Policy Category: Activity Policy

Policy Name: QCHP CPD Activity Accreditation Eligibility Policy

Policy Code: MOPH/QCHP/AD/CPDAcivities/001

Version Number: 5

Developed by: QCHP-AD

Co-Consultants: Royal College

Reviewed by/Date: QCHP-AD Team / February 7, 2016

Approved by/ Date: Dr. Samar Aboulsooud / February 7, 2016

Date Effective: March 7, 2016

Date of Due Revision: February 7, 2017

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.

Copyright Statement: All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher. For permission requests, write to the publisher, addressed “Attention: Accreditation Coordinator,” to the address below.

Qatar Council of Health Practitioners
Accreditation Department
P.O. Box 7744, Doha, Qatar
Phone: (+974) 44070331
AccreditationDepartmentQCHP@moph.gov.qa

www.qchp.org.qa
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 has developed the QCHP CPD Activity Accreditation Eligibility Policy which must be met for a CPD provider to be eligible to apply to have a CPD activity approved under the QCHP-AD CPD Framework.

2. Policy Statement

Any live CPD activity that takes place within the State of Qatar must be accredited by the QCHP-AD or be developed by a QCHP accredited CPD provider in order to be eligible for credit (even if the live activity is accredited by another recognized accreditation body).

The QCHP-AD has determined that the following types of organizations are eligible to directly apply to the QCHP-AD to have a CPD activity reviewed and approved as accredited within the QCHP-AD CPD Framework:

- Governmental or non-governmental academic institutions
- Governmental or non-governmental healthcare facilities
- Other organizations as defined by the QCHP-AD

Organizations that are for-profit commercial interests are not eligible to apply for accreditation.

The review process of CPD activities and the accreditation decision must be completed before the start date of the activity. Applications submitted to the QCHP-AD in less than 30 days before the start date or after the program start date will not be reviewed.

CPD activity accreditation will not be granted retroactively.
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.

3.3. **Commercial Interest**, as defined by the Accreditation Council for Continuing Medical Education (ACCME), is “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. Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.”

4. Abbreviations

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

5. Scope

Any organization who meets defined eligibility criteria for the submission of a CPD activity for review and approval by the QCHP-AD.

6. Roles/Responsibilities

6.1. The QCHP-AD determines whether an organization is eligible to apply to have a CPD activity reviewed for inclusion within the QCHP-AD CPD Framework.

6.2. The eligible CPD provider is responsible to complete and submit the CPD activity application form to the QCHP-AD.
7. Procedures/Guidelines

7.1. Determining Eligibility

7.1.1. The CPD provider submits a request for accreditation of a CPD activity to the QCHP-AD.

7.1.2. The QCHP-AD reviews whether the CPD provider meets the eligibility criteria as defined by this policy.

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

7.1.4. If the applicant meets the eligibility criteria, the QCHP-AD will send to the applicant the CPD activity application form and standards.

7.1.5. If the applicant does not meet the eligibility criteria, the QCHP-AD will not proceed with review process and the CPD activity will not be included as an accredited activity with the QCHP-AD CPD Framework.

8. Flowcharts

8.1. Management of CPD Provider Eligibility – Attachment 1

9. References and Sources for Further Reading

9.1. ACCME definition “commercial interest”

http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-and-definitions/definition-commercial-interest (last accessed July 30, 2014)

10. Related Policies

10.1 QCHP-AD CPD Activity Accreditation Review Fees Policy – if applicable (MOPH/QCHP/AD/CPDActivities/003)

10.2 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: Management of CPD Provider Eligibility
12.2. Template: CPD Activity Accreditation Application Form Category 1 Live Group Learning
12.3. Template: CPD Activity Accreditation Application Form Category 1 Synchronous and blended group learning
12.4. Template: CPD Activity Accreditation Application Form Category 1 Rounds and Journal Clubs
12.5. Template: CPD Activity Accreditation Application Form Category 3 Clinical Audit
12.6. Template: CPD Activity Accreditation Application Form Category 3 Direct Observation
12.7. Template: CPD Activity Accreditation Application Form Category 3 Knowledge Assessment Programs
12.8. Template: CPD Activity Accreditation Application Form Category 3 Multisource Feedback
12.9. Template: CPD Activity Accreditation Application Form Category 3 Simulation Activities
Attachment 1

Management of CPD Provider Eligibility flowchart

CPD provider submits request for accreditation of a CPD activity to the QCHP-AD

Request reviewed by QCHP-AD

Provider eligibility criteria met?

Yes

QCHP-AD sends to the applicant the CPD activity application form and standards

No

CPD activity will not be accredited

More information is required

QCHP-AD requests follow up information from CPD provider

CPD provider provides requested information to QCHP-AD