



QCHP

المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



DATAFLOW

Applicant Kit

Qatar Council for Healthcare Practitioners

(QCHP)

**“Your tool for a fast and
easy application”**



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“Accuracy of information and documents provided is necessary. Failing to provide the right information will either delay your process and/or terminate your application”

1. Getting Started

Before you start with your application, please read the below carefully:
(For manual applications)

1

A passport copy is only accepted for identification

Make sure you apply for the DataFlow Group verification process **prior to or in parallel** with the evaluation phase of the QCHP registration process

2

3

Accuracy of provided information is essential to avoiding a delay in your process and/or termination of your application

DataFlow Group working hours are **7:00 AM to 12:00 PM** at the Ministry of Public Health premises - Qatar

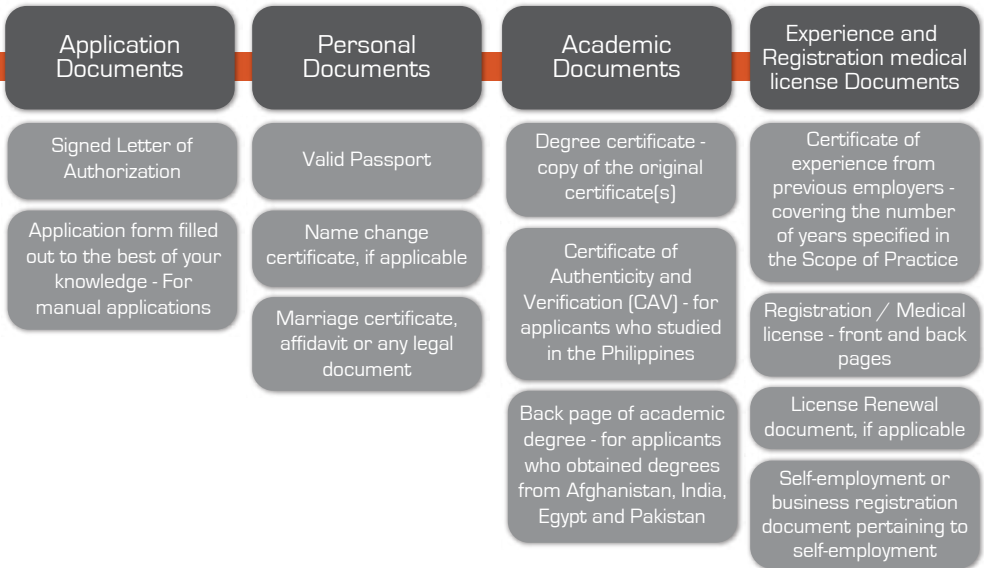
4

5

Only **TYPED** forms will be accepted at the DataFlow Group counters for manually processed applications

Before you begin your application, make sure you have **CLEAR SCANNED COPIES** of the following:

6



2. Requirements

Physician

General Scope - Physician	Specialist Physician
Bachelor's Degree of Medicine from a recognized university.	Bachelor's Degree of Medicine, in addition to highest qualification.
Last 5 years of experience post completion of graduation from date of registration license.	Refer to the physician guidelines available on the QCHP website www.qchp.org.qa .
Registration/medical license accompanying the last 5 years of experience.	Registration/medical license accompanying the required recent years of experience.

Dentist

General Scope - Dentist	Specialist Dentist
Bachelor's Degree in Oral, Dental Medicine and Surgery.	Bachelor's Degree in Oral, Dental Medicine and Surgery, in addition to highest qualification.
Last 3 years of experience post graduation.	Refer to the dental guidelines available on the QCHP website www.qchp.org.qa .
Registration/medical license accompanying the last 3 years of experience.	Registration/medical license accompanying the required last years of experience.

Pharmacist

Bachelor's Degree of Pharmacology or an equivalent degree from a recognized university.

Last 3 years of experience from date of registration license.

Registration/medical license accompanying the last 3 years of experience.

Nurse

General Scope - Registered General Nurse

Bachelor's Degree in Nursing (4 years) Or Nursing Diploma: 3 years after graduation from high school (12 years) Or Associate Degree: with condition of being registered as a general nurse in home country.

Last 2 years of experience as a nurse after Bachelor or Diploma graduation Or Last 3 years as a nurse after Associate Degree graduation.

Registration/medical license accompanying the required recent years of experience.

Nurse Specialist

Refer to the nurses guidelines available on the QCHP website www.qchp.org.qa.

Registered Midwife

Bachelor's Degree in Midwifery or equivalent Or Bachelor's Degree in Nursing AND recognized post-graduate program of midwifery.

Last 2 years of experience as a midwife after Bachelor's Degree or post-graduate program of midwifery.

Registration/medical license accompanying the required last years of experience.

Allied Health Practitioner (AHP)

Technologist/Therapist

Bachelor's degree or equivalent in related field.

Minimum of last 2 years post-graduate experience.

Paramedic requires 5 years of work experience. **Radiographer** requires 3 years of work experience.

Registration/medical license accompanying the required last years of experience.

Technician

Technical Diploma Certificate Or Associated Diploma from an accredited university.

Minimum of last 18-12 month post-graduate experience or on case by-case basis.

Registration/medical license accompanying the required last years of experience.

Complementary Medicine (CM)

Certificate in Complementary Medicine as per the relevant scope.

Recent work experience certificate covering the duration specified in the relevant profession and scope.

Refer to the CM guidelines available on the QCHP website www.qchp.org.qa

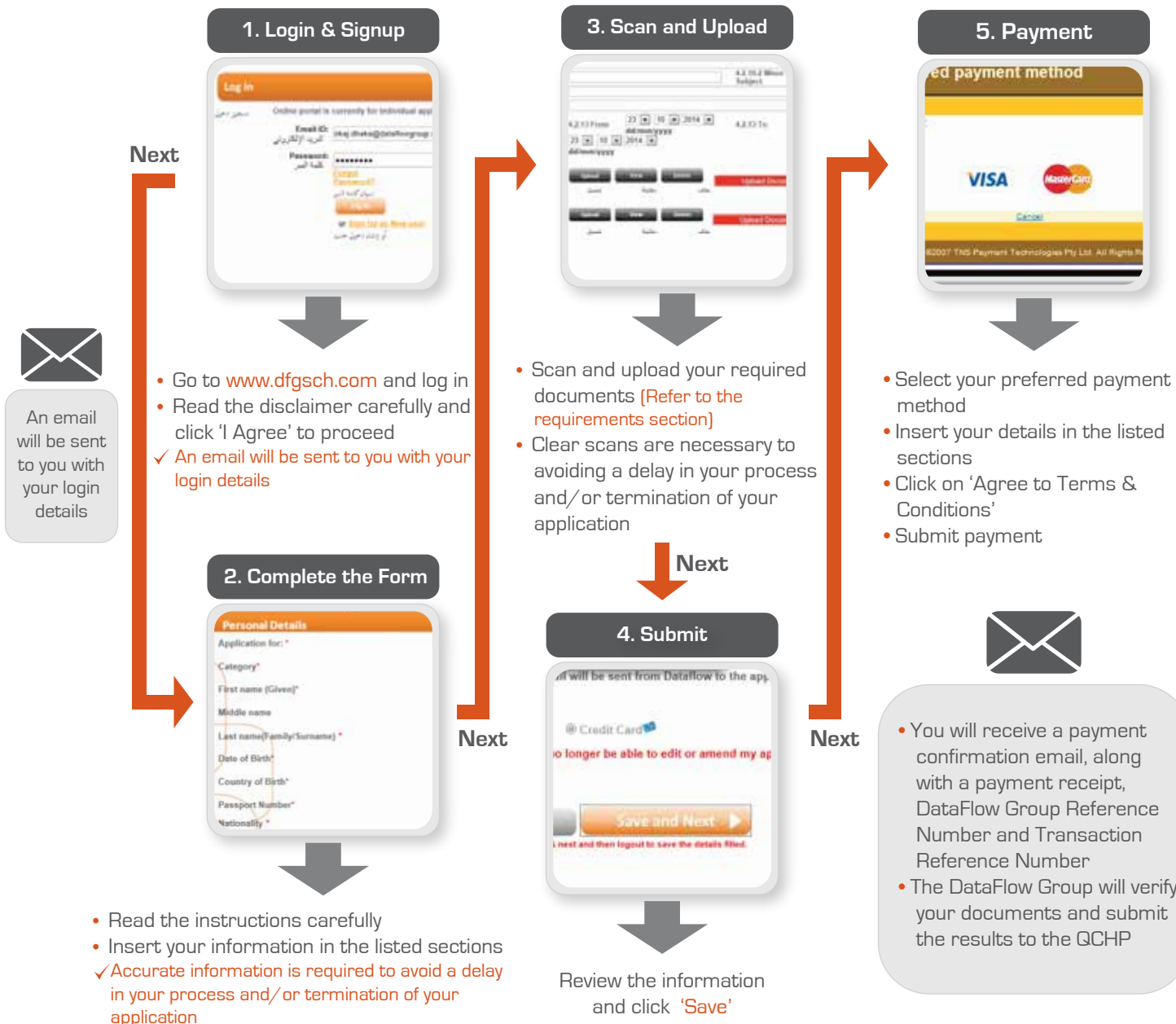
3. How to Apply

Online Application

Via the DataFlow Group website

Offline Application

At the DataFlow Group counter at the Ministry of Public Health Premises



Apply

Download the application from the DataFlow Group website at <http://www.dataflowgroup.com/qcap> or from the Ministry of Public Health website at <http://www.moph.qa//app/media/1451>

Complete the Application

Fill in the required information in the listed sections

- ✓ Accurate information is required to avoid a delay in your process and/or termination of your application

Attach

Attach all requested documents (Refer to the requirements section)

- ✓ Clear copies are required to avoid a delay in your process and/or termination of your application

Submit and Pay

Submit your documents at the DataFlow Group counter located at the Ministry of Public Health

Settle the payment (Review the fees section)

4. Fees

Search Elements	Services Description	Pricing / Qualification (QAR)
New application		
Physicians and Dentists	<ol style="list-style-type: none"> 1. Verification of up to two education qualifications 2. One professional license 3. Last five years of experience 	* Package A QAR 880
Allied Healthcare Professionals - Excluding Physicians and Dentists	<ol style="list-style-type: none"> 1. Verification of one education qualification 2. One professional license 3. Last three years of experience 	* Package B QAR 660
Retrospective applications		
Physicians and Dentists - Working in Qatar for More Than 5 Years	<ol style="list-style-type: none"> 1. Verification of up to two education qualifications 2. One professional license 	* Package C QAR 550
Allied HealthCare Professionals - Excluding Physicians and Dentists - Working in Qatar for More Than 3 Years	<ol style="list-style-type: none"> 1. Verification of one education qualification 2. One professional license 	* Package D QAR 550
Verification of any additional element will be charged separately		
Additional Documents	<ol style="list-style-type: none"> 1. Additional education qualification 2. Professional license 3. Additional employment, also applicable if applicant has more than two employments within the packages 	QAR 330 QAR 110 QAR 110

Application For	Transfer Changes
Physician and Dentist	200 QAR
Nurse, Allied Healthcare Professional, Pharmacist, Complementary Medicine	200 QAR

- Prices are applicable only to documents received online.
- Prices and discounted packages are applicable only if documents are submitted for verification at the same time. The DataFlow Group shall charge the applicable 'Additional Document' rate for any extra documents submitted after receiving the initial packages (Packages A, B, C and D).
- For applications received at the QCHP counters, an additional QAR 35 admin fee will be added to the prices mentioned above.
- Report transfer fee from other authorities is QAR 200, plus charges for additional documents if necessary as per QCHP regulations.

5. Track your Application

Visit www.dataflowstatus.com

Or

Visit www.dfgsch.com using your username and password created for the online application

Note: It is entirely the responsibility of the place of work and the applicant to follow up with the DataFlow Group

6. Appeal Process

In case of 'Negative' or 'Unable to Verify' applications, please follow the below steps:

1. Visit www.dataflowgroup.com/support
2. Click the 'Contact Us' tab at the bottom of the page
3. Fill in the required fields
4. In the 'Query Details' section, select 'Others' under the 'Nature of Query' field then select 'Appeal Process' under the 'Detailed Nature of Query' field
5. Once done, click 'Submit'

7. Important Notes

1. In case of specialty, the Bachelor's Degree should be submitted with the post graduate degrees.
2. If the applicant has worked in Qatar for a period that exceeds the required years of experience for each Scope of Practice, the medical/ registration license from their home country is not a mandatory requirement.
3. If the applicant has never worked in their home country, the medical/ registration license from their home country is not a mandatory requirement.
4. If the applicant's home country does not provide a medical/ registration license, it is not a mandatory requirement.
5. If the applicant worked in any other jurisdiction, the medical/ registration license of that jurisdiction is a mandatory requirement.

8. FAQs

Visit: www.dataflowgroup.com/QCHPFAQ

9. Contact Details

Visit: www.dataflowgroup.com/support

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www.dataflowgroup.com

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