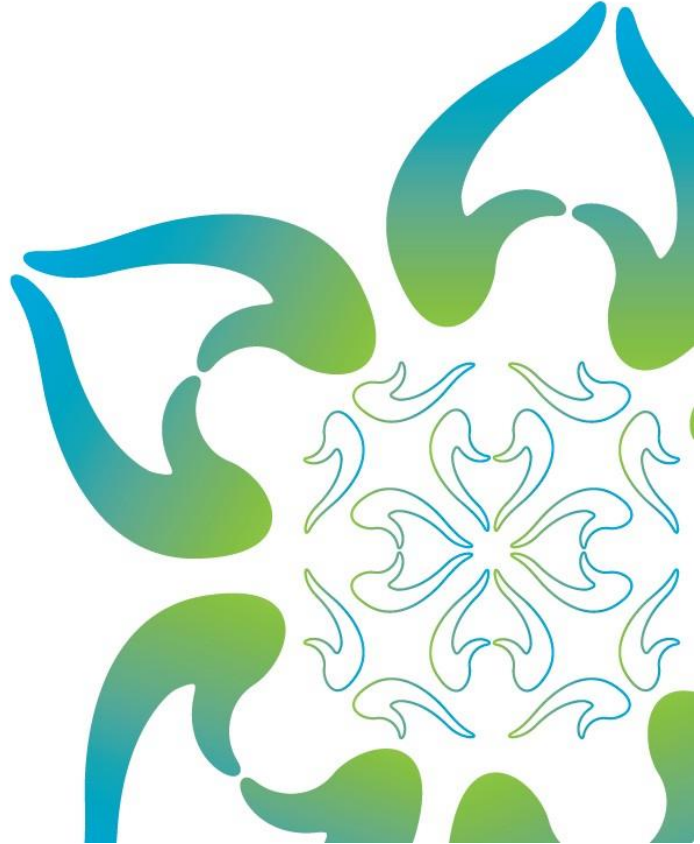




Health Professional Regulations Licensing Procedures Manual 2017

الهيئة الوطنية لتنظيم المهن والخدمات الصحية
NATIONAL HEALTH REGULATORY AUTHORITY



REGISTRATION

Introduction

NHRA is the responsible body for licensing of all health professionals practicing in Bahrain as per law No. (38) for 2009 to establish NHRA. Licensing of health professionals is regulated by different professionals' laws and regulations. The department of Professionals regulations at NHRA is responsible for issuing all professional licensing and follows an internal process that requires submitting application forms and documents that are a pre-requisite before issuing the license. In this booklet we address the procedures and requirements for applying for a new, renewal, transfer of license, re-categorization of license, and licensure examinations.

Registration for a new license

The following documents are required for new license applications:

1. Intention of employment letter from the license health care facility
2. Application form (form 1)
3. Dataflow report (primary source verification report of qualifications, license, & work experience)
4. Good Standing Certificate (from licensing authority of last place of practice)
5. Curriculum Vitae (C.V)
6. Copy of attested education certificate (Ministry of Education Recognition certificate may be requested for some universities)
7. Copy of CPR
8. Copy of valid passport
9. Health fitness certificate as a health care provider
10. Two passport size photo with white background
11. Application submission fees 20 BD
12. Passing Licensing examination (if Applicable): certain applicants may be required to pass the licensure examination, for more details refer the examination section

Once a decision is reached about an application, the applicant and health care facility will be notified by email. If the application is approved, a letter addressed to the Labor Market Regulatory Authority (LMRA) will be issued. If an application is rejected, the reason for the rejection will be detailed in the correspondence with the applicant/institution.

After the applicant obtains the work permit from LMRA, he/she is required to submit the following documents to NHRA in order for the license to be issued:

1. Copy of CPR (or national card for GCC residents only)
2. Health fitness certificate

Upon submission of the health fitness and CPR, a notice to pay is issued and is sent to both the applicant and health care facility through email.

LICENSURE EXAMINATION

Introduction

Certain applicants may be required to pass the licensure examination prior to being issued a license to practice in the Kingdom of Bahrain. The professions currently required to go through the examinations include:

1. Medical Practitioner
2. Dental Practitioner
3. Nurses
4. Optometrist
5. Pharmacist

Examination Exemption Criteria

As per decision number 11 for the year 2015 pertaining to the licensure examinations, the following applicants may be exempted from the licensure examination:

1. Applicants who hold higher specialization qualifications (Master's degrees as a minimum)
2. Bahraini or GCC nationals who hold a valid GCC License
3. Applicants who have enough clinical experience as per table below

Profession	Years of Experience
Physicians	10 Years
Dentists	10 Years
Pharmacists	7 Years
Nursing	5 Years
Optometrists	3 Years

Please note that all licensure examinations dates are fixed and available on NHRA website

Documents required for Examination Application

The following documents are required from all applicants intending to appear for the Licensure Examination prior to the specified deadline for each examination announced on NHRA website.

1. Intention of employment letter from a licensed health care facility in the Kingdom of Bahrain (Non-Bahraini only)
2. Form 7- application for licensure examination
3. Internship certificate (for Physicians & Dentists only)
4. Attested Copy of academic qualifications (for graduates of overseas universities)
5. Ministry of Education Recognition certificates (for graduates of overseas universities) "if not available please write MOE application number"
6. Copy of passport
7. Copy of CPR
8. Application Fees 50 BD

Number of Examination Attempts

As per decision number 11 for the year 2015 pertaining to the licensure examinations, the following

applies for the number of permitted examination attempts:

1. An applicant may be allowed to appear for the licensure examination four consecutive times provided that the attempts are done within a maximum of three years from the first attempt.
2. Should the applicant fail the fourth attempt, he/she will be required to go through a re-training period of a minimum of six months in a licensed health care facility in the Kingdom of Bahrain and to provide proof of completion of this training.
3. Following the re-training period, the applicant may be permitted to re-appear for the licensure examination for two more attempts provided that they are done within a maximum of two years from the date of completion of re-training.

Dates of Bahrain Licensure Examinations:

1. Medical Examinations:

1 st Examination	Second Saturday of January
2 nd Examination	Second Saturday of May
3 rd Examination	First Saturday of September

2. Dental Examination:

1 st Examination	Third Saturday of January
2 nd Examination	Third Saturday of May
3 rd Examination	Third Saturday of September

3. Nursing Examination:

1 st Examination	First Saturday of March
2 nd Examination	First Saturday of July
3 rd Examination	First Saturday of November

4. Optometry Examination:

1 st Examination	Fourth Saturday of April
2 nd Examination	Second Saturday of September
3 rd Examination	Second Saturday of December

5. Pharmacy Examination:

1 st Examination	Fourth Saturday of January
2 nd Examination	Fourth Saturday of May
3 rd Examination	Second Saturday of September

Note: Should any of the above mentioned dates coincide with a national holiday, the date of the examination will be changed and announced for accordingly.

Examination Results

1. The exam results are announced within one week from the examination date and will be available at the reception.
2. Examination candidates who pass the examination are required to complete their application process for the issuing of their license if they have not done so previously.
3. Examination candidates who fail the examination have the right to appeal the result of the examination in writing within one week from the announcement of the examination and to pay the required fees for the appeal (10 BD)

LICENSE RENEWAL

Application for a license renewal

Applicants are required to submit a license renewal application at least one month prior to the expiry date of their current licenses.

The following are the items required for the renewal:

1. Form 6: Application for renewal of license to practice. The first part of the form should be filled by the applicant and second part should be filled, signed and stamped by direct supervisor of the applicant. The form may be submitted by hand at NHRA's Health Professionals Regulations department or may be scanned and sent through email to the respective professions:
 - medical-renewal@nhra.bh
 - nursing-renewal@nhra.bh
 - allied-renewal@nhra.bh
 - pharmacy-renewal@nhra.bh
2. The applicant may choose to renew his/her license for any period ranging from one year to a maximum of five years.
3. For each annual renewal period the applicant will be required to submit the minimum number of Continuous Professional Development (CPD) hours as per his/her profession. The number of hours required for each profession is as follows:

Profession	CPD hours required per year
Physicians & Dentists	30 hours
Nurses	20 hours
Allied Health Professionals	10 hours
Pharmacists	25 hours

4. Furthermore please note the following:
 - For CPD events inside the kingdom, only those activities recognized and accredited by NHRA will be accepted
 - For CPD events outside the Kingdom of Bahrain will be accepted only if they are issued by the concerned recognized bodies in that country.
 - No CPD activities performed by pharmaceutical companies will be recognized.

- 80% of CPD activities attended must be related to specialty/ area of practice of the healthcare professional.

5. Renewal fees will be calculated and the notice to pay will be sent the applicant and health care facility via email. Due payment must be paid within two weeks from the date of issue. If not, it will be considered as void and the applicant will have to wait for another notice of pay to be sent to them through email.

GAP OF PRACTICE

This section applies to Bahrainis ONLY and Non Bahraini if residence of Bahrain.

If an applicant fails to prove the continuity of his/her clinical practice for a period of two years or more, the applicant will be required to provide the following:

1. Evidence of CPD hours as per detailed table below noting that all CPD credits must be related to practice specialty of the healthcare professional, and according to the CPD specific requirements of NHRA.
2. All applicants are required to complete a clinical training program which should be carried out in an approved practice setting by the NHRA
3. All applicants after completion of CPD credits and clinical training program are required to pass NHRA licensure assessment to obtain the license to practice.

Gap of practice	Physicians	Nurses	Allied Health Professionals and Traditional and alternative medicine	Pharmacists
From 2 to less than 3 years	<ul style="list-style-type: none"> • 60 CPD credits • 6 months of training 	<ul style="list-style-type: none"> • 40 CPD credits • 6 months of training 	<ul style="list-style-type: none"> • 20 CPD credits • 6 months of training 	<ul style="list-style-type: none"> • 50 CPD credits • 6 months of training
From 3 to less than 4 years	<ul style="list-style-type: none"> • 90 CPD credits • 8 months of training 	<ul style="list-style-type: none"> • 60 CPD credits • 8 months of training 	<ul style="list-style-type: none"> • 30 CPD credits • 8 months of training 	<ul style="list-style-type: none"> • 75 CPD credits • 8 months of training
From 4 years to less than 5 years	<ul style="list-style-type: none"> • 120 CPD credits • 10 months of training 	<ul style="list-style-type: none"> • 80 CPD credits • 10 months of training 	<ul style="list-style-type: none"> • 40 CPD credits • 10 months of training 	<ul style="list-style-type: none"> • 100CPD credits • 10 months of training
From 5 to 10 years (For Bahrain and GCC resident only)	<ul style="list-style-type: none"> • 150 CPD credits • 12 months of training 	<ul style="list-style-type: none"> • 100 CPD credits • 12 months of training 	<ul style="list-style-type: none"> • 50 CPD credits • 12 months of training 	<ul style="list-style-type: none"> • 125 CPD credits • 12 months of training

LICENSE TRANSFER

License transfer is a process of re-issuing a professional license under a different facility

The following documents are required for the transfer of a license:

1. Intention of employment from the new facility
2. NOC from previous healthcare facility, or proof of cancellation of work permit, or mobility approval from LMRA.
3. Original license (If valid)

Fees will be calculated and the notice to pay will be sent the applicant and health care facility via email

LICENSE RE-CATEGORIZATION

Professional licenses may be moved from one category to another, or from one profession to another based on existing qualifications and years of clinical experience.

The following documents are required for re-categorization applications:

1. Request from the applicant specifying justifications for request supported by additional qualifications obtained or clinical experience gained.
2. Letter from current direct supervisor stating that the concerned applicant has the required competencies for the re-categorization level requested.
3. Copies of additional qualifications obtained.

The documents will be revised and NHRA may request dataflow primary source verification of the new qualification if not provided before.

Ponce a decision is made, it will be communicated to the applicant/health care facility. If the application is approved a notice to pay will be sent to the applicant and the health care facility. If the application is rejected, the reason for the rejection will be detailed in the correspondence with the applicant/institution.

LICENSE FEES

No.	Service Categories	Sub Categories	Type of Application	Fees if BD
1	Doctors	Consultant	New License	100
			Renewal	90
		Specialist	New License	80
			Renewal	70
		General	New License	60
			Renewal	50
Visitor Doctor			100	

2	Allied + Nursing		New License	50
			Renewal	40
3	Pharmacists	Pharmacists	New License	60
			Renewal	50
		Pharmacy Technicians	New License	50
			Renewal	40
		Medical Representative	New License	80
			Renewal	70

No.	Service	Fees
1	Fees for submission of license applications	24
2	Licensure Examination fees	04
3	Appeals against Licensure examination results	14
4	Fees for updating license information	34
5	Fees for updating license information (Pharmacists)	25
6	Fees for replacement of health professions license	24
7	Part time License Fees	24
8	Sick Leave & Medical Reports Authentication fees	24
9	Issuing Certificates for other entities - urgent	34
11	Issuing Certificates for other entities- normal	24

VERIFICATION OF LICENSE

Professionals moving to pursue their work outside the Kingdom of Bahrain or those beginning their postgraduate training may require verification of their license. The NHRA will issue these certificates upon individual request for professionals already registered/licensed by NHRA ONLY. This may be done through the following steps:

1. Download the NHRA Verification form NHRA from NHRA website
2. Complete the first part of the form
3. Email the document to **ONE** of the following Emails as per profession:

Medical: medical-verificationletter@nhra.bh

Dental: dental-verificationletter@nhra.bh

Nursing: nurse-verificationletter@nhra.bh

Allied: allied-verificationletter@nhra.bh

1. A notice to pay will be issued and sent to the applicant through email based on the type of request:
 - a. Normal request: 20 BD (the document will be prepared within 5 working days)
 - b. Urgent requests: 30 BD (the documents will be prepared within three working days)

2. The applicant will be notified through email to collect their verification form

FURTHER INFORMATION

You may access further information thorough our website: www.nhra.bh or contact our staff directly, they will be happy to assist you.

Health Profession Regulation Office			
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