



Policy Category: Activity Policy
Policy Name: Accredited CPD Activity Advertising Policy
Policy Code: MOPH/DHP/AS/CPDAactivities/008
Version Number: 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. <p style="text-align: right;">Department of Health Professions Accreditation Section P.O. Box 7744, Doha, Qatar Phone: (+974) 44070331 AccreditationDepartmentQHP@moph.gov.qa</p> <p>www.qchp.org.qa</p>



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.

2. Policy Statement

All CPD activities conferences, symposia, seminars and workshops developed for inclusion within Category 1 or Category 3 of DHP-AS's CPD Framework must be either:

- Reviewed and approved by the DHP-AS or
- Be developed by a DHP-AS accredited CPD provider fulfilling and complying with the DHP-AS standards.

The materials used to promote or advertise accredited CPD activity must include the accreditation statement as described within the Activity Standards verbatim.

No reference may be made to DHP-AS accreditation before notification of approval of accreditation. Do not state or indicate "application for DHP-AS CPD credits pending" or similar wording.

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: Department of Health Professions

DHP-AS: Department of Health Professions-Accreditation Section

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 DHP is responsible for maintaining and communicating the CPD Accreditation Activity Standards and the Standard for Support of Accredited CPD Activities.
- 6.2.** CPD activity providers must ensure that 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).
- 6.3.** CPD activity providers must also ensure CPD activities are reviewed for DHP-AS CPD accreditation before the start date of the activity.
- 6.4.** CPD activity providers are responsible to ensure that the materials used to promote or advertise accredited CPD activity comply with this policy.

7. Procedures/Guidelines

- 7.1.** Once an activity has been submitted for accreditation, the provider of the activity must wait for the official accreditation decision per the DHP CPD Activity Accreditation Decision Policy (*MOPH/DHP/AD/CPDActivities/004*).
- 7.2.** Once approved, the materials used to promote or advertise accredited CPD activities must include the following accreditation statement:



- 7.2.1. For Category 1 activities:
"This activity is an Accredited Group Learning Activity (Category 1) as defined by the Qatar Council for Healthcare Practitioners - Accreditation Department and is approved for a maximum of xx hours."
- 7.2.2. For knowledge assessment programs:
"This program is an Accredited Knowledge Assessment Program (Category 3) as defined by the Qatar Council for Healthcare Practitioners Accreditation Department and is approved for xx hours".
- 7.2.3. For accredited simulation activities:
"This is an Accredited Simulation Activity (Category 3) as defined by the Qatar Council for Healthcare Practitioners - Accreditation Department and is approved for a maximum of xx hours".
- 7.2.4. For accredited multisource feedback instruments:
"This multisource feedback instrument is an accredited assessment activity (Section 3) as defined by the Qatar Council for Healthcare Practitioners Accreditation Department and is approved for xx hours."
- 7.2.5. For accredited clinical audit activities:
"This is an accredited clinical audit activity (Category 3) as defined by the Qatar Council for Healthcare Practitioners - Accreditation Department and is approved for xx hours".
- 7.2.6. For accredited direct observation assessment instruments:
"This is an accredited assessment activity (Category 3) as defined by the Qatar Council for Healthcare Practitioners Accreditation Department and is approved for xx hours".

8. Flowcharts

N/A

9. References and Sources for Further Reading

N/A

10. Related Policies

10.1. Qatar CPD Accreditation Activity Standards

10.2. DHP-AS Standard for Support of Accredited CPD Activities



- 10.3.** DHP CPD Activity Accreditation Eligibility Policy
(MOPH/DHP/AS/CPDActivities/001)
- 10.4.** DHP CPD Activity Accreditation Decision Policy
(MOPH/DHP/AS/CPDActivities/004)

11. Governing Law or Regulations

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

12. Attachments/Appendices

N/A