



STANDARD OPERATING PROCEDURES

Title: Medical Faculty Licensure in Kenya

Objective: Faculty planning for patient contact in Kenya must obtain a temporary Kenyan Medical License.

Overview

A temporary Medical License must be applied for prior to departure for Kenya. All materials must be submitted through Program Manager and Program Administrator for submission Kenya Licensing Board.

US – based responsibilities

I. Logistics in US

- a. Itinerary, official documents as specified in the Orientation Manual, emergency contact information, proof of evacuation insurance and all other information must be submitted to the Program Assistant according to the schedule located in the Orientation Manual.
- b. At least 2 months prior to departure, faculty must submit license application materials to the IU Kenya office, including:
 - i. Completed Temporary Medical License application
 - ii. Current CV
 - iii. Copy of passport
 - iv. Color passport sized photograph
 - v. Copy of Medical License
 - vi. Copy of Medical School Diploma
 - vii. Three letters of recommendation addressed as stated in Orientation Manual.
 - viii. \$235 (or current rate) application fee
- c. Faculty member must contact team leader explaining area of specialty and areas where faculty is willing to participate (Grand rounds, lecturing, patient contact, etc).
- d. Faculty/staff must submit special pass application to Ron Pettigrew prior to departure for Kenya. The special pass will be accompanied by a passport sized photo, face page of your passport and current CV. The fee of 16,000Ksh is due after arrival in Kenya. It will be collected by the Program Administrator at IU House.

II. Logistics in Kenya

- a. Team Leader will inform Executive Field Director of upcoming resident visit.
- b. Team Leader and/or Executive Field Director will establish courtesy introductions with Dean of MUSM, Director of MTRH and HOD where resident will be working (if deemed appropriate by Team Leader or Executive Field Director).
- c. Team Leader will arrange for a full tour of all IU Kenya programs and all AMPATH programs
- d. Individual participants are responsible for all personal expenses including safari and souvenirs etc.
- e. All learners (medical students, medical residents, fellows) must apply for a **Pupil Pass** after arrival in Kenya. The **Pupil Pass** fee is 5000 Ksh. The pupil pass application must be accompanied by 2 passport sized photos (we recommend taking the photos with you from the US) and payment of the fee.
- f. **All personnel** staying in Kenya for more than 30 days must also apply for an **Alien Registration Card**. This card requires 2 passport sized photos. The fee is 2000 Ksh.
- g. Faculty/staff members are required to pay a fee of 16,000 Ksh for the 1st month or portion thereof for the **Special Pass**. Subsequent monthly fees are 15,000 Ksh per month. The **Special Pass** is renewable for up to 6 months, but payment of the monthly fee of 15,000 Ksh is not prorated for a shortened stay.