



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

Doc. No: MoH/DGPHE/SOP/009/Vers.02
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Institution Name: Directorate General of Private Health Establishments

Document Title: Procedure of Licensing & Assessing Nursing Categories Section

Approval Process

	Name	Title	Institution	Date	Signature
Written by	Mr Rashid Al Habsi	Head of Licensing & Assessing Nursing Categories Section	Ministry of Health	Dec 2021	Mr Rashid Al Habsi
Reviewed by	Ms Rawan Al Amri	HoS CPD DGPHE	Ministry of Health	Dec 2021	Ms Rawan Al Amri
Validated by	Dr Munira Al Hashmi	DG of QC	Ministry of Health	Dec 2021	Dr Munira Al Hashmi
Approved by	Mr Bader Al Jabri	DG of DGPHE	Ministry of Health	Dec 2021	Mr Bader Al Jabri



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Acknowledgement

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Name of Employee	Institution / Directorate / Department
Mr Rashid Al Habsi	Directorate of General of Private Health Establishments
Mr Bader Al Jabri	Directorate of General of Private Health Establishments
Ms. Rawan Said Al Amri	Directorate of General of Private Health Establishments
Ms. Yusra Al Wehaibi	Directorate General of Quality Assurance Center

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 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. Scope

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

3. Purpose

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

4. Definitions

- 4.1 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.
- 4.2 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. (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.)
- 4.3 Institution: is an organization, establishment, foundation, society devoted to the promotion of a particular cause or program e.g universities, hospitals, directorates (Douglas, 2010).
- 4.4 Institutional Document: is any document related/ applied to the institutional level.
- 4.5 National Documents: is any document applied to the national level.
- 4.6 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).



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4.7 Process: It is a set of mandatory step by step, detailed action required to successfully accomplish a task.

5. Procedures:

Appointing staff (Nurse):

1. Receiving applicate document by hand or electronically (refer to appendix 1)::
 - a. Letter from clinic for requesting county entry
 - a. CV
 - b. Data flow
 - c. Prometric (pass grade, no less than 50%)
 - d. Higher secondary school
 - e. Nursing mark sheet
 - f. Nursing degree (diploma, bachelor ...etc)
 - g. Nursing registration from the counsel
 - h. Experience certificate (diploma minimum 4 years and bachelor minimum 3 years including internship)
 - i. Copy of passport
2. Issue letter by HoD office to Immigration to grant visit visa
3. Fill the form for exam entry by applicant
4. Payment by the establishment owner or the applicant
5. Date for interview is scheduled according to calendar by HoS
6. If applicant passes the exam ,Issue a letter to manpower by HoD office which requires:
 - a. Appointing staff letter
 - b. Passing slip



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- c. Data flow
 - d. Passport copy
7. Get the labour card and fill the license form with requirements by applicant (refer to appendix 2)
 8. Payment for the License by the establishment owner or applicant
 9. License is issued by Ms Alia Al Bahri and Mr Obaid Al Rahbi
 10. If the applicant fails the exam, they are allowed 3 other attempts

License renewal:

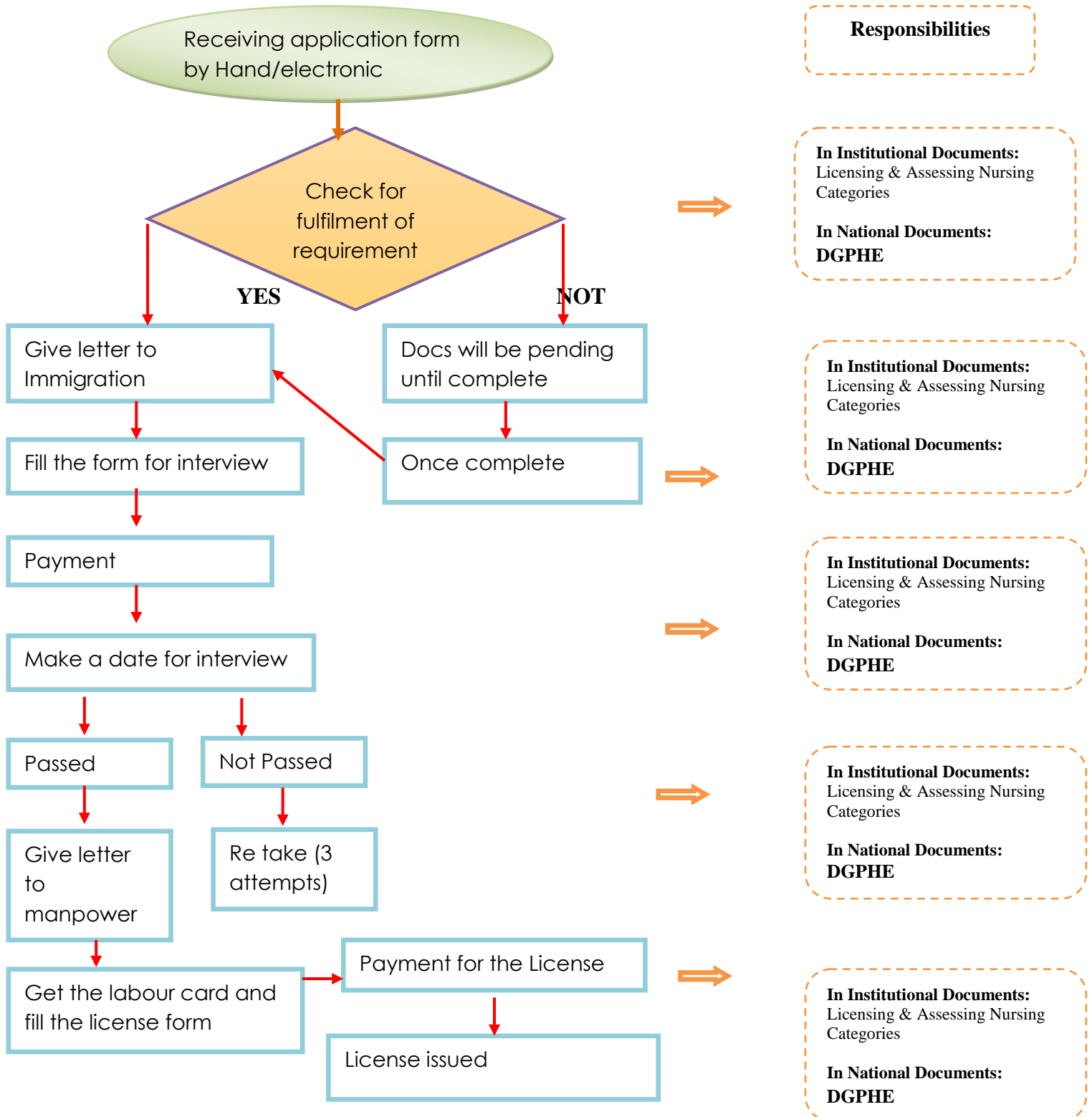
1. Renewal form should be filled by applicant with the required documents (refer to appendix 3 for requirements details)
2. Send applicant to finance department for payment
3. After payment application will be stamp by the finance department & sent back to licensing section
4. Update the system and print license by Ms Alia Al Bahri and Mr Obaid Al Rahbi



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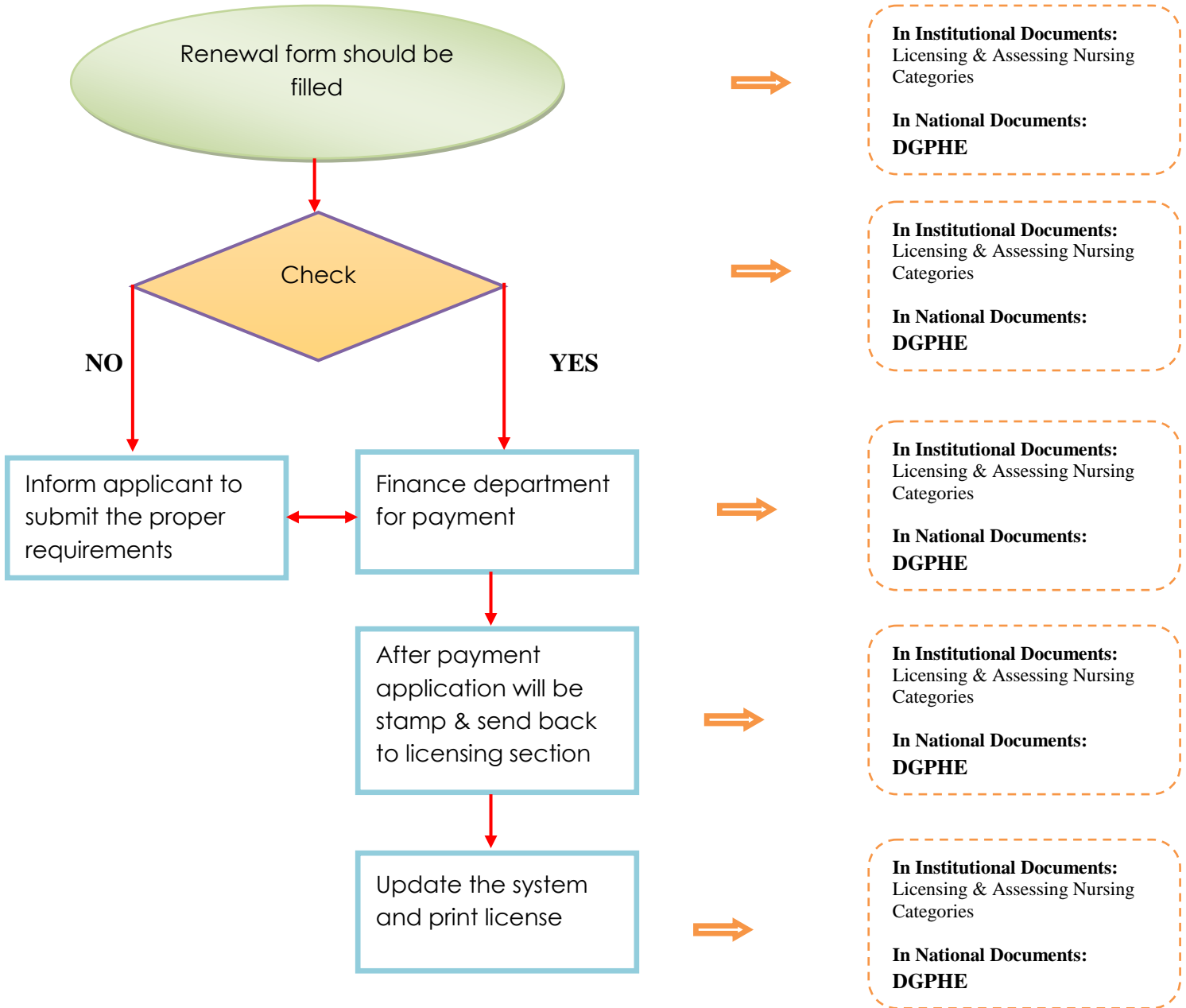
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5. Responsibilities

A. Responsibilities are mentioned above in the 6.0 procedure for each activity in the DGPHE while performing this procedure

1.1 Mr Rashid Al Habsi- Head of Licensing & Assessing Nursing Categories Section

1.2 Bader Al Jabri – DG of DGPHE

6. Document History and Version Control

Document History and Version Control					
Version	Description of Amendment	Author	Review Date		
01	Initial Release	Mr Rashid Al Habsi	Feb/2020		
02	First Review	Mr Rashid Al Habsi	Dec/2021		
Written by		Reviewed by		Approved by	
Mr Rashid Al Habsi		Ms Rawan Al Amri		Bader Al Jabri	

7. Related Documents:

- Entry pass for candidates appearing VIVA conducted by ministry of health - Sultanate of Oman nurses, MoH/DGPHE/SOP No. 09/F/001/Vers.01
- Application form for licensing practicing the profession for Omanis, MoH/DGPHE/F/005/Vers.01
- Application form for renewing a license to practice a profession for Omanis, MoH/DGPHE/F/006/Vers.01



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- d. Application form for licensing medical professions for Non-Omanis,
MoH/DGPHE/F/007/Vers.01
- e. Application form for renewing a license to practice a profession for Non-Omanis,
MoH/DGPHE/F/008/Vers.01
- f. Form for modifying license, MoH/DGPHE/F/009/Vers.01
- g. Application for Cancellation of license, MoH/DGPHE/F/010/Vers.01

8. References:

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