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<th><strong>Policy Category:</strong></th>
<th>Activity Policy</th>
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<tr>
<td><strong>Policy Name:</strong></td>
<td>QCHP CPD Activity Accreditation Review Policy</td>
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<tr>
<td><strong>Policy Code:</strong></td>
<td>MOPH/QCHP/AD/CPDActivities/002</td>
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<td><strong>Version Number:</strong></td>
<td>4.2</td>
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<td><strong>Developed by:</strong></td>
<td>QCHP-AD</td>
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<td><strong>Co-Consultants:</strong></td>
<td>Royal College</td>
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<td><strong>Reviewed by/Date:</strong></td>
<td>QCHP-AD Team / February 7, 2016</td>
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<tr>
<td><strong>Approved by/ Date:</strong></td>
<td>Dr. Samar AboulSoud / February 7, 2016</td>
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<tr>
<td><strong>Date Effective:</strong></td>
<td>March 7, 2016</td>
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<tr>
<td><strong>Date of Due Revision:</strong></td>
<td>February 7, 2017</td>
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**Validity:** This policy is valid until updated, replaced or canceled by the Qatar Council for Healthcare Practitioners-Accreditation Department (QCHP-AD). 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 QCHP-AD.

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1. Introduction

The QCHP-AD 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 QCHP 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 QCHP standards and notified to QCHP-AD 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 QCHP-AD for review and approval of individual CPD activities credit within Category 1 or Category 3 of the CPD Accreditation Framework.

The QCHP-AD is responsible to review all CPD activity accreditation applications which are submitted directly to them by organizations that are not accredited CPD providers.

2. Policy Statement

In order for a CPD activity planned by non-accredited CPD provider organization to be accredited within the QCHP-AD CPD Framework, the CPD activity must be reviewed and approved by the QCHP-AD. The CPD activity accreditation application must be submitted to the QCHP-AD at least 30-days in advance of the start date of the CPD activity.

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  
**QCHP**: Qatar Council for Healthcare Practitioners  
**QCHP-AD**: Qatar Council for Healthcare Practitioners-Accreditation Department
5. **Scope**

This policy applies to any CPD provider who is eligible to submit a CPD activity accreditation application to have a CPD activity reviewed by the QCHP-AD for inclusion within the QCHP-AD CPD Framework.

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<th>6. <strong>Roles/Responsibilities</strong></th>
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<tr>
<td><strong>6.1.</strong> The QCHP-AD establishes the CPD activity accreditation standards and compliance criteria.</td>
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<td><strong>6.2.</strong> The QCHP-AD develops and provides the CPD activity accreditation application form to all CPD providers.</td>
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<td><strong>6.3.</strong> The CPD provider submits the CPD activity accreditation application form to the QCHP-AD.</td>
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<td><strong>6.4.</strong> The QCHP-AD reviews the submitted CPD activity applications to ensure that all required documentation and information has been submitted by the CPD provider.</td>
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<td><strong>6.5.</strong> If the CPD activity is accredited for credits with Qatar’s CPD Framework, the CPD provider is accountable to continuously ensure adherence to all of the CPD activity standards.</td>
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<td><strong>6.6.</strong> The QCHP-AD is accountable to ensure that the CPD activity accreditation standards are reasonable and decisions are fair.</td>
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<tr>
<th>7. <strong>Procedures/Guidelines</strong></th>
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<tr>
<td><strong>7.1. CPD activity accreditation applications</strong></td>
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<td>7.1.1. The CPD provider submits a completed CPD activity accreditation application form to the QCHP-AD. The CPD activity accreditation application and associated fees – if applicable - as per the QCHP CPD Activity Accreditation Review Fees Policy (MOPH/QCHP/AD/CPDActivities/003) must be submitted to the QCHP-AD at least 30 days in advance of the start date of the CPD activity.</td>
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<td>7.1.2. The QCHP-AD logs the activity in the QCHP-AD CPD Activity Data Tracker.</td>
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<td>7.1.3. The QCHP-AD executes the QCHP CPD Activity Accreditation Eligibility Policy (MOPH/QCHP/AD/CPDActivities/001).</td>
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7.1.4. The QCHP-AD reviews the submitted documentation to confirm that all required documentation and information has been submitted by the CPD provider.

7.1.5. The QCHP-AD may request additional information or documentation from the CPD provider organization to complete the application review.

7.1.6. One member of the QCHP-AD reviews the application for accreditation within QCHP-AD CPD Framework.

7.1.6.1. The assigned QCHP-AD reviewer must not have any conflict of interests including financial affiliations with the CPD provider.

7.1.7. The QCHP-AD executes the QCHP CPD Activity Accreditation Decision Policy (MOPH/QCHP/AD/CPDActivities/004).

7.1.8. The QCHP-AD writes their CPD activity accreditation review report.

7.1.9. The QCHP-AD communicates their CPD activity accreditation decision, in writing, as per the QCHP CPD Activity Accreditation Decision Policy (MOPH/QCHP/AD/CPDActivities/004).

7.1.10. The applicant CPD provider may choose to appeal any decision(s) of the QCHP-AD as per the QCHP CPD Activity Accreditation Appeals Policy (MOPH/QCHP/AD/CPDActivities/005).

8. Flowcharts

8.1. Review and Approval of CPD Activities – Appendix 1

9. References and Sources for Further Reading

N/A

10. Related Policies /Documentation

10.1. QCHP Accreditation Standards for CPD Activities

10.2. QCHP Ethical Standards for Accredited CPD Activities

10.3. QCHP CPD Activity Accreditation Eligibility Policy (MOPH/QCHP/AD/CPDActivities/001)

10.4. QCHP CPD Activity Accreditation Review Fees Policy (MOPH/QCHP/AD/CPDActivities/003)

10.5. QCHP CPD Activity Accreditation Decision Policy (MOPH/QCHP/AD/CPDActivities/004)

10.6. QCHP CPD Activity Accreditation Appeals Policy (MOPH/QCHP/AD/CPDActivities/005)

11. Governing Law or Regulations

11.1. Emiri Decree No. 7 for the Year 2013
12. Attachments/Appendices

12.1. Flowchart: Review and approval of CPD activities
12.2. Document: QCHP-AD CPD Activity Data Tracker
12.3. Template: CPD Activity Accreditation Review Form
   Category 1 Live Group Learning
12.4. Template: CPD Activity Accreditation Review Form
   Category 1 Synchronous and Blended Group Learning
12.5. Template: CPD Activity Accreditation Review Form
   Category 1 Rounds & Journal Clubs
12.6. Template: CPD Activity Accreditation Review Form
   Category 3 Clinical Audit
12.7. Template: CPD Activity Accreditation Review Form
   Category 3 Direct Observation
12.8. Template: CPD Activity Accreditation Review Form
   Category 3 Knowledge Assessment
12.9. Template: CPD Activity Accreditation Review Form
   Category 3 Multisource Feedback
12.10. Template: CPD Activity Accreditation Review Form
      Category 3 Simulation
Appendix 1 - Review and Approval of CPD Activities flowchart

Once eligibility confirmed, QCHP-AD proceeds with review

The QCHP-AD logs the activity in the CPD Activity Data Tracker

QCHP-AD proceeds with reviewing the submitted form

QCHP-AD writes accreditation review report

QCHP-AD communicates accreditation decision in writing to CPD provider