

Ministerial Decision
No. 288/17/L, dated 26/6/1410H(1)

The Minister of Health Based of the public interest requirements, and pursuant to reviewing the law of Practicing the Profession of human Medicine and dentistry issued by the royal decree No. 3 on 21/2/1409H including authorizing him to issue the Executive Regulation of the law and the decisions pertaining to its application,

Decide the following:

Firstly, issuing the Executive Regulation of the above indicated law in the form of branches of the law Articles.

Secondly, the law and the Regulation shall be as follows:

The Law of Practicing the Profession of Human Medicine & Dentistry Executive Regulation

1- 1.Appointing the doctors by medical operation companies for the government medical utilities shall be done after the competent authority ascertains and approves their academic and practical proficiency; such appointments shall be the responsibility of the companies and shall be considered as licensing to practice the profession at such utilities.

1- 2. Doctors shall be licensed to work in private medical establishments pursuant to the law of private medical establishments issued by the royal decree No. 85 on /10/1407H and its executive regulation.

1- 3. The approval of the government competent authorities of inviting visiting doctors in accordance with form No. (1) attached, shall be considered a temporary license to practice the profession under the responsibility of the inviting party.

2- 1. For the doctors working at government medical utilities, the working experience terms shall be specified pursuant to controls and rules commensurate with the needs of each utility, and not in conflict with the regulations and laws of the General Bureau of Civil service.

2- 2. The experiences terms for those working at private medical establishments shall be pursuant to the stipulation of the Executive Regulation of the Law of private medical establishments as follows:

Categories of technicians of the private medical corporations shall be classified according to the minimum acceptable limit regarding qualification and experiences, in the following manner:

Firstly, Doctors:

a- General Practitioner, internist or Dentist:

- General Practitioner:

Bachelor Degree in Medicine and Surgery, and completion of the (houseman period) legal training period, in addition to a not less than two years working experience in general medicine (internal medicine, surgery, gynecology obstetrics & pediatrics) from a hospital of good medical standard acceptable by the Ministry; whereas applying for a license to open a private clinic, the required experience period shall be five years.

- Internist:

Bachelor Degree in Medicine and Surgery, and completion of the (houseman period) legal training period, in addition to not less than two years experience in the same field.

- Dentist:

Bachelor Degree in Urology and Deontology, and completion of the required (houseman period) training period, in addition to a two years experience in the work of the same nature if he used to work under a licensed specialist, otherwise the required experience period shall be five years.

b- Junior specialist:

A post- graduate diploma with a not less than two years, or a Masters Degree of not less than two years with a not less than one year experience in the specialty pursuant to obtaining the Degree, and from a hospital of a good standard and acceptable by the Ministry.

c- Senior Specialist:

Ph.D or equivalent with a not less than one year working experience, pursuant to obtaining the qualification, at recognized hospitals or institutes.

d- Consultant:

Ph.D or equivalent with a not less than three years working experience, pursuant to obtaining the qualification, at recognized hospitals or institutes.

2- 3. The doctor's physical fitness shall be proven by a governmental medical authority designated by the Ministry to ascertain that such fitness shall conform to the nature of work to be licensed.

2- 4. Shall be of good reputation and conduct, and committed to execute the official legal, security and administrative instructions.

3- . Rehabilitation shall be effected pursuant to the elapse of three years at least as of execution of doctrinal punishment or imprisonment.

4- For those working at government utilities, the license shall be considered valid as long as the doctor is performing his medical responsibilities.

4- 2 For those working at private medical establishments, licensing shall be for one year renewable for another term of four years whether every year or the whole term; and pursuant to such, it shall be obligatory to apply for renewal, and such shall be permissible for a maximum term of five years, whether every year or as a whole for each renewal, in accordance with the attached form No (2).

4- 3. The license renewal shall be issued in accordance with the terms indicated in Articles one, Two and Nine of the law and their branches in this Regulation.

4- 4. The license shall be considered cancelled by strength of the text in the cases hereunder:

1- If six months elapse as of the license issuance without effecting it.

2- If the doctor does not submit an application for the license renewal prior to its expiry.

3- If the license of the private medical establishment for which he works expires, or the in case of the expiry of the operation contract of the company which has recruited him, or in case of the expiry of the doctor's visit period during which he is licensed to work.

4- If the doctor changes his work place, or work type, or his specialty without the Ministry of Health approval; and excluded from such shall be the doctors who work for government utilities, or through the medical operation contracts of government utilities.

5- Demise of the licensee.

6-1. The government utilities that appoint doctors to work therein shall be obliged to inform, within a month as maximum, the registration competent authority at the Ministry of Health of the pertinent information so as to register them in the license registers pursuant to Article (1) of the law; and the appointed doctor shall ascertain completion of his registration.

6- 2 Granting licenses to practice the profession at private medical establishments shall be considered as registration at the Ministry of Health; and the licensing authority at the Health Affairs Directorate shall be obligated to provide the Ministry of Health with the pertinent information of the licensees so as to register them in the pertinent registers.

6- 3. The registration competent authority at the Ministry of Health shall be provided with the indicated information pursuant to the attached form No. (3).

9- 1. Specialty knowledge shall be developed through attending medical and training conferences, symposium, lectures and through participating in research. And such shall be taken into consideration when considering promotions or renewing the license to practice the profession.

10- 1. For example, the doctor shall be obliged to render the urgent medical care to the patient who needs such prompt care without demanding his fees in advance.

12- 1. the doctor shall refrain from the publicity techniques of commercial nature, such as colored advertisements, or publishing his photograph, or using unacceptable publicity expressions, or giving untrue or exaggerated medical statements to the mass media; and it shall not be permissible to use intermittent illumination signboards.

The acceptable advertisement shall be permissible, pursuant to the approval of the competent authority at the Ministry of Health, in the cases hereunder:

- (a) Advertising for opening a private clinic pursuant to the attached form No. (4).
- (b) Advertising the doctor's resuming work after vacation pursuant to the attached form No. (5).
- (c) Advertising the change of work hours pursuant to the attached form No. (6).
- (d) Advertising the change of the clinic location or phone number pursuant to the attached form No. (7).

12- 2. Sizes of signboards for each medical installation shall be specified in conformity with the extent of its activity and pursuant to agreement with the Area Health Affairs Directorate.

13- 1. Procedures of Reporting Suspected Injuries:

Criminal Injuries is intended to mean every illegitimate aggression on the body, and the doctor shall be obligated, in case he examines a case he suspects its criminality, to follow the procedures hereunder:

- (a) Report such to the concerned security authorities.
- (b) Conduct a thorough, detailed and accurate examination of the patient, ascertaining the length, breadth and depth of the wound, and its location on the body, and shall record such.
- (c) In cases of poisoning, samples of blood, urine and stomach contents shall be taken.
- (d) In case of fire arms shots, it shall be obligatory to verify whether or not traces exist near the shot spot on the body such as powder blackening or lignifications; and the injured person's clothes shall be taken into custody.
- (e) Conduct any other tests he deems appropriate such as X- rays, laboratory samples analyses skiagraphy, etc.

(f) Prepare a medical report on whatsoever mentioned above to be submitted to the concerned security authorities, accompanied with whatsoever had been taken into custody of clothes or ballistics or extracted bones, and shall keep a copy of such reports.

(g) The previous procedures shall not affect the speed of administering the necessary first aid treatment to the injured person.

13- 2. The procedures of reporting diseases shall be conducted as follows:

Firstly, prompt reporting:

The doctor shall be obliged to report such to the director of the Area Health Affairs Directorate; and if he is at a hospital or a medical establishment, he shall report through his direct authority, and such in the following cases:

1- When merely suspecting any of the following diseases:

Cholera, yellow, fever, anthrax, plague, nutritional poisoning, any disease taking the form of an epidemic (i.e. cases of such appear in an area where it did not exist), or the occurrence of a more significant increase than usual in the number of those contracting the disease.

2- When diagnosis affirms the acquired immunity deficiency syndrome (AIDS).

Secondly, reporting within Twenty- four Hours:

1- When suspecting diphtheria and infantile paralysis.

2- When diagnosing the following diseases:

Meningitis, whooping cough, mumps, dengue, hepatitis, typhus, typhoid, paratyphoid, malaria, relapsing fever, tuberculosis, venereal, gonorrhoea, psora and herpes.

Thirdly, reporting within a week:

The doctor shall be obliged to report the diseases hereunder within a week at most: Shigellosis, salmonella, atrophic – encephalitis, leprosy, trachoma, bilharzias and leishmania.

Fourthly, reporting Procedures:

1- The doctor's reporting of the mentioned diseases shall be in writing pursuant to the attached form No. (8), and he shall keep a copy of each, besides reporting by telephone in the two cases indicated in "First " and "second" of Article 13- 2R. And he shall take the necessary procedures

towards the patient and the environment.

2- The authority to which the disease is reported shall be obliged to inform its direct authorities as per the disease type, coupled with taking the protective and remedial procedures towards the patient, those mingling with him and the their surroundings abiding by the following instructions:

a- Remedial Procedures: Particularly affirming the disease diagnosis, treating the patient and hospitalizing him if necessary.

b- Protective Procedures: As per case, including some, or all, of the following:

Studying and watching those mingling with the patient, investigating the infection source, isolating the mingling persons, hospitalizing them, administering protective medication to them, studying the environment, health education and otherwise of international health procedures.

Fifthly, addition or omission of any disease or any modification in the reporting respite shall be conducted as per the disease loimic and based on a decision from the Ministry of Health competent undersecretary.

16- 1. It shall not be permissible to close a clinic or medical installation save with prior arrangement and agreement with the Area Health Affairs.

17- 1. The instructions regulating issuance of the medical reports pertaining to sick leaves and the reports pertaining to criminal injuries and birth & death certificates shall be observed.

21- 1. The consent of the adult rational patient, whether male or female, or that of his representative if his will is not recognized, shall be acquired prior to conducting the medical or surgical act, and such in accordance with the content of the royal letter No. 4/2428/M, dated 29/7/1404H which was based on the decision of the most senior Ulema (scholars/scientists) Authority No. 119 on 26/5/1404H.

21- 2. The doctor shall be obliged to adequately explain to the patient, or his parent, the nature of the medical or surgical act he "intends to conduct".

22- 1. Prior to recording the death, the doctor shall be obliged to conduct an accurate medical examination to ascertain cessation of the body bio- functions, and such through clinical examination and other technical means; and it shall not be permissible to write a death report save after affirming its occurrence, coupled with recording the time of death.

22- 2. When suspecting the existence of traumatic or poisoning traces, the doctor shall:

a- Promptly report such to the competent security authorities.

b- Record traumas in a medical report and submit such to the police pending delivery to the forensic physician;

c- Whereas the forensic physician shall, when called, conduct the phanerous

examination upon viewing the corpse; and if he deems autopsy necessary to verify the cause of death, he shall request such from the security authorities to produce the necessary autopsy order, and all evidence pertaining to the deceased, such as clothes, ballistics etc, shall be taken into custody.

24- 1. The Most senior Ulema (scholars/scientists) Authority decision No. 140 on 20/6/1407H includes:

1- It shall not be permissible to abort pregnancy in its various phases save for a Shariite justification and within very restricted bounds.

2- If the pregnancy is in its first phase (the first forty days) and its miscarriage shall have a Shariite benefit, or shall preclude expected harm, such may be miscarried, but miscarriage for fear of hardship in raising up children or for fear of inability to provide for their sustenance or education or their future, or the parents being content with the children they have, is not permissible.

3- It shall not be permissible to miscarry/abort pregnancy in the phase of leach or embryo until a reliable medical committee decides that continuation of such shall jeopardize the mother's safety, whereas if perdition is deemed as a likely result of the continuation of such, it may be miscarried/aborted pursuant to exerting all means to avoid risks.

4- Pursuant to the third phase and when the pregnancy completes four months, it shall not be lawful to abort such until a consulto of reliable specialists decide that that the fetus remaining in the womb shall cause the mother's death, and all such shall be pursuant to exerting all means to save its life.

And such abortion is licensed on such conditions in preclusion of the greatest of the two harms and realizing the greatest of the two benefits.

24- 2. The director of the hospital, wherein exists an obstetrics ward, shall form a committee of not less than three consultants (or specialists) inclusive of a consultant (or a specialist) in the disease leading to recommending abortion, and such shall prepare a report illustrating the type of the certified mentioned risks that jeopardize the mother's health in case pregnancy continues, and such report shall be signed by all the committee members, then sanctioned by the hospital director.

In case abortion necessity is recommended, such shall be explained to the patient and her husband or parent, then their written consent to such shall be taken pursuant to the form No. (9).

24- 1. The membership term of the Shariite medical committee shall be three years renewable for other terms.

36- 1. Preliminary investigations on the complaints submitted against doctors and the like shall be conducted by the administrative authority to which the medical utility is subordinate according to the form No. (10); and the utility director shall be obligated to take into custody the medical file and whatsoever pertains to it such as samples, analyses results, X- rays and otherwise.

36- 2. All the papers and enclosures shall be sent to the Shariite Medical Committee, or the Violations Committee, as per competence.

36- 3. In case of committal to the Shariite Medical Committee, travel ban on those concerned, or the existence of personal appearance bail, or an adequate surety and completion of all the case papers shall be ascertained.

36- 4. The Shariite Medical Committee Secretariat shall prepare a separate file for each case.

36- 5. The private right plaintiff shall be informed of the date, time and place of session provided that he attends therein at his own expense, and also the defendants (the concerned doctors and technicians) shall be informed of the nature of the lawsuit filed against them, and shall be requested to make their appearance before the Shariite Medical Committee at the specified time and place.

36- 6. The committee shall convene its sessions at the Ministry, or at subordinate utilities, with its full membership pursuant to work requirement and after work hours; and if it is impossible for a member to attend, the reserve member shall be notified to replace him at the session.

36- 7. The Committee shall hear and record the statements of those concerned in Arabic, and if one of them does not speak Arabic, he shall accompany a reliable interpreter, or consent to interpretation by one of the committee members.

36- 8. In case the plaintiff, or his representative in- law, does not attend at the fixed place and time of the session despite being officially notified of such, the committee shall fix another date after thirty days.

And in case the plaintiff, or his representative at law, does not attend on the second date, the Committee shall be obliged to complete considering the case aspect pertaining to common right and dismiss considering the plaintiff's demand of private right, and papers shall be returned to the authority that has issued the complaint, and the travel ban imposed on the defendant(s) shall be lifted, and such shall be pursuant to effecting whatsoever decided against him (them).

36- 9. If the plaintiff does not attend despite being officially informed of the time and place of the session, it shall be obligatory to take the procedures stipulated in Article Twelve of the Pleading & Procedure Rules before the Grievance Board issued by the council of Ministers decisions No, 190 on 16/11/ 1409H including that if the defendant does not attend, the department shall be obliged to postpone considering the lawsuit to another session of which the defendant shall be notified, and if he does not attend, the case shall be determined; and in all cases the verdict shall be considered as in presence of the defendant.

36- 10. Each of the plaintiff and the defendant shall be informed in writing of a summary of the committee decision and its result.

36- 11. Without prejudice to the right to appeal before the Grievance Board, whosoever objects to the committee's decision shall be obliged to submit his objection to the Minister of Health within a maximum period of 30 days as from the date of his notification of the

decision. The necessary information shall be sent to the Grievances Board when the case is committed to the same.

37- 1. Representation of the general prosecution shall be in cases not including private right claims stipulated in paragraph (2) of Article thirty- five of the law.

38- 1. By a decision from the Minister of Health shall be formed, at each Area Ministry Branch, a Committee of three members at least, of which shall be a Saudi Medical profession specialist and a Saudi legal counsel, to consider the violations pertaining to the medical utilities of the Ministry of Health, and the violations pertaining to the private medical establishments so as to determine the appropriate penalties.

These Committees shall, whenever possible, be assigned all the tasks and competences of the penalties inflicting committees pursuant to whatsoever indicated in Article (52) of the Executive Regulation of the law of Private Medical Establishments so as to avoid duplication of effort and multiplicity of the committees considering the same cases.

38- 2. By a decision from the competent Minister shall be formed a committee of not less than three members inclusive of a Saudi legal counsel and a Saudi specialist in one of medical professions, so as to consider the medical violations occurring at the subordinate utilities, or the lawsuit filed against one of its staff of doctors or the like, and to determine the appropriate penalties, excluding whatsoever of the jurisdictions of the Shariite Medical Committee specified in Article (35) of the law.

38- 3. With no prejudice to the right of complaint before the Board of Grievance, whosoever objects to the committee decision shall submit his objection to the competent Minister within a maximum period of thirty days as of his notification of the decision date; and the necessary information shall be sent to the Board of Grievance upon committal of the case.

38- 4. Work procedures of the medical violation committees shall be the same as those of the Sharia Medical Committee with the exception of travel ban and recalling the persons concerned for discussing the case if they were previously interrogated, unless the committees deem such justifiable.

39- The Executive Regulation shall specify the necessary rules and procedures of considering the violations, the cases arising from applying this law and the methods of determining such.

39- 1. When claiming private right (blood- money Dia, compensation, arsh), all the papers, inclusive of the medical file (or an attested copy of such) and the tests results such as X- ray, analyses, cardiograph etc, shall be committed to the Sharia Medical Committee; and the concerned authority shall ban travel of those concerned of doctors, nurses and otherwise unless they submit a proxy on the litigation and a personal presence bail or an adequate surety in accordance with the estimation of the judicial authority considering the case.

39- 2. Concerning the cases not including claims of private right, and not of those included in paragraph (2) of Article (35) of the law, all the papers, including the medical file (or an attested copy) and the tests results such as X- rays and cardiograph etc, shall be committed to the committee indicated in Article (38) of the law.

39- 3. Concerning the case not including a claim or complaints, but the concerned medical authority discovered the existence of a medical error resulting in disability of one of the body

organs, or loss of its function, or part of such, it shall commit such to the concerned committee indicated in paragraphs (38- 1R and 38- 2R) of Article Thirty- eight of the law to study it, and if it verifies the medical error, the transaction shall be committed to the Sharia Medical Committee pursuant to Article (35/2) of the law.

42- 1. The law of the profession of Human Medicine and Dentistry has been published in the official gazette (Umm Al Qura) issue No. 3233 on 25/3/4109H.

Thirdly, the concerned authorities, each in its jurisdiction, shall implement such as pursuant to sixty days of publishing this Regulation in the official gazette.

Faisal Al Hijailan,
Minister of Health

Form No. (1)
Temporary license for Practicing the Profession of Human Medicine- Dentistry

for visiting doctors for the period from to

specialty

Academic title

1- Tripartite name

2- Place of Birth

3- ID No. Date

4- Passport No. place of issue Date.....

5- Nationality Religion

6- Academic Degrees Origin date

7- Address of the place applied to work at:

Street District Telephone No. B. O. Box No. city
.....

8- The director of Health Affairs Directorate, based on his competences, grants the doctor whose name is mentioned, and photo affixed, above a temporary license for practicing the profession of human Medicine/dentistry according to the specialty and the title indicated above pursuant to the law of Practicing the Profession of Human Medicine, its Executive Regulation and the laws and instructions current in the Kingdom of Saudi Arabia within the period indicated above.

- Competent official

Name.....

Signature.....

Signature.....

Director of Health Affairs in Area

Form No. (2)
Application for the License to Practice the Profession of Human Medicine- Dentistry or License Renewal

To: Director General of Health Affairs Directorate inArea may Allah's Peace, Mercy and Blessing Be on You

I hereby submit my application for a license/ license renewal to practice the profession of in the specialty of at the level of according to the pertinent prescribed terms and laws.

a- Personal Data:

1- First name/ father's name / family name Sex: male/female

2- Place of birth Date of birth.....

3- ID No. place of issue Date.....

4- Residence Permit No. Place of issue date Expiry date

5- Sponsor's name and address.....

b- Qualifications & Experience

6- Academic Degrees Origin date

A certified copy of each shall be attached.

7- Experience in the same field of work.

The period from to Place

The period from to Place

The period from to Place

An attested copy of each shall be attached.

c- In case of the application for license renewal, the following shall be observed:

8- Number and type of the training courses attended during the previous license term:

An attested copy shall be attached.....

9- Number of symposiums and lectures during the previous license term:

10- Scientific research conducted during the previous license term

11- Additional academic degrees and qualifications obtained during the previous license term

Name

Signature

Date

Form No. (3)
Registration of Doctors Human Medicine and Dentistry

1- Licensee's tripartite name:

2- Place of birth date of birth

3- ID No. date

4- Passport No. Date Place of issue

5- Nationality Religion

6- Specialty

7- Academic Degrees, Source & Date

8- Place of practicing the profession: Street Districtcity

9- License No. date term.....

Competent Official:

Name:.....

Signature:.....

P.S. This form shall be sent to the competent authority at the Ministry of Health pursuant to

completing it.

.....

Form No. (4)

Doctor (specifies his academic title & specialty) announces to the public that he has opened a private clinic in (City)
(District) street P. O. Box Telephone No.
pursuant to the license granted him by the Ministry of Health.

And he receives patients on.....

(specifies work days and hours).

Form No (5)

Announcement of A doctor's Resumption of Work After Leave

Doctor (specifies his academic title & specialty) announces to the public that he has returned from his leave.

And he receives patients on.....

(specifies work days and hours).

Form No. (6)

Announcement of Changing Work Hours

Doctor (specifies his academic title & specialty) in city,
District, street; P. O. Box and telephone No.

Announces to the public that work hours shall be as follows:

(Specifies work days and hours)

Form No. (7)

Announcement of Changing a clinic location

Doctor (Specifies his academic title and specialty) announces to the public a change in the clinic location to the following address:

..... city, District, Street; P.O. Box No.
Telephone No.

And he shall receive patients on

(Specifies work days and hours).

Form No. (8)

Ministry of Health

K.S.A

Clinic:

Primary Medical Care Centre:

Hospital:

Reporting an Infectious Disease Form

1- Reporting Doctor's name:

2- Specialty:

Secondly, concerning the Patient

Quadripartite name (+ nick name, if any) age sex (male/ female)
..... nationality

Detailed residence address:- work place address If the patient
works, or the patient's parent or next of kin if he is a dependent).

School name Sponsor's name & address (for foreign labor)

Thirdly, concerning the Disease

1- Type of Disease:.....

2- Diagnosis & its method:.....

3- Time and date of Discovering the Disease:

4- Date of Reporting _____. _____. 14__ __H, _____ Hours

5- Signature of Reporting Doctor

Ministry of Health

K.S.A

Clinic/Primary Medical Care Centre / Hospital

Medical Consent

Undersigned

(the name)

on behalf of myself / on behalf ofI hereby authorize the treating physician o conduct the operation / medical act; and has been explained to me the nature of the medical or surgical procedure without any warranty or guarantee as to the result or cure.

The treating physician and the specialist are entitled to take whatsoever they deem necessary of medical services such as applying anesthesia, radiological and pathological examination as examples and not exclusively, or excision of any organ the surgeon deems necessary during the operation.

And I do also authorize the hospital or medical installation to dispose of any excised decayed organ or tissue.

Signature of Patient/ Guardian

Time and date

Witness

Witness

I reviewed this consent prior to conducting the medical / surgical act, and explained such to the patient / guardian.

Doctor's Signature:.....

Date:

MEDICAL CONSENT

The undersigned

)Name)

1- On my behalf / on behalf of

Hereby authorize the hospital permanent doctor or concerned specialist or their assistants to do the following surgical operation.

The operation has been explained to me with out any warranty or guarantee from the hospital's specialist side as to the result or cure.

The treating physician or his assistants are entitled to take any additional procedures they deem reasonable and necessary, including administration of anesthesia and / or performance of pathology and radiology or excision of any part the surgeon deems necessary during the operation.

I do also authorize the hospital or medical institution to use their discretion in disposal of my removed tissue or organ.

Signature of patient or guardian

Date and Time

Witness :

Witness:

I have seen this consent before surgery and explained nature of operation to patient/ guardian.

Signature of doctor:

Date:

Kingdom of Saudi Arabia

Form No. (10)

Ministry of Health

Health Affairs in Area.

Investigation Proces Verbal in a Medical Complaint

Based on what we have received under the number on __. __ 14__ __H

The Committee, comprised of the members hereunder, convened

Name

Post

1-

.....

2-

.....

3-

.....

4-

.....

5-

.....

On hours, on ___ 14 ___H the indicated committee convened to investigate the complaint filed by

The so called in (city) on 14H and pursuant to verifying the identity of the complainant from his ID/ or any similar document, questions were asked in the following manner:

Q. What is your quadripartite name, how old are you and what is your profession?

A.

Q. What is your ID/ passport number, its place of issue and date of issue?

A.

Q. What is your residence/domicile address, and what are the phone numbers of your work place and residence?

A.

Q. Who is your reference there, and what is his address?

A.

Q. What is your work place address in this country, who is your reference therein and what is his address?

A.

Q. Is your complaint filed on behalf of yourself, by proxy or by guardianship of the person for whom you filed the complaint?

A.

Q. What is the quadripartite name of the person for whom you filed the complaint?

A.

Q. What is his/her kinship to you? How old is he/she?

A.

Q. Do you have a Shariite instrument of your proxy or guardianship of such?

A.

Q. If you do not have that, you shall be obliged to quickly produce from the notary public or the Shariite tribunal guardianship or guardianship of all the deceased inheritors, mentioning their names and ages, and including your proxy or guardianship or guardianship of the patient; do you pledge to do so?

A.

Q. Do you have the document defining the heirs to the estates of the deceased? If not, you must produce it complete.

A.

P.S. It shall be obligatory to request the Shariite instruments of wardship or guardianship or proxy when the matter necessitates forwarding such to the Shariite Medical Committees only.

Q. What is the name of the person against whom you are complaining? You must specify the full name/names of the person/persons against whom you filed the complaint.

A.

Q. What is his job and where does he work?

A.

Q. If you do not know his name, what is his description? Will you recognize him if you see him?

A.

Q. What is your complaint in detail?

A.

Q. If you do not speak Arabic, and in case the papers are forwarded to the Shariite Medical Committee, you shall have to accompany a reliable interpreter, or consent to a doctor of the committee members conducting interpretation

Do you consent to :

Accompany an interpreter- a committee member conducting interpretation?

A.

Q. What is the disease that made you, or your Kinsman for whom you are complaining, go to the clinic or hospital or drugstore or otherwise? When did such occur?

A.

Q. What is the type of medication injections, their color, or size, and where on the body were they injected, and by whom, what happened after injection?

A.

P.S. If the committee finds some of the medications and injection, it shall examine/ view such, write a report on such and attach it to the investigation papers.

Q. What is your proof that the medications, or treatment, or operation, or injections, caused occurrence of the disease case or death?

A.

Q. Do you have witnesses to testify on the validity of your complaint? Who are they?

A.

P.S. The committee shall request calling them, to take their testimonies after verifying that a validity, or write the result in a report to be attached to the investigation papers.

Q. What do you demand of penalties to be inflicted on the person against whom you filed your complaint? Is it Shariite blood- money, or material compensation (arch), or administrative penalty such as contract termination, or deduction from the salary or drawing the violator's attention to the consequences of his violation?

A.

(the required penalty shall be accurately specified).

Q. In case of demanding private right, your complaint shall, after investigation, be forwarded

to the Ministry of Health in Riyadh/ health Affairs in Area, and you shall be asked to make your appearance personally, or your representative at law with the witnesses when necessary to stand before the Shariite Medical Committee; and your, or your representative's trip shall be at your own expense, do you pledge such?

A.

Q. When the plaintiff files his complaint, he shall be obliged to specify his permanent residence and address, coupled with designating a reference such as the district mayor; and in case he desires to absent himself from his residence, or travel, for a period exceeding thirty days, he shall be obliged to authorize a representative at law; and in case he, or his representative, is served an official notice to make his appearance before the Shariite Medical Committee on specific date and he fails to attend without an acceptable excuse, and thirty days elapse as of the fixed date of the session to consider his complaint, the Sharia Medical Committee shall be entitled to disregard considering his complaint, return the papers to the authority which had forwarded such and lift the travel ban on the defendant (defendants), do you pledge to such?

A.

Q. If it is proven to the Shariite Medical Committee that your complaint is a malicious action intended to disrepute your adversary or harm him, he can file an action against you demanding vindictive damages, do you understand?

A.

Q. Do you have any other statements?

A.

(Complainant's) Name:

Signature:

(Defendant's) name:

Signature:

Name:

Name:

Name:

Name:

Signature:

Signature:

Signature:

Signature:

Secondly, Questions to be directed to the person complained against (defendant) shall be conducted after the committee had reviewed the clinic register or the patient's file at the hospital, and such shall be in the manner hereunder:

Q. What is your quadripartite Name: How old are you? What is your nationality? What the number, date and place of issue of your ID or passport?

A.

Q. What is your job? Where do you work? What is your specialty?

A.

Q. What are your qualifications, their dates and origins?

A.

Q. What are the number and date of your license to practice the profession issued by the Ministry of Health?

A.

Q. What is your permanent residence address in Kingdom and what is your phone number?

A.

Q. If you do not speak Arabic, and in case the papers are forwarded to the Shariite Medical Committee, you shall be obliged to accompany a reliable interpreter, or consent to a doctor member of the committee conducting interpretation, do you consent to:

A. Accompanying an interpreter a doctor member of the committee conducting interpretation?

Q. You have heard the plaintiff's complaint.. what is your detailed answer? And such shall be explained in a practical form using medical terminology.

A.

Q. What was the disease case when you examined the patient/the diseased/ the complained for?

A.

Q. What were the disease signs or symptoms you discovered, and what was your diagnosis?

A.

Q. What were the laboratory tests and others you requested to help you in diagnosis, and what were the results?

A.

Q. What were the medications you prescribed for, or administered to, the patient? You shall specify type of medication, its concentration, its quantity, its number of doses and the method of administering it.

A.

Q. Did you seek the opinion of any of your fellow doctors, or did you request convening a consultative committee of such to discuss the patient's disease, and what was the result?

A.

Q. Have you explained the disease condition to the patient or his family, and the nature of the medical or surgical action you have conducted?

A.

Q. In your opinion, was there any error, or inadequacy, or negligence in treating the patient, or the deceased, or in the medical care rendered to him, which led to cause the disease or death, by one of those administering the medications, nursing, or serving him? Who are they? What was the error?

A.

Q.

A.

Q.

A.

Q.

A.

Q.

A.

Committee Members

Name of person complained against.....signature

Namesignature

Remarks

1- Concerning the technical matters, the above mentioned questions shall be considered as guiding questions, and the committee can change / modify such questions, or make other questions as necessitated by the case and as it deems appropriate.

2- More than one form can be used in case of multiplicity of the persons complained against.

3- At the end the committee shall write a summary of its investigations and views, and forward such to its direct authority.