



# QCHP

المجلس القطري للتخصصات الصحية  
Qatar Council for Healthcare Practitioners  
الإعتماد  
Accreditation

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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 documentation of completed CPD activities in a CPD ePortfolio is a requirement of all healthcare practitioners and serves as the basis for validation and demonstrating accountability to peers and the healthcare system.

## 2. Policy Statement

All healthcare practitioners are responsible for reporting their completed CPD learning activities in the QCHP-AD CPD ePortfolio. All completed CPD activities must be self-reported in the CPD ePortfolio no later than the date of registration each year.

### 2.1. CPD Program Requirements

- 2.1.1. All healthcare practitioners registered in the State of Qatar are required to complete all CPD cycle requirements [CPD Cycle Policy (*MOPH/QCHP/AD/CPD/002*)].
- 2.1.2. All healthcare practitioners are responsible for reporting all completed learning activities in a CPD ePortfolio.
- 2.1.3. All learning activities must be self-reported no later than the healthcare practitioner's date of registration each calendar year.
- 2.1.4. CPD participants are required to upload documentation (where applicable) of the learning activities they completed in the CPD ePortfolio.
- 2.1.5. Healthcare practitioners are required to make a declaration of their commitment to comply with all CPD requirements at the time of their renewal of license.

### 2.2. Non-Adherence

- 2.2.1. Healthcare practitioners who fail to record the annual minimal CPD Program requirements are deemed to be non-adherent.
- 2.2.2. All non-adherent healthcare practitioners will be monitored by the QCHP-AD throughout the remaining year of their CPD Program cycle and will be offered assistance to become adherent.
- 2.2.3. All non-adherent participants who recorded zero activities in their first year will be required to participate in a CPD Audit [refer to CPD ePortfolio Audit Policy (*MOPH/QCHP/AD/CPD/006*)] in the remaining year of their CPD cycle.

### 2.3. Non-Compliance

- 2.3.1. Healthcare practitioners who fail to record the minimal expectations for

Category-specific or 2-year CPD cycle requirements will be deemed to be non-compliant.

- 2.3.2. Non-compliant healthcare practitioners will be subject to having their registration and license terminated based on non-compliance with CPD Program regulations.
- 2.3.3. All non-compliant healthcare practitioners will be provided with an opportunity to appeal the termination of registration [see CPD Cycle Appeal Process (*MOPH/QCHP/AD/CPD/007*)].

### 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 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. Non-adherence** describes healthcare practitioners who fail to record the annual minimal CPD Program requirements.
- 3.5. Non-compliance** describes healthcare practitioners who fail to record the minimal expectations for Category-specific or 2-year CPD cycle requirements.

### 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 registered healthcare practitioners in the State of Qatar.

### 6. Roles/Responsibilities

- 6.1.** Registered healthcare practitioners in the State of Qatar are responsible to

fulfill the annual, Category-specific, and 2-year CPD cycle requirements.

- 6.2.** Registered healthcare practitioners in the State of Qatar are responsible to document all completed CPD activities in the QCHP-AD CPD ePortfolio.
- 6.3.** QCHP-AD monitors CPD cycles of all healthcare practitioners for non-adherence and non-compliance.
- 6.4.** QCHP-AD provides support to any healthcare practitioner requiring support to meet CPD cycle requirements.

## **7. Procedures/Guidelines**

- 7.1.** All CPD activities must be recorded in the CPD ePortfolio to receive credit.
- 7.2.** Credit for completing a CPD ePortfolio includes documentation of the activity and reflection on the outcomes of learning for the healthcare practitioner's practice.

## **8. Flowcharts**

N/A

## **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 Leave Policy (*MOPH/QCHP/AD/CPD/004*)
- 10.5.** CPD ePortfolio Audit Policy (*MOPH/QCHP/AD/CPD/006*)
- 10.6.** CPD Cycle Appeals Process (*MOPH/QCHP/AD/CPD/007*)

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

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

## **12. Attachments/Appendices**

- 12.1.** CPD Framework Table