



THE DEPARTMENT OF HEALTH REGULATORY SERVICES
Health Practice Commission

Government Administration Building, Box 132,
133 Elgin Avenue, Grand Cayman KY1-9000, CAYMAN ISLANDS
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01 February 2016

Dear Registered Practitioner,

RE: Practising Licence approved - Renewal

At a meeting of the Medical and Dental Council [MDC] your documents for Renewal of Practising Licence was reviewed and approved until your upcoming second birthday.

It is the responsibility of each practitioner and shall keep the Council notified of any changes in contact details (including your electronic mail address), convictions, registration in other jurisdictions and changes in affiliation. The Council accepts no responsibility for errors due to incorrect information, when the practitioner has not given notice of the necessary changes.

Application for the Renewal of the Practising Licence must be made at least 90 days before your date of expiry of the practicing licence, and the following documents are required to maintain your Practising Licence with the MDC:

- ❖ Original ink and fully completed Health Practitioners Practising Licence Application Form (HPL-Form B);
- ❖ Appropriate Fees;
- ❖ A copy of your current malpractice insurance or liability and health insurance;
- ❖ *Practitioner Conduct Statement*,
- ❖ *Passport size colour photograph taken within the past three months;*
Certified dated & stamped by the Photo studio on the back
- ❖ Registry Maintenance Administrative Form [RMAF];
- ❖ CE Summary Form with the Continuing Medical/Dental Education listed
- ❖ Certificates of Continuing Medical/Dental Education

The Original Continuing Medical/Dental Education certificates are required by the MDC, should you opt to keep your originals you *must* provide *copies* with these certificates. (Original certificates will be used to verify the copies by the administrative staff at this office, returns can be done during hand delivery or when your Practising Licence is mailed by post).

MDC's Practitioner's quota for Mandatory CE's hours is Forty [40] hours per licensing period, excludes

Dental Hygienist is Thirty [30] hours,

Dental Assistant and Dental Technician Twenty [20],

Specialist Registrations, a minimum of Twenty [20] hours in your field of speciality

Cerner Training, CPR, ALCS, PALS, TALS, First Aid will not be accepted as continuing educational hours.

The licensing of the practitioner who fails to comply with any requirement of the continuing professional education shall cease to have effect, by virtue of that failure, on the expiration of the period within which the CE is to be undertaken.

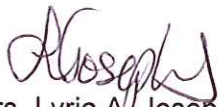
Note that only **complete** packages will be reviewed by the Council; thus, it is your responsibility to ensure your application is complete. The forms and more information can be obtained on our website at www.dhrs.gov.ky. You are ultimately responsible for providing the retention documents and fee in a timely manner, a late fee of one hundred dollars will be required for applications received after your due date.

Be advised that a registered health care practitioner **shall** only practice in the Cayman Islands while he/she is in possession of a valid Practising License, issued to him/her by the Council. It is the responsibility as a registered practicing practitioner to ensure he/she has and maintains adequate and current malpractice insurance, liability insurance, and other relevant insurance or indemnity coverage approved by the Commission.

Non-Caymanians should submit a copy of the enclosed Practising License [HPL – Form CA] to the Department of Immigration.

Your Medical and Dental Council Practising Licence is enclosed.

Regards,



Mrs. Lyria A. Josephs RN, BSN, MSc
Registrar, Health Practice Councils, and Deputy Director, Department of Health Regulatory Services