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<th>Policy Category:</th>
<th>Provider Policy</th>
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<tr>
<td>Policy Name:</td>
<td>QCHP Accredited CPD Provider Eligibility Policy</td>
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<td>Royal College</td>
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<td>QCHP-AD Team / January 26, 2016</td>
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<td>Approved by/Date:</td>
<td>Dr. Samar Aboulsoud / January 26, 2016</td>
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<td>Validity:</td>
<td>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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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.

The QCHP Accredited CPD Provider Eligibility Policy defines the types of organizations who are eligible to apply to become a QCHP-AD accredited CPD provider organization.

2. Policy Statement

The QCHP-AD has determined that the following types of organizations are eligible to apply to become an QCHP accredited CPD provider:

- Governmental or non-governmental healthcare professional academic institutions (or those involved in the education of healthcare professionals). Includes organizations that are eligible to become registered/licensed within the next two years.
- Governmental or non-governmental healthcare facilities.

Any organizations who are for-profit commercial interests are not eligible to apply to become a QCHP-AD accredited CPD provider.

Private centres that open only to provide CPD are not eligible for accreditation.

3. Definitions

3.1. **Accredited CPD provider** is an organization that has been accredited by the QCHP-AD by demonstrating that they have met the established standards in areas of educational development, governance, organizational infrastructure and administrative operations. All QCHP accredited CPD provider organizations may accredit a CPD activity for credit hours within Qatar’s CPD Framework. The CPD activity must be developed by the accredited CPD provider and must meet the CPD activity accreditation standards as defined by the QCHP.

3.2. **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 that is eligible to apply to become a QCHP-AD accredited CPD provider.

6. Roles/Responsibilities

6.1. The QCHP-AD reviews and approves all eligible organizations 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 CPD provider organizations may request to participate in the CPD provider organization accreditation process. Eligible CPD provider organizations 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.

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 whether they meet the eligibility criteria.

7.2.1.1. If the applicant meets the eligibility criteria, the applicant is requested to confirm the date for which they intend to submit an application to become a QCHP-AD accredited CPD provider.
7.2.2. The QCHP-AD will only forward the provider application package to CPD organizations who meet established eligibility criteria.

8. Flowcharts

8.1. Management of CPD Provider Eligibility (Appendix 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 CPD Accreditation Appeals Policy (MOPH/QCHP/AD/CPDProvider/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: Request Apply to Become an Accredited Provider Form
12.3. Template: Letter confirming applicant eligibility
12.4. Template: Letter confirming applicant ineligibility
12.5. Template: Letter requesting additional information to confirm eligibility
Attachment 1

Management of CPD Provider Eligibility flowchart

Applicant submits in writing their intent to become an accredited provider

- Applicant provides requested information to QCHP-AD
- QCHP-AD requests additional information from applicant

Have the criteria been met?

- More information is required
- No

- Yes
  - QCHP-AD informs applicant in writing that eligibility criteria are met
  - Applicant confirms date they intend to submit application

- QCHP-AD forwards to applicant the accredited provider application package

- QCHP-AD informs applicant in writing that eligibility criteria was not met