CORE CONCEPT

# Health Professions Regulation Course: Practitioner Registration, Licensing and Fitness to Practise

29 August – 2 September 2027
Jeddah - Corniche four-star

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**Ref:** 2121_30728 **Date:** 29 August – 2 September 2027 **Location:** Jeddah - Corniche four-star **Fees:** 19500 SAR

## Introduction:

Health professions regulation covering practitioner registration, licensing and fitness to practise is a 1-week course for registration, licensing, CPD monitoring and complaints units of health-professions councils, licensing departments and hospital medical-affairs offices, ending with a Practitioner Regulation Improvement Plan for a case regulatory body. Patients are exposed when registers hold outdated entries, overseas qualifications pass without verification, renewals ignore CPD evidence and complaints wait months for a decision. Nominees already process applications, renewals or concerns about practitioners and work through case files, register extracts and hearing bundles. CoreConcept Training Center delivers this health professions regulation course.

## Course Objectives:

- Structure a professional register with practitioner categories, protected titles, scope-of-practice entries and public register disclosure rules
- Assess applications from internationally educated graduates through document authentication, qualification equivalence and supervised practice routes
- Run licensing examination, initial licence and renewal decisions with recorded criteria, timeframes and appeal routes
- Audit CPD returns by sample, test the quality of recorded learning and decide on non-compliant practitioners
- Triage complaints and conduct fitness-to-practise investigations with interim order decisions and procedural fairness safeguards
- Prepare hearing bundles, apply a sanctions guidance framework and draft a Practitioner Regulation Improvement Plan

## Target Audience:

- Registration units responsible for practitioner records, categories, renewals and public register accuracy
- Licensing units responsible for application assessment, licensing examinations and qualification equivalence decisions
- CPD monitoring units responsible for renewal evidence, CPD audits and remediation of shortfalls
- Complaints and investigation units responsible for intake, triage, evidence gathering and case referral
- Hearing and adjudication secretariats responsible for panel scheduling, hearing bundles and determinations
- Hospital medical-affairs offices responsible for liaising with regulators on practitioner licences and reported concerns

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## Course Outline:

### Day 1: Purpose of Health Professions Regulation and Regulatory Baseline

- Public Protection Mandate Versus Professional Self-Regulation Models
- Statutory Council and Ministry Licensing Department Operating Structures
- Proportionate Risk-Based Principles for Practitioner Oversight
- Register Integrity Indicators and Backlog Data Review
- Regulatory Function Map Across Registration, Licensing and Discipline

### Day 2: Registers, Practitioner Classification and Licensing Rules

- Professional Register Fields, Protected Titles and Public Disclosure
- Practitioner Classification Grades From Technician to Consultant
- Scope-of-Practice Statements and Restricted Activity Lists
- Licence Types, Validity Periods and Renewal Rule Design
- Licensing Examination Eligibility, Attempts and Results Handling

### Day 3: Foreign Qualification Verification, Licensing Decisions and CPD Compliance

- Document Authentication and Overseas Diploma Verification Workflow
- Qualification Equivalence Mapping Against National Curriculum Benchmarks
- Supervised Practice and Adaptation Periods for Overseas Graduates
- CPD Cycle of Planning, Reflection and Learning Records
- CPD Return Sampling, Audit Scoring and Shortfall Remediation

### Day 4: Complaints Triage, Fitness-to-Practise Investigation and Sanctions

- Complaint Intake Screening and Risk-Based Triage Matrix
- Fitness-to-Practise Investigation Plan With Expert Evidence
- Interim Order Threshold Tests and Suspension Pending Hearing
- Hearing Panel Procedure, Natural Justice and Practitioner Representation
- Sanctions Guidance From Warnings to Conditions and Removal

### Day 5: Case Study Work on a Practitioner Regulation Improvement Plan

- Case Regulatory Body Register Extract and Backlog Analysis
- Case Overseas Applicant File Verification and Licensing Decision
- Case CPD Audit Sample Review and Renewal Recommendation
- Case Fitness-to-Practise Bundle Assessment and Sanction Determination
- Practitioner Regulation Improvement Plan Completion and Panel Review

## Skills You Will Gain:

- Register Data Governance
- Practitioner Classification
- Overseas Qualification Assessment
- CPD Audit Sampling
- Complaint Risk Triage
- Regulatory Investigation Planning
- Hearing Bundle Preparation
- Proportionate Sanction Selection

## Why Attend This Course:

- Deliver a Practitioner Regulation Improvement Plan to the registrar and the council executive for adoption
- Decide whether an overseas applicant, a CPD return or a complaint meets the threshold for approval, remediation or referral
- Avoid unsafe registrations, unlawful interim suspensions and overturned sanctions caused by weak evidence and undocumented criteria
- Equip registration, licensing and investigation colleagues with triage matrices, audit sheets and hearing bundle checklists from the case work

## Conclusion:

Back at work, the participant presents the Practitioner Regulation Improvement Plan to the registrar, the council executive and the heads of licensing and investigations. The regulatory body uses it to clean register data, standardise overseas qualification decisions, schedule CPD audits and set triage and interim order thresholds. After the first renewal cycle and the first hearings under the plan, the body should review register accuracy, audit outcomes, complaint handling times and appealed decisions, then revise thresholds and resourcing.

## Frequently Asked Questions FAQ:

### What should participants know before a health professions regulation course on registration, licensing and fitness to practise?

Participants should already handle practitioner applications, renewals, CPD records or complaints in a council, licensing department or hospital medical-affairs office. No legal qualification is needed. Bringing an anonymised register extract, application file or complaint summary helps apply the case work to their own body.

## How does health professions regulation differ from hospital credentialing or personnel certification courses?

It concerns the statutory right to practise: registers, licences, renewals and public-protection discipline. Hospital credentialing decides privileges inside one employer, and personnel certification courses focus on exam scheme design for voluntary credentials rather than licensing and sanctions.

## Why do health professions regulators use fitness-to-practise processes rather than ordinary employment discipline?

Fitness-to-practise processes protect the public across every employer, not one workplace. They test competence, health and conduct against professional standards, allow interim restrictions where risk is serious and end in sanctions on the register that every employer and patient can rely on.

## What do participants take back from the health professions regulation course?

Participants take back a Practitioner Regulation Improvement Plan with a register data review, an overseas qualification verification checklist, a CPD audit sampling sheet, a complaint triage matrix and a sanctions decision template they can adapt to their own regulatory body.