



**QCHP**  
المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners  
الإعتماد  
Accreditation

<b>Policy Name:</b> CPD Leave Policy
<b>Policy Code:</b> MOPH/QCHP/AD/CPD/004
<b>Version Number:</b> 8
<b>Developed by:</b> QCHP-AD
<b>Co-Consultants:</b> Royal College
<b>Reviewed by/Date:</b> QCHP-AD Team / February 7, 2016
<b>Approved by/ Date:</b> Dr. Samar Aboulsoud / February 7, 2016
<b>Date Effective:</b> March 7, 2016
<b>Date of Due Revision:</b> February 7, 2017
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## 1. Introduction

All healthcare practitioners are expected to demonstrate their commitment to maintaining their competence and enhancing their performance by participating in continuing professional development (CPD) throughout their careers. The QCHP-AD has established a 2-year CPD cycle for all healthcare practitioners registered in the State of Qatar.

## 2. Policy Statement

For each healthcare practitioner, the start of each 2-year CPD cycle is aligned with their established date of registration / licensure. When healthcare practitioners are absent from practice the CPD cycle end date will remain the same but annual or cycle specific expectations related to CPD cycle requirements will be adjusted.

- 2.1.** When healthcare practitioners are absent from full-time or part-time practice, adjustments to the cycle and category specific requirements will be determined based on the duration of absence from practice.

Duration of absence from practice	CPD cycle credit expectations	Category- specific credit expectations
1 < 3 months	70 credits	35 credits: Category 1 35 credits: Category 2 or 3
3 < 6 months	60 credits	30 credits: Category 1 30 credits: Category 2 or 3
6 < 9 months	50 credits	25 credits: Category 1 25 credits: Category 2 or 3
9 < 12 months	40 credits	20 credits: Category 1 20 credits: Category 2 or 3
12 < 15 months	30 credits	Not applicable
15 < 18 months	20 credits	Not applicable
18 < 21 months	10 credits	Not applicable
≥21 months	0 credits	Not applicable

- 2.2.** The duration of time a healthcare practitioner is absent from full-time or part-time practice must be at least 30 (thirty) consecutive days within the license renewal period prior to expiry of licensure
- 2.3.** Leave other than Annual and casual leave that is approved by the concerned authority of the practitioner
- 2.4.** The duration for any specific period of absence from practice will be calculated from the day the leave started until the date of return to practice.

- 2.5.** Only leave that is filed correctly and approved by the registration department will be accepted and be used to modify the CPD credits requirements.

### 3. Definitions

- 3.1. CPD Program** is an educational initiative designed by the QCHP-AD to support, enhance and promote the lifelong learning of healthcare practitioners.
- 3.2. CPD Cycle** is the time period established to complete the minimal expectations established by the QCHP-AD.
- 3.3. CPD Framework** is the organization of continuing professional learning activities that are recognized by the QCHP-AD into three categories: Category 1: Accredited Group Learning Activities, Category 2: Self-Directed Learning Activities and Category 3: Assessment Activities.
- 3.4. CPD Participant** is a healthcare practitioner that is participating in the CPD Program developed by the QCHP-AD.
- 3.5. Leave of Absence** is the period of time when a healthcare practitioner cannot participate in their professional practice. Leave of absence other than annual or casual leave as approved by the concerned authority of the healthcare practitioner.

### 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 all licensed healthcare practitioners in the State of Qatar.

## **6. Roles/Responsibilities**

- 6.1.** Healthcare practitioner is responsible to complete an online leave of absence request form and submit the form to their employer
- 6.2.** The employer is required to review and approve the leave of absence request form and forward this to the Registration Department of the Qatar Council of Healthcare Practitioners.
- 6.3.** The Registration Department will review and approve all leave of absence; and notify the QCHP-AD of all approved leaves of absence.
- 6.4.** Healthcare practitioners are responsible to have documentation from their physician or employer (where applicable) detailing the reason for and duration of their absence of practice.
- 6.5.** QCHP-AD will be responsible to adjust the CPD cycle requirements within the CPD portfolio based on the duration of absence from practice as stipulated by the documentation provided from the healthcare practitioner's physician or employer.

## **7. Procedures/Guidelines**

- 7.1.** Healthcare practitioner submits an online leave of absence request form to request an adjustment to their CPD cycle requirements based on the duration of leave of absence. The online form must be reviewed and approved by the employer prior to forwarding to the Registration Department of the QCHP.
  - 7.1.1.** Request must include the date of when the healthcare practitioner leave of absence started and the date when he/she returned or is planning to return to work.
  - 7.1.2.** There is no limit on the number of requests that can be submitted during an established 2-year cycle.
  - 7.1.3.** The CPD participant will be required to inform the Registration Department of the actual date of return to practice or professional duties.
- 7.2.** The Registration Department reviews the request and evaluates whether it meets requirements per the Registration Department Leave Policy. If

request is approved, the Registration Department records the duration of absence from practice in the registration database.

**7.3.** The leave of absence recorded in the registration database will send a notice to the CPD portfolio to adjust the CPD cycle requirements according to the duration of absence from practice and the business rules as defined in section 2.1.

7.3.1. QCHP-AD maintains a record of all adjustments to CPD cycle requirements.

7.3.2. Further changes to the CPD cycle requirements will be based on additional requests by a healthcare practitioner using the same process.

**7.4.** The Registration Department will automatically notify the QCHP-AD electronically regarding the total duration of leave, each time the healthcare practitioner is absent from practice.

**7.5.** QCHP-AD informs the healthcare practitioner of the approved changes to CPD cycle requirements.

**7.6.** Healthcare practitioner will be expected to provide the documentation from their employer or physician related to the duration and reason for an absence from practice upon request.

**7.7.** The healthcare practitioner or their employer should submit the leave of absence request prior to the license expiry date otherwise they will be requested to submit the credits required for the full cycle.

**7.8.** No retrospective submissions will be accepted.

**7.9.** Healthcare practitioners with an expired license but with no leave of absence will be managed on a case by case basis.

## **8. Flowcharts**

**8.1.** CPD Leave Policy – Appendix 1

## **9. References and Sources for Further Reading**

N/A

## **10. Related Policies**

- 10.1.** CPD Calculator Policy (*MOPH/QCHP/AD/CPD/001*)
- 10.2.** CPD Cycle Policy (*MOPH/QCHP/AD/CPD/002*)
- 10.3.** CPD Exemption Policy (*MOPH/QCHP/AD/CPD/003*)
- 10.4.** CPD Recording Policy (*MOPH/QCHP/AD/CPD/005*)
- 10.5.** CPD Portfolio Audit Policy (*MOPH/QCHP/AD/CPD/006*)
- 10.6.** Cycle Appeals Process (*MOPH/QCHP/AD/CPD/007*)
- 10.7.** Registration Department Leave Policy (include reference when available)

## **11. Governing Law or Regulations**

- 11.1.** Amiri Decree No. 7 for the Year 2013

## **12. Attachments/Appendices**

- 12.1.** Flowchart: CPD Leave Policy



### Attachment 1: CPD Leave Policy

