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SOP No.	Title	Version No.	Total Pages
BMHC/RLS/05A	Temporary registration of experts from outside during emergencies	01	8

Issue Date	Effective Date	Review Period
31-09-2020	01-09-2020	2 yearly

Function	Name	Designation	Signature
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Distribution:	1. Education & Professional Services, BMHC 2. Registration & Licensing Services, BMHC 3. Administration & Finance Services, BMHC 4. Ministry of Health		
Location:	Office of Registrar		
REVISION SUMMARY			
Version No	Effective Date	Reason for Change	Details of the change

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### 1. Application

This SOP is applicable for temporary registration of experts from outside required during the emergencies.

### 2. Objective

- 2.1. To help in the recruitment of medical and health experts during emergencies.
- 2.2. To provide clarity and systematically carryout the registration process.
- 2.3. To minimize errors and improve accountability in the work place.





### 3. Responsibility

Sl. No.	Official Designation	Responsibilities
1.	Deputy Registrar	i. Receive application ii. Verification of documents and process for approval of registration.
2.	Registrar	i. Consultation when required. ii. Accord approval for registration.
3.	Record Assistant	i. Process issuance of certificate. ii. Update and maintain records.

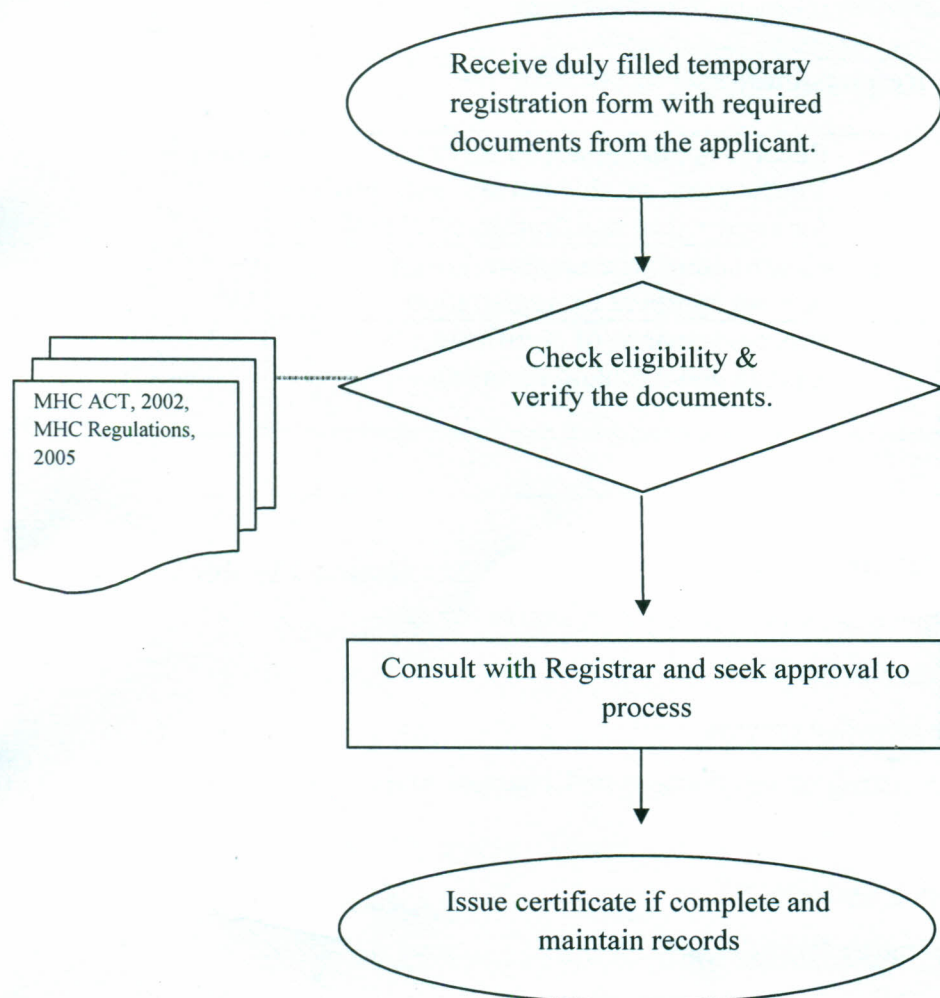
### 4. Definition

- 4.1. **BMHC:** Bhutan Medical and Health Council
- 4.2. **Effective Date:** It is the date that a document becomes effective for use.
- 4.3. **Forms:** It refers to the forms used in the SOP
- 4.4. **Procedure:** It refers to simple stepwise process
- 4.5. **Revision Summary:** It is the listing of the documented changes made to a Controlled Document.
- 4.6. **RLS:** Registration and Licensing Services
- 4.7. **SOP:** It refers to Standard Operating Procedures.





## 5. Process Map in Flow Chart



## 6. Procedure

- 6.1.1. Receive duly-filled application form (Annexure 1) along with the documents from the relevant recruitment agency.
- 6.1.2. Verify the documents and check eligibility:
  - 6.1.2.1. Invitation/clearance from the government agency
  - 6.1.2.2. Curriculum Vitae
  - 6.1.2.3. Valid proof of registration/licence to practice from the regulatory authority in the home country.
  - 6.1.2.4. Notatized copy of professional qualification



- 6.1.2.5. Evidence of work experience in the specialty as relevant.
- 6.1.2.6. Signed code of professional fidelity (Annexure 2)
- 6.1.2.7. 1 Passport size photograph
- 6.1.2.8. Copy of passport
- 6.1.3. If the document verification is complete, maintain a record and provide temporary registration certificate on gratis basis for the duration of the emergency or as specified by the recruitment agency.
- 6.1.4. If the verification and approval requires further discussion, consult with Registrar and other relevant agencies.
- 6.1.5. If not approved, inform the applicant or recruitment agency.





**7. Annexure****Annexure 1: Application form for temporary registration**

**ROYAL GOVERNMENT OF BHUTAN**  
**BHUTAN MEDICAL AND HEALTH COUNCIL**  
*Application for Temporary Registration*

The Registrar  
Bhutan Medical and Health Council  
Ministry of Health  
Thimphu

Sir,

I request that my name, address and qualification(s) as stated below, may be registered on the register of medical and/or health professional under the Bhutan Medical and Health Council and I may be furnished with a certificate of temporary registration.

Name in full.....Sex.....Passport No.....

Nationality.....  
.....

Permanent address (in block letters)  
.....  
.....

Description of qualification of which registration is desired.	Name of the University	Date of obtaining the qualification	Name of the medical and /or health Institution from which the applicant have appeared for the said qualifying examination

Yours faithfully,

..... (Name)

Signature, Date

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## Annexure 2: CODE OF PROFESSIONAL FIDELITY

### Declaration of Geneva, 1948; Editorially revised by 68<sup>th</sup> World Medical Association General Assembly, October, 2017 adopted as Medical and Health Professional Pledge in Bhutan

1. I SOLEMNLY PLEDGE to dedicate my life to the service of humanity;
2. THE HEALTH AND WELL-BEING OF MY PATIENT will be my first consideration;
3. I WILL RESPECT the autonomy and dignity of my patient;
4. I WILL MAINTAIN the utmost respect for human life;
5. I WILL NOT PERMIT considerations of age, disease or disability, creed, ethnic origin, gender, nationality, political affiliation, race, sexual orientation, social standing, or any other factor to intervene between my duty and my patient;
6. I WILL RESPECT the secrets that are confided in me, even after the patient has died;
7. I WILL PRACTISE my profession with conscience and dignity and in accordance with good medical practice;
8. I WILL FOSTER the honour and noble traditions of the medical profession;
9. I WILL GIVE to my teachers, colleagues, and students the respect and gratitude that is their due;
10. I WILL SHARE my medical knowledge for the benefit of the patient and the advancement of healthcare;
11. I WILL ATTEND TO my own health, well-being, and abilities in order to provide care of the highest standard;
12. I WILL NOT USE my medical knowledge to violate human rights and civil liberties, even under threat;
13. I MAKE THESE PROMISES solemnly, freely, and upon my honour;
14. I solemnly swear/affirm that I shall uphold the sovereignty and integrity of Bhutan faithfully, conscientiously discharge my duties in the service of the Tsawa-sum and perform the duties of my office without fear or favour to the best of my ability, and that I shall bear true faith and allegiance to the Constitution of Bhutan;
15. I hereby declare that the statements given above are true and correct. I understand that any false or misleading statement may result in the permanent denial of registration to practice /result in legal action.

Signature

Place.....

Date.....

**Note: The declaration has to be attested by the Registrar of the BMHC**



## 8. Reference

- 8.1. Kingdom of Bhutan, Medical and Health Council Act, 2002
- 8.2. Medical and Health Council Regulations 2005