

2024 CPD Provider Electronic Portal Update Manual Recording CPD Activity Attendance

وزارة الصحة العامة
Ministry of Public Health
دولة قطر • State of Qatar



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A. Introduction

In 2024, the Accreditation Section of the Department of Healthcare Professions (DHP-AS) is introducing a new feature "Record Activity Attendance" to the CPD Provider Portal of the National CME/CPD Electronic System.

This new feature shall enable the CPD activity providers to bulk report, to the DHP-AS, the attendance of their DHP-accredited CPD activities. After an activity concludes, the CPD provider shall be required to effortlessly report the CPD activity captured attendance using their CPD provider accounts. Once the attendance is reported, eligible participants shall receive notifications informing them of the initiation of CPD activity recording and their need to complete a "reflection and feedback" part (in their e-Portfolio accounts) to finalize the recording process and be able to claim CPD credits (that shall be automatically calculated, based on the reported attendance). This efficient process shall reduce the administrative burdens, enhances accuracy, and ensures a seamless experience for providers and CPD activity participants, revolutionizing attendance management in the CPD ecosystem.

Abbreviations

Acronym	Description
CME	Continuing Medical Education
CPD	Continuing Professional Development
DHP	Department of Healthcare Professions
AS	Accreditation Section

Sign In

User has to enter URL as <https://accreditation.moph.gov.qa> in the browser address bar to login to **National CME/CPD Accreditation system**.

Alternatively, user can access through DHP website (<https://dhp.moph.gov.qa/>) following below steps

- Enter URL as <https://accreditation.moph.gov.qa/> in the browser address bar .
- Login page contains three different tab section for different users to login as “**CPD Provider**”. Click on the “**CPD Provider**” tab section and enter your **User name** and **Password** in text box and click on “**Sign in**” button (Refer below figure).
- Check the **Sign me in automatically** (optional) (Only choose this option if you are logging in from your personal computer).

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Please click the appropriate tab for the required domain The website will be under scheduled maintenance every Thursday from 3:00 PM to 4:00 PM, Kindly plan your activities accordingly

CPD ePortfolio CPD Provider

Please Enter Username and password to Login in to the System

Email

Password

Forgot Password?

Sign me in automatically

Sign in

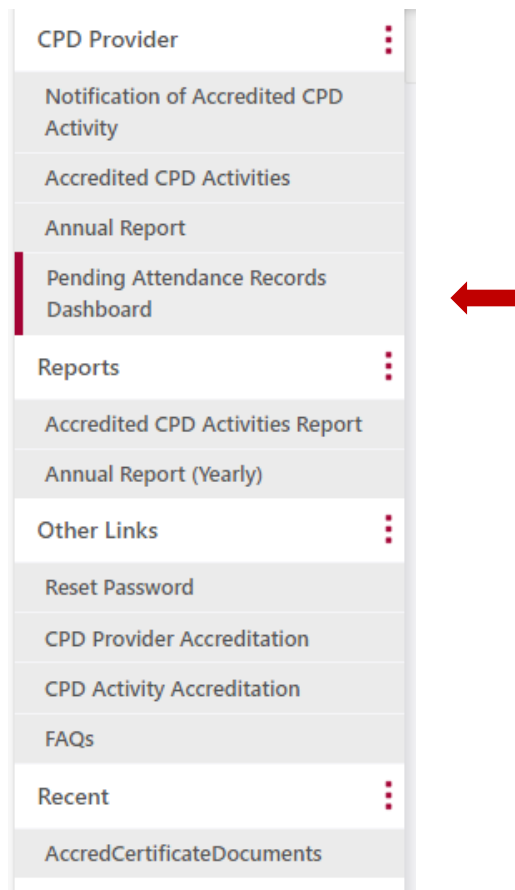
CPD Provider
If you are a new applicant and you want to register

Click Here to Sign Up

Accredited CPD Providers

Home Page


In the Accredited CPD provider Home Page, a new menu item called "**Pending Attendance Records Dashboard**" has been created under the "CPD Provider" tab.





Pending Attendance Records Dashboard


- Click on the " **Pending Attendance Records Dashboard**" quick link to navigate the screen.
Click on Table of Contents.

Pending Attendance Records Dashboard










Activity Code Activity Title (Activity Date) From 



(Activity Date) To 

 Search

Instructions 

1. The activity offerings below are still pending uploading of the attendance records (Licence number, QID and credit hours claimed)

Activity Code	Activity Title	Offering No	Activity Date	Upload Attendance
			12/05/2023 - 13/05/2023	 Upload
			12/05/2023 - 13/05/2023	 Upload
			11/05/2023 - 11/05/2023	 Upload

- User can search **Specific CPD Activities** using any of the below field.
 - Activity Title
 - Activity Code
 - Activity Date (from/to)
- Press  search button to get search result as per selected/entered field.
- Click on Upload Attendance  icon to Upload Attendance.

Note: -

- This dashboard displays the details of completed activities up until today. Please be aware that upcoming activity details will not be visible in this view.
- Any activity that has already been submitted with **at least one recorded attendance** will not be displayed in this dashboard.

Record Activity Attendance.

1. Option One

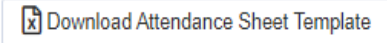
- Click on the " Pending Attendance Records Dashboard " then click  icon to navigate the screen.

Add Attendees for the offering

Activity Code	Activity Title	Activity Type*
<input type="text"/>	<input type="text"/>	Journal clubs
Mix Activity (Category 1 & 3) <input type="radio"/> Yes <input checked="" type="radio"/> No	Format of the Activity* <input checked="" type="radio"/> Face to Face <input type="radio"/> Online <input type="radio"/> Blended	Location of the Activity* <input checked="" type="radio"/> Qatar <input type="radio"/> GCC <input type="radio"/> Others
Offering No 1	Activity Start Date 18/12/2023	Activity End Date 18/12/2023
Category* Category 1 - Accredited Group Learning Activity	Sub-Category* Accredited Group Learning Activities	CPD Activity* Journal clubs
No. of Hours 1.00	Maximum allowed number of attendees per offering 20	

Enter Certificate Title

Certificate Title*

- Below fields are non-editable.
 - Activity Title.
 - Activity Code
 - Mix Activity (Category 1 & 3).
 - Category.
 - Sub Category.
 - Activity Type
 - Format of Activity
 - Location Of Activity
 - No Of Hours
 - CPD Activity
 - Accreditation Start Date
 - Accreditation End Date
- Click on Download Attendance Sheet Template,  Icon and fill the details in the excel file and upload the same.

- Excel Template Has 3 Fields
 - License Number – Upload practitioner license number.
 - QID Number – Upload practitioner Qatar ID number.
 - Number Of Credit Hours – Upload number of hours the practitioner attended.
- Please click the No file chosen icon to upload the updated Excel file (that was previously downloaded as a template):

Upload Attendees in Excel
▼

▶ Please click on Download Attendance Sheet Template, fill the details in the excel file and upload the same.

- ▶ Ensure that the practitioner's QID and license match the accreditation system's details to record attendance accurately.
- ▶ The number of credit points should reflect the hours attended and must be less than the allowed hours.
- ▶ Credit points cannot be zero or contain any character values.
- ▶ Add the maximum number of participants allowed when creating the activity.
- ▶ Save any changes made to the attendance information.
- ▶ Multiple attendance records can be added before submitting.
- ▶ Once submitted, existing records cannot be edited or deleted.

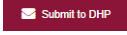
No file chosen

Enter Attendees Details
▼

No Of Submitted Records	No Of Saved Records	Remove All Saved Records	No Of Data MisMatch	Remove All MisMatch Records
0	0		0	

License Number	QID Number	Number of Credit Hours (Category 1)	Remove
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

- After uploading the data, the attendance table will be automatically populated.
- You can add new attendance by clicking on the icon
- You can edit the data in any row and click on "Save" to save your changes.
- The "Save" button is used to save the changes made to the attendance data without submitting it.

- To submit the attendance, please click the "Submit"  button. Once the attendance is submitted, an email notification will be automatically sent to the practitioners.
- Please note the following **guidelines for recording attendance**:
 - The practitioner's QID and license must match the details in the accreditation system. Any mismatch in these details cannot be recorded.
 - The number of credit hours should reflect the number of hours attended and must be less than (or equal to) the maximum allowed hours for the whole activity.
 - The number of credit points cannot be zero or contain any character values.
 - If you made any changes in the attendance, make sure to save the updated information.
 - Attendance can be added over multiple occasions.
 - Once the attendance is submitted, existing records for specific participants cannot be edited or deleted by the CPD provider. If a change needs to be made, it can be done only by the DHP-AS.

Please ensure compliance with these guidelines when recording attendance.

2. Option Two

An alternative way record a CPD activity attendance is to click on “**Accredited CPD Activities**” quick link to navigate to "**Accredited CPD Activities Details**"

Accredited CPD Activities Details

















Approved CPD Activities
Pending CPD Activities

Category

Activity Type

Activity Code

Activity Title







Activity Code	Activity Title	Category	Activity Type	Activity Start Date	Initial Submission Details	All Offerings	Add Offering
		Category 1 - Accredited Group Learning Activity	Educational rounds	20/06/2022	 		
		Category 1 - Accredited Group Learning Activity	Journal clubs	21/06/2022	 		
		Category 1 - Accredited Group Learning Activity	Educational rounds	21/06/2022	 		
		Category 1 - Accredited Group Learning Activity	Journal clubs	27/07/2022	 		



- Click on View  icon to view complete detail of the CPD Activities.

Notification of Accredited CPD Activity Details

Activity Code
HGI-02-NUR-P594

Activity Title
Nursing Reflective Learning and Debriefing for AWH

Offering No	Activity Start Date	Activity End Date	Created Date	Last Action Date	Activity Format	Upload Attendees	Offering Report Summary
	17/04/2022	17/04/2022	3/30/2022 9:18:09 AM	3/30/2022 9:38:42 AM	Face to Face		
	19/04/2022	19/04/2022	3/30/2022 9:18:09 AM	3/30/2022 9:38:42 AM	Face to Face		
	26/04/2022	26/04/2022	3/30/2022 9:18:09 AM	3/30/2022 9:38:42 AM	Face to Face		

- Click on View  icon to upload activity attendance.
- Click on Report  icon to view detailed attendance report of the CPD Activities.