



Policy Category: Activity Policy
Policy Name: DHP CPD Activity Accreditation Eligibility Policy
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Co-Consultants: Royal College
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Validity: This policy is valid until updated, replaced or canceled by the Department of Health Professions-Accreditation Section(DHP-AS). Update, replacement or cancellation of this policy may occur without prior notice. However, all concerned individuals and parties shall comply with such once officially notified by the DHP-AS.
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1. Introduction

The DHP-AS developed a provider-based CPD accreditation system to recognize CPD provider organizations that have met established standards in areas of educational development, governance, organizational infrastructure and administrative operations. All DHP accredited CPD provider organizations are required to develop CPD activities that meet all established administrative, educational and ethical accreditation standards. All CPD activities developed by accredited CPD Provider organizations following DHP standards and notified to DHP-AS as per the requirements will be approved for credit within category 1 or category 3 of the CPD Accreditation Framework.

CPD providers who have not been approved as accredited CPD providers in Qatar may apply directly to the DHP-AS for review and approval of individual CPD activities credit within Category 1 or Category 3 of the CPD Accreditation Framework.

The DHP-AS has developed the DHP CPD Activity Accreditation Eligibility Policy which must be met for a CPD provider to be eligible to apply to have a CPD activity approved under the DHP-AS CPD Framework.

2. Policy Statement

Any live CPD activity that takes place within the State of Qatar must be accredited by the DHP-AS or be developed by a DHP accredited CPD provider in order to be eligible for credit (even if the live activity is accredited by another recognized accreditation body).

The DHP-AS has determined that the following types of organizations are eligible to directly apply to the DHP-AS to have a CPD activity reviewed and approved as accredited within the DHP-AS CPD Framework:

- Governmental or non-governmental academic institutions
- Governmental or non-governmental healthcare facilities
- Other organizations as defined by the DHP-AS

Organizations that are for-profit commercial interests are not eligible to apply for accreditation.

The review process of CPD activities and the accreditation decision must be completed before the start date of the activity. Applications submitted to the DHP-AS in less than 30 days before the start date or after the program start date will not be reviewed.



CPD activity accreditation will not be granted retroactively.

3. Definitions

- 3.1. CPD Activity** is a learning activity designed to respond to the needs of health professionals in enhancing awareness or acquisition of new knowledge, development of skills or competencies, improving performance or health outcomes.
- 3.2. CPD Provider** is an organization responsible for the development of a CPD activity that meets all established administrative, educational, and ethical standards.
- 3.3. Commercial Interest**, as defined by the Accreditation Council for Continuing Medical Education (ACCME), is “any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.”

4. Abbreviations

ACCME: Accreditation Council for Continuing Medical Education
CPD: Continuing Professional Development
DHP : Department of Health Professions
DHP-AS : Department of Health Professions-Accreditation Section

5. Scope

Any organization who meets defined eligibility criteria for the submission of a CPD activity for review and approval by the DHP-AS .

6. Roles/Responsibilities

- 6.1.** The DHP-AS determines whether an organization is eligible to apply to have a CPD activity reviewed for inclusion within the DHP-AS CPD



Framework.

- 6.2.** The eligible CPD provider is responsible to complete and submit the CPD activity application form to the DHP-AS .

7. Procedures/Guidelines

7.1. Determining Eligibility

- 7.1.1. The CPD provider submits a request for accreditation of a CPD activity to the DHP-AS .
- 7.1.2. The DHP-AS reviews whether the CPD provider meets the eligibility criteria as defined by this policy.
- 7.1.3. The DHP-AS may request additional information from the applicant to verify that the CPD provider meets the defined eligibility criteria.
- 7.1.4. If the applicant meets the eligibility criteria, the DHP-AS will send to the applicant the CPD activity application form and standards.
- 7.1.5. If the applicant does not meet the eligibility criteria, the DHP-AS will not proceed with review process and the CPD activity will not be included as an accredited activity with the DHP-AS CPD Framework.

8. Flowcharts

- 8.1.** Management of CPD Provider Eligibility – Attachment 1

9. References and Sources for Further Reading

- 9.1.** ACCME definition “commercial interest”
<http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-and-definitions/definition-commercial-interest> (last accessed July 30, 2014)

10. Related Policies

- 10.1** DHP-AS CPD Activity Accreditation Review Fees Policy – if applicable
(MOPH/DHP /AS/CPDActivities/003)



10.2 DHP CPD Activity Accreditation Appeals Policy (*MOPH/DHP/AS/CPDActivities/005*)

11. Governing Law or Regulations

11.1. Emiri Decree No. 7 for the Year 2013

12. Attachments/Appendices

- 12.1.** Flowchart: Management of CPD Provider Eligibility
- 12.2.** Template: CPD Activity Accreditation Application Form
Category 1 Live Group Learning
- 12.3.** Template: CPD Activity Accreditation Application Form
Category 1 Synchronous and blended group learning
- 12.4.** Template: CPD Activity Accreditation Application Form
Category 1 Rounds and Journal Clubs
- 12.5.** Template: CPD Activity Accreditation Application Form
Category 3 Clinical Audit
- 12.6.** Template: CPD Activity Accreditation Application Form
Category 3 Direct Observation
- 12.7.** Template: CPD Activity Accreditation Application Form
Category 3 Knowledge Assessment Programs
- 12.8.** Template: CPD Activity Accreditation Application Form
Category 3 Multisource Feedback
- 12.9.** Template: CPD Activity Accreditation Application Form
Category 3 Simulation Activities



Attachment 1

Management of CPD Provider Eligibility flowchart

