CPD ePortfolio
User Manual

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A. Introduction

The Accreditation Section (AS) of the Department of Health Professions (DHP) is responsible for the development and implementation of a National Accreditation System for all medical and healthcare educational activities in the State of Qatar, including undergraduate, graduate and Continuous Medical Education / Continuous Professional Development (CME / CPD). Primary strategic prioritization revealed the need to start with the accreditation of CME and CPD activities, a required step for implementation of the CME/CPD mandatory participation policy. According to this policy all registered health care practitioners will be required to provide evidence of participation in CME/CPD activities in order to maintain and renew their licenses.

B. Scope

Practitioner's record and maintain CME/CDP activities and respective credit points. These credit points will be validated during the license Renew process at DHP registration system.

C. Appendix A

Acronym	Description
CME	Continuing Medical Education
CPD	Continuing Professional Development
DHP	Department of Health Professions
AS	Accreditation Section
PDP	Professional Development Plan

D. CPD ePortfolio Login

Practitioner has to enter URL as https://accreditation.qchp.org.qa in the browser address bar to login to **CPD ePortfolio**.

Health care practitioner's Login page is used to authenticate and authorize for recording and maintaining CME/CPD activities.

CPD ePortfolio Login page contains three different tab section for different users to login as "**Healthcare Practitioner**", "**CPD Provider**" and "**External Reviewer**".

Sign In

- Click on the the "**Healthcare Practitioner"** tab section and enter your **User name** and **Password** in text box and click on "**Sign in**" button. (Refer below figure). *(Use DHP Registration system Credentials for login. you must be a registered practitioner with a valid license)*

- Check the **Sign me in automatically** (optional) (Only choose this option if you are logging in from your personal computer).

Forgot Password

If you forgot your password then,

- Click on the "**Forgot Password"** link to redirect to DHP Registration system to reset password.

- Enter your Email id in **Email** text box and click **OK** button. (Refer below figure).

- New window displays as "**Check your mail please**" and within few seconds you will be redirected to login page.

- Check your email and enter user **Email –id** and password in text box and click **Sign in** button. (Refer below figure).
- Check the **Sign me in automatically** (optional only choose this option if you are logging in from your personal computer).

E. Quick Links on Practitioner's Home Page

The System has different quick links "**Record CPD Activity**", "**Add PDP Goal**", "**Submit Credits to Renew license**", "**Leave Details**" and "**Reports**" and after clicking on each quick link will redirect to respective pages for further process.

Record CPD Activity

"Record CPD Activity" to redirect to respective Record CPD Activity page and allow 'Healthcare Practitioners' to record new CPD activities.

- Click on the "**Record CPD Activity**" quick link Or "Record CPD Activity" button in profile panel to navigate to respective Record CPD Activity form page.

- Select "**Category**" drop down for which you want to Add CPD activity, then the relevant "sub category" displays

- Select "**Sub-Category**" drop down, then the relevant "CPD Activity" displays if applicable

- Select "**CPD Activity**" drop down, then the relevant "Activity Type" displays ☐ Select " **Activity Type**" drop down.

- Enter "Name/Title of the CPD Activity" in the text box.

- Select "Format of Activity", options "Face to Face" or "Online" or "Blended" as per relevant .

    o If "Format of Activity" is selected as "Face to Face" or "Blended" then "Location of the Activity" with three different activity location options display.

    o Select activity location options.

    o If "Format of Activity" is selected as "Online" then "Location of the Activity" field does not display.

- Enter "No of Project/Semester/Hours Spent" in text box as applicable.

- Credits awarded - the credits points as per CPD framework and displays in "Credits Awarded.

- Select the Activity completion date from date picker.

- Answer the three Reflection questions of "Describe the outcome or impact on your professional practice (Reflection)"

- To upload "**Supporting Document/Certificate**" click the "**Browse"** button and select file.(Upload files with extension PDF, JPG, JPEG, GIF, doc, docx & png only).

    o Once file gets uploaded you get message as "Document uploaded successfully".

    o If you want to delete uploaded file, then click on ✖ icon.

Certificate of attendance or letter describing the total hours / credits completion from the responsible organization

Upload Files With Extension pdf, jpg, jpeg, gif, doc, docx & png only

Max File Size is : 2 MB

Browse...

Attachments	Delete
No documents available	

- Click on **Save as Incomplete** button to save the activities as draft for future submission and you will get confirmation message as "CPD activity saved successfully".

- The System displays respective saved / draft activities under the **Incomplete CPD Activities** section and the **My Incomplete CPD Activity** tab section.

- Click on **Submit to QCHP** button to submit the activities to earn respective credit points. You can only submitted if all the mandatory field are fulfilled.

- Click on the "**Close**" button to move to the Practitioner Home page without saving the activity details.

Add PDP Goal

My PDP section shall help in recording and updating Practitioner's Professional Development Plan (PDP), objective, Competency, its due date and status

The development of a learning plan (professional development plan) allows healthcare practitioners to:

- Identify your personal learning needs.

- Develop specific learning goals based on the identified needs.

- Select relevant learning activities to accomplish the learning goals.

- Demonstrate the outcomes achieved from the learning activities they selected allowing them to improve your professional practice.

- Click on the "**Add PDP Goal**" quick link or "**Add PDP Goal**" button under "**MY PDP**" section to navigate to respective Add PDP Goal page.

- Select "**PDP Goal/Objective"** dropdown and select respective PDP Goal or Objective.
  ☐ Enter the title for PDP Goal in "**Title**" Textbox.
- Select "**Competency**" drop down to select competency for the entered Title as applicable.
- Select "**Status**" drop down to select the current status of PDP objective as: "Pending", "In Progress", "On Hold" and "Completed"
- Select '**Target Date**' from date picker and target date should be greater than or equal to current Date.

- If the "**Status**" is selected as "**Completed**" then you need to select "Completion date" from date picker.

- Click on the "**Save"** button to save the objectives for PDP.
- Click on the "**Close**" button to redirect/move to "My Portfolio" page without saving the objective details.

Submit Credits to renew license

Practitioner has to submit credits (one time in CPD in cycle) to Registration department in order to renew their license.

"Submit Credits to Renew license" quick link to navigate to respective Submit Credits to Renew license page.

- Click on "**Submit Credits to Renew license**" quick link to navigate to respective Submit Credits to Renew license page.
    - User is not allowed to submit CPD credits before 3 month to expiry of your license
    - User is not allowed to submit '**Submit Credits to Renew license** when credits of each category is less than "**Compliance**" Or " **Required Credits"** value, if it so then **'Submit Credits to Renew license** button gets disabled and validation message displays as 'You have not met CPD Credits requirements to renew your license'.

- Click on the **"'Submit Credits to Renew license"** button

Leave details

- Click on the "**Leave Details**" quick link to view respective practitioner's leave details
    - Approved leave will be captured from DHP Registration system.
      Note: leaves can be submitted in DHP Registration system only.

My Reports

Practitioners can view Reports of CPD Cycle credit summary and CPD Activities Details report by exporting the file to excel and PDF format.

- Click on the "**My Reports**" quick link to navigate to **Practitioner's Reports** page.

- Check the "**CPD Cycle**" radio option is selected (by default current cycle year is selected) and reports can generate for respective selected cycle year.

CPD Cycle credit summary:

- o Click on the "**CPD Cycle credit summary**" icon to download CPD Cycle credit summary report in 'excel' format

- o Click on the "**CPD Cycle credit summary**" icon to download CPD Cycle credit summary report in 'PDF' format.
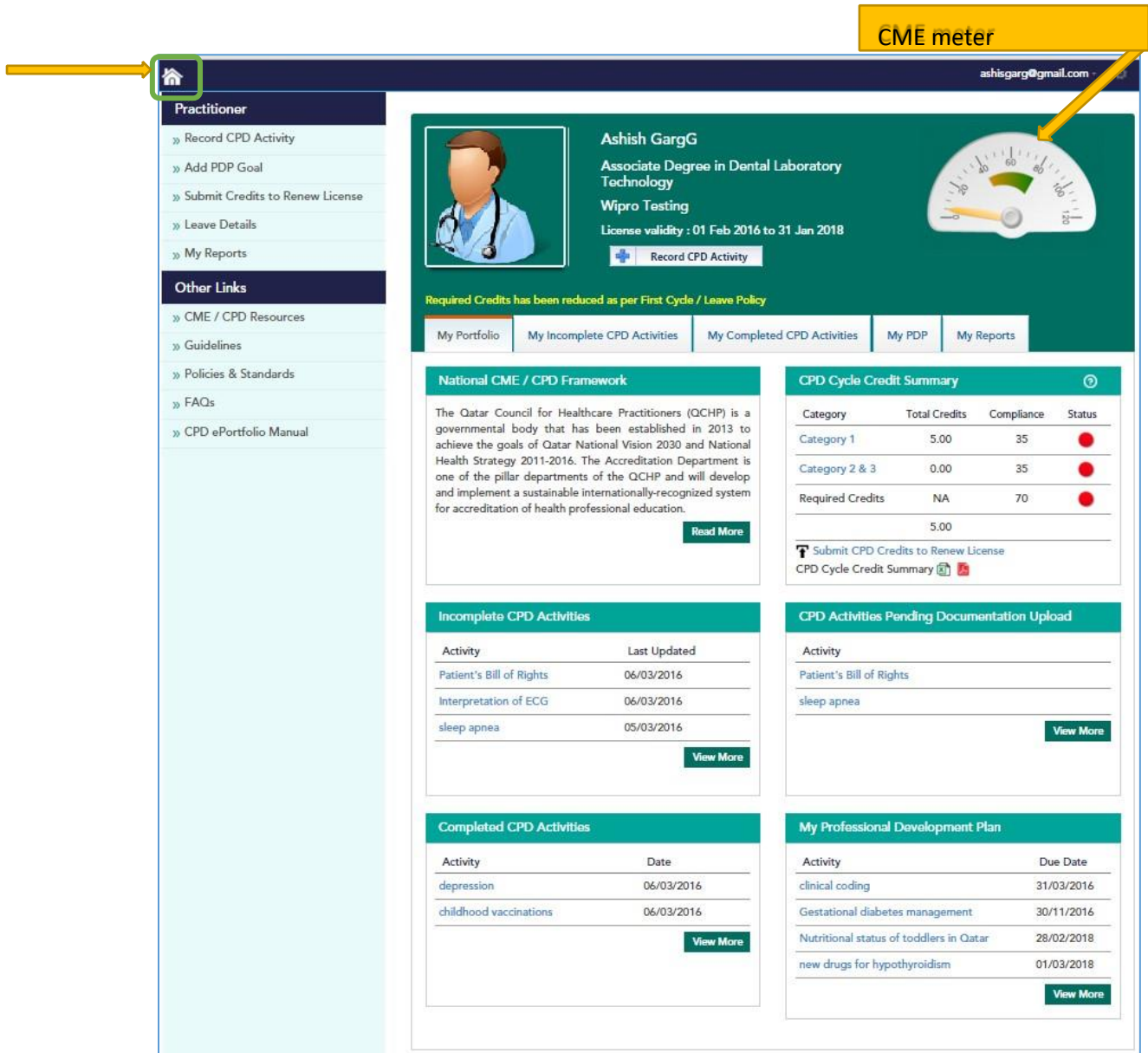
CPD Activity Details:

- o Click on "**CPD Activity Details**" icon to download CPD Cycle credit summary report in 'excel' format.

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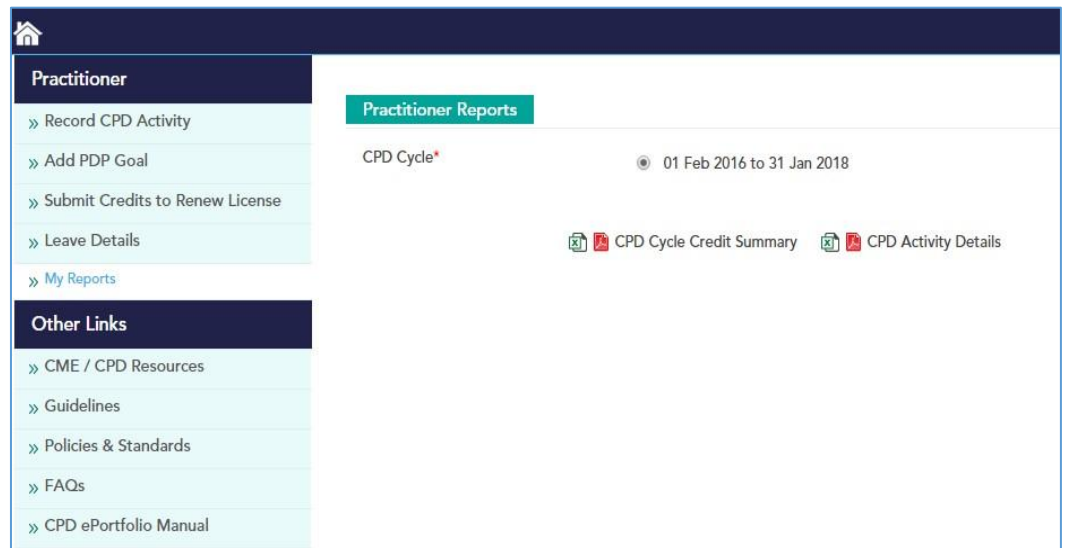
F. Home Page

CPD ePortfolio Home Page contains four tab sections as: "**My Portfolio**", "**My Incomplete CPD Activities**", "**My Completed CPD Activities**", "**My PDP**" and "**My Reports**".

☐ Click on 🏠 icon to go back from any activity to **Practitioner's Home Page.**

1. My Portfolio Tab

This screen shall display CME/CPD activities progress, pending activities, link to record new activities, available credit score, PDP activities, reports, etc.

National CME / CPD Framework

National CME / CPD Framework section has details of National CME / CPD Framework.

☐ To view National CME / CPD Program in detail click on '**Read More**' link to open National CME / CPD Framework in pdf file.

National CME / CPD Framework

The Qatar Council for Healthcare Practitioners (QCHP) is a governmental body that has been established in 2013 to achieve the goals of Qatar National Vision 2030 and National Health Strategy 2011-2016. The Accreditation Department is one of the pillar departments of the QCHP and will develop and implement a sustainable internationally-recognized system for accreditation of health professional education.

Read More

CPD Cycle CPD Cycle credit summary

This section shows the "**Compliance**" and the "**Total Credits**" for each category with Status color code.

CPD Cycle Credit Summary ⊙

Category	Total Credits	Compliance	Status
Category 1	5.00	25	🔴
Category 2 & 3	50.00	25	🟢
Required Credits	NA	50	🔴
	55.00		

⬆ Submit CPD Credits to Renew License
CPD Cycle Credit Summary 📊 📄

Status color value

- Green - Compliant, ☐ Orange - Partially-Compliant, ☐ Red - Non-Compliant.

Click on the **"Category"** column link values to display a pop up window with the respective "CPD Activity credit" details for the selected category.

CPD Activity Credit Details	
Category 1 - Accredited Group Learning Activities	
Activity	**Credits**
Surgical approaches to childhood obesity	5.00
Total	5.00

Submit Credits to Renew license link

Practitioner has to submit credits (one time in CPD in cycle) to Registration department in order to renew their license.

Click on the **"Submit Credits to Renew license"** in CPD Cycle CPD Cycle credit summary section to navigate to respective Submit Credits to Renew license page.

- Click on the "**Submit Credits to Renew license**" quick link to navigate to respective Submit Credits to Renew license page.
  - o User are not allowed to submit CPD credits before 3 month to expiry of your license
  - o User is not allowed to submit '**Submit Credits to Renew license** when credits of each category is less than "**Compliance**" Or " **Required Credits"**, if it so then **'Submit Credits to Renew license** button gets disabled and validation message displays as 'You have not met the CPD Credits requirements to renew your license'.

- Click on **"Submit credit to Renew license"** button

CPD Cycle CPD Cycle credit summary

- Click on "**CPD Cycle credit summary"** icon to download CPD Cycle credit summary report in 'excel' format

- Click on "**CPD Cycle CPD Cycle credit summary"** icon to download CPD Cycle CPD Cycle credit summary report in 'PDF' format

Incomplete CPD activity

This section displays saved / draft the five recent activities under **Incomplete CPD Activities** section.

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- User can click on Activity to modify and submit after entering the required details in order to earn respective credit points.
- Click on **View More** to see list of **Incomplete CPD Activities**

CPD activities pending Documentation Upload

This section displays the five recent saved CPD activities for which Supporting Document/Certificate is pending upload.

- User can click on Activity to modify and submit after entering the required details in order to earn respective credit points.
- Click on **View More** to see the list of **Incomplete CPD Activities**

Completed CPD activities

This section displays the five recent submitted to DHP CPD activities.

Completed CPD Activities

Activity	Date
Surgical approaches to childhood obesity	11/02/2016
Diabetes in children	01/02/2016

View More

- Click on **View More** to see list of **Incomplete CPD Activities**

My Professional Development

This section displays the five recent added PDP Goal.

My Professional Development Plan

| Activity	Due Date
Attend annual medical conference	01/09/2015
Thyroid disease in pregnancy	21/01/2016
Health Education for diabetic teenagers	06/05/2016
clinical assessement in medical education	22/02/2017

View More

- Click on "**View More**" button to redirect to "**My PDP**" tab section.

2. My Incomplete CPD Activities

Click on **My Incomplete CPD Activities** tab section and navigate to My Incomplete CPD Activities page. **"My Incomplete CPD Activities"** has two sections: "Incomplete CPD activities", "CPD Activities Pending Documentation Upload".

Incomplete **CPD activities**
- Displays a list of the incomplete CPD activities (saved as draft).
- Click on the "**Edit**" button to modify and submit after entering the required details in order to earn respective credit points.

- Click on the **delete** ✖ icon to delete any Incomplete CPD Activities and displays message as 'Are you sure want to delete the CPD Activity?' with "Ok" and "Cancel" button.

  o Click **"Ok"** button to delete respective Incomplete CPD Activity successfully else click **"Cancel"** button to not delete the CPD activity.

- Click on the "**View CPD Activity comments**" 💬 icon under **"comments"** is available for respective activities in the comments column to check for CPD Activity Comment details pop up window to view workflow comments.

- If the CPD Activity is sent back by DHP after verification then Actions column displays '! **Action required**' status .the activity should be resubmitted with the required info to DHP to earn CPD credits.

My Portfolio	My Incomplete CPD Activities	My Completed CPD Activities	My PDP	My Reports	

Incomplete CPD Activities

Category	Activity Title	Pending Credit	Activity Completion	Last Action Performed	Actions	Delete	Comments
Category 1 - Accredited Group Learning Activities	International Public Health and Emergency Medicine			10/02/2016	☑ Edit	✖	💬
Category 3 - Assessment Activities	NasoGastric Tube Insertion in the elderly			10/02/2016	☑ Edit	✖	💬

CPD Activities Pending Documentation Upload

Category	Activity Title	Pending Credit	Activity Completion	Last Action Performed	Actions	Delete	Comments
Category 1 - Accredited Group Learning Activities	International Public Health and Emergency Medicine			10/02/2016	☑ Edit	✖	💬
Category 3 - Assessment Activities	NasoGastric Tube Insertion in the elderly			10/02/2016	☑ Edit	✖	💬

CPD Activities Pending Documentation Upload

- Displays a list of CPD activities for which the required supporting documentation is pending upload.

- Click on the "**Edit**" button to upload the pending document and submit the details to earn respective CPD credit points.
- To **delete** any **CPD Activities pending for document upload** click on "Delete" button and check for pop up window 'Are you sure want to delete the CPD Activity?' with Ok and Cancel button.
    - Click on the "**OK**" button to delete respective CPD Activity pending for document upload successfully else click "**Cancel**" button to not to delete CPD activity.
- Click on the "**View CPD Activity comments**" icon in **"comments"** column to check the verification comments given by DHP if any.

3. My Completed CPD activities

"My Completed CPD Activities" tab section displays all submitted CME/CPD activities and their respective credit scores with a filter to view previous year submitted activities.

- Click on **My Completed CPD Activities** tab section to navigate to My completed CPD Activities page.
- Click on "**CPD Cycle**" dropdown (by default selected as "Current CPD Cycle year") to view Submitted activities.
- Displays all the submitted "CPD activities" to DHP with Status.
    - **'Submitted to DHP'** after practitioner submits particular "CPD Activity" with "**view**" and "**comment**" button.
    - If QCHP **Verified** any particular CPD Activity and status changes to **'Verified by QCHP'** with "**view**" and "**comment**" button.
    - If QCHP **Rejected** any particular CPD Activity and status changes to **'Rejected by QCHP'** with "**view**" and "**comment**" button.
- Click on the "**View CPD Activity**" icon under the **View** column to view activity details and supporting documents and "**View CPD Activity Comments**" icon to view comments details.

My **PDP** section shall help in recording and updating Practitioner's Professional Development Plan (PDP), objective, Competency, its due date and status.

- Click on **the My PDP** tab section and to navigate to My PDP page. ☐ Click on the "**Add PDP Goal**" button to create a new PDP Goal.
- Click on the "**View**" 🔍 icon to view PDP Objective details in view mode (read only).
- Click on the "**Edit"** 🖊 icon to edit and submit the objective for PDP Goal.
- Click on the "**Delete"** ✖ icon to delete the PDP.

5. MY Reports

Practitioner can view Reports of CPD Cycle CPD Cycle credit summary and CPD Activities Details report by exporting the file to excel and PDF format.

- Click on the "**My Reports**" quick link to navigate to **Practitioner's Reports** page.
- Select "**CPD Cycle**" option (by default current cycle year is selected) and reports can generate for respective selected cycle year.

CPD Cycle CPD Cycle credit summary:

- o Click on "**CPD Cycle CPD Cycle credit summary**" [icon] icon to download CPD Cycle CPD Cycle credit summary report in '**excel'** format

- o Click on "**CPD Cycle CPD Cycle credit summary**" [icon] icon to download CPD Cycle CPD Cycle credit summary report in **'PDF'** format.

CPD Activity Details:

- o Click on "**CPD Activity Details**" [icon] icon to download CPD Cycle CPD Cycle credit summary report in '**excel**' format.

- o Click on "**CPD Activity Details**" [icon] icon to download CPD Cycle CPD Cycle credit summary report in '**PDF**' 'format.