DHCR ADD TITLE SERVICE

POLICY AND PROCEDURE

Department: Professional Licensing

Document Identifier: PP/HCP/002/02

DHCR ADD A TITLE: SERVICE – Policy and Procedure

INTRODUCTION

Add Title is a service that enables Healthcare Professional(s) (HCP) to add a new or revised title to their current scope. When the healthcare professional has gained an extra qualification and/or experience that qualifies him/her for another title, he/she is authorized to submit an *Add Title* application.

1. PURPOSE	
1.1	To allow healthcare professionals to add a new title to their current one.
1.2	To enhance the quality of healthcare and/or efficiency of healthcare services.
1.3	To give opportunity to healthcare facilities to have more specialty services.

2. SCOPE OF APPLICATION	
2.1	All healthcare facilities within DHCC that have the specialty title the applicant is applying for.
2.2	All Healthcare Professionals holding DHCC license and wishing to add /revise their current scope/title.

3. APPLICABLE	
3.1	Applicable to the following Licensed Categories: 3.1.1 Medical; 3.1.2 Dental; 3.1.3 Nursing; 3.1.4 Allied Health; and 3.1.5 Complementary & Alternative Medicine Professionals.
3.2	Applicable to both full-time and part-time HCPs.

4. Policy	
4.1	The applicant must fulfill the specific licensure requirements as per DHCA licensure guidelines for Physicians and Dentists, Nursing, Allied Health, or Complementary Alternative Medicine by submitting evidence of relevant qualifications for the additional title.
4.2	For Medical and Dental specialists and consultants; the HCP must provide: • Option1: Recognized qualifications as per the Licensure Requirements for Physicians and Dentist Guidance for Applicants; ***or*** • Option2: - Evidence of at least 2 years of training in the additional Specialty; it could be in the form of fellowships, postgraduate courses, and/or a Diplomas, or equivalent; ***and***

DHCR ADD A TITLE: SERVICE – Policy and Procedure

	- Logbook for the entire training period in the additional specialty.
4.3	HCP must have a valid DHCC license to apply.
4.4	The additional title specialty should be in alignment with the facility's approved services on the Clinical Operating Permit.
4.5	HCP may add up to a maximum of three titles in separate applications. Fees will apply as per the current DHCR service fees list.
4.6	HCPs are not permitted to apply for addition of title if they are under investigation or have any case or issues against them as per CPU records.
4.7	All *Add Title* requests are subject to passing DHCA Licensing Exam and completing Primary Source Verification positively as applicable.
4.8	HCP can only apply to add titles which fall under the same scope of their current license title. Refer to *appendix 7.1**
4.9	All applications are subject to review and approval by DHCR.
4.10	Rejection of an application by the primary HCO or PLD will not cancel the current license.
4.11	All application fees are non-refundable irrespective of the application outcomes.

5. Procedure	
5.1	An online application for Add Title to the professional license is submitted online through www.dhcc.ae, MASAAR E-services -> Professional License Services -> MMI, BLS, Title And Name Updates
5.2	The Primary/selected Healthcare Operator (Employer) will have to approve the request.
5.3	Add Title application is reviewed by DHCR as per the requirements stated in *section 4.0*.
5.4	Should the application require further information or be rejected, an email notification will be sent from MASAAR system.
5.5	HCP will be required to pay the Add Title service fees as per the DHCR service fees list. Payment task will be sent to the applicant through the MASAAR system with an email notification.
5.6	Once the *Add Title* request is approved, the applicant is notified via MASAAR and a new license card will be issued under the existing validity period.

6. DEFINITIONS	
6.1	**Additional title:** Is an addition to the current license title that the healthcare professional holds.
6.2	**CPU:** Customer protection unit, a department set up within *DHCR* to manage and investigate complaints against licensees
6.3	**DHCA:** The Dubai Healthcare City Authority established under Article (4) of the Law, and comprises the Chairperson, the DHCC Board of Directors and the Executive Body.
6.4	**DHCC:** Dubai Healthcare City established in the emirates of Dubai under Resolution No. (9) Of 2003.

DHCR ADD A TITLE: SERVICE – Policy and Procedure

6.5	**DHCR:** Is the regulatory arm of Dubai Healthcare City Authority. An independent licensing and regulatory authority for all healthcare providers, medical, educational and other business operating within DHCC.
6.6	**HCP (Licensed Healthcare Professional(s):** Healthcare Professional(s) holding a License duly issued by the DHCA Licensing Board in accordance with the Healthcare Professional(s) Regulations and the applicable Practice Rules, Standards and Policies
6.7	**HCO:** Healthcare Operator
6.8	**PLD:** Professional License Department
6.9	**Prometric Exam:** DHCA Licensing Exam

7. APPENDICES	
7.1	Title and Scope Reference List

DHCR ADD A TITLE: SERVICE – Policy and Procedure

Appendix 7.1- Title and Scope Reference List

CATEGORY	SCOPE	SPECIALTIES
Allied	Allied	All Allied Health Specialties as per DHCA Licensure Requirements for Healthcare Professionals.
Nursing	Nursing	Mental Health Nurse
		Nursing Assistant
		Pediatric Nurse
		Practical Nurse
		Registered Midwife
		Registered Nurse
CAM	CAM Therapist	Acupuncture
		Ayurveda Massage
		Massage
CAM	Associate Doctor of CAM	Associate Doctor (Acupuncture)
		Associate Doctor (Ayurveda)
		Associate Doctor (Chiropractor)
		Associate Doctor (Homeopathy)
		Associate Doctor (Naturopathy)
		Associate Doctor (Osteopathy)
		Associate Doctor (Traditional Asian Medicine)
		Associate Doctor (Unani Medicine)
CAM	Doctor of CAM	Doctor (Acupuncture)
		Doctor (Ayurveda)
		Doctor (Chiropractor)

DHCR ADD A TITLE: SERVICE – Policy and Procedure

CAM	Doctor of CAM	Doctor (Homeopathy)
		Doctor (Naturopathy)
		Doctor (Osteopathy)
		Doctor (Traditional Asian Medicine)
		Doctor (Unani Medicine)
Dental	Dentistry	Endodontics
		Oral and Maxillofacial Surgery
		Oral Maxillofacial Radiology
		Oral Medicine
		Oral Surgery
		Orthodontics
		Pediatric Dentistry
		Periodontics
		Prosthodontics
		Restorative Dentistry
Medical	Aerospace Medicine	Aerospace Medicine
		Undersea and Hyperbaric Medicine
Medical	Anesthesiology	Anesthesiology
		Critical Care Medicine
		Hospice and Palliative Medicine
		Pain Medicine
		Pediatric Anesthesiology
		Sleep Medicine
Medical	Cardiac Surgery	Cardiac Surgery
		Congenital Cardiac Surgery
Medical	Cardiac, Thoracic, Vascular Surgery	Cardiac Surgery
		Thoracic Surgery
		Vascular Surgery
Medical	Cardiology	Adult Congenital Heart Disease
		Advanced Heart Failure and Transplant
		Advanced Heart Failure and Transplant Cardiology
		Cardiology
		Clinical Cardiac Electrophysiology
		Interventional Cardiology
Medical	Dermatology	Dermatology
		Dermatopathology
		Pediatric Dermatology

DHCR ADD A TITLE: SERVICE – Policy and Procedure

Medical	Emergency Medicine	Emergency Medicine
		Medical Toxicology
		Pain Medicine
		Pediatric Emergency Medicine
		Sports Medicine
		Undersea and Hyperbaric Medicine
Medical	Family Medicine	Adolescent Medicine
		Family Medicine
		Geriatric Medicine
		Hospice and Palliative Medicine
		Pain Medicine
		Sleep Medicine
		Sports Medicine
Medical	Gastroenterology	Gastroenterology
		Transplant Hepatology
Medical	General Surgery	Colon and Rectal Surgery
		General Surgery
		Hospice and Palliative Surgery
		Surgery of the Hand
		Surgical Critical Care
		Surgical Oncology
Medical	Internal Medicine	Adolescent Medicine
		Cardiovascular Disease
		Critical Care Medicine
		Endocrinology, Diabetes and Metabolism
		Gastroenterology
		Geriatric Medicine
		Hematology
		Hospice and Palliative Medicine
		Infectious Disease
		Internal Medicine
		Medical Oncology
		Nephrology
		Pulmonology
		Rheumatology
		Sleep Medicine
		Sports Medicine

DHCR ADD A TITLE: SERVICE – Policy and Procedure

Medical	Medical Genetics	Clinical Biochemical Genetics
		Clinical Cytogenetics
		Clinical Genetics
		Clinical Molecular Genetics
		Medical Biochemical Genetics
		Medical Genetics
		Molecular Genetic Pathology
Medical	Neurology	Clinical Neurophysiology
		Epilepsy
		Neurodevelopmental Disabilities
		Neurology
		Neuromuscular Medicine
		Pediatric Neurology
		Sleep Medicine
		Vascular Neurology
Medical	Obstetrics and Gynecology	Critical Care Medicine
		Female Pelvic Medicine and Reconstructive Surgery
		Gynecologic Oncology
		Hospice and Palliative Medicine
		Maternal and Fetal Medicine
		Obstetrics and Gynecology
		Reproductive Endocrinology/Infertility
Medical	Occupational Medicine	Medical Toxicology
		Occupational Medicine
		Undersea and Hyperbaric Medicine
Medical	Orthopaedic Surgery	Orthopaedic Surgery
		Sports Medicine
		Surgery of the Hand
Medical	Otolaryngology	Audio-Vestibular Medicine
		Head and Neck Surgery
		Neurotology
		Otolaryngology
		Otolaryngology-Plastic Surgery (Head & Neck)
		Pediatric Otolaryngology
		Sleep Medicine
Medical	Pathology - Clinical	Pathology - Anatomic
		Pathology - Blood Banking/Transfusion Medicine
		Pathology - Chemical

DHCR ADD A TITLE: SERVICE – Policy and Procedure

Medical	Pathology - Clinical	Pathology - Clinical Informatics
		Pathology - Cytopathology
		Pathology - Dermatopathology
		Pathology - Forensic
		Pathology - Hematology
		Pathology - Medical Microbiology
		Pathology - Molecular Genetic
		Pathology - Neuropathology
		Pathology – Pediatric
		Pathology (Clinical)
Medical	Pediatrics	Adolescent Medicine
		Child Abuse Pediatrics
		Developmental-Behavioral Pediatrics
		Hospice and Palliative Medicine
		Neonatal-Perinatal Medicine
		Pediatric Cardiology
		Pediatric Critical Care Medicine
		Pediatric Emergency Medicine
		Pediatric Endocrinology
		Pediatric Gastroenterology
		Pediatric Hematology-Oncology
		Pediatric Infectious Diseases
		Pediatric Nephrology
		Pediatric Neurology
		Pediatric Pulmonology
		Pediatric Rheumatology
		Pediatric Sleep Medicine
		Pediatric Sports Medicine
		Pediatric Transplant Hepatology
		Pediatrics
Medical	Physical Medicine and Rehabilitation	Brain Injury Medicine
		Hospice and Palliative Medicine
		Neuromuscular Medicine
		Pain Medicine
		Pediatric Rehabilitation Medicine
		Physical Medicine and Rehabilitation
		Spinal Cord Injury Medicine
		Sports Medicine

DHCR ADD A TITLE: SERVICE – Policy and Procedure

Medical	Plastic Surgery	Head and Neck Surgery
		Plastic Surgery
		Surgery of the Hand
Medical	Psychiatry	Addiction Psychiatry
		Child and Adolescent Psychiatry
		Geriatric Psychiatry
		Pain Medicine
		Psychiatry
		Psychosomatic Medicine
		Sleep Medicine
Medical	Pulmonology	Pulmonology
		Sleep Medicine
Medical	Radiology - Diagnostic	Interventional Radiology
		Neuroradiology
		Nuclear Radiology
		Pediatric Radiology
		Radiation Oncology
		Radiological Hospice and Palliative Medicine
		Radiological Pain Medicine
		Radiology - Diagnostic
Medical	Urology	Female Pelvic Medicine and Reconstructive Surgery
		Pediatric Urology
		Urology

*Additional Titles not listed may be reviewed by the Professional Licensing Department on a case-by-case basis.