

# **Request for recognition of hospitals and universities as training facilities**

## **About the Service**

This service enables hospitals and medical universities to apply to be recognized as training facilities.

## **Service Process**

- Register in the digital-services and make user name and password (If not yet registered), and login
- The concerned facility submits an application for the service and finalize the self-assessment via the E-services.
- The concerned facility attach the required documents and the required documents.
- The application is reviewed, and the date of the site visit is set if the application is completed.
- The concerned facility undergoes the field visit, and the evaluation report including recommendations is produced by the evaluation committee.
- The concerned facility will be informed with accreditation result, and the evaluation report will be communicated.
- If the requirements are met, the accreditation certificate will be issued.

## **Required Documents**

- The hospital evaluation form for training
- List of policies and procedures of the hospital
- A document stating the commitment of the hospital administration to the following: Supporting and providing the necessary requirements for the educational process and trainingFacilitating the attendance of doctors at the conferences and courses
- A document indicating that the hospital has been previously evaluated (or will be evaluated) by an institution responsible for recognition
- A list of scientific and educational activities in the hospital in general, and in each section separately
- The organizational structure of the hospital
- A copy of the memorandum of understanding between the hospital and the medical school or other scientific entity (if any)
- A copy of the policies and procedures for the shift system
- A copy of the shift schedule from the previous 3 months from one of the main clinical departments
- A copy of the shift schedule from the previous 3 months from the injury and emergency department
- Quality control procedures in the laboratories department
- Quality control procedures in the radiology department
- Details of professional development programs in the hospital - achievements of the last year must be attached to a schedule showing the program name, date of submission, name of lecturer, target group and frequency (if any)
- The Committee for following up training (if any), with further details of its establishment, responsibility and organizational structure
- A document listing health research activities
- A document indicating training activities for trainers/trainers

## **Conditions & Requirements**

1. Complete the application form for the evaluation of the hospital in which the training will occur

## **Service completion duration**

- 30 working days

## Service Fees

Free

## Service channels

Service Delivery Centers

Email

## Service locations

- Training and Development Center - Sharjah
- Email: [credithours.tdc@ehs.gov.ae](mailto:credithours.tdc@ehs.gov.ae)

## Support

[credithours.tdc@ehs.gov.ae](mailto:credithours.tdc@ehs.gov.ae)

## Target audience

- Hospitals and medical universities in the private sector

## Department name

Training and Development Center

## Sector name

Finance & Support Services Sector

## Main Service

Training and Development

## Service Code

400-14-006-000

## Service Type

Transactional

## Sub Service Type

Variation

## Service Classification

