

## **GUIDELINES FOR SHORT-TERM VOLUNTEERS DOCUMENTS REQUIRED FOR REGISTRATION**

### **DOCTORS**

#### **First Time**

- Short-Term Volunteer Forms
- Form A – The Medical Act
- Certified copy of Basic Degree Certificate – the one that says “Doctor of Medicine”
- Certified copy of Current Licence
- Names and Addresses of 2 Medical References
- Work Permit Exemption Application Form
- 2 photographs

If doctor was trained at an Offshore Medical School and has a Board Certificate he/she needs to submit this.

#### **Returning**

- Short-Term Volunteer Form
- Form A
- Certified copy of Current Licence
- Work Permit Exemption Application Form
- 1 photograph

### **NURSES**

#### **First Time**

- Short-Term Volunteer Form
- Blue Form
- Curriculum Vitae (Resume)
- Certified copy of Birth Certificate
- Certified copy Marriage Certificate (if applicable)
- Certified copy of Certificate/Diploma from School of Nursing
- Certified Copy of Current Licence
- Two written references from Nursing Supervisors
- Work Permit Exemption Application Form
- 2 photographs

## **Returning**

- Short-Term Volunteer Form
- Updated Curriculum Vitae (Resume)
- Certified Copy of Current Licence
- Two written references from Nursing Supervisors
- Work Permit Exemption Application Form
- 1 photograph

## **DENTISTS/DENTAL HYGIENISTS**

### **First Time**

- Short Term Volunteer Form
- Form A - Dental Act
- Degree Certificate (Doctor of Dental Surgery)
- Current License
- 3 professional references
- Work Permit Exemption Application Form
- 2 photographs

### **Returning**

- Short Term Volunteer Form
- Current License
- Work Permit Exemption Application Form
- 1 photograph

## **OPTOMETRISTS**

### **First Time**

- Short Term Volunteer Form
- Degree Certificate (Doctor of Optometry)
- Current License
- 2 professional references
- Work Permit Exemption Application Form
- 2 photographs

### **Returning**

- Short Term Volunteer Form
- Current License
- Work Permit Exemption Application Form
- 1 photograph

### **PHARMACISTS**

#### **First Time**

- Short Term Volunteer Form
- Degree Certificate
- Current License
- 3 professional references
- Work Permit Exemption Application Form
- 2 photographs

#### **Returning**

- Short Term Volunteer Form
- Current License
- Work Permit Exemption Application Form
- 1 photograph

### **STUDENTS**

- Short Term Volunteer Form
- Work Permit Exemption Application Form
- 2 passport sized photographs
- A letter from the University verifying status of student(s)

### **SUPPORT STAFF**

- Short Term Volunteer Form
- Work Permit Exemption Application Form
- 1 passport sized photograph

**DIETITIAN, RADIOGRAPHER, MEDICAL TECHNOLOGIST,  
THERAPISTS (SPEECH, OCCUPATIONAL & PHYSICAL)**

- Short Term Volunteer Form
- Completed Form A - The Professions Supplementary to Medicine Act, 1965
- Certified Copy of Diploma/Degree
- Transcript
- Certified Copy of current license
- Two letters of reference – one from a member of your profession and one character reference
- Work Permit Exemption Application Form
- 2 photographs

**FEES**

- Registration
  - Doctors - \$1,000.00 each
  - Nurses
    - First Time - \$2,500.00 each
    - Returning - \$1,000.00 each
  - Dentists - \$500.00 each
  - Dental Hygienists - \$300.00each
  - Optometrists - US\$25.00 or the Jamaican Equivalent
  - Pharmacists - US\$50.00 or the Jamaican Equivalent
  - Dieticians, etc. - \$1,000.00 each
- Work Permit Exemption
  - All persons - \$1,000.00 each