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<th>Policy Category: Activity Policy</th>
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<tr>
<td>Policy Name: <strong>QCHP CPD Activity-based Accreditation - Submission Policy</strong></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 has developed the CPD Activity-based Accreditation Submission Policy to regulate the process by which activity accreditation applications are submitted for review.

2. Policy Statement

The QCHP-AD is responsible to review all CPD activity accreditation applications developed by CPD organizations that are not eligible or approved by the QCHP as accredited CPD providers, yet eligible for activity-based accreditation.

2.1. Eligibility criteria:

2.1.1. 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 health professional organizations as defined by the QCHP-AD.

2.1.2. Organizations that have for-profit commercial interests or provide activities through private educational training centers are not eligible to apply for accreditation.

2.2. Eligible CPD Providers must submit complete accreditation application form at least, 30 days before the planned start date of the activity. 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.

2.3. CPD activity accreditation will not be granted retroactively.

2.4. In order to ensure quality of submitted accreditation applications, CPD Provider organizations are not allowed to submit more than 3 activities per month for review.

2.5. If an activity is rejected, the CPD Provider is allowed to submit the same activity only once after the Provider organization receives the formal report of rejection from QCHP-AD.

2.6. Repeated non-compliance to QCHP-AD standards and activity accreditation rejection shall result in consequent actions that might include temporary or permanent suspension from submitting for activity-based accreditation.

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. **Multiple Activity Rejections**: If 3 (three) subsequent CPD activity applications submitted by one CPD provider or/50% of the total submissions over a period of 3 months are rejected following the review process.

### 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 activity submitted/re-submitted to the QCHP-AD for review and accreditation within the QCHP-AD CPD Framework.

### 6. Roles/Responsibilities

6.1. The QCHP-AD establishes the CPD activity accreditation standards, eligibility and compliance criteria.

6.2. The QCHP-AD develops and provides the CPD activity accreditation application form to all eligible CPD providers.

6.3. The CPD provider submits to the QCHP-AD the CPD activity accreditation application form.

6.4. The QCHP-AD reviews and decides on the submitted applications’ accreditation.

6.5. The QCHP-AD is accountable to ensure that the CPD activity accreditation standards and CPD activity accreditation review process are reasonable and decisions are fair.

6.6. The QCHP-AD communicates to the CPD provider, in writing, the outcome of the assessment of the CPD activity.

6.7. The applicant (CPD Provider) shall comply with QCHP standards and policies as regards submission & resubmission.

### 7. Procedures/Guidelines

7.1. **Eligibility for Submission**

7.1.1. 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 health professional organizations as defined by the QCHP-AD.

7.1.2. Organizations that have for-profit commercial interests or provide activities through private educational training centers are not eligible to apply for accreditation.

7.2. **Process for Submission:**

7.2.1. The CPD provider submits a completed CPD activity accreditation application form to 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.

7.2.2. To ensure quality of accreditation applications submitted, CPD Provider organization is not allowed to submit more than 3 activities per month.

7.2.3. CPD Provider can resubmit a rejected activity only after they have received the formal rejection report so as to incorporate the changes recommended by QCHP.

7.2.4. The QCHP-AD reviews the CPD activity against the QCHP-AD accreditation standards for CPD activities.

7.3. **Non-Approved/Rejected CPD Activity Resubmission:**

7.3.1. Only 1(one) re-submission is allowed for each activity once it is rejected. The resubmissions will not be allowed until after 1 week from receiving the activity rejection report. This is to assure that the applicant has an in-depth understanding of the education process & requirements and follows the recommendations provided by QCHP-AD.

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

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

7.3.4. If the same or similar application to one which was previously rejected following the review process is received during resubmission, activity accreditation will be rejected.

7.4. **Repeated incompliance to QCHP-AD standards & activity rejection consequences:**

7.4.1. **For the Same activity:**

7.4.1.1. If an application for a particular CPD activity is rejected twice due to non-adherence to administrative, educational and/or ethical standards of activity accreditation of QCHP-AD, applicant will not be allowed to submit the same activity again.

7.4.2. **For Other Activities:**

7.4.2.1. **First time:** Following multiple activity rejections, CPD Provider will be suspended from submitting any application for CPD activity accreditation whether for a new submission or resubmission for a period of 90 days from the date the last activity application was rejected.

7.4.2.2. **Second time:** Following multiple activity rejections, CPD Provider will be suspended from submitting any application for CPD activity accreditation whether for a new submission or resubmission for a period of 180 days from the date the last activity was rejected. The CPD Provider will be ineligible and disqualified from CPD Provider
accreditation process. permanently.

7.4.2.3. Third time: Following multiple activity rejections, CPD Provider will be banned from submitting any application for CPD activity accreditation permanently (applicable only for CPD Activity-based accreditation process).

7.5. QCHP-AD reserves the right on decision to reviewing, Submission and Resubmission of CPD activities for accreditation. The applicant may choose to appeal any decision(s) of the QCHP-AD as per the QCHP-AD CPD Activity Accreditation Appeals Policy (MOPH/QCHP/AD/CPDActivities/005).

8. Flowcharts

8.1. Management of CPD Activity based Accreditation – Submission – 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 Policy (MOPH/QCHP/AD/CPDActivities/002)
10.5. Non-Governmental Healthcare Facilities Eligibility Policy

11. Governing Law or Regulations

11.1. Emiri Decree No. 7 for the Year 2013

12. Attachments/Appendices

12.1. Flowchart: Management of CPD Activity based Accreditation – Submission and Resubmission
12.2. Template: CPD Activity approval letter – Category 1
12.3. Template: CPD Activity approval letter – Category 3
12.4. Template: CPD Activity Accreditation Non-Approval Letter
Appendix 1

Management of CPD Activity Accreditation-Submission flowchart

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

Eligibility criteria?

Eligible

QCHP-AD continues with review process

Approved

CPD Activity is Rejected

Not eligible

CPD activity will be rejected

Same CPD Activity submitted

QCHP-AD reviews the activity

Approved

Rejected the activity second time

CPD provider not allowed to submit the same activity again

Multiple activity rejections - Consequences

First time suspended from submitting CPD activity for 90 days

Second time suspended from submitting CPD activity for 180 days

If 3 subsequent activities/50% of total CPD activities are rejected in 3 months,

Third time suspended from submitting CPD activity permanently

Approved

CPD provider not allowed to submit the same activity again