Policy Category: Activity Policy
Policy Name: **DHP CPD Activity-based Accreditation- Submission Policy**
Policy Code: MOPH/DHP/AS/CPDActivities/009
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Developed by: DHP-AS
Reviewed by/Date: Dr. Essam Elsayed / October 18, 2016
Approved by/ Date: Dr. Samar Aboulsoud / November 16, 2016
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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.

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 CPD Activity-based Accreditation Submission Policy to regulate the process by which activity accreditation applications are submitted for review.

2. Policy Statement

The DHP-AS is responsible to review all CPD activity accreditation applications developed by CPD organizations that are not eligible or approved by the DHP as accredited CPD providers, yet eligible for activity-based accreditation.

  2.1. **Eligibility criteria:**
    2.1.1. 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 health professional organizations as defined by the DHP-AS .
    2.1.2. Organizations that have for-profit commercial interests or provide activities through private educational training centers are not eligible to apply for accreditation.
  2.2. Eligible CPD Providers must submit complete accreditation application form at least, 30 days before the planned start date of the activity. 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.
  2.3. CPD activity accreditation will not be granted retroactively.
  2.4. In order to ensure quality of submitted accreditation applications, CPD Provider organizations are not allowed to submit more than 3 activities per month for review.
  2.5. If an activity is rejected, the CPD Provider is allowed to submit the same activity only once after the Provider organization receives the formal report of rejection from DHP-AS .
  2.6. Repeated non-compliance to DHP-AS standards and activity accreditation

	rejection shall result in consequent actions that might include temporary or permanent suspension from submitting for activity-based accreditation.

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. **Multiple Activity Rejections**: If 3 (three) subsequent CPD activity applications submitted by one CPD provider or/50% of the total submissions over a period of 3 months are rejected following the review process.

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 any CPD activity submitted/re-submitted to the DHP-AS for review and accreditation within the DHP-AS CPD Framework.

6. Roles/Responsibilities

6.1. The DHP-AS establishes the CPD activity accreditation standards, eligibility and compliance criteria.

6.2. The DHP-AS develops and provides the CPD activity accreditation application form to all eligible CPD providers.

6.3. The CPD provider submits to the DHP-AS the CPD activity accreditation application form.

6.4. The DHP-AS reviews and decides on the submitted applications' accreditation.

6.5. The DHP-AS is accountable to ensure that the CPD activity accreditation

standards and CPD activity accreditation review process are reasonable and decisions are fair

6.6. The DHP-AS communicates to the CPD provider, in writing, the outcome of the assessment of the CPD activity.

6.7. The applicant (CPD Provider) shall comply with DHP standards and policies as regards submission & resubmission.

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7. Procedures/Guidelines

7.1. Eligibility for Submission
7.1.1. 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 health professional organizations as defined by the DHP-AS .

7.1.2. Organizations that have for-profit commercial interests or provide activities through private educational training centers are not eligible to apply for accreditation

7.2. Process for Submission:
7.2.1. The CPD provider submits a completed CPD activity accreditation application form to 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.

7.2.2. To ensure quality of accreditation applications submitted, CPD Provider organization is not allowed to submit more than 3 activities per month.

7.2.3. CPD Provider can resubmit a rejected activity only after they have received the formal rejection report so as to incorporate the changes recommended by DHP.

7.2.4. The DHP-AS reviews the CPD activity against the DHP-AS accreditation standards for CPD activities.

7.3. Non-Approved/Rejected CPD Activity Resubmission:
7.3.1. Only 1(one) re-submission is allowed for each activity once it is rejected. The resubmissions will not be allowed until after 1 week from receiving the activity rejection report. This is to assure that the applicant has an indepth understanding of the education process & requirements and follows the recommendations provided by DHP-AS .

7.3.2. Resubmissions must have a suffix such as "R" to specifically indicate that it is a resubmission

7.3.3. Resubmission application must include an additional attachment called "Resubmission summary" where the Provider summarizes substantial additions, deletions and changes to the application.

7.3.4. If the same or similar application to one which was previously rejected following the review process is received during resubmission, activity accreditation will be rejected.

7.4. Repeated incompliance to DHP-AS standards & activity rejection consequences:
7.4.1. For the Same activity:
7.4.1.1. If an application for a particular CPD activity is rejected twice due to non-adherence to administrative, educational and/or ethical standards of activity accreditation of DHP-AS , applicant will not be allowed to submit the same activity again.

7.4.2. For Other Activities:
7.4.2.1. *First time*: Following multiple activity rejections, CPD Provider will be suspended from submitting any application for CPD activity accreditation whether for a new submission or resubmission for a period of 90 days from the date the last activity application was rejected .

7.4.2.2. *Second time*: Following multiple activity rejections, CPD Provider will be suspended from submitting any application for CPD activity accreditation whether for a new submission or resubmission for a period of 180 days from the date the last activity was rejected. The CPD Provider will be ineligible and disqualified from CPD Provider accreditation process, permanently.

7.4.2.3. *Third time*: Following multiple activity rejections, CPD Provider will be banned from submitting any application for CPD activity accreditation permanently (applicable only for CPD Activity-based accreditation process).

7.5. DHP-AS reserves the right on decision to reviewing, Submission and Resubmission of CPD activities for accreditation.
The applicant may choose to appeal any decision(s) of the DHP-AS as per the DHP-AS CPD Activity Accreditation Appeals Policy *(MOPH/DHP/AS/CPDActivities/005).*

8. Flowcharts

8.1. Management of CPD Activity based Accreditation – Submission – 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/CPDActivities/001)

10.4. DHP CPD Activity Accreditation Review Policy
(MOPH/DHP/AS/CPDActivities/002)

10.5. *Non-Governmental Healthcare Facilities Eligibility Policy*

11. Governing Law or Regulations

11.1. Emiri Decree No. 7 for the Year 2013

12. Attachments/Appendices

12.1. Flowchart: Management of CPD Activity based Accreditation – Submission and Resubmission

12.2. Template: CPD Activity approval letter – Category 1

12.3. Template: CPD Activity approval letter – Category 3

12.4. Template: CPD Activity Accreditation Non-Approval Letter

Appendix 1
Management of CPD Activity Accreditation-Submission flowchart

CPD provider submits request for accreditation of a CPD activity to the DHP-AS

Eligibility criteria?

Eligible

Not eligible

DHP-AS continues with review process

CPD activity will be rejected

Approved

CPD Activity is Rejected

Same CPD Activity submitted

Multiple activity rejections - Consequences

DHP-AD reviews the activity

If 3 subsequent activities/50% of total CPD activities are Rejected in 3 months,

First time suspended from submitting CPD activity for 90 days

Approved

Rejected the activity second time

CPD provider not allowed to submit the same activity again

Second time suspended from submitting CPD activity for 180 days

Third time suspended from submitting CPD activity permanently