ORIENTATION EVENT

ACTIVITY-BASED ACCREDITATION
DISCLOSURE OF COI

• I am a full-time Employee at QCHP-AD.
• I have no financial relationships with members of pharmaceutical or medical supply companies.
• I do not hold any research grants funded by industry.
• I do not serve on any advisory board of any “for-profit” industry.
OBJECTIVES

By the end of this session, participants shall be able to:

• **List** the types of activities that can be accredited by QCHP-AD.
• **Identify** organization types that are eligible to apply for QCHP-AD activity-based accreditation.
• **Apply** to QCHP-AD for CPD activity-based accreditation.
• Submit CPD Activities to QCHP-AD for accreditation.
• **Describe** Activity accreditation review, decision making, live audit and appeal processes.
• **Apply** QCHP-AD standards for accreditation of CPD activities.
INTRODUCTION
THE NATIONAL CME/CPD ACCREDITATION SYSTEM

Hybrid System

Activity-based

Provider-based
CPD ACTIVITIES THAT SHALL BE ACCREDITED
CPD ACTIVITIES THAT SHALL BE ACCREDITED

Category 1: Group Learning Activities
1. Conferences, symposia, seminars and workshops.
2. Educational rounds (including morning report in healthcare facilities, Grand rounds, Morbidity and Mortality rounds, tumor boards and case-based discussions).
4. On-line synchronous or blended group learning activities.

Category 3: Accredited Assessment Activities
1. Knowledge assessment programs (KAP);
2. Simulation activities (SA);
3. Clinical audit instruments (CAI);
4. Multi-source feedback instruments (MSFI); and
5. Direct observation assessment instruments (DOAI).
CPD ACTIVITIES
ACCREDITATION
APPLICATION
PROCESS
1. Check eligibility of your organization
   • Refer to QCHP website (http://www.qchp.org.qa/en/Pages/AccrdForCPDProvider.aspx)
   • Review relevant policies:
     ✓ QCHP CPD Activity Accreditation Eligibility Policy
     ✓ CPD Provider Eligibility: Non governmental Healthcare Facilities.
• The following types of organizations are eligible to directly apply to QCHP-AD for Activity-based accreditation:
  ✓ Governmental or non-governmental academic institutions
  ✓ Governmental or non-governmental healthcare facilities
  ✓ Other organizations as defined by the QCHP-AD e.g. professional societies, governmental regulatory authorities, etc.

• Organizations that are not eligible to apply for Activity-based accreditation:
  ✓ For-profit commercial interest organizations*.
  ✓ Private CPD educational training center.

*any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients.
2. Create a CPD Provider account

Subject: CPD Provider Account Activation

Dear CPD Coordinator,

Thank you for registering with QCHP CPD Provider system. Please click here to activate your account.

Best regards,
Accreditation Team, Qatar Council for Healthcare Practitioners
Upon passing QCHP-AD Eligibility check
SUBMISSION OF CPD ACTIVITIES TO QCHP-AD FOR ACCREDITATION


CPD ACTIVITY SUBMISSION

- Eligible CPD Providers must submit **complete** accreditation application form, through the e-portfolio, **30 days before the planned start date** of the activity, at least.
  - Applications submitted <30 days before the start date will not be allowed by the system.
  - CPD activity accreditation will not be granted retroactively.
- CPD Provider organizations are not allowed to submit more than **3 activities per month** for review.
CPD ACTIVITY RE-SUBMISSION

• If an activity is rejected, the CPD Provider is allowed to submit the same activity only once after (1 week, at least) receiving the activity rejection report from QCHP-AD.

• Resubmissions must have a suffix such as “R” to specifically indicate that it is a resubmission.

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

• If the same or similar application to one which was previously rejected is received during resubmission, activity accreditation will be rejected.
REPEATED NON-COMPLIANCE TO QCHP-AD STANDARDS & ACTIVITY REJECTION

• For the Same activity
  ✓ If CPD activity is rejected twice due to non-adherence to QCHP-AD standards, applicant will not be allowed to submit the same activity again.

• For Different Activities:
  Following multiple activity rejections (rejection of 3 subsequent or 50% of CPD activity submissions of one provider over a period of 3 months):
  ✓ For the 1st time: CPD Provider will be suspended from submitting any application for CPD activity accreditation for 90 days from the date the last activity application was rejected.
  ✓ For the 2nd time: CPD Provider will be suspended from submitting any application for CPD activity accreditation for 180 days from the date the last activity was rejected. The CPD Provider will be ineligible and disqualified from CPD Provider accreditation process, permanently.
  ✓ For the 3rd time: CPD Provider will be banned from submitting any application for CPD activity accreditation permanently.

• The applicant may choose to appeal any decision(s) of the QCHP-AD as per the QCHP-AD CPD Activity Accreditation Appeals Policy.
QCHP-AD CPD ACTIVITY ACCREDITATION REVIEW
CPD ACTIVITY REVIEW PROCESS

• The CPD provider submits a completed CPD activity accreditation application form to the QCHP-AD, at least, 30 days in advance of the start date of the CPD activity.

• One member (with no COI) from the QCHP-AD will be assigned to review the application for accreditation against the QCHP-AD accreditation standards.

• QCHP-AD may request additional information or documentation from the CPD provider organization to complete the application review. Clarification request will be sent, through the e-portfolio, to the CPD Provider.

• The CPD Provider submits, through the e-portfolio, the additional information or documentation required within 5 business days.

✓ If clarification response is not sent by the due date, activity accreditation will be rejected.
The QCHP-AD assigned reviewer executes the QCHP-AD CPD Activity Accreditation Decision Policy and communicates the CPD activity accreditation decision, through the e-portfolio, to the CPD activity Provider.

QCHP-AD assigned reviewer completes and communicates the CPD activity accreditation review report, through the e-portfolio, to the CPD activity Provider.

The applicant CPD provider may choose to appeal any decision(s) of the QCHP-AD as per the QCHP CPD Activity Accreditation Appeals Policy.
QCHP-AD CPD
LIVE AUDIT
LIVE AUDIT

- A sample of accredited CPD activities will be selected to participate in the live audit process.
- CPD activities selected for audit will be assessed on their level of compliance with the QCHP-AD accreditation standards for CPD activities.
- QCHP-AD notifies the CPD provider organization, in writing, that their CPD activity will be subject to a live audit (at least 14 days before the start of the program).
- The CPD provider organization will be provided with an audit report generated by the QCHP-AD (within 30 days of conclusion of activity).
- The CPD provider organization is responsible to respond to audit recommendations and required follow-up actions.
- CPD provider organization may appeal the decision as described in the QCHP CPD Activity Accreditation Appeals Policy.
QCHP-AD CPD ACTIVITY APPEAL
QCHP-AD CPD ACTIVITY APPEAL POLICY

• A CPD provider may appeal the QCHP-AD’s decision related to:
  ✓ CPD Activity Accreditation Non-Approval
  ✓ Accredited CPD Provider Audit Policy
  ✓ CPD Activity Live Audit Policy

• A request to appeal a decision must be submitted to the QCHP-AD, in writing, within 30 days from the date the decision was communicated, in writing, to the CPD provider.

• The QCHP-AD reviews the submitted request to appeal and submits it (and related documentation) to the Manager of QCHP-AD.

• The Manager of QCHP-AD 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. The decision of the Manager of QCHP-AD is final.
QCHP-AD CPD ACTIVITY ACCREDITATION STANDARDS
PART A: ADMINISTRATIVE STANDARDS

• General:
  1. Developed by an **eligible organization** as defined by the QCHP-AD.
  2. Must have a **scientific planning committee (SPC)** (a planning group in MSFI & DOAI, clinical audit committee in CAI) that is **representative** of the intended target audience and is **responsible for overseeing** the development & implementation of the instrument/activity.
  3. Must **maintain attendance records** and **provide** participants with a **certificate of participation** that includes the appropriate accreditation statement.

• Specific:
  - **Educational Rounds & Journal clubs**: must occur at least 6 times per year.
PART B: EDUCATIONAL STANDARDS

• General
  1. Must be planned to address the identified learning needs (or set of competencies (MSFI), set of performance measures (CAI & DOAI)) relevant to the practice) of the target audience.

  2. Learning objectives (or purpose in case of MSFI, CAI, DOAI) must be developed for the overall group learning activity and each individual session. The learning objectives must be written from the learner’s perspective to clearly describe what information or skill(s) learners will acquire by participating in the activity and be provided to potential participants prior to the learning activity.

  3. Participants must be provided with an opportunity to evaluate individual sessions and the overall CPD activity.
PART B: EDUCATIONAL STANDARDS (CONT.)

• Category 1: Group Learning Activities
  1. The selected learning formats should be aligned with the identified needs of the target audience.
  2. At least 25 per cent of the total education time must be allocated to support interactive learning.

• Category 3: Accredited Assessment Activities
  ✓ General
  Must provide detailed feedback to participants.
  ✓ Specific
  1. Must provide methods that enable participants to demonstrate or apply their knowledge, clinical judgment or attitudes (KAP & SA).
  2. Must provide participants with a process to record their answers to the assessment questions (KAP).
  3. Must support participants to reflect on the outcomes for their practice (KAP).
PART C: ETHICAL STANDARDS

All Accredited CPD Activities must adhere to the QCHP-AD Ethical Standards for Accredited CPD Activities

- Element 1: Independence
- Element 2: Content Development
- Element 3: Conflict of interest
- Element 4: Receiving Financial and in-kind Support
- Element 5: Recognizing Financial and in-kind Support
- Element 6: Managing Commercial Promotion
- Element 7: Unaccredited CPD Activities
PART C: ETHICAL STANDARDS

Element 1: Independence

- Accredited CPD activity must have a SPC that is representative of the intended target audience.
- The SPC must ensure that decision-making related to all CPD program elements (identifying needs, setting objectives, selecting format, selecting faculty, developing content and evaluating outcome) is under its exclusive control.
- Representatives of a sponsor or any organization hired by a sponsor cannot participate in decisions related to CPD program elements.
PART C: ETHICAL STANDARDS

Element 2: Content Development

• SPC must have mechanisms to develop CPD activity content that addresses the educational needs of target audience with no direct or indirect influence of interests of any sponsor.

• A process must be in place to ensure that those responsible for developing or delivering content are informed about: the identified needs, the intended learning objectives, the need to ensure balanced view across all relevant options & not to reflect exclusivity and branding (utilize generic names ± trade names to describe therapeutic options).

• The SPC must have a process to collect participants’ assessment of whether the accredited CPD activity met the stated learning objectives, achieved appropriate balance & was perceived to be unbiased.

• The SPC must have a process in place to deal with instances where CPD activities are not in compliance with the ethical standards.
PART C: ETHICAL STANDARDS

Element 3: Conflict of interest

- All members of the SPC and faculty of the CPD activity (speakers, moderators, facilitators, and authors) must disclose to the CPD provider organization all relationships with for-profit and not-for-profit organizations over the previous 2 years (including direct financial payments, membership on advisory boards, receiving grants, and having patents, etc.).
- CPD provider organization is responsible to review disclosed financial relationships of the SPC, evaluate, and manage any identified COI.
- SPC is responsible to review disclosed financial relationships of the faculty of the CPD activity, evaluate, and manage any identified COI (prior to or during the CPD activity).
- All members of the SPC and faculty of the CPD activity must disclose to participants presence/absence of COI.
- Any individual of the SPC or faculty of the CPD activity who fails to disclose potential COI cannot participate in the accredited CPD activity.

Conflicts of Interest (COI) is a set of conditions in which judgement or decisions concerning a primary interest (e.g., patients’ welfare and/or quality of medical education) is unduly influenced by a secondary interest (personal or organizational benefit e.g., financial gain, academic or career advancement, or other benefits to family, friends, or colleagues).
PART C: ETHICAL STANDARDS

Element 4: Receiving Financial and in-kind Support

• **CPD provider organization is responsible to receive** any financial and in-kind support.
• **SPC cannot** be required to accept advice from (or be influenced by the interests of) a sponsor as a condition of receiving financial* and in-kind** support.
• Terms, conditions and purposes by which sponsorship is provided must be documented in a **written signed agreement**.
• The CPD provider organization has an obligation to ensure that their interactions with sponsors **meet professional and legal standards** including the protection of privacy, confidentiality, copyright and contractual law regulations.

*Financial Support* is monetary contributions provided by sponsor for the development, delivery or evaluation of an accredited CPD activity.
**In-kind Support** services or tools or human resources which have a monetary value and are provided to an organization in support of an educational activity.
PART C: ETHICAL STANDARDS

Element 4: Receiving Financial and in-kind Support (Cont.)

- CPD provider organization or SPC can assume the payment of travel, lodging, legitimate out of pocket expenses and any honoraria offered to members of the SPC or faculty of the CPD activity or delegate it to a third party (though all payments must be approved by CPD provider or SPC in this case).

- The CPD provider organization cannot pay for or subsidize a participant’s travel, lodging or other out of pocket expenses related to their participation in an accredited CPD activity (this does not preclude participants’ receiving compensation from residency programs, employers or local CPD support funds, even when activities they attend have received support from these sources).

- CPD provider organization, sponsor or any organization hired by a sponsor cannot pay for or subsidize the travel, lodging or other out of pocket expenses of spouses, partners or other family members of the SPC, faculty of the CPD activity or participants of CPD activities.

- Social activities associated with CPD activities cannot occur at a time or location that interferes/competes with or takes precedence over accredited CPD activities.

- Upon request by QCHP-AD, CPD Providers must disclose how the financial and in-kind support was used for the accredited CPD activity.
PART C: ETHICAL STANDARDS

Element 5: Recognizing Financial and in-kind Support

• The SPC must recognize and disclose to participants all financial and in-kind support received from sponsors of CPD activities using a standard acknowledgement statement on a page separate from the educational content, activity schedule, learning objectives, and accreditation statement.

• Linking or alignment of a sponsor’s name (or other branding strategies) to a specific educational session or section of an educational program within an accredited group learning activity is prohibited.
PART C: ETHICAL STANDARDS

Element 6: Managing Commercial Promotion

- Product-specific advertising, promotional materials or branding strategies cannot be included on:
  - any educational materials of an accredited CPD activity;
  - any webpages or electronic media containing educational material.
  - activity agendas, programs or calendars of events (preliminary and final);
- Product-specific advertising, promotional materials or branding strategies cannot be included on/appear within locations where accredited CPD sessions are occurring, immediately before, during or immediately after an accredited CPD activity.
- Commercial exhibits or advertisements must be arranged in a location that is clearly and completely separated from the accredited CPD activity.
- SPC cannot be required to accept advice from (or be influenced by the interests of) an exhibitor or advertiser as a condition of their exhibit or advertisement.
- Any incentive provided to participants associated with an accredited CPD activity must be approved by the CPD provider organization.
PART C: ETHICAL STANDARDS

Element 7: Unaccredited CPD Activities

- The SPC/CPD provider organization cannot schedule unaccredited CPD activities to take place at times and locations that interfere or compete with accredited CPD activities.

- Unaccredited CPD activities cannot be listed or included within activity agendas, programs or calendars of events (preliminary and final).
APPLICATION FORM (CATEGORY 1 – GROUP LEARNING - CSSW)

Qatar Council for Healthcare Practitioners

CPD Activity Application Form for Accreditation
Category 1 – Group Learning

(Live, face-to-face conferences, symposia, seminar and/or workshop)

Group learning is an important professional development activity for healthcare practitioners practicing in the State of Qatar. Group learning provides an opportunity to confirm or expand areas of knowledge or practice management, to identify potential new therapies or approaches for practice, and to share practice issues or experiences with peers.

Group Learning has been included within Category 1 – Group Learning of the Qatar Council for Healthcare Practitioners – Accreditation Department (QCHP-AD) CPD Framework.

Before you begin
It is important that you review the QCHP-AD CPD Activity Accreditation Standards before you complete this form.

Instructions
1. Please refer to the QCHP-AD CPD Activity Accreditation Standards as you complete this application form and prepare the required attachments.
2. Use this form to request Category 1 credits for any live, face-to-face conference, symposia, seminar and/or workshop.
3. Complete this form and submit electronically to the Qatar Council for Healthcare Practitioners – Accreditation Department (QCHP-AD).
4. Please keep a copy of the completed application form for your records.
5. Please ensure that you provide us with the most up-to-date contact information for your organization so that we may contact you once we have completed our review.

Additional Considerations
1. Accredited conferences, symposia, seminars and workshops in Category 1 are approved for a maximum of one year from the start date of the activity (for example from the first day of the conference, symposia, seminar and/or workshop).
2. Accreditation for conferences, symposia, seminars and workshops may not be granted retroactively.
3. A certificate of participation or written confirmation signed by the chair of the scientific planning committee must be issued for all accredited group learning activities. The certificate of participation must specify the following elements:
   - The title and code of the activity.
   - The name and code of the organization(s) that developed the activity.
   - The date(s) the activity took place.
   - The location of the activity (i.e. city, country, web address).
   - The total number of hours the activity is accredited for.
   - The number of hours the registrant attended the activity.
   - The applicable accreditation statement.
   - The logo of the QCHP-AD.
   - The logo of the organization(s) that developed the activity.
4. The organization that developed the conference, symposium, seminar or workshop is responsible for determining the actual number of hours that each learner is eligible to record for credit.
5. The organization that developed the conference, symposium, seminar or workshop is responsible for maintaining all records (including attendance records) for a 6-year period.

Accreditation of CPD Activities
## REQUIRED ATTACHMENTS (FOR CATEGORY 1 – GROUP LEARNING - CSSW)

<table>
<thead>
<tr>
<th>Attachment 1</th>
<th>The <strong>preliminary program/brochure or other material used to promote the CPD activity</strong> (if applicable) including activity schedule, presenters, and learning objectives for the overall activity and individual sessions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 2</td>
<td>The <strong>final program</strong> including activity schedule, presenters, and learning objectives for the overall activity and individual sessions.</td>
</tr>
<tr>
<td>Attachment 3</td>
<td>Any other <strong>materials</strong> used to promote or advertise the activity (if applicable).</td>
</tr>
<tr>
<td>Attachment 4</td>
<td>The <strong>completed conflict of interest form</strong> for every member of the SPC, all speakers, all authors and/or all facilitators. Also include documentation that demonstrates the process for the collection, management, and disclosure of conflicts of interests.</td>
</tr>
<tr>
<td>Attachment 5</td>
<td>The (summarized) <strong>needs assessment</strong> results.</td>
</tr>
<tr>
<td>Attachment 6</td>
<td>The template <strong>evaluation form(s)</strong> developed for this activity.</td>
</tr>
<tr>
<td>Attachment 7</td>
<td>The <strong>budget</strong> for the activity that details the <strong>receipt and expenditure of all sources of revenue</strong> for this activity, including an indication of whether funds were received in an educational grant or in-kind support.</td>
</tr>
<tr>
<td>Attachment 8</td>
<td>The template <strong>certificate of participation</strong> that will be provided to participants.</td>
</tr>
<tr>
<td>Attachment 9</td>
<td>The <strong>sponsorship/exhibitor prospectus</strong> developed for the activity to solicit sponsorship/exhibitors (if applicable).</td>
</tr>
<tr>
<td>Attachment 10</td>
<td>A sample of the <strong>written agreement</strong> that outlines the terms, conditions, and purposes by which sponsorship has been proved by the sponsor to the CPD provider organization.</td>
</tr>
<tr>
<td>Attachment 11</td>
<td>Sample of <strong>content</strong> (sample presentation, print-outs, materials distributed, etc)</td>
</tr>
</tbody>
</table>
QUESTIONS

Thank You