



Policy Category: Activity Policy
Policy Name: DHP CPD Activity Accreditation Appeals Policy
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Developed by: DHP-AS
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. Policy Statement

- 2.1** A CPD provider may appeal the DHP-AS 's decision related to:
- 2.1.1 CPD Activity Accreditation Non-Approval
  - 2.1.2 Accredited CPD Provider Audit Policy
  - 2.1.3 CPD Activity Live Audit Policy
- 2.2** A request to appeal a decision must be submitted to the DHP-AS , in writing, within 30 days from the date the decision was communicated, in writing, to the CPD provider.
- 2.3** The request for appeal will be considered by the Manager, DHP-AS whose decision is final.

## 2. 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. Abbreviations

**CPD:** Continuing Professional Development

**DHP:** Department of Health Professions

**DHP-AS :** Department of Health Professions- Accreditation Section

## 4. Scope

This policy applies to any CPD activity that:

- a) Is submitted to the DHP-AS for review and approval within the DHP-AS CPD Framework.
- b) Is subject to the DHP-AS CPD Provider Audit Policy.
- c) Is subject to the DHP-AS CPD Activity Live Audit Policy.



## **5. Roles/Responsibilities**

- 6.1** The CPD provider submits their request to appeal a CPD activity accreditation decision to the DHP-AS .
- 6.2** The DHP-AS reviews the submitted request to appeal and confirms that all required documentation and information has been submitted by the CPD provider.
- 6.3** The DHP-AS submits all documentation related to the request to appeal to the Manager, DHP-AS .
- 6.4** The Manager, DHP-AS reviews the documentation supporting the appeal.
- 6.5** The Manager, DHP-AS decides on the status of the appeal.
- 6.6** The Manager, DHP-AS communicates his/her decision to the DHP-AS .
- 6.7** The DHP-AS submits, in writing, the decision of the Manager, DHP-AS to the CPD provider.

## **6. Procedures/Guidelines**

### **7.1 Submit a Request for Appeal**

- 7.1.1 The CPD provider must submit their written request for appeal within 30 days from the date that the DHP-AS decision/report was communicated to the CPD provider by the DHP-AS .
- 7.1.2 The CPD provider submits their request for appeal, in writing, to the DHP-AS . The written request must:
  - 7.1.2.1 Define the decision the CPD provider is appealing
  - 7.1.2.2 Include a rationale for why the decision(s) reached by the DHP-AS should be reconsidered.
- 7.1.3 The appeal may only be based on the same information/documentation that was used to inform the original decision by the DHP-AS .

### **7.2 Review a Request for Appeal**

- 7.2.1 The DHP-AS reviews the written request to determine whether the request for appeal has been submitted within 30 days from the date the accreditation report/decision was received by the CPD provider.
- 7.2.2 The DHP-AS reviews the submitted request to appeal to confirm that all required documentation and information has been submitted by the accredited CPD provider.
- 7.2.3 The DHP-AS submits, electronically, the request for appeal and related documentation to the Manager, DHP-AS .



7.2.4 The Manager, DHP-AS reviews the initial documentation submitted by the CPD provider, the accreditation, audit or live audit report and the letter of appeal and comes to a conclusion about the status of the appeal.

7.2.5 The decision of the Manager, DHP-AS is final.

7.2.6 The decision is provided to the DHP-AS who informs the CPD provider, in writing, of the final decision.

## **8 Flowcharts**

**8.1** DHP CPD Activity Accreditation Appeals Policy – Appendix 1

## **9 References and Sources for Further Reading**

N/A

## **10 Related Policies**

**10.1** DHP CPD Activity Accreditation Eligibility Policy  
(MOPH/DHP/AS/CPDActivities/001)

**10.2** DHP CPD Activity Accreditation Decision Policy  
(MOPH/DHP/AS/CPDActivities/004)

**10.3** DHP CPD Activity Live Audit Policy  
(MOPH/DHP/AS/CPDActivities/006)

**10.4** DHP Accredited CPD Provider Audit Policy  
(MOPH/DHP/AS/CPDProvider/009)

## **11 Governing Law or Regulations**

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

## **12 Attachments/Appendices**

**12.1** Flowchart: DHP CPD Accreditation Appeals Policy

**12.2** Template: CPD Activity Accreditation Appeal Request Form

**12.3** Template: CPD Activity Accreditation Appeal Results Letter



## Appendix 1 - DHP CPD Accreditation Appeals Policy flowchart

