



**Directorate General of Private Health
Establishments –
Procedure of Licensing & Assessing Medical
Categories Section (Doctors)**

Doc. No: MoH/DGPHE/SOP/007/Vers.2
Effective Date: Dec 2021
Review Date: Dec 2025

Institution Name: Directorate General of Private Health Establishments

**Document Title: Procedure of Licensing & Assessing Medical Categories Section
(Doctors)**

Approval Process

	Name	Title	Institution	Date	Signature
Written by	Dr Abdullah Al Jumhi	Head of Licensing & Assessing Medical Categories Section	Ministry of Health	Dec 2021	Dr Abdullah Al Jumhi
Reviewed by	Rawan Said Al Amri	Quality Focal Point DGPHE	Ministry of Health	Dec 2021	Rawan Said Al Amri
Validated by	Dr Munira Al Hashmi	HoD Quality control and patient safety	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



**Directorate General of Private Health
Establishments –
Procedure of Licensing & Assessing Medical
Categories Section (Doctors)**

Doc. No: MoH/DGPHE/SOP/007/Vers.2
Effective Date: Dec 2021
Review Date: Dec 2025

Content Table

Acknowledgement.....	3
Acronyms:	3
.1 Introduction	4
2. Scope	4
3. Purpose	4
4. Definitions	4
6. Responsibilities.....	7
7. Document History and Version Control	7
8. Related Documents.....	9
9. References.....	10



**Directorate General of Private Health
Establishments –
Procedure of Licensing & Assessing Medical
Categories Section (Doctors)**

Doc. No: MoH/DGPHE/SOP/007/Vers.2
Effective Date: Dec 2021
Review Date: Dec 2025

Acknowledgement

DGPHE would like to thank and appreciate the great efforts of all the staff from different departments and directorates within the Ministry of Health who participated in writing up this SoP and in particular the following staff:

Name of Employee	Institution / Directorate / Department
Dr Abdullah Al Jumhi	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



**Directorate General of Private Health
Establishments –
Procedure of Licensing & Assessing Medical
Categories Section (Doctors)**

Doc. No: MoH/DGPHE/SOP/007/Vers.2
Effective Date: Dec 2021
Review Date: Dec 2025

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. Scope

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

3. Purpose

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

4. Definitions

- 4.1 Licensing & Assessing Medical Categories Section: Licensing & Assessing Medical Categories Section are the everyday costs in running a business / Institutions for things that are used continually.
- 4.2 Licensing & Assessing Medical 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 Policy: is the basic principle, by which a government is guided, it declares objectives of the institute.
- 4.7 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).



**Directorate General of Private Health
Establishments –
Procedure of Licensing & Assessing Medical
Categories Section (Doctors)**

Doc. No: MoH/DGPHE/SOP/007/Vers.2
Effective Date: Dec 2021
Review Date: Dec 2025

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

5. Procedures:

Appointing staff:

1. Requirements to set for MoH the exam:
 - Alternative Medicine- Submit the required documents: candidate CV, letter from sponsor, Course-Bachelor 2 years' experience, data flow and passport copy
 - GP Doctors - Submit the required documents: candidate CV, bachelor degree, parametric, internship, 4 years work experience (as GP or in internal medicine department or family medicine or emergency or ICU), letter from sponsor, data flow, passport copy,
 2. After review by HoS the HoD office will issue a letter to ROP to issue visit visa for exam or the exam can be taken online.
 3. Fill the viva exam form, attach 1 recent passport size photos, pay fees, and bring all documents to the department.
 4. If the application for taking the MoH exam are not complete, the documents will be returned to candidate with written remarks
-
2. If applicant passes the viva exam ,issue a letter to manpower by HoD office which requires:
 - a. Appointing staff letter from the PHE
 - b. Data flow
 - c. Passport copy
 3. Fill form of licensing medical professions and submit requirements (see appendix 1 for requirements) and pay the fees
 4. Letter to Ministry of Manpower is issued by HoD office
 5. Licensed issue by Ms Alia Al Bahri or by the DPHE in governorates



**Directorate General of Private Health
Establishments –
Procedure of Licensing & Assessing Medical
Categories Section (Doctors)**

Doc. No: MoH/DGPHE/SOP/007/Vers.2
Effective Date: Dec 2021
Review Date: Dec 2025

1. Responsibilities

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

1.1 Dr Abdullah Al Jumhi – Head of Medical Categories

1.2 Head of Licensing and Assessing Health Professions Department

2. Document History and Version Control

Document History and Version Control			
Version	Description of Amendment	Author	Review Date
01	Initial Release	Dr Abdullah Al Jumhi	Feb 2020
02	First Review	Dr Abdullah Al Jumhi	December 2021
Written by		Reviewed by	Approved by
Dr Abdullah Al Jumhi		Ms Rawan Amri	Mr Bader Al Jabri

3. Related Documents:

- Entry pass for candidates appearing VIVA conducted by ministry of health - Sultanate of Oman, MoH/DGPHE/SOP No. 07/F/001/Vers.01
- Application form for licensing practicing the profession for Omanis, MoH/DGPHE/F/005/Vers.01



**Directorate General of Private Health
Establishments –
Procedure of Licensing & Assessing Medical
Categories Section (Doctors)**

Doc. No: MoH/DGPHE/SOP/007/Vers.2
Effective Date: Dec 2021
Review Date: Dec 2025

- c. Application form for renewing a license to practice a profession for Omanis,
MoH/DGPHE/F/006/Vers.01
- 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

4. References:

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