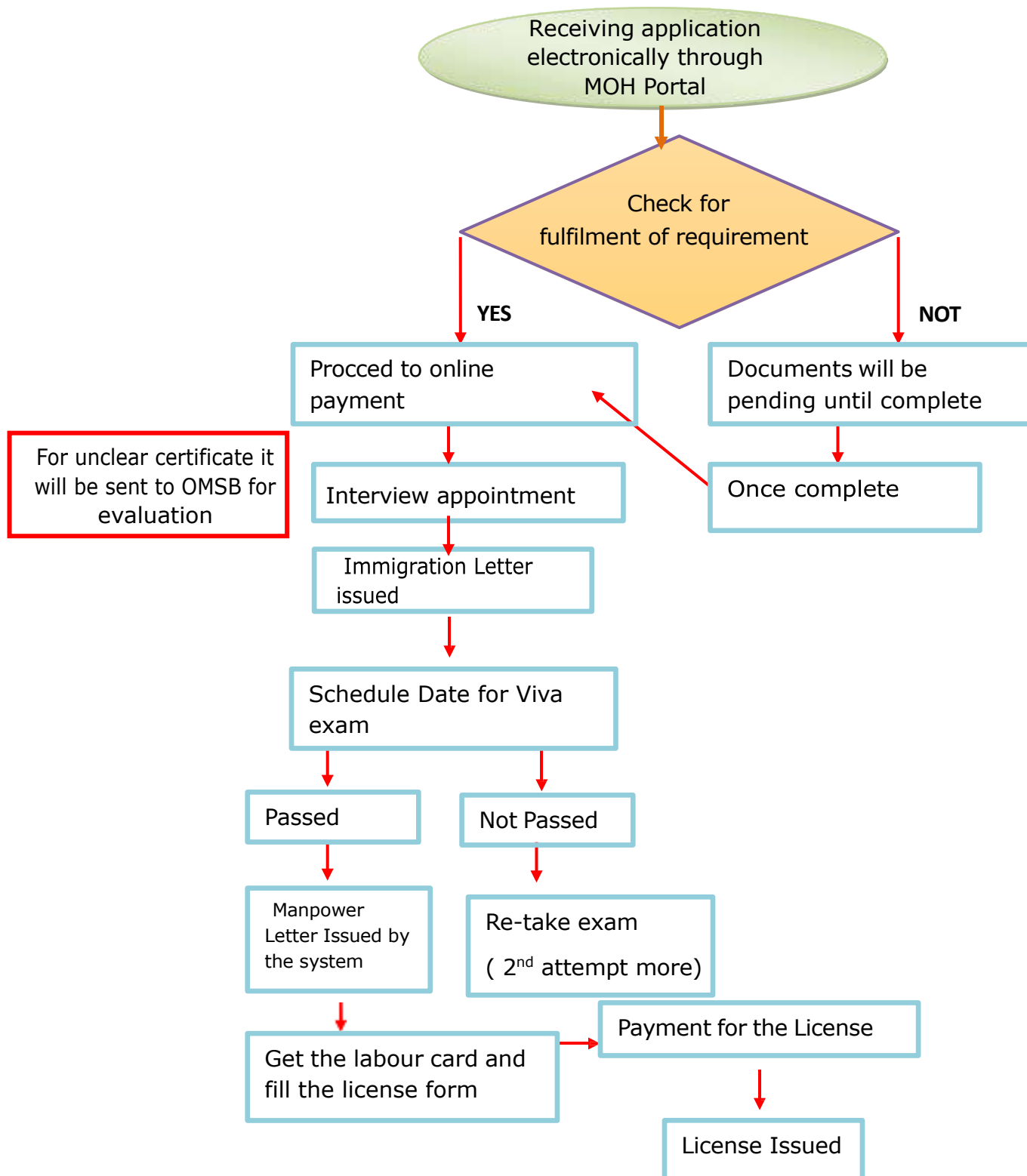
5. Validating the Applicants Certificates/Degrees/Experience:

- 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

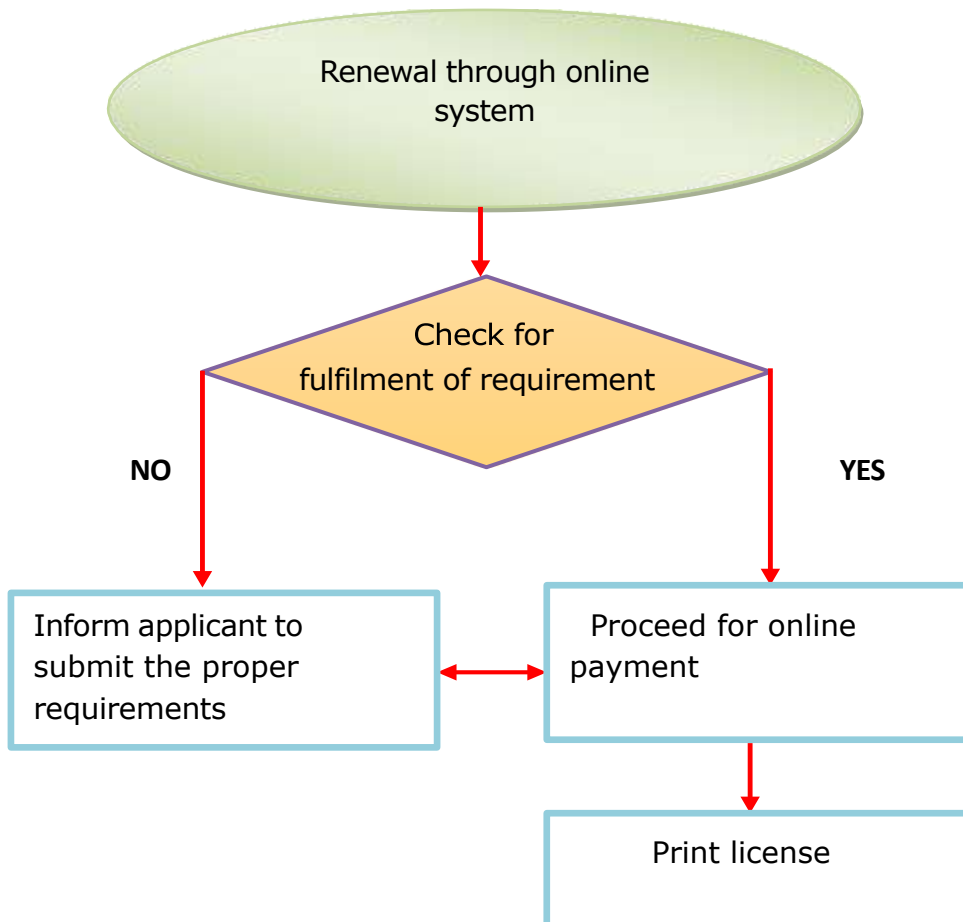
6. Change of Applicant Sponsorship:

- 6.1. If the applicant is no longer working with the sponsor:
 - a. The applicant will be following the same steps mentioned in Appointing New Staff if the duration of leaving the country exceeds 2 years
 - b. The applicant should submit one of the following documents (NOC, contract termination from the Ministry of Manpower)
 - c. -submit a copy of the previous license and a letter from the new sponsor
 - d. Look up point number 6 and the following in Appointing New Staff.
- 6.2. If the applicant is still working with the sponsor:
 - a. 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

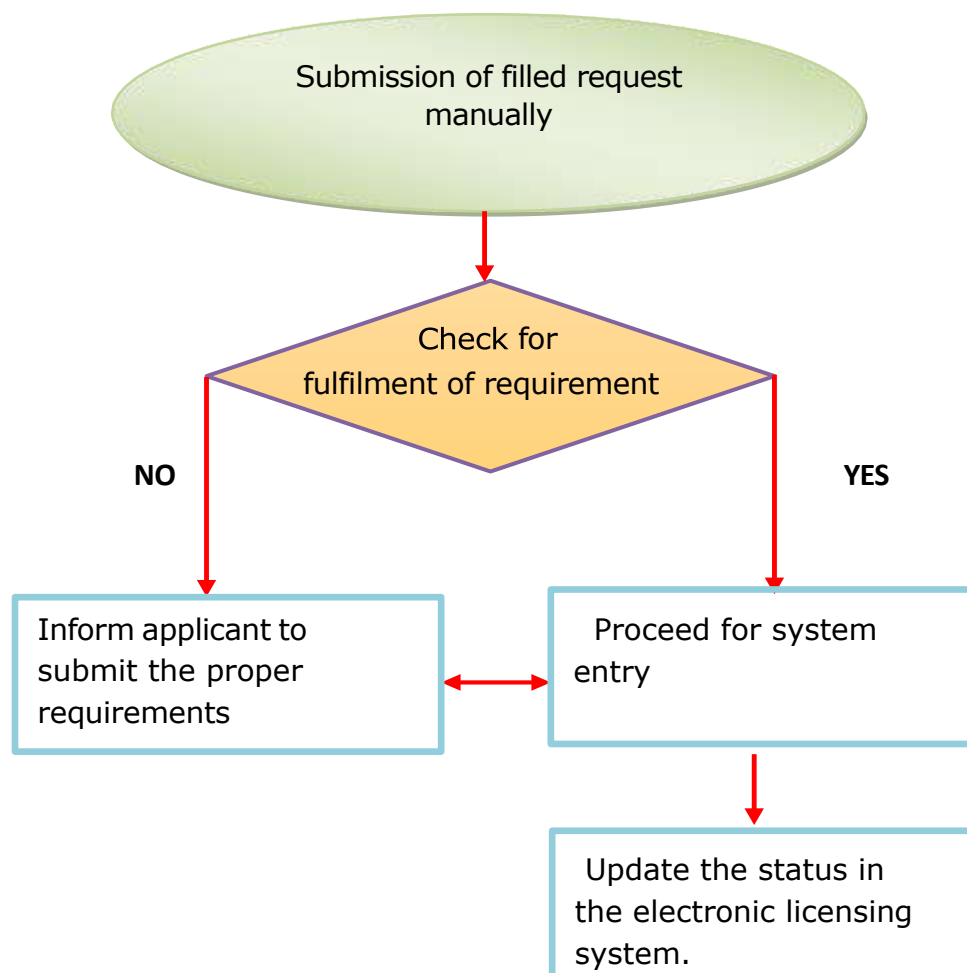
Procedure :1. Appointing staff (Nurse)



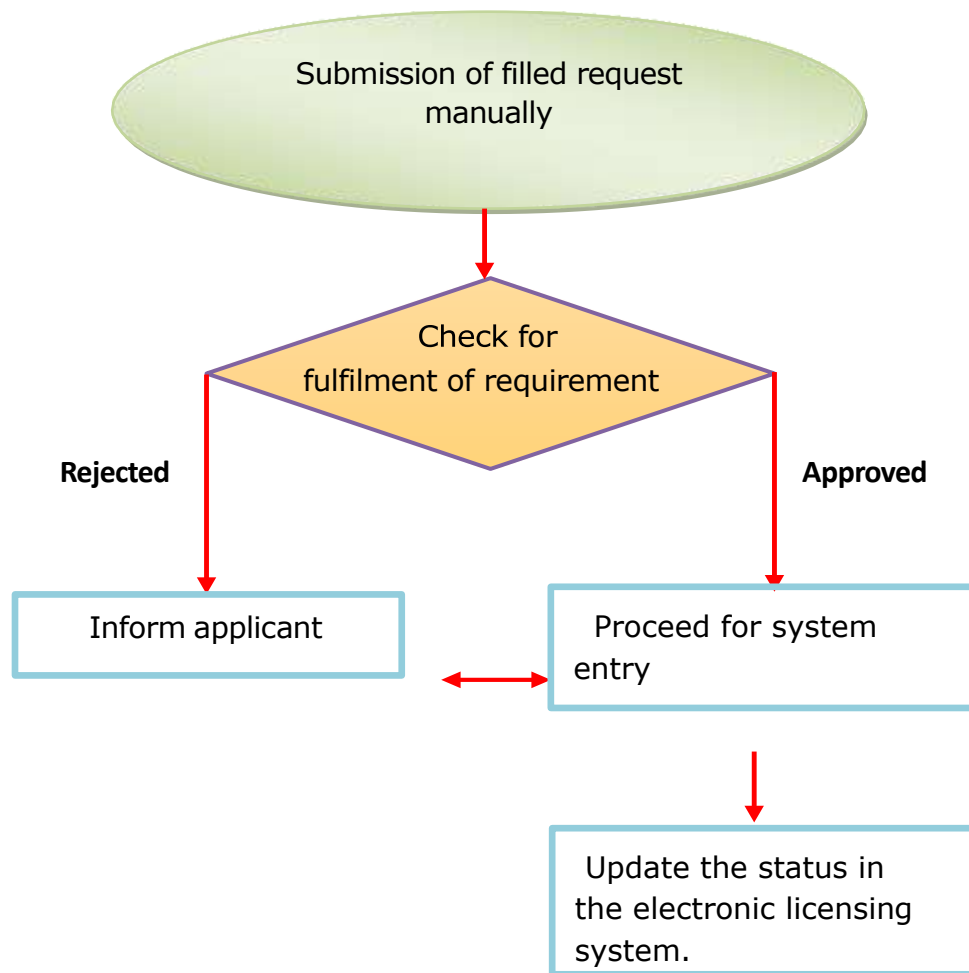
Procedure :2. License renewal



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

Version	Description	Author	Review date
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

- (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.)
- (Douglas, 2010)
- (Athabasca University, 2009).

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