1. Purpose
   1.1 To ensure the Healthcare Facility Licensure process is consistent with HAAD requirements.
   1.2 To provide greater transparency to Healthcare Providers on the Healthcare Facility Licensing process.

2. Scope
   2.1 This Standard applies to:
      2.2.1 All Healthcare Facilities for categories of licensing processes as detailed in:
         2.2.1.1 [Link]
         2.2.1.2 [Link]
         2.2.1.3 [Link]
   2.2.2 New and existing applicants for Health Facility licensure
   2.2.3 Government and semi-government healthcare entities
   2.2.4 Healthcare Facilities defined as per the following:
      [Link]

3. Duties of Healthcare Providers
   3.1 All Healthcare Providers must:
      3.1.1 Be licensed by HAAD to operate a Healthcare facility in Abu Dhabi;
      3.1.2 Fulfill the criteria set out in this standard for HAAD to assess its eligibility for issuance or renewal of, or change to a License;
3.1.3 Fulfill the requirements of all related HAAD Policies and Standards;
3.1.4 Ensure all healthcare staff are licensed by HAAD and operate within the privileges granted by the Healthcare facility as per HAAD Clinical Privileging framework;
3.1.5 Ensure facility insurance and medical liability of staff is obtained; and
3.1.6 Adhere to the Health facility design guidelines as per http://www.healthdesign.com.au/haad.hfg/

4. Enforcement and Sanctions
4.1 Healthcare providers must comply with the terms and requirements of This Standard, the HAAD Standard Provider Contract and the HAAD Data Standards and Procedures. HAAD may impose sanctions in relation to any breach of requirements under this Standard in accordance with the Complaints, Investigations, Regulatory Action and Sanctions Policy, Chapter IX, Healthcare Regulator Policy Manual Version 1.0 and Healthcare Provider Policy Manual for market entry, Chapter III and Chapter IV.

5.1 Healthcare provider must adhere to all Health Facility data reporting and audit requirements, Health Facility licensure related rules and definitions as per http://www.haad.ae/haad/tabid/127/Default.aspx and Health Regulation Laws as per http://www.haad.ae/HAAD/tabid/1013/Default.aspx
5.2 A preliminary approval issued by HAAD will be valid for one year only in order to commence establishment of the health facility. This approval is subject to abidance by:
   5.2.1 HAAD approval for engineering designs; and
   5.2.2 The requirements which the facility must fulfil, as stipulated in HAAD regulations, policies and standards.
5.3 During the preliminary approval period, the facility may apply for licensing the medical staff however; the healthcare facility is not allowed to:
   5.3.1 Provide healthcare services;
   5.3.2 Receive or treat any patient;
   5.3.3 Promote or advertise any health services; and
   5.3.4 No facility may start its operations and activity before obtaining the permanent license. Permanent approval/addition of speciality are subject to the final visit by health audit department.
5.4 In case of violation of HAAD regulations related to health facilities, the preliminary approval shall be repealed.
5.5 The preliminary approval must be renewed before its expiry date, as per HAAD procedures.

5.6 The preliminary approval poses no obligation on HAAD to license the facility.
5.7 The permanent license shall be issued only after fulfilling all requirements of HAAD audit and inspection. New healthcare facilities registration should ensure the following:
   5.7.1 Facility name should reflect the name as shown in the facility's Trade Name (Arabic & English)
   5.7.2 Owner name should reflect the name as shown in the Emirates ID (Arabic & English)
5.8 School clinic registration should ensure that the facility owner name shown in the license is the school name.
5.9 Inpatient Pharmacy registration should ensure that the facility owner name shown in the license is the hospital name.
5.10 In case of changing Public Relation Officer Director and/or Pharmacist in charge, facility should update information through e-licensing system and hardcopy forms should be submitted to HAAD.
5.11 The license renewal application may be submitted at least one month before the license expiry date.
5.12 Healthcare facility has the option to register / renew the license for one or two years subject to approval by HAAD Facility Licensing.
5.13 Unavailability of licensed medical staff at healthcare facility will result in temporary close of the facility by HAAD. However, Temporary closing of facility does not prevent license renewal.
5.14 The maximum period of temporary closure of a healthcare facility is six months. If the healthcare facility remains closed for a period of six consecutive months it must provide evidence to support closure and this will be subject to the Licensing Committee decision to terminate the license as per Health Regulation Laws/Book no. 3/Private Healthcare Facilities/Federal Law No. 2 of 1996 concerning private Healthcare facilities, article no. 13. Enquiries related to Licensing Committee must be communicated to regulation@haad.ae
5.15 Prior approval from HAAD is required in case of the following:
   5.15.1 Temporary Closing / extension or re-opening of the facility.
   5.15.2 Changing the facility location.
   5.15.3 Changing the facility type.
   5.15.4 Changing, Adding or deleting health care facility owner.
   5.15.5 Changing name of healthcare facility.
   5.15.6 Cancelation of healthcare facility.
6.1 Submit the completed application form and all required supporting documents detailed on HAAD website electronically according to the categories of licensing processes available at:
(http://www.haad.ae/HAAD/tabid/857/Default.aspx)
(http://www.haad.ae/haad/tabid/858/Default.aspx)
(http://www.haad.ae/haad/tabid/855/Default.aspx)
6.2 Pay the application fee in person at HAAD Customer Service or electronically (online)

7. Standard 3. Health Facility License Timeframes
7.1 HAAD is responsible for assessing applications for licensure, issuing preliminary approvals and permanent licenses and for ensuring compliance of healthcare facilities.
   7.1.2 All processes related to section 2.2.1 are available on the HAAD website in the respective ‘work flow’ section; and
7.1.1 HAAD will endeavor to adhere to the timeframes from the application submission date to issuance of the license/or letter declining the application in accordance with Appendices 1 and 2.