



HEALTHCARE PROFESSIONAL LICENSE RENEWAL GUIDELINES

Department: Professional Licensing Department

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GUIDELINE – HEALTHCARE PROFESSIONAL LICENSE RENEWAL GUIDELINES

1. PURPOSE

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| 1.1 | To guide DHCC healthcare professionals on the requirements for renewal of their Dubai Healthcare City Authority (DHCA) licenses |
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2. SCOPE OF APPLICATION

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| 2.1 | The guidelines communicate to DHCC HCP and HCO regarding the HCP License Renewal requirements and Continuous Professional Development Criteria. |
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3. APPLICABLE

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| 3.1 | All DHCC licensed HCP who are due to renewal of his/her license including: <ul style="list-style-type: none"> - Medical/dental (General / Specialist/Consultants) - Nursing - Allied Health Professionals - CAM Healthcare Professionals - Trainee Professionals - Faculty/Clinical Faculty |
| 3.2 | All Healthcare Operators licensed by DHCR having a DHCC licensed HCP. |
| 3.3 | All regulatory departments involved in licensing of HCP. |

4. GUIDELINE

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| 4.1 | A healthcare professional license renewal application is to be submitted to the Professional Licensing Department (PLD) through 'Masaar www.dhcr.gov.ae' E-Services |
| 4.2 | Healthcare Professionals can apply 30 – 60 calendar days prior to the date of DHCA license expiry. |
| 4.3 | Licensing renewal fee
Please refer to https://www.dhcr.gov.ae/en/laws-and-regulations/services-fees |
| 4.4 | Late Renewals <ul style="list-style-type: none"> 4.4.1 Renewal applications submitted one day after the license expiry date will be considered as Late Renewal. 4.4.2 Late renewal penalty fees will apply per month delay post expiry. Please refer to https://dhcc.ae/regulations/service-fees 4.4.3 The maximum period allowed for late renewal is six months from the date of license expiry. 4.4.4 After lapse of six months, the expired license will be automatically cancelled and the applicant has to submit a reapplication. |
| 4.5 | Renewal Requirements: <ul style="list-style-type: none"> 4.5.1 Valid UAE medical malpractice insurance (MMI) 4.5.2 Valid Basic Life Support (BLS) & Life support requirements as specified per specialty. 4.5.3 Fulfilling the CME/CPD required hours as Table 1. 4.5.4 Complete the declaration questions 4.5.5 Update the profile as needed. |
| 4.6 | Trainee licenses: <ul style="list-style-type: none"> - Healthcare professionals licensed as Trainees must submit evidence of the program acceptance letter and evidence of the need to renew the duration of their license. - Trainee license will be renewed for a period of 1 year irrespective of the program duration. |



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	<ul style="list-style-type: none"> - The healthcare professional/ healthcare operator is responsible to deactivate their trainee license upon completion of the program.
4.7	<p>Valid UAE medical malpractice insurance (MMI)</p> <ul style="list-style-type: none"> - Healthcare Professionals must adhere to the DHCA Regulations and UAE Law by obtaining MMI coverage in all facilities at which he/she is practicing. - It is the responsibility of the professional to maintain valid MMI throughout the period of DHCA licensure and to keep his/her DHCR MMI records up-to-date. - HCP can apply to update their MMI on Masaar at any time by submitting an update MMI request.
4.8	<p>Valid Life Support Courses</p> <ul style="list-style-type: none"> - Healthcare Professionals must maintain a valid Basic Life support at any given time during their licensure period. - Other Life Saver Certificates (ACLS/ATLS/PALS etc.) will also be required as applicable to specific categories as outlined in DHCA Regulations. - The Life Support certificate should be no more than two years old and issued from recognized bodies including: <ul style="list-style-type: none"> ○ European Resuscitation Council ○ American Heart Association ○ Resuscitation Council (UK) ○ American Safety and Health Institute ○ Australian Resuscitation Council ○ Resuscitation Council of Southern Africa ○ Heart and Stroke Foundation of Canada ○ New Zealand Resuscitation Council ○ Inter-American Heart Foundation ○ Resuscitation Council of Asia ○ Saudi Heart Association ○ International Liaison Committee on Resuscitation <p>Advanced Cardiac Life Support (ACLS) is required only from:</p> <ul style="list-style-type: none"> - Cardiologists, - Anesthesiologists, - Emergency specialists, - Intensivists, - Pulmonologists, - Medical Oncologists, - Hospice and Palliative Medicine specialist, - Interventional Radiologists, - Respiratory therapists. <p>Pediatric Advanced Life Support is required only from:</p> <ul style="list-style-type: none"> - Pediatricians, - Pediatric sub-specialists, - Pediatric Dentists, - Anesthesiologists, and Emergency specialists who are working with pediatric patients. <p>Please refer to the Life Support Policy for further details. www.dhcc.ae</p>
4.9	<p>Continuing Professional Development (CPD) Requirements:</p> <p>4.9.1 The majority of the CPD points acquired must relate to the licensee's primary area of practice.</p>



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4.9.2 4.9.3 4.9.4 4.9.5 4.9.6	<p>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.</p> <p>CPD points earned in BLS course will not be counted under CPD points required for license renewal</p> <p>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.</p> <p>Each DHCA professional category has a minimum number of CPD points required for renewal of DHCA license. Table 1 below summarizes them</p> <p>Composition of CPD points can be through:</p> <ul style="list-style-type: none"> - Attendance/Participation: CPD points earned from attendance or participation of seminars/symposia/conferences/lectures/grand rounds can constitute up to 100% of the requirement. - Online course/Reading Journals –can constitute only up to a maximum of 50% of the requirement. - 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). - Authorship: of textbooks 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 : <ul style="list-style-type: none"> ○ 10 CPD points will be awarded per chapter for a maximum of 3 chapters. ○ Maximum 30 CPD points will be awarded per textbook. ○ To claim the CPD points, the licensee shall submit a copy of the chapter/book along with evidence of authorship to DHCR.
4.10	<p>Exemption from CPD Requirements:</p> <p>Below are the cases that entitle DHCA healthcare professionals to exemption from CPD requirements for renewal:</p> <p>4.10.1 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).</p> <p>4.10.2 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.</p> <p>4.10.3 Licensed Trainees appointed at a DHCA – approved training program.</p> <p>4.10.4 Faculty members appointed at a DHCA – approved training program in a purely academic capacity.</p>

5 The Minimum CPD Points Required for DHCA License Renewal		
Professional Category	Professional Grade	CPD Points Requirement
Medical	General, Specialist, Consultant	80
Dental	General, Specialist, Consultant	50
Nursing	Registered Nurse, Registered Midwife, and all specialized nursing titles	30
Nursing	Nursing Assistant, Practical Nurse	20



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Allied Health	All specialties except Assistants & Technicians	30
Allied Health	Assistants, Technicians	20
CAM	Doctor of CAM, Associate Doctor of CAM	30
CAM	Therapist	20

6 COMMUNICATION (check all that apply)

<input checked="" type="checkbox"/>	Announcement
<input type="checkbox"/>	Awareness
<input type="checkbox"/>	Training
<input type="checkbox"/>	Other specify

7 Definitions

7.1	DHCC - Dubai Healthcare City
7.2	DHCR - Dubai Healthcare City - Regulatory
7.3	HCP - Healthcare Professional
7.4	HCO- Healthcare Operator
7.5	CPD - Continues Professional Development
7.6	CAM - Complementary Alternative Medicine
7.7	ACLS - Advanced Life Support is a constellation of clinical interventions for the urgent treatment of cardiac arrest, stroke and other life-threatening medical (non-traumatic) emergencies, which are beyond basic life-support skills and knowledge. ACLS entails airway management, accessing veins, interpretation of ECG/EKGs, application of emergency pharmacology and early defibrillation with automated external defibrillation with automated external defibrillators.
7.8	BLS - Basic life support is constellation of emergency procedures needed to ensure a person's immediate survival, including CPR, control of bleeding, treatment of shock and poisoning, stabilization of injuries and/or wounds, and basic first aid.
7.9	CME – Continuing Medical Education
7.10	PALS – Pediatric Advanced Life Support is assessment and maintenance of pulmonary and circulatory function in the period before, during and after an instance of cardiopulmonary arrest in a child.
7.11	CPD - Continuous Professional Development