



Policy Category: Activity Policy
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1. Introduction

This policy was developed to ensure that content of accredited CPD activities are not biased by any conflict of interest. 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 -AD for review and approval of individual CPD activities credit within Category 1 or Category 3 of the CPD Accreditation Framework.

2. Policy Statement

The DHP -AS has developed the *Ethical Standards for Accredited CPD Activities* that applies to all situations where financial and in-kind support is accepted to contribute to the development, delivery and evaluation of accredited CPD activities.

Adherence to the Standard is required for the approval of all accredited CPD activities in Category 1 and 3 within the DHP -AS's CPD Framework.

Element 3 of the Standard describes the processes and requirements for the gathering, managing and disclosing of conflicts of interest to participants.

This policy reflects Element 3 of the Standard and provides additional guidance to CPD provider organizations on the identification and management of conflicts of interests.

3. Definitions

- 3.1. **Bias** is a predisposition that prevents impartiality or which promotes an unfair, limited, or prejudiced viewpoint.
- 3.2. **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.”

- 3.3. **Conflict of interest** describes a set of conditions in which judgement or decisions concerning a primary interest (example a patients’ welfare, the validity of research and/or quality of medical education) is unduly influenced by a secondary interest (personal or organizational benefit including financial gain, academic or career advancement, or other benefits to family, friends, or colleagues).
- 3.4. **Financial support** is monetary contributions provided by sponsor for the development, delivery or evaluation of an accredited CPD activity, learning resource or tool.
- 3.5. **In-kind support** can be services or tools or human resources which have a monetary value and are provided to an organization in support of an educational activity.
- 3.6. **Sponsorship** is the process by which an individual, group, corporation or organization provides financial and in-kind support for the development, delivery or evaluation of an accredited CPD activity, learning resource or tool.

See the DHP -AS Ethical Standards for Accredited CPD Activities – Glossary for a full list of terms

4. Abbreviations

CPD: Continuing Professional Development

SPC: Scientific Planning Committee

DHP : Qatar Council for Healthcare Practitioners

DHP -AD: Qatar Council for Healthcare Practitioners-Accreditation Department

5. Scope

This policy applies to all accredited CPD activities within Category 1 or Category 3 of the CPD Accreditation Framework. This includes activities developed by accredited and non-accredited CPD providers.



6. Roles/Responsibilities

- 6.1. The CPD provider organization is responsible to create and execute their conflict of interest policies and procedures. The CPD provider organization should distribute their policy and associated declaration form to all committee members, session chairs, moderators and/or facilitators involved in an accredited CPD activity. The CPD provider organization is also responsible to ensure that all declarations have been received, managed and communicated to the audience.
- 6.2. All members of the scientific planning committee (SPC), speakers, moderators, facilitators and authors are responsible to complete the conflict of interest declaration form and submit to the CPD provider organization or as instructed.
- 6.3. Scientific planning committee members are responsible to execute a conflict of interest management process. Examples of this process are outlined in 7.3.
- 6.4. All members of the SPC, speakers, moderators, facilitators, and authors, must disclose to participants their relationships as described in the Standard.

7. Procedures/Guidelines

- 7.1. All members of the scientific planning committee (SPC), speakers, moderators, facilitators and authors must provide to the CPD provider organization a completed conflict of interest declaration form.
 - 7.1.1. The form must be completed and submitted to the planning committee prior to the start date of the event or program.
 - 7.1.2. Any individual who fails to disclose their relationships cannot participate as a member of the SPC, speaker, moderator, facilitator or author of an accredited CPD activity.
- 7.2. The SPC is responsible to review all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity to determine whether action is required to manage potential or real conflicts of interest. The SPC must also have procedures in place to be followed if a conflict of interest comes to its attention prior to or during the CPD activity.



- 7.3. There are a number of strategies that can be considered to manage and resolve such identified conflicts:
- a) The speaker could be required to alter the focus of the talk to limit the areas where conflict of interest is significant.
 - b) The topic selected could be changed, but the same speaker be used.
 - c) The planning committee could ask for a peer review of the content to ensure that the principles of scientific integrity, objectivity and balance have been respected.
 - d) Eliminating the topic and speaker. This is a very uncommon occurrence, but can be used as a last resort if a significant conflict of interest cannot be otherwise managed.
- 7.4. All members of the SPC, speakers, moderators, facilitators, and authors, must disclose to participants their relationships as described in the Standard.
- 7.4.1. Speaker disclosures must be done verbally, displayed in writing on a slide at the beginning of a presentation. Their disclosures may also be included in the written materials.
 - 7.4.2. SPC, moderator, facilitator and author disclosures may be done verbally, displayed in writing at the beginning of the session or module. Their disclosures may also be included in the written program materials.
- 7.5. The following statement must be included in the written program materials (for example, with the activity accreditation statement). "The scientific planning committee has reviewed all disclosed financial relationships of speakers, moderators, facilitators and/or authors in advance of this CPD activity and has implemented procedures to manage any potential or real conflicts of interest."

8. Flowcharts

- 8.1. CPD Activity Accreditation Conflict of Interest Identification and Management flowchart - Appendix 1

9. References and Sources for Further Reading

N/A

10. Related Policies/Documentation

- 10.1. DHP Ethical Standards for Accredited CPD Activities
- 10.2. DHP CPD Activity Accreditation Eligibility Policy (MOPH/DHP /AS/CPDActivities/001)



10.3. DHP CPD Activity Advertising Policy
(MOPH/DHP /AS/CPDActivities/008)

11. Governing Law or Regulations

11.1. Emiri Decree No. 7 for the Year 2013

12. Attachments/Appendices

- 12.1. Flowchart: CPD Activity Accreditation Conflict of Interest Identification and Management
- 12.2. Template: CPD Activity Conflict of Interest Declaration Form



Appendix 1 – CPD Activity Accreditation Conflict of Interest Identification and Management flowchart

