
 حكومة دبي GOVERNMENT OF DUBAI	Guideline	 سلطة مدينة دبي الطبية Dubai Healthcare City Authority القطاع التنظيمي - Regulatory
	<u>Professional License Renewal</u> <u>And</u> <u>Continuous Professional Development</u> <u>Requirements</u>	
Document #: GL/HCP/077/02		Review Date: 10 October 2020
Issue Date: 10 October 2017		Related Forms: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1. **Purpose**

A healthcare professional's Dubai Healthcare City (DHCC) license validity is two years. It is a violation subject to sanction and penalties to practice with an expired license. The purpose of this guideline is to guide DHCC healthcare professionals on the requirements for renewal of their Dubai Healthcare City Authority (DHCA) licenses.

2. **Applicability**

This guideline is applicable to all healthcare professionals, faculty members, and trainees practicing within DHCC.

3. **List of documents to be submitted for DHCA Professional License renewal:**

A healthcare professional license renewal application is to be submitted to the Professional Licensing Department (PLD) through 'Masaar www.dhcr.gov.ae' E-Services 30 – 60 calendar days prior to the date of DHCA license expiry. To facilitate this process, following is a list of the documents required at the time of submission of the license renewal application.

3.1 Licensing renewal fee (Please refer to

<http://dhcr.gov.ae/en/AboutDHCR/OurRoleAsRegulator/FeeStructure>)

3.2 Valid UAE medical malpractice insurance (MMI) adhering to the DHCA Regulations

and covering applicant in all facilities at which he/she is practicing. It is the responsibility of the applicant to maintain valid MMI throughout the period of DHCA licensure and to keep his/her DHCR MMI records up-to-date.

3.3 Valid Basic Life Support (BLS) certificate is mandatory and should be maintained by

all Licensed Healthcare Professionals; other Life Saver Certificates (ACLS/ATLS/PALS etc) will also be required as applicable to specific categories as outlined in DHCA Regulations.

3.4 The Life Support certificate should be no more than two years old and issued from recognized bodies including:

- i. European Resuscitation Council
- ii. American Heart Association
- iii. Resuscitation Council (UK)
- iv. American Safety and Health Institute
- v. Australian Resuscitation Council
- vi. Resuscitation Council of Southern Africa
- vii. Heart and Stroke Foundation
- viii. New Zealand Resuscitation Council

This is a controlled document.

Unless otherwise stated, any unauthorized electronically transmitted or printed copy of this document is classed uncontrolled.

- ix. InterAmerican Heart Foundation
- x. Resuscitation Council of Asia

3.5 Advanced Cardiac Life Support (ACLS) is required only from: Cardiologists, Anesthesiologists, Emergency specialists, Intensivists, Pulmonologists, Medical Oncologists, Hospice and Palliative Medicine specialist, Interventional Radiologists, and Respiratory therapists.

3.6 Pediatric Advanced Life Support is required only from Pediatricians, Pediatric sub-specialists, Pediatric Dentists, Anesthesiologists, and Emergency specialists.

3.7 The CPD activities and the CPD points earned during the two years licensure period should be documented in the *Professional Development Portfolio (PDP)* Form attached to the renewal form. Copies of certificates should be attached with the form.

3.8 Certificates that clearly state the number of CPD points awarded to the applicant during the program. Refer to the CPD guidelines below for further information.

3.9 Proof of registration completion with Al Maktoum Medical Library (AMML).

<http://www.amml.ac.ae/Registration>



4. **DHCA Continuing Professional Development Requirements**

Continuing professional development (CPD) consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and performance that a healthcare professional uses to provide services for patients, the public, or the profession. The content of CPD activity is required to be knowledge and skills generally recognized and accepted by the profession of the applicant. The following portion of the guideline serves to assist and guide the healthcare professionals regarding the DHCA CPD requirements.

4.1 Each DHCA professional category has a minimum number of CPD points required for renewal of DHCA license. Table 1 below summarizes them

Professional Category	CPD Points Requirement
Medical (General & Specialty)	80
Dental (General & Specialty)	50
Registered Nurse/ Midwife	30
Nursing Assistant	20
Allied Health	30
Allied Health Technicians and Assistants	20
Complementary and Alternative Medicine (CAM)	30
CAM Therapists	20

Table 1. DHCA Minimum CPD Points Required for License Renewal

 <p>GOVERNMENT OF DUBAI</p>	<p><u>Professional Licensure Renewal</u> <u>And</u> <u>Continuous Professional Development</u> <u>Requirements</u></p>		<p>سلطة مدينة دبي الطبية Dubai Healthcare City Authority Regulatory - القطاع التنظيمي</p> 
	Document #:GL/HCP/077/02	Issue Date: 10 September 2017	



- 4.2 CPD activities will be accepted only if they fall within the immediate preceding two years from DHCA license expiry date.
- 4.3 The majority of the CPD points acquired must relate to the licensee's primary area of practice.
- 4.4 CPD points earned in BLS course will not be counted under CPD points required for license renewal.
- 4.5 DHCR has the discretion to approve or reject any educational event's validity or its assigned CPD-Points value. This is irrespective of its recognition by any other international body
- 4.6 The CPD certificates shall be in either Arabic or English language. If the certificates are in another language, a legal translation of the documents must be submitted.
- 4.7 CPD activities accepted for re-licensure include but are not limited to: courses, seminars, symposia, conferences, case studies, grand rounds, journal clubs, internal teaching or self-learning programs, publication in peer reviewed journals, and accreditation awarded through reviewing Documents / e-Documents.

Composition of CPD points can be through:

- 4.6.1. **Attendance/Participation:** CPD points earned from attendance or participation of seminars/symposia/conferences/lectures/grand rounds can constitute up to 100% of the requirement.
- 4.6.2. **Online course/Reading Journals** – The content should be relating to the applicant's primary area of practice and can constitute only up to a maximum of 50% of the requirement.
- 4.6.3. **Publication:** Publication in peer reviewed journals listed in the MEDLINE Bibliographic Database will count towards ten (10) CPD points. No credit points will be awarded for unpublished papers, under-revision papers or those in the process for publication.

The publication should be during license validity period for applicability of the above.

- 4.6.4. **Authorship** of text books relating to the applicant's primary area of practice and published by professional bodies will entitle the author/co-authors to CPD points as per the following:
- i. 10 CPD points will be awarded per chapter for a maximum of 3 chapters.
 - ii. Maximum 30 CPD points will be awarded per text book.

 <p>حكومة دبي GOVERNMENT OF DUBAI</p>	<p><u>Professional Licensure Renewal</u> <u>And</u> <u>Continuous Professional Development</u> <u>Requirements</u></p>		<p>سلطة مدينة دبي الطبية Dubai Healthcare City Authority Regulatory - القطاع التنظيمي</p> 
	Document #:GL/HCP/077/02	Issue Date: 10 September 2017	

- iii. The publication should be during of license validity period for applicability of the above.
- iv. To claim the CPD points, the licensee shall submit a copy of the chapter/book along with evidence of authorship to DHCR

4.8 Healthcare professionals who have been granted extra privileges pertaining to their professional license should submit proof of continuing education. Eg. Sedation, Cosmetics/Aesthetics, etc.

5. **Exemption from CPD Requirements**

Below are the cases that entitle DHCA healthcare professionals to exemption from CPD requirements for renewal.

5.1 Completion of a higher education program recognized by the UAE Ministry of Higher Education and Scientific Research. The program should be related to the healthcare professional's licensed field. CPD exemption will be limited to the period of study (e.g. one-year diploma will exempt the professional from one year CPD requirements)

5.2 For medical specialists and medical consultants, passing a re-certification examination in their licensed specialty in the last two years from license expiry shall constitute fulfillment of the eighty (80) CPD points required for their license renewal.

5.3 Licensed Trainees appointed at a DHCA – approved training program.

5.4 Faculty members appointed at a DHCA – approved training program in a purely academic capacity.

6. **Late Renewals**

Renewal applications submitted after the date of license expiry will be considered as Late Renewal. A penalty for license expiry and late renewal fee per month of delay will be applicable and as per DHCR price list. Please refer to <http://dhcr.gov.ae/en/AboutDHCR/OurRoleAsRegulator/FeeStructure>

The maximum period allowed for late renewal is six months from the date of license expiry. After lapse of six months, the expired license will be cancelled and the applicant has to submit a new license application to practice in DHCC.

7. **Related Documents**

7.1 DHCR price list