

Physician Applicant Registration Tutorial

OMSB Online Application **(Local & International Residency/Local Fellowship)**





Introduction:

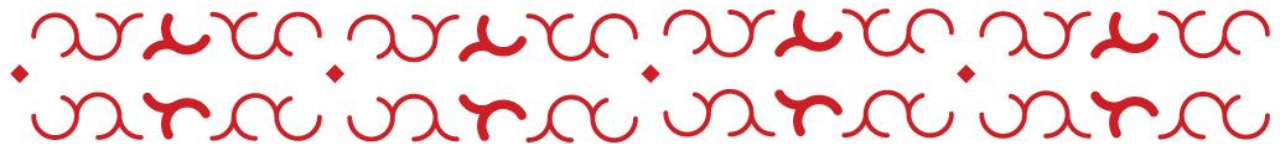
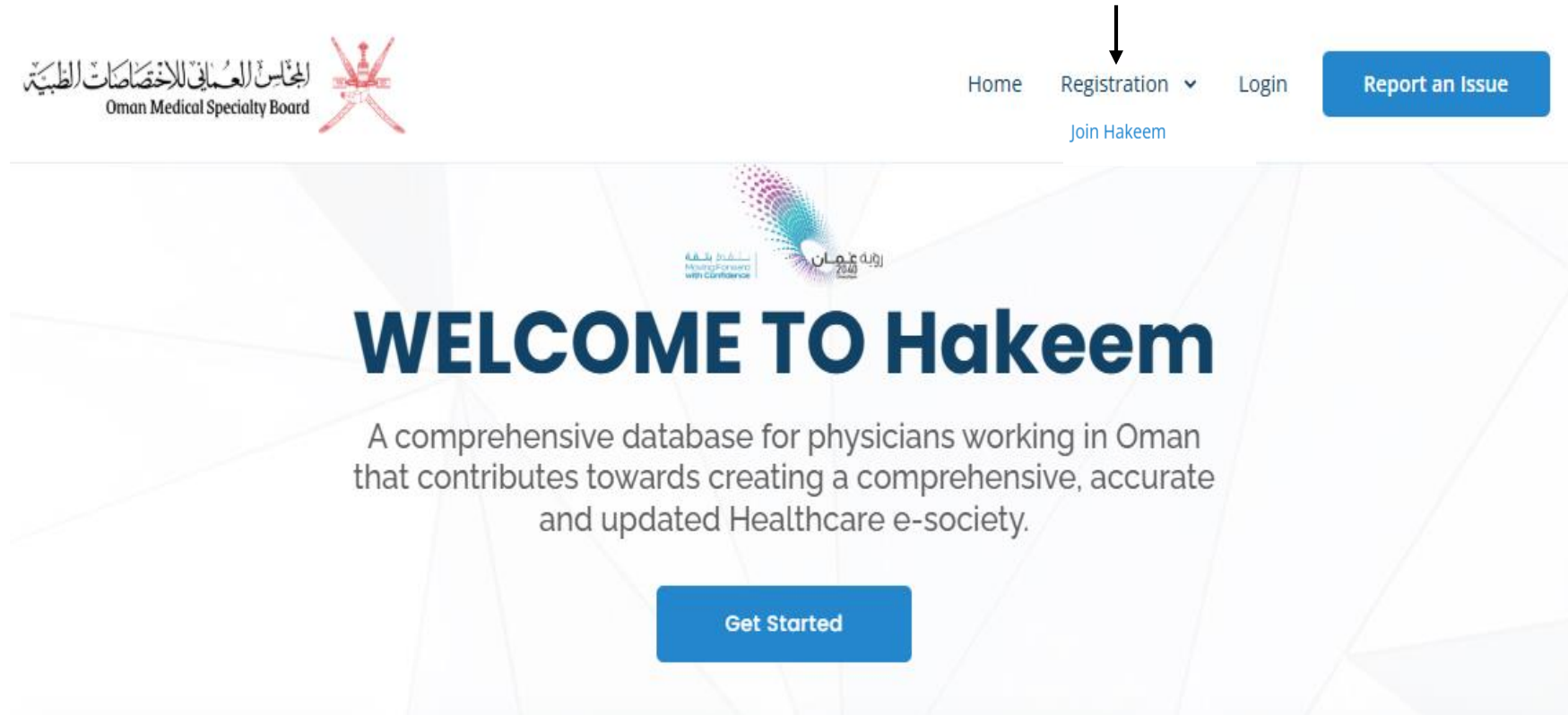
This tutorial is designed to guide physician applicants through the OMSB Online Application Process for both Residency and Fellowship Programs. It provides step-by-step instructions to assist you in successfully completing and submitting your online application.

To begin, you must first register and create a user profile in the **Hakeem System**.

STEP 1: Registration in the Hakeem System



1. Visit OMSB website at <https://hakeem.omsb.gov.om>
2. Click on “**Registration**” and choose “**Join Hakeem**”



STEP 2: Create a user Hakeem Profile

1. Insert the required information

Insert your full name in English & Arabic based on your Passport

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Oman Medical Specialty Board

Register yourself to access any of the service (e.g. Continuing professional development, Certificate Verification, Examination etc)

Personal Details

Full Name English

Full Name Arabic

Gender

Nationality

Birth Date

Email

Contact Number

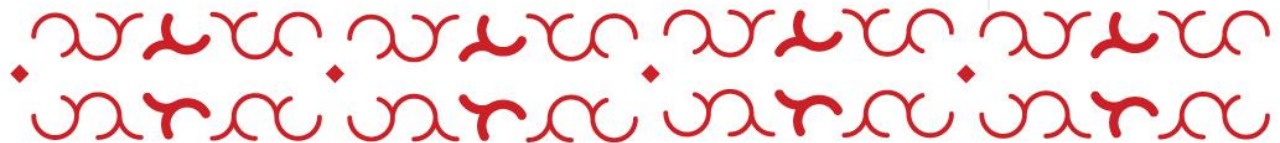
Profession

Residency Status

Civil/Resident ID

Please upload a copy of your ID.
 No file chosen

Passport Number



2. Complete the required information

Work Details

Employment Status

Employed

Sector

Sector Type

Select

Sector

please specify if other Institute

Staff Id

Choose File

No file chosen

Job Title

Select Job Title

please specify if other job title

Do you have another job?

No

Password

User Id

Civil Id will be used as your **User Id**

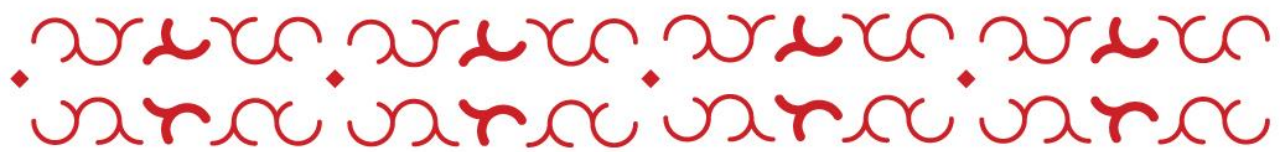
Password

Password Must have at lease 8 Characters, Numbers , Uppercase Characters and Lowercase Characters

3. Click the ‘**Save**’ button. You will receive a confirmation email containing your user ID and password. Upon confirmation, you will be automatically redirected to the homepage

Confirm Password

Save



STEP 3: Your Application

1. Insert your User ID and preferred password
2. Click “**Log in**” button



Log in

← Insert your User ID

← Insert your preferred password

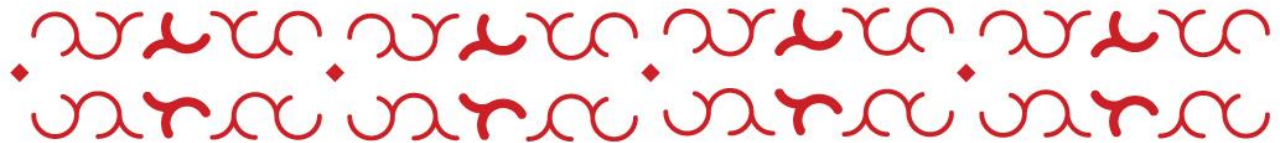
→

[Recover Password](#) | [Sign Up](#)



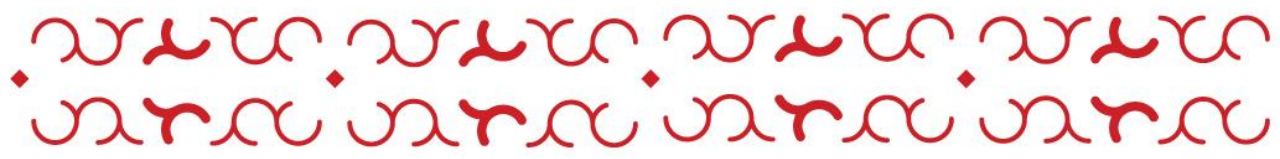
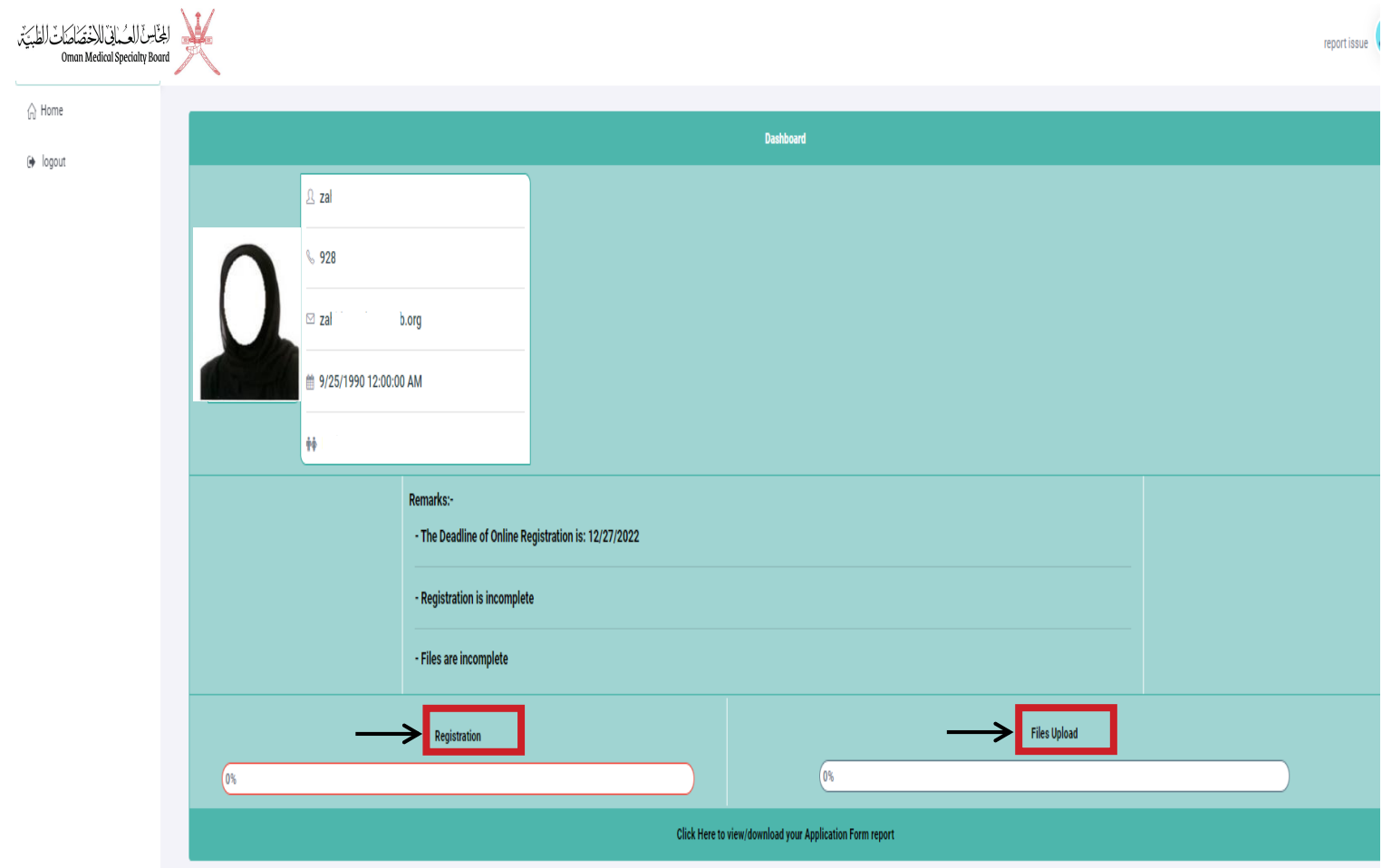
STEP 4-A: Homepage

- Under the “**Home**” section, you will find the following options:
 - ✓ **Dashboard**
 - ✓ **Residency Application**
 - ✓ **Fellowship Application**
- Select “**Residency Application**” if you wish to apply for Residency Training Programs (both Local & International).
- Select “**Fellowship Application**” if you are applying for Local Fellowship Training Programs.
- Click “**Dashboard**” to return to the homepage.



STEP 4-B: Homepage (Dashboard)

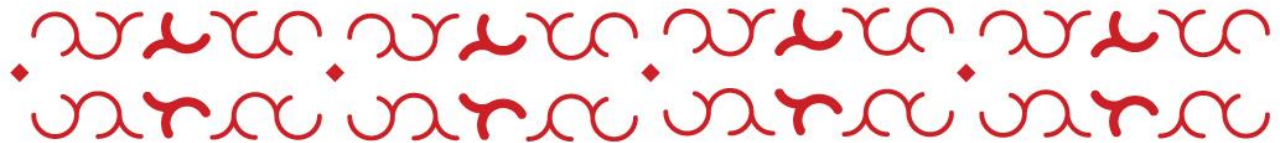
At the bottom of the dashboard, the two (2) specified fields (**Registration and Files Upload**) should be fully completed (100%).



STEP 5-A: Application Form

1. Click on “**Registration**” to be directed to the Online Application Form

The screenshot displays the website of the Oman Medical Specialty Board. On the left, a navigation menu is visible with the following items: Home, Dashboard, CPD, Residency Application (highlighted with a dropdown arrow), Fellowship Application, Occupational Classification Exams (OCEs), Tebyan, Certificates, My Account, Reports, and logout. The 'Residency Application' dropdown is open, showing sub-items: Dashboard, Registration (indicated by a black arrow), Files Upload, and Print Report. The main content area on the right features two circular icons: one for 'Portfolio' (a person with a briefcase and a target) and one for 'Certificate Evaluation' (a laptop with a bar chart). Below these icons, there is a calendar view showing the days of the week (SAT, SUN, MON, TU) and the months (JUL, AUG, SEP, OCT, NOV, DEC, JAN, FEB, MAR, APR, MAY, JUN, JUL). The calendar is currently showing the month of July, with the days of the week labeled at the top and the dates 3, 4, and 5 visible at the bottom.



STEP 5-B: Application Form (continued)



1. Click the **“Agree”** button to accept the declaration statement.
2. Click the **“Photo Upload”** button to upload a clear, passport-sized personal photo with a white background.
3. Complete the form with accurate and comprehensive information.

The screenshot shows the application form interface. On the left, there is a sidebar with 'Home' and 'Agree' buttons. The main content area is titled 'DECLARATION SECTION' and contains a declaration statement. Below this is the 'Personal Information' section, which includes a photo upload area and various input fields for personal details. Arrows from the numbered list point to specific elements: arrow 1 points to the 'Agree' button in the sidebar; arrow 2 points to the 'Upload Photo' button in the photo upload area; and arrow 3 points to the 'Full Name' input field in the personal information section.

DECLARATION SECTION

I declare that all information will be provided below in this application form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this application form or any document uploaded renders me liable for rejection of application, suspension or termination letter or if accepted in any pending process.

Personal Information

Photo *

Choose File No. No photo

Upload Photo

Full Name * Ahmed Mohamed

Date of Birth * 01/04/1990

Age * 32

Nationality * Oman

Passport No. * 10401

Address *

Gender * Male / Female

Marital Status * Single

National ID No. * 12345678

Mobile No. * 92043028

92043028



STEP 5-C: Application Form (continued)



- Click the **“Save & Finish Later”** button if you wish to return and modify the form at a later time.
- Click the **“Submit”** button once all required fields have been completed.

You may select up to three (3) training program choices: two (2) local training programs and one (1) international training program.

Please select a second and third choice only if you are interested in more than one program; otherwise, select “Nil.”

***Note:** OMSB highly encourages all applicants to consider two (2) options at application for local residency programs

Select the program you are most interested in as your first (1st) choice

Training Programs *

☐ Hepatitis B/Hepatitis C Positive ☐ Hepatitis B/Hepatitis C Negative

1st Choice

2nd Choice

3rd Choice

Employer *

☐ Ministry of Health ☐ Sultan Qaboos University ☐ Armed Forces Medical Services ☐ Royal Oman Police ☐ Diwan of Royal Court ☐ Other

☐ Employed ☐ Unemployed

DGHS of South Al St

Submission

4↑ 5↑

(Note: Once you click “Submit,” no further changes can be made to the form)



STEP 6: Files Upload

- Click the “**Files Upload**” button.
- Upload all required documents accurately, then click the “**Upload**” button to complete the process.
- To review your uploaded files, click the “**Preview**” button.
- You can download the **AHA Form** from the “**Files Upload**” section, as shown in the image below.

Home

logout

OMSB CV & AHA Form →

Download and fill out the following required OMSB Forms:

1- Curriculum Vitae (CV) Fillable Form
2- Applicant Health Assessment (AHA) Form

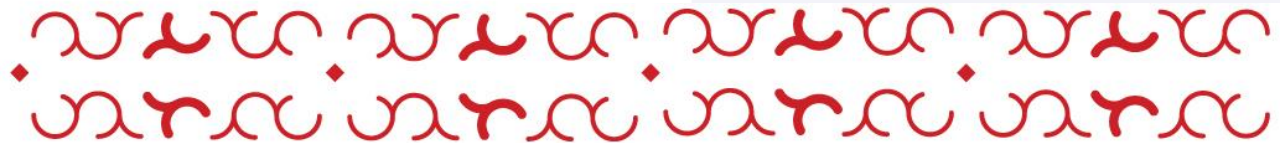
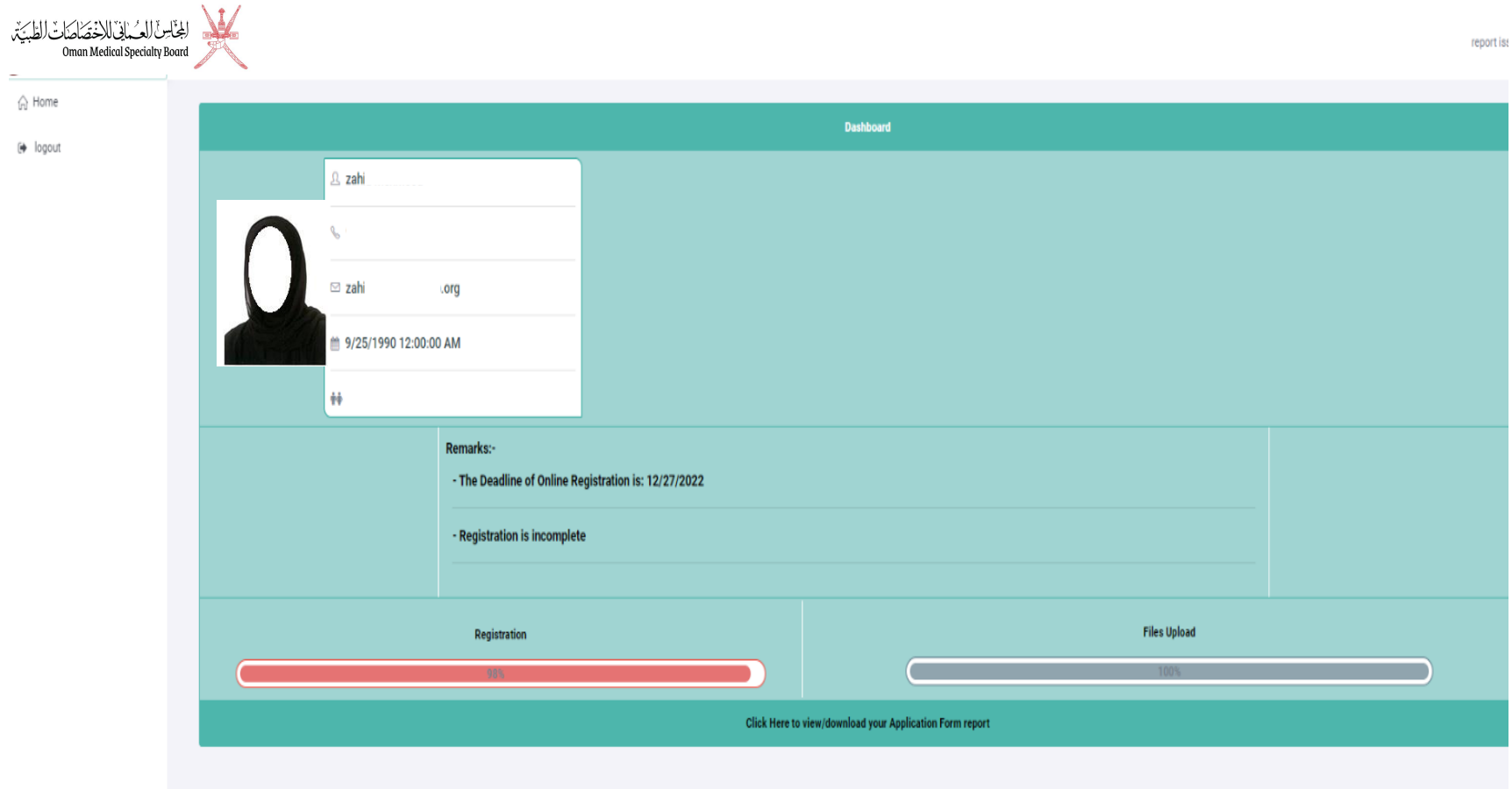
<p>* Employer Approved Application Form (Report)</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>	<p>* Curriculum Vitae (CV) Form</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>	<p>* Color photocopy of Basic Sciences or MD Certificate</p> <p>Must obtain verification and attestation of MD certificate if the medical school is outside Oman</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>
<p>* Photocopy of Basic Sciences or MD Transcripts</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>	<p>Color photocopy of Internship Certificate</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>	<p>Any extra Qualifications or Certificates related to Qualification Data Section</p> <p>As mentioned in the OMSB CV format</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>
<p>Certificates or Publications to support Scholarly Activities Section</p> <p>As mentioned in the OMSB CV</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>	<p>* Photocopy of BLS Certificate</p> <p>BLS Certificate must be valid from application period until the start of the academic year 2023-2024</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>	<p>* Photocopy of ACLS Certificate</p> <p>ACLS Certificate must be valid from application period until the start of the academic year 2023-2024</p> <p>Choose File No file chosen</p> <p>Upload</p> <p>Not Uploaded</p>
<p>* Photocopy of Passport</p> <p>Choose File No file chosen</p> <p>Upload</p>	<p>* Photocopy of National ID Card</p> <p>The National ID must be uploaded from the front and back</p> <p>Choose File No file chosen</p>	<p>International Exams (examples: MCCEE or MCCQE1, USMLE, AMCE, etc.)</p> <p>Choose File No file chosen</p> <p>Upload</p>



STEP 7-A: Main Homepage



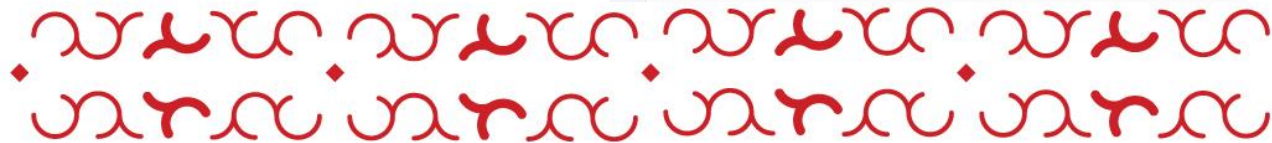
1. Click “**MENU**” once you complete uploading all required files
2. Click “**Dashboard**,” it will take you to the **Main Homepage**



STEP 7-B: Main Homepage (continued)

1. Once you have 100% completion in all required fields, click the **“Print Report”** button, as shown in the picture.
2. Select **“Save”** and then choose **“PDF”** as the file format.

The screenshot displays the Oman Medical Specialty Board (MSB) Main Homepage. The left sidebar contains a navigation menu with the following items: Home, Dashboard, CPD, Residency Application (expanded), Fellowship Application, Occupational Classification Exams (OCEs), Tebyan, Certificates, My Account, Reports, and Logout. The 'Print Report' option is highlighted with a red box and an arrow. The main content area shows a 'Portfolio' section with a description: 'Portfolio is a compilat academic ,employer professional evidence as for the purpose of eval'. Below this is a table with columns SAT, SUN, and MON. The right sidebar shows the 'Print Report' dialog box with a search bar, a dropdown menu for file format (Excel, PDF), and a 'Print' button. The 'PDF' option is selected, indicated by an arrow. The 'Residency Application Form' is displayed below the dialog box, showing personal information: Full Name: zahid mehmoood, Place of Birth: MCT, Date of Birth: 25 Sep 90, Age: 32, Nationality: Omani, Passport No: fdsafast, Marital Status: Single, National ID: 5588990011. A profile picture placeholder is shown next to the personal information.



STEP 8: Print Employer Approval Form

- Print your Employer Approval Form, then have it signed and stamped by your employer.
- Upload the signed and stamped form again in your Online Application Form under the “**Files Upload – Employer/Sponsor Approval Form**” section.
- After submitting the approved form along with all required documents, OMSB Admission & Registration Section will process your request.

Note: Employer Approval Form is MANDATORY for all applicants; except:

- Interns
- Omani physicians working outside Oman and interested to apply for residency

Academic Year/s?: -

9- Have you been a resident in OMSB before? No

Academic Year/s?: -

10- Postgraduate Qualifications-proof of documentation: (e.g. MRCP, FRCS, MCCEE, USMLE, etc): -

III. Training Programs(list in proirity):

1. Choices: 1st Choice:Local-Dermatology,2nd Choice: Local-Emergency Medicine, 3th Choice: International-Vascula

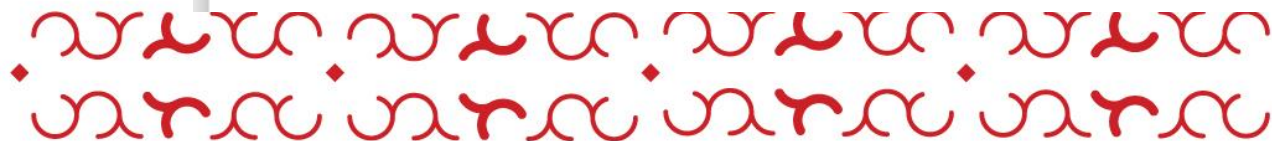
IV. : Employer:

For Employer used only → 1.1 Name of Authorized Person:(Must be filled)

1.2 Employer Signature & Stamp: Date:

I declare that all information provided in this application form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the application form or any document requested renders a trainee liable to termination of training.

Signature of applicant: Date: ← For applicants used only



Notice:

Applicants must complete all medical laboratory tests that are mentioned in the **online application** together with the approved Applicant Health Assessment (AHA) Form and upload it in the system.

PART II: Follow-up Healthcare Committee (Laboratory Investigation)

Name of Applicant:
Gender:

Mobile Number:
Date of Birth:

National ID:

Must be filled by applicant

Required Lab Tests are:

IMMUNIZATION ASSESSMENT & BLOOD TESTS SECTION	
1	Vaccination Record/Immunization Report (administered at least 2 doses) a) MMR: Complete Immunization: <input type="checkbox"/> Yes <input type="checkbox"/> No b) Varicella: Complete Immunization: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Test:
2	Hepatitis B Serology a) HBs-Ag: Positive <input type="checkbox"/> Negative <input type="checkbox"/> b) Anti-HBc: Positive <input type="checkbox"/> Negative <input type="checkbox"/> c) Anti-HBs (> 10IU/ml): Immune <input type="checkbox"/> Non-Immune <input type="checkbox"/> Date of Test:
3	Hepatitis C Serology a) Anti-HCV: Positive <input type="checkbox"/> Negative <input type="checkbox"/> Date of Test:
4	HIV Antigen & Antibody Screening Test Positive <input type="checkbox"/> Negative <input type="checkbox"/> Date of Test:
5	TB Quantiferon-Gold Positive <input type="checkbox"/> Negative <input type="checkbox"/> Date of Test:
6	Normal Test <input type="checkbox"/> Abnormal Test <input type="checkbox"/>

Physician Healthcare Officer In-charge:

Name: _____
Date: _____

Signature: _____
Stamp: _____

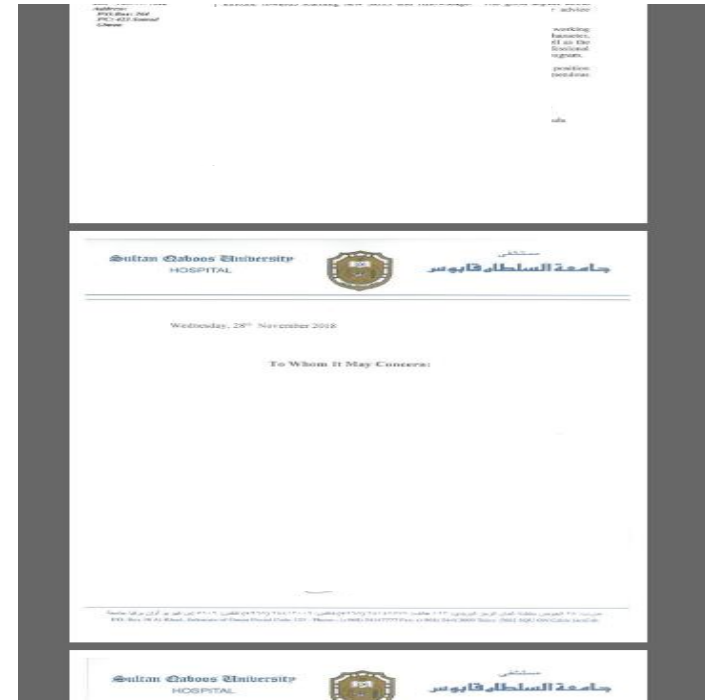
Must be signed & stamped by
Physician Healthcare Officer In-
Charge

NOTICE:

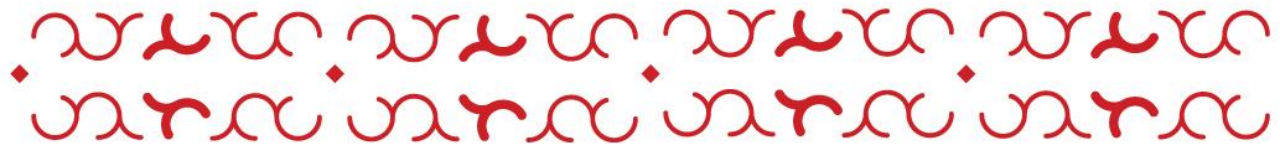
Do not upload unclear PDF files or Screenshot files



(X)

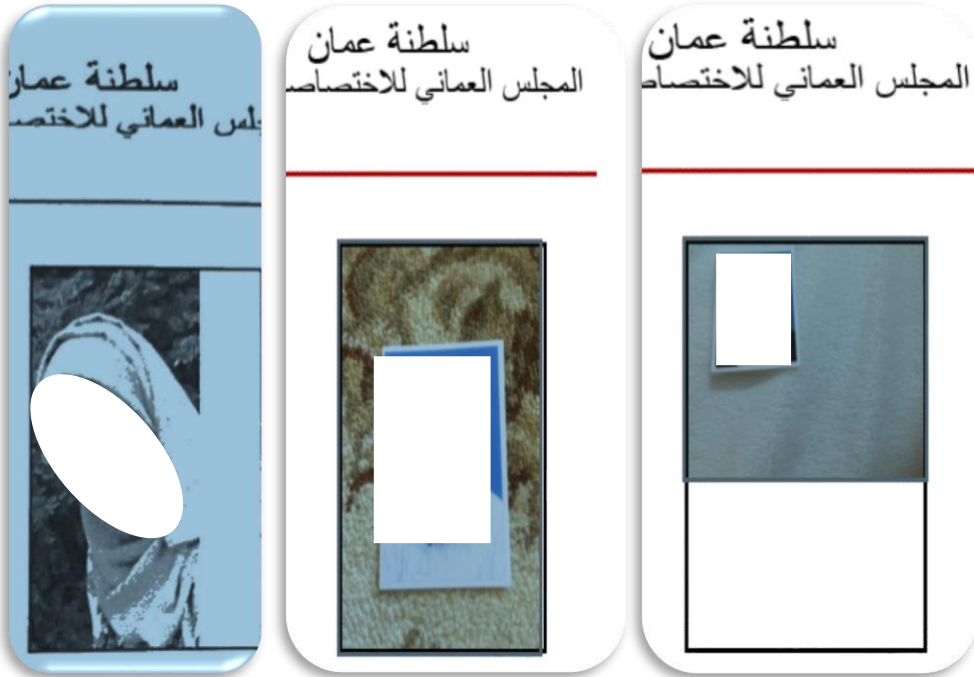


(V)



NOTICE:

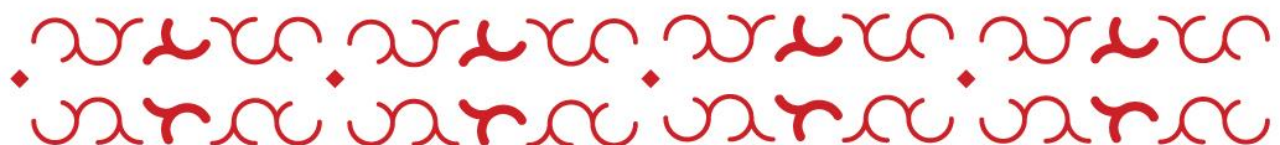
Upload Formal Photograph (passport size with white background)



(X)



(v)



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Oman Medical Specialty Board



THANK YOU

ADMISSION & REGISTRATION SECTION

