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| Policy Category: CPD Policy |
| Policy Name: CPD Cycle Appeals Process Policy |
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| Co-Consultants: Royal College |
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1. Introduction

All healthcare practitioners are expected to demonstrate their commitment to maintaining their competence and enhancing their performance by participating in continuing professional development (CPD) throughout their careers. The DHP-AS has established a 2-year CPD cycle for all healthcare practitioners registered in the State of Qatar.

2. Policy Statement

All healthcare practitioners who are deemed non-compliant with CPD Program cycle requirements [see CPD Recording Policy (*MOPH/DHP/AS/CPD/005*)] will be provided with a process by the DHP-AS to review their participation in the CPD Program.

- 2.1. The healthcare practitioner must request to participate in a process to review their participation in the CPD Program.
- 2.2. The DHP-AS will inform the healthcare practitioner of the process established to review non-compliance of a healthcare practitioner in the CPD Program.
- 2.3. The healthcare professional will provide to the DHP-AS any fees established to support the process to review their participation in the CPD Program – where applicable.

3. Definitions

- 3.1. **CPD Program** is an educational initiative designed by the DHP-AS to support, enhance and promote the lifelong learning of healthcare practitioners.
- 3.2. **CPD Cycle** is the time period established to complete the minimal expectations established by the DHP-AS.
- 3.3. **Non-compliance** describes healthcare practitioners who fail to record the minimal expectations for Category-specific or 2-year CPD cycle requirements.

4. Abbreviations

CPD: Continuing Professional Development
DHP: Department of Health Professions-Accreditation Section
DHP-AS: Department of Health Professions-Accreditation Section



5. Scope

This policy applies to all registered healthcare practitioners in the State of Qatar.

6. Roles/Responsibilities

- 6.1.** The DHP-AS will inform healthcare practitioners if they are non-compliant (with their responsibility to fulfill the annual, Category-specific, and 2-year CPD cycle requirements and document the completed activities in their CPD ePortfolio).
- 6.2.** The DHP-AS will provide a mechanism for review.
- 6.3.** The DHP-AS will form a review panel to assess any CPD cycle appeal requests.
- 6.4.** Any exceptions to this policy will be managed by the DHP-AS.

7. Procedures/Guidelines

- 7.1.** DHP-AS deems a healthcare practitioner as non-compliant with CPD Program requirements at the end of a 2-year CPD cycle.
 - 7.1.1. DHP-AS notifies the healthcare practitioner that they are non-compliant and closes the current CPD cycle.
- 7.2.** A healthcare practitioner may request to participate in a process to review the reasons why the CPD cycle or category specific requirements were not met.
 - 7.2.1. The healthcare practitioner must submit a written request to the DHP-AS to have their non-compliance with CPD cycle requirements reviewed.
 - 7.2.2. The request for review must be received by the DHP-AS within 30 days of the healthcare practitioner being notified they are non-compliant with CPD cycle requirements.
- 7.3.** DHP-AS receives and evaluates the request for a review of non-compliance with CPD cycle or category specific requirements.
 - 7.3.1. The DHP-AS may request additional information from the healthcare practitioner.
 - 7.3.2. The DHP-AS will determine if participation in the process is granted and inform the healthcare practitioner accordingly.



7.4. The DHP-AS will form a review panel to review the evidence or rationale for non-compliance provided by the healthcare practitioner which may result in one of three outcomes:

- a) The healthcare practitioner is granted additional time to document completed learning activities in the CPD ePortfolio. The amount of additional time to complete this documentation will be at the discretion of the DHP-AS review panel and will be communicated to the healthcare practitioner in writing. Non-compliance will be withdrawn if the additional activities added meet or exceed the category specific and cycle specific requirements.
 - If cycle requirements are not met at the end of the extension period, the CPD cycle remains non-compliant and the Registration Department will be notified.
- b) The healthcare practitioner is granted a new CPD cycle.
- c) The cycle remains closed and the Registration Department is notified of non-compliance.

7.4.3 The DHP-AS will inform the healthcare practitioner of the outcome of the CPD cycle appeal process.

7.4.4 DHP-AS will notify the Registration Department of the outcome of the CPD cycle appeal process.

8. Flowcharts

8.1. CPD Cycle Appeals Process Policy – Appendix 1

9. References and Sources for Further Reading

N/A

10. Related Policies

- 10.1.** CPD Calculator Policy (*MOPH/DHP/AS/CPD/001*)
- 10.2.** CPD Cycle Policy (*MOPH/DHP/AS/CPD/002*)
- 10.3.** CPD Exemption Policy (*MOPH/DHP/AS/CPD/003*)
- 10.4.** CPD Leave Policy (*MOPH/DHP/AS/CPD/004*)
- 10.5.** CPD Recording Policy (*MOPH/DHP/AS/CPD/005*)
- 10.6.** CPD ePortfolio Audit Policy (*MOPH/DHP/AS/CPD/006*)

11. Governing Law or Regulations



11.1. Emiri Decree No. 7 for the Year 2013

12. Attachments/Appendices

- 12.1.** Flowchart: CPD Cycle Appeals Process
- 12.2.** Template: Notification of CPD cycle closure for non-compliance
- 12.3.** Template: Request to review non-compliant status
- 12.4.** Template: Email-request to review acknowledgement



**Attachment 1:
CPD Cycle Appeals Process flowchart**

