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<th>Policy Category: Provider Policy</th>
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<tr>
<td>Policy Name: <strong>QCHP Accredited CPD Provider Eligibility Policy — Non-governmental Healthcare Facilities</strong></td>
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<td>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.</td>
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Qatar Council of Health Practitioners Accreditation Department
P.O. Box 7744, Doha, Qatar
Phone: (+974) 44070331
AccreditationDepartmentQCHP@sch.gov.qa
www.qchp.org.qa
1. **Introduction**

The QCHP-AD developed a provider-based CPD accreditation system that recognizes 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. Once approved, all CPD activities developed by accredited CPD provider organizations will be approved for credit under either Category 1 or Category 3 of the CPD Framework for the State of Qatar.

This policy defines the criteria of non-governmental healthcare facilities that are eligible to apply to become a QCHP accredited CPD provider or to apply for activity-based accreditation.

2. **Policy Statement**

2.1. The QCHP-AD has determined that the CPD program of non-governmental healthcare facilities must be not for-profit i.e. with “reasonable” registration fees and not provided through a private CPD educational training center in order to be eligible to apply to become a QCHP accredited CPD provider or to apply for activity-based accreditation.

2.2. The QCHP-AD has determined that non-governmental healthcare facilities shall possess ALL of the following criteria in order to be eligible to apply to become a QCHP accredited CPD provider:

   2.2.1. Non-governmental healthcare facilities must have $\geq 100$ employed healthcare practitioners.
   2.2.2. Non-governmental healthcare facilities must have employed healthcare practitioners from at least three different scopes of practice.
   2.2.3. Non-governmental healthcare facilities must have conducted at least three CPD activities accredited by QCHP-AD before their application to be a QCHP accredited provider.

2.3. Non-governmental healthcare facilities that do not fulfill one or more of criteria 2.2.1.-2.2.3.; are not eligible to apply to become a QCHP accredited CPD provider; however, they can apply for activity-based accreditation.
3. Definitions

3.1. **QCHP-AD accredited CPD provider** is an organization that has been reviewed and approved by the QCHP-AD based on their ability to demonstrate adherence to established accreditation standards in areas of educational development, governance, organizational infrastructure and administrative operations.

3.2. **Non-governmental healthcare facilities** include the following examples:
   a. Health centers e.g. private polyclinics.
   b. Health and wellness centers e.g. private polyclinics with wellness facilities.
   c. Diagnostic and treatment centers
   d. Diagnostic centers e.g. stand-alone laboratories and stand-alone imaging.
   e. Pharmacies e.g. outpatient, inpatient and community pharmacies
   f. General and specialized hospitals.
   g. Long-term care facilities e.g. geriatric, rehabilitation, mental health, substance misuse and skilled nursing facilities.

3.3. **Reasonable registration fees** are fees set on a cost-recovery basis to support the wide availability of affordable CPD activities for all healthcare practitioners.

4. Abbreviations

**CPD:** Continuing Professional Development  
**QCHP:** Qatar Council for Healthcare Practitioners  
**QCHP-AD:** Qatar Council for Healthcare Practitioners-Accreditation Department

5. Scope

Any non-governmental healthcare facility that is eligible to apply to become a QCHP accredited CPD provider or to apply for activity-based accreditation.
6. Roles/Responsibilities

6.1. The QCHP-AD reviews and approves all eligible non-governmental healthcare facilities that apply and participate in a process to become an accredited CPD provider (“the applicant”). The QCHP-AD is responsible for establishing, monitoring, and revising the CPD provider accreditation standards and defining the process to judge adherence to established standards.

6.2. All eligible non-governmental healthcare facilities may request to participate in the accreditation process of CPD provider organizations. Eligible non-governmental healthcare facilities are required to provide all required documentation to demonstrate their adherence to established accreditation standards.

7. Procedures/Guidelines

7.1. Determining eligibility

7.1.1. When the applicant has determined their intent to apply to become a QCHP accredited CPD provider, they must express this intent, in writing to the QCHP-AD.

7.1.2. The QCHP-AD reviews whether the applicant meets the eligibility criteria as defined by this policy (Policy Statement 2.1-2.3).

7.1.3. The QCHP-AD may request additional information from the applicant to verify that the applicant meets the defined eligibility criteria.

7.2. Confirming eligibility

7.2.1. The QCHP-AD informs the applicant in writing that they meet the eligibility criteria to apply to become a QCHP accredited CPD provider:

7.2.1.1. The applicant is requested to confirm the date for which they intend to submit an application to become a QCHP-AD accredited CPD provider.

7.2.1.2. The QCHP-AD will only forward the provider application package to CPD organizations that meet established eligibility criteria for provider-based accreditation.

7.2.2. The QCHP-AD informs the applicant in writing that they are not eligible to apply to become a QCHP accredited CPD provider, however; they meet the eligibility criteria to apply for activity-based accreditation:

7.2.2.1. The applicant is required to apply for activity-based accreditation to QCHP-AD.

7.2.2.2. The QCHP-AD will only forward the activity-based application package to CPD organizations that meet established eligibility criteria for activity-based accreditation.
### 8. Flowcharts

**8.1.** Management of Non-governmental Healthcare Facilities Eligibility
(Appendix 1)

### 9. Related Policies

**9.1.** QCHP CPD Accreditation Appeals Policy
(MOPH/QCHP/AD/CPDProvider/005)

### 10. Governing Law or Regulations

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

### 11. Attachments/Appendices

**11.1.** Flowchart: Management of Non-governmental Healthcare Facilities Eligibility
**11.2.** Accredited CPD Activities Fees Regulations Guidelines
**11.3.** Template: Request Apply to Become an Accredited Provider Form
**11.4.** Template: Letter confirming applicant eligibility
**11.5.** Template: Letter confirming applicant ineligibility
**11.6.** Template: Letter requesting additional information to confirm eligibility
Attachment 1

Management of Non-governmental Healthcare Facilities Eligibility Flowchart
Management of Non-governmental Healthcare Facilities

Eligibility Flowchart

Applicant submits in writing their intent to become an accredited provider

The QCHP-AD reviews the application against eligibility criteria

QCHP-AD informs applicant in writing that eligibility criteria for both provider-based and activity-based accreditation are not met

Does the applicant have a for-profit CPD program or provide CPD activities through a CPD educational training center

QCHP-AD requests additional information from applicant

More information is required

QCHP-AD forwards to applicant the accredited provider application package

Applicant confirms date they intend to submit application

QCHP-AD informs applicant in writing that eligibility criteria for only activity-based accreditation are met

Have the criteria 2.2.1.-2.2.3. been met?

No

QCHP-AD informs applicant in writing that eligibility criteria for provider-based accreditation are met

Yes

QCHP-AD forwards to applicant the activity-based application package

Yes

No
Attachment 2

Accredited CPD Activities Fees Regulations Guidelines
Accredited CPD Activities Fees Regulations Guidelines

The QCHP-AD has implemented the Mandatory CME/CPD participation policy in March 7th 2016 requiring all licensed healthcare practitioners in the State of Qatar to participate in CPD activities for the renewal of licensure. The QCHP-AD accreditation system mandates that accredited CPD activities must be not-for-profit. In order to support the wide availability of affordable CPD activities for all healthcare practitioners, QCHP-AD has developed the following guidelines:

1. Registration fees:
   - The registration fees should set on a cost-recovery basis.
   - The net-profit of any CPD activity should not exceed 20%.
   - It should consider the actual cost of planning and delivering the CPD activity e.g. speakers’ expenses, venue and audiovisual rental, catering, communications and promotional budgets and printing.

2. All received monetary amounts (income section) should be mentioned in the budget with a clear breakdown of all items e.g. registration fees, sponsorship, exhibition.

3. Receiving and distributing financial support (sponsorship and/or exhibition) should be compliant with QCHP-AD Ethical Standards for Accredited CPD Activities.

4. Cost of planning and delivering CPD activities:
   a) Speakers’ expenses:
      - Honoraria paid for speakers should be reasonable and appropriate to the speaker’s qualifications and place (local versus international speakers).
      - Airline tickets (for international speakers) should be estimated according to current fares.
      - Accommodation and transportation should be expressed in amount/day and total amount.
   b) Administrative staff: The number of administrative staff involved in the activity implementation (e.g. persons responsible for registration) should be appropriate to the number of target audience. Moreover, the monetary amount paid for the administrative staff (if any) should be expressed in amount per day and should be consistent in all activities of a CPD provider.
   c) Venue:
      - If the CPD provider is conducting the activity in its own premises, the budget should not include any expenses for its own venue.
      - If the CPD provider is conducting the activity outside its own premises, the expenses mentioned in the budget should be the exact monetary amount mentioned in the contract for hall rental.
d) Catering: Should be optional for participants. The amount paid per person and the total should be mentioned.

e) Materials: All types of materials that shall be used in the activity (if any) should be mentioned in the budget with clear break down of their expenses.

f) Communications and promotional expenses should be justified e.g. posters, social media rental.

g) Printing expenses should include the type printed materials (e.g. certificates, assessments, evaluation sheets) with clear break down of their expenses. The expenses be should be expressed in amount/person and total amount.

5. Upon request by QCHP-AD, CPD Providers must justify and document budget items.