Institution Name: Directorate General of Private Health Establishments					
Document Title: Procedure of Licensing and Assessing of Private Hospitals					
Approval Process					
	Name	Title	Institution	Date	Signature
Written by	Ms Khalsa Al Mawali	HoS Licensing and Assessing of Private Hospitals	Ministry of Health	9 Jan 2022	Ms Khalsa Al Mawali
Reviewed by	Ms Rawan Al Amri	DGPHE	Ministry of Health	9 Jan 2022	Ms Rawan Al Amri
Validated by	Dr Munira Al Hashmi	HoD Quality Control & paitent Safety	Ministry of Health	9 Jan 2022	Dr Munira Al Hashmi
Approved by	Mr Bader Al Jabri	DG of DGPHE	Ministry of Health	9 Jan 2022	Ms Bader Al Jabri

Content Table

Acknowledgement 3

Acronyms: 3

.1 Introduction 4

2. Scope 4

3. Purpose 4

4. Definitions 4

6. Responsibilities 10

7. Document History and Version Control 10

8. Related Documents: 11

9. References: 11

Acknowledgement

DGPHE would like to thank and appreciate the great efforts of all the staff from different departments and directorates within the Ministry of Health who participated in writing up this SoP and in particular the following staff:

Name of Employee	Institution / Directorate / Department
Dr Hamood Al Harthi	Directorate of General of Private Health Establishments
Ms Khalsa Al Mawali	HoS Licensing and Assessing of Private Hospitals
Ms. Rawan Said Al Amri	Directorate of General of Private Health Establishments
Ms. Yusra Al Wehaibi	Directorate General of Quality Assurance Center

Acronyms:

DG	Director General
DGPHE	Directorate General of Private Health Establishments
HoD	Head of department
HoS	Head of section
MoH	Ministry of Health, Oman
PHE	Private Health Establishments
SOP	Procedure

1. Introduction

The DGPHE (DGPHE) provides this procedure as a functional guidance to standardize the format and the procedure for managing activities related to Licensing and Assessing of Hospitals that is initiated by all levels in private healthcare institutions (Primary, Secondary and National levels) in Ministry of Health (MoH).

2. Scope

This document is applicable to all private healthcare institutes in MoH.

3. Purpose

3.1 To provide guidelines for carrying out the activities related to the Licensing and Assessing of Hospitals section

3.2 To ensure that all in MoH follow a recognized standardized framework and process.

4. Definitions

4.1 Licensing and Assessing of Hospitals: Licensing and Assessing of Hospitals are the everyday costs in running a business / Institutions for things that are used continually.

Licensing and Assessing of Hospitals includes the day-today costs of running business / Institution, such as office supplies, rent, and electricity.

Licensing and Assessing of Hospitals is the everyday costs in running a business / Institution for things that are used continually or will be used within one year.

4.2 Licensing and Assessing of Hospitals: Funds used to acquire a long-term asset. A capital expenditure results in depreciation deductions over the life of the acquired asset. (An A to Z Guide to Investment Terms for Today's Investor by David L. Scott. Copyright © 2003 by Houghton Mifflin Company. Published by Houghton Mifflin Company.)

4.3 Institution: is an organization, establishment, foundation, society devoted to the promotion of a particular cause or program e.g universities, directorates (Douglas, 2010).

4.4 Institutional Document: is any document related/ applied to the institutional level.

4.5 National Documents: is any document applied to the national level.

4.6 Procedure: is the established steps to be followed routinely in order to ensure that the outcome and values expressed in the policy are achieved (Athabasca University, 2009).

4.7 Process: It is a set of mandatory step by step, detailed action required to successfully accomplish a task.

5. Procedures:

5.1. Opening a new private hospital:

1. Application to open a hospital is submitted to the HoD office by the PHE staff
2. Evaluate the application by the HoS
3. Complete applications goes to finance for fee payment by PHE staff
4. Registration of facility in the PHE system is done by HoD of Licensing and Assessing of PHE
5. The drawing is forwarded to the Directorate General of Projects & Engineering Affairs
6. Applicant will get 2 letters:
   - Initial Approval
   - Letter to MOC (add in the activity of CR)
7. If reject it goes back to applicant to rectify

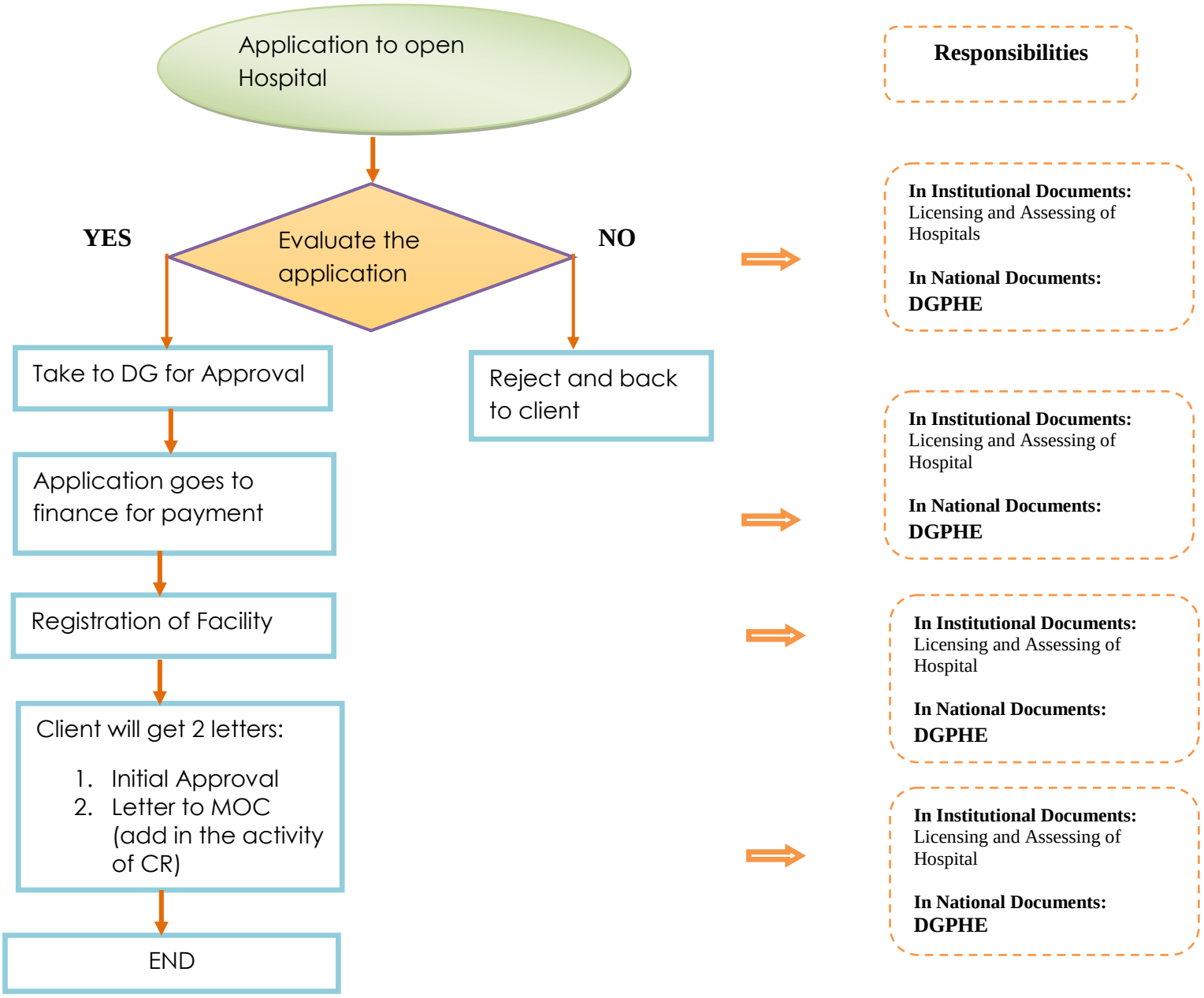
5.2. Drawing Approval:

8. PHE request approval letter addressed to the HoD with drawing attached
   (Stamp the approved sketch/drawing for municipality purpose)
9. HoD office sends the drawing to the DG office be evaluated and approved
10. If it meets the requirements an approval letter will be issued to municipality
11. If rejected it will be reported back to client for rectification

Final Inspection of Facility

1. The documents required:
   - Letter of request from the PHE staff
   - CR copy (activated)
   - Copy of civil defence license
   - Copy of municipality license
   - Copy of waste disposal contract
   - Copy of cleaning contract
   - Copy of approval of drawing letter
2. Central Inspection team will evaluate the place
3. The inspection report will be then submitted as the declaration form to PH
4. If it meets the requirement , HoD office will activate the hospital license in the DGPHE system, if not then it will be reported back to applicant
5. A licence is printed only after the PHE provides the health professionals or a permit to start some specialities can be provided if not all staff is licensed yet.

Procedure



Responsibilities

In Institutional Documents: Licensing and Assessing of Hospitals

In National Documents: **DGPHE**

In Institutional Documents: Licensing and Assessing of Hospital

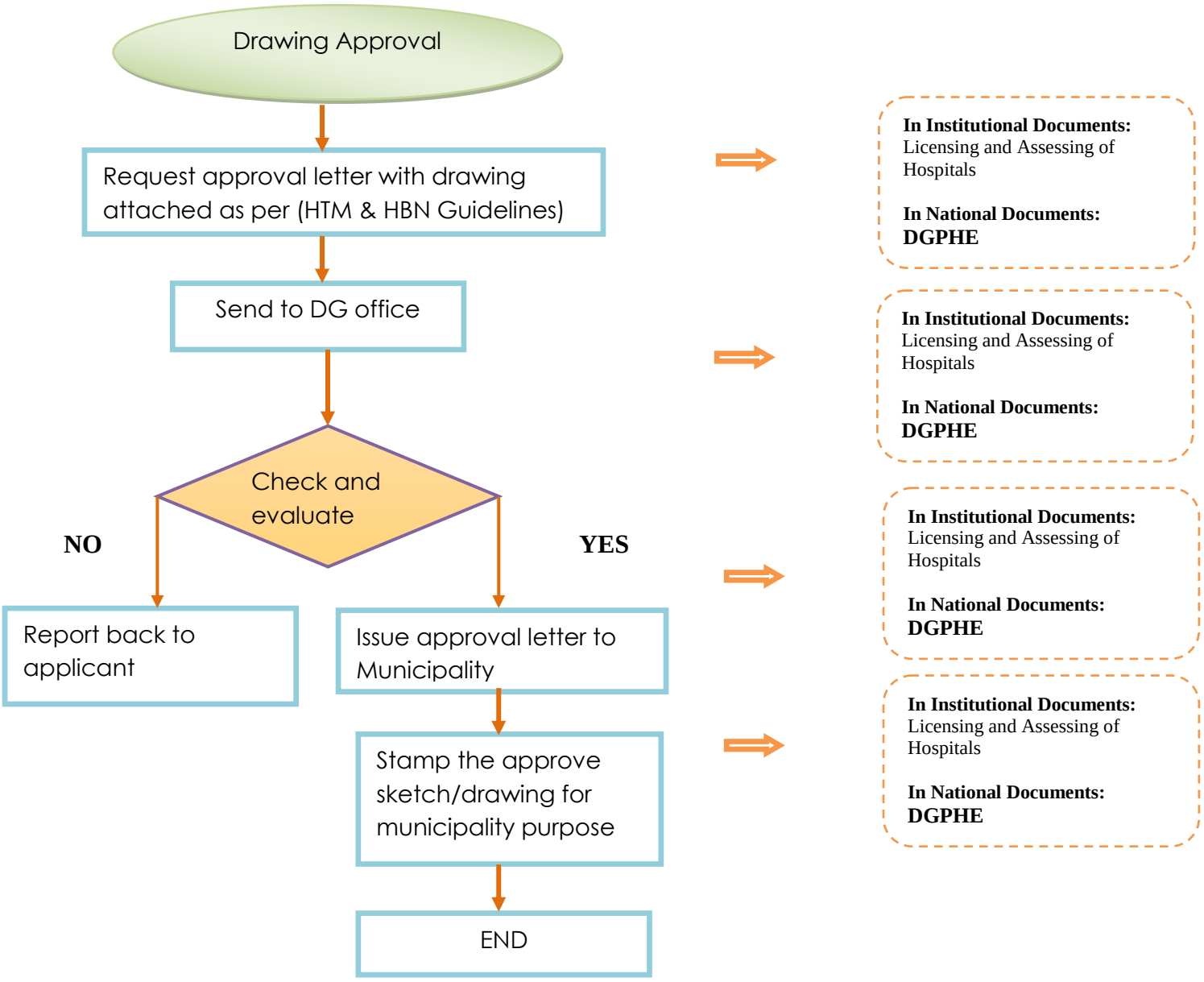
In National Documents: **DGPHE**

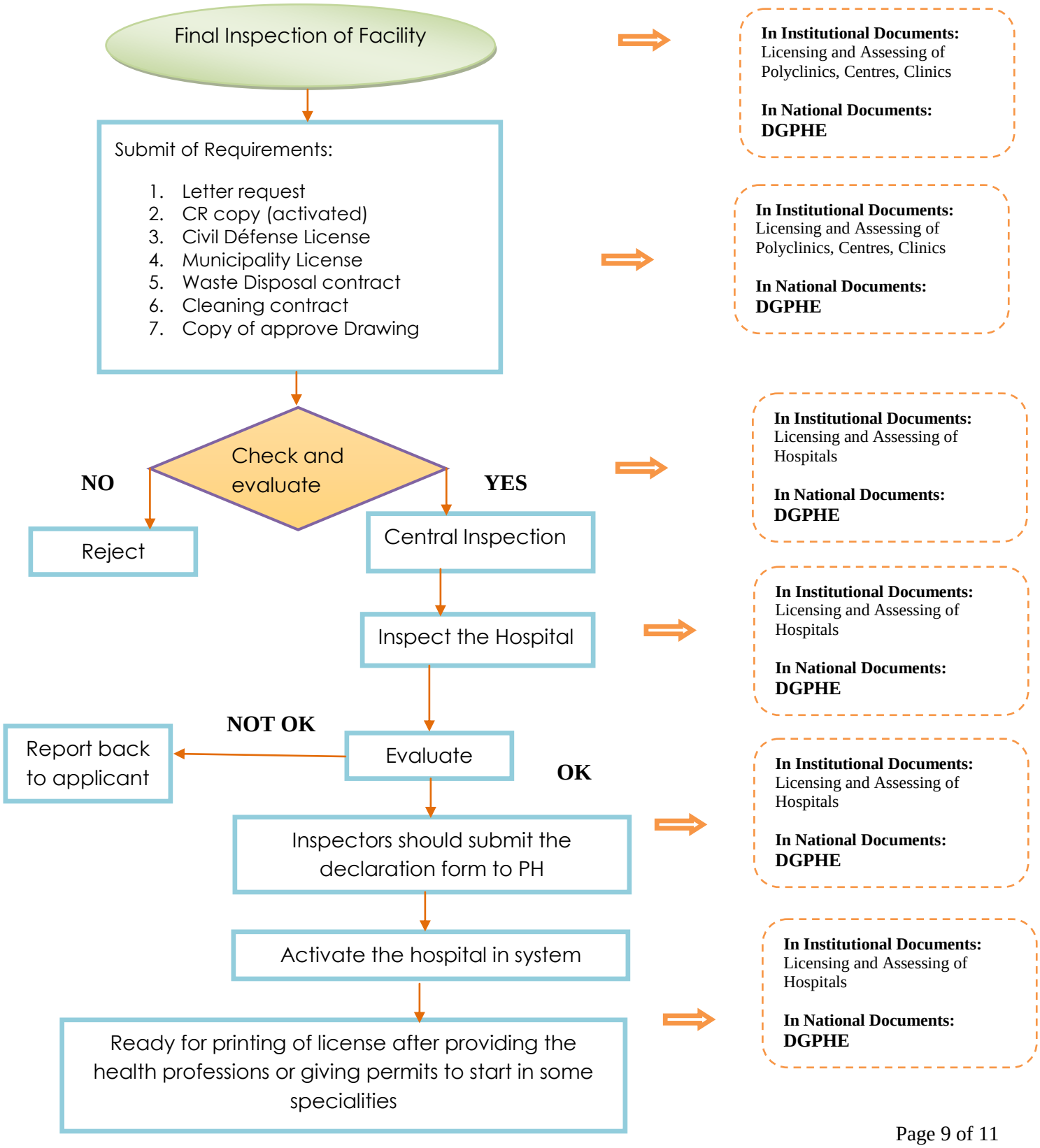
In Institutional Documents: Licensing and Assessing of Hospital

In National Documents: **DGPHE**

In Institutional Documents: Licensing and Assessing of Hospital

In National Documents: **DGPHE**


Drawing Approval
Request approval letter with drawing attached as per (HTM & HBN Guidelines)
Send to DG office
Check and evaluate
NO
YES
Report back to applicant
Issue approval letter to Municipality
Stamp the approve sketch/drawing for municipality purpose
END
In Institutional Documents: Licensing and Assessing of Hospitals
In National Documents: DGPHE
In Institutional Documents: Licensing and Assessing of Hospitals
In National Documents: DGPHE
In Institutional Documents: Licensing and Assessing of Hospitals
In National Documents: DGPHE
In Institutional Documents: Licensing and Assessing of Hospitals
In National Documents: DGPHE


Final Inspection of Facility
Submit of Requirements:
1. Letter request
2. CR copy (activated)
3. Civil Défense License
4. Municipality License
5. Waste Disposal contract
6. Cleaning contract
7. Copy of approve Drawing
Check and evaluate
NO
YES
Reject
Central Inspection
Inspect the Hospital
NOT OK
Report back to applicant
Evaluate
OK
Inspectors should submit the declaration form to PH
Activate the hospital in system
Ready for printing of license after providing the health professions or giving permits to start in some specialities
In Institutional Documents: Licensing and Assessing of Polyclinics, Centres, Clinics
In National Documents: DGPHE
In Institutional Documents: Licensing and Assessing of Polyclinics, Centres, Clinics
In National Documents: DGPHE
In Institutional Documents: Licensing and Assessing of Hospitals
In National Documents: DGPHE
In Institutional Documents: Licensing and Assessing of Hospitals
In National Documents: DGPHE
In Institutional Documents: Licensing and Assessing of Hospitals
In National Documents: DGPHE
In Institutional Documents: Licensing and Assessing of Hospitals
In National Documents: DGPHE

6. Responsibilities

A. Responsibilities are mentioned above in the 6.0 procedure for each activity in the DGPHE while performing this procedure

B. Ms Khalssa Al Mawali – HoS Licensing and Assessing of Hospitals

C. The central inspection team

D. Mr Suliman Al Mamari – HoD Licensing and Assessing PHE

E. Mr Bader Al Jabri – DG of DGPHE

7. Document History and Version Control

Document History and Version Control			
Version	**Description of Amendment**	**Author**	**Review Date**
01	Initial Release	Dr Hamood Al Harthi HoD Licensing and Assessing of PHE	Feb/2020
02	1st Review	Ms Khalsa Al Mawali	Jan 2022
Written by	**Reviewed by**	**Approved by**	
Ms Khalsa Al Mawali	Ms Rawan Al Amri	Mr Bader Al Jabri	

8. Related Documents:

8.1. Private health establishment license request evaluation form, MoH/DGPHE/F/001/Vers.01
8.2. Final approval form for issuing health establishment license, MoH/DGPHE/F/002/Vers.01
8.3. Application for private health establishment license renewal, MoH/DGPHE/F/012/Vers.01

9. References:

Title of book/ journal/ articles/ Website	Author	Year of publication	Page
No references used			