



Policy Category: Activity Policy
Policy Name: DHP CPD Activity Accreditation Review Policy
Policy Code: MOPH/DHP/AS/CPDAactivities/002
Version Number: 4.2
Developed by: DHP -AS
Co-Consultants: Royal College
Reviewed by/Date: DHP-AS Team / February 7, 2016
Approved by/ Date: Dr. Samar Aboulsoud / February 7, 2016
Date Effective: March 7, 2016
Date of Update: November 5, 2019
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 .
Copyright Statement: All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher. For permission requests, write to the publisher, addressed "Attention: Accreditation Coordinator," to the address below. Department of Health Professions Accreditation Section P.O. Box 7744, Doha, Qatar Phone: (+974) 44070331 AccreditationDepartmentQCHP@moph.gov.qa www.QCHP.org.qa



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 is responsible to review all CPD activity accreditation applications which are submitted directly to them by organizations that are not accredited CPD providers.

2. Policy Statement

In order for a CPD activity planned by non-accredited CPD provider organization to be accredited within the DHP-AS CPD Framework, the CPD activity must be reviewed and approved by the DHP-AS . The CPD activity accreditation application must be submitted to the DHP-AS at least 30-days in advance of the start date of the CPD activity.

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.

4. Abbreviations

CPD: Continuing Professional Development



DHP: Qatar Council for Healthcare Practitioners

DHP-AS : Department of Health Professions-Accreditation Section

5. Scope

This policy applies to any CPD provider who is eligible to submit a CPD activity accreditation application to have a CPD activity reviewed by the DHP -AS for inclusion within the DHP -AS CPD Framework.

6. Roles/Responsibilities

- 6.1.** The DHP -AS establishes the CPD activity accreditation standards and compliance criteria.
- 6.2.** The DHP-AS develops and provides the CPD activity accreditation application form to all CPD providers.
- 6.3.** The CPD provider submits the CPD activity accreditation application form to the DHP -AS .
- 6.4.** The DHP -AS reviews the submitted CPD activity applications to ensure that all required documentation and information has been submitted by the CPD provider.
- 6.5.** If the CPD activity is accredited for credits with Qatar's CPD Framework, the CPD provider is accountable to continuously ensure adherence to all of the CPD activity standards.
- 6.6.** The DHP -AS is accountable to ensure that the CPD activity accreditation standards are reasonable and decisions are fair.

7. Procedures/Guidelines

7.1. CPD activity accreditation applications

- 7.1.1. The CPD provider submits a completed CPD activity accreditation application form to the DHP -AS . The CPD activity accreditation application and associated fees – if applicable - as per the DHP CPD Activity Accreditation Review Fees Policy (*MOPH/DHP/AS/CPDActivities/003*) must be submitted to the DHP-AS at least 30 days in advance of the start date of the CPD activity.
- 7.1.2. The DHP-AS logs the activity in the DHP -AS CPD Activity Data Tracker.
- 7.1.3. The DHP-AS executes the DHP CPD Activity Accreditation Eligibility Policy (*MOPH/DHP/AS/CPDActivities/001*).



- 7.1.4. The DHP-AS reviews the submitted documentation to confirm that all required documentation and information has been submitted by the CPD provider.
- 7.1.5. The DHP -AS may request additional information or documentation from the CPD provider organization to complete the application review.
- 7.1.6. One member of the DHP -AS reviews the application for accreditation within DHP -AS CPD Framework.
 - 7.1.6.1. The assigned DHP -AS reviewer must not have any conflict of interests including financial affiliations with the CPD provider.
- 7.1.7. The DHP -AS executes the DHP CPD Activity Accreditation Decision Policy (*MOPH/DHP/AS/CPDAactivities/004*).
- 7.1.8. The DHP -AS writes their CPD activity accreditation review report.
- 7.1.9. The DHP -AS communicates their CPD activity accreditation decision, in writing, as per the DHP CPD Activity Accreditation Decision Policy (*MOPH/DHP/AS/CPDAactivities/004*).
- 7.1.10. The applicant CPD provider may choose to appeal any decision(s) of the DHP-AS as per the DHP CPD Activity Accreditation Appeals Policy (*MOPH/DHP/AS/CPDAactivities/005*).

8. Flowcharts

- 8.1.** Review and Approval of CPD Activities – Appendix 1

9. References and Sources for Further Reading

N/A

10. Related Policies /Documentation

- 10.1.** DHP Accreditation Standards for CPD Activities
- 10.2.** DHP Ethical Standards for Accredited CPD Activities
- 10.3.** DHP CPD Activity Accreditation Eligibility Policy (*MOPH/DHP/AS/CPDAactivities/001*)
- 10.4.** DHP CPD Activity Accreditation Review Fees Policy (*MOPH/DHP/AS/CPDAactivities/003*)
- 10.5.** DHP CPD Activity Accreditation Decision Policy (*MOPH/DHP/AS/CPDAactivities/004*)
- 10.6.** DHP CPD Activity Accreditation Appeals Policy (*MOPH/DHP/AS/CPDAactivities/005*)

11. Governing Law or Regulations

- 11.1.** Emiri Decree No. 7 for the Year 2013



12. Attachments/Appendices

- 12.1.** Flowchart: Review and approval of CPD activities
- 12.2.** Document: DHP-AS CPD Activity Data Tracker
- 12.3.** Template: CPD Activity Accreditation Review Form
Category 1 Live Group Learning
- 12.4.** Template: CPD Activity Accreditation Review Form
Category 1 Synchronous and Blended Group Learning
- 12.5.** Template: CPD Activity Accreditation Review Form
Category 1 Rounds & Journal Clubs
- 12.6.** Template: CPD Activity Accreditation Review Form
Category 3 Clinical Audit
- 12.7.** Template: CPD Activity Accreditation Review Form
Category 3 Direct Observation
- 12.8.** Template: CPD Activity Accreditation Review Form
Category 3 Knowledge Assessment
- 12.9.** Template: CPD Activity Accreditation Review Form
Category 3 Multisource Feedback
- 12.10.** Template: CPD Activity Accreditation Review Form
Category 3 Simulation



Appendix 1 - Review and Approval of CPD Activities flowchart

