



CPD Activity Accreditation

**Department of Healthcare Professions
Accreditation Section**

OBJECTIVES

By the end of this session, participants will be able to:

- ✓ **List** the types of activities that can be accredited by DHP-AS.
- ✓ **Identify** organization types that are eligible to apply for DHP-AS activity-based accreditation.
- ✓ **Comply with** DHP-AS standards for accreditation of CPD activities.
- ✓ **Submit** CPD Activities to DHP-AD for accreditation.
- ✓ **Describe** Activity accreditation review, decision making, live audit and appeal processes.

CPD Activity Accreditation

- Introduction
- DHP-AS CPD Activity Accreditation Standards
- CPD Activity Accreditation Application Form
- CPD Activity Accreditation Application Process
- Submission of CPD Activities to DHP-AS for Accreditation
- DHP-AS CPD Live Audit
- DHP-AS CPD Activity Appeal

CPD Activity Accreditation

Introduction

DHP-AS CPD Activity Accreditation Standards

CPD Activity Accreditation Application Form

CPD Activity Accreditation Application Process

Submission of CPD Activities to DHP-AS for Accreditation

DHP-AS CPD Live Audit

DHP-AS CPD Activity Appeal

THE NATIONAL CME/CPD ACCREDITATION SYSTEM

Hybrid System

Provider-
based

Activity-
based

Who Is Eligible To Become A DHP Accredited CPD Provider?

- The DHP-AS has determined that the following types of organizations are **eligible to apply** to become a DHP-accredited CPD provider:
 - ✓ Governmental or non-governmental **academic institutions**
 - ✓ Governmental or non-governmental **healthcare facilities**
 - ✓ **Other health professional organizations** as defined by the DHP-AS
- Organizations that are **not eligible to apply** to become a DHP accredited CPD provider are:
 - Organizations who are **for-profit commercial interests**.
 - **Private centers** that open only to provide CPD are not eligible for accreditation.

CPD ACTIVITIES THAT CAN BE ACCREDITED

Category 1: Group Learning Activities

1. Conferences, symposia, seminars and workshops.
2. Educational rounds (including morning report in healthcare facilities, Grand rounds, Morbidity and Mortality rounds, tumor boards and case-based discussions).
3. Journal clubs.
4. On-line synchronous or blended group learning activities.

Category 3: Accredited Assessment Activities

1. Knowledge assessment programs (KAP).
2. Simulation activities (SA).
3. Clinical audit instruments (CAI).
4. Multi-source feedback instruments (MSFI).
5. Direct observation assessment instruments (DOAI).

National CME/CPD Framework

Description	CPD Activities	Credit Rating	Supporting Documentation Requirements
Category 1 - Accredited Group Learning Activities			
<i>Activities that have been deemed to meet a set of administrative, educational and ethical standards established by the Department of Healthcare Professions (DHP-AS)</i>	Conferences, symposia, seminars and workshops Educational rounds (including morning report in healthcare facilities, Grand rounds, Morbidity and Mortality rounds, tumor boards and case-based discussions) Journal clubs Online synchronous OR blended learning activities	1 credit/hour	Certificate of attendance or letter describing the total hours / credits completion from the responsible organization
Category 2 - Self-Directed Learning Activities			
Clinical Practice <i>Self-learning activities are planned and implemented by a health care practitioner to address needs related to clinical practice</i>	Answering self-identified clinical questions	0.5 credits/hour	Document these self-learning activities in the CPD ePortfolio or (where applicable) the provision of a transcript from a third party
	Reading journals, books or monographs	1 credit/hour	
	Completing self-learning modules	1 credit/hour	
	Viewing podcasts or webcasts	0.5 credits/hour	
Education and Training <i>address needs related to engaging in education and training</i>	Postgraduate degrees or diploma programs recognized by a relevant professional body	25 credits/semester or course	Transcript of the course from the responsible organization
	Preparation for formal teaching activities	2 credits/hour	Teaching schedule from the responsible organization or academic institution
	Development of assessment tools or activities (including Objective Structured Clinical Examination (OSCE), MCQ or short answer questions)	2 credits/hour	Letter describing participation in the development of assessment tools or activities from the responsible organization
	Preparation for Mentoring students, trainees, or peers	1 credit/hour	Letter from the responsible organization
Research and Quality Improvement <i>address needs related to engaging in research and quality improvement</i>	Development of a research grant or peer-reviewed publication	1 credit/hour	Letter of acceptance of a grant or publication or letter of participation in peer review or participation in CQI from the organization, journal or healthcare facility
	Peer review of a clinical practice	1 credit/hour	
	Peer review for journals or research grants	1 credit/hour	
	Participating in or leading quality improvement projects	10 credits/project	
Category 3 - Assessment Activities			
<i>Activities provide individual, or groups of healthcare practitioners, or inter-professional health teams, with data and feedback on their knowledge, competence or performance. All accredited assessment programs, activities, or instruments must meet the standards established by the DHP-AS.</i>	Accredited Assessment Knowledge assessment programs Simulation Clinical audits Multi-source feedback Direct observation of procedures or performance in practice	2 credits/hour	Certificate, letter or report of completion or participation from the responsible organization
	Other Assessment Feedback from annual performance review Feedback on teaching effectiveness	2 credits/hour	Summary of feedback from the responsible organization

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DHP-AS CPD Activity Accreditation Standards

- ✓ **Part A: Administrative Standards.**
- ✓ Part B: Educational Standards.
- ✓ Part C: Ethical Standards.

Part A: Administrative Standards

✓ General:

1. Developed by an **eligible organization** as defined by the DHP-AS.
2. Must have a **Scientific Planning Committee (SPC)** (a planning group in **MSFI & DOAI**, clinical audit committee in **CAI**) that is **representative** of the intended target audience and is **responsible for overseeing** the development & implementation of the instrument/activity.
3. Must **maintain attendance records** and **provide** participants with a **certificate of participation** that includes the appropriate accreditation statement.

✓ Specific:

- **Educational Rounds & Journal clubs:** must occur at least 6 times per year.

The Scientific Planning Committee (SPC)

- ✓ All accredited CPD activities must have an SPC that is representative of the intended target audience.
- ✓ The SPC is responsible for:
 - Identifying the **learning needs** of the target audience.
 - Developing the educational **objectives** based on the identified learning needs.
 - Selecting the **educational methods** best suited to address the learning needs.
 - **Selecting** the individuals who will serve as **facilitators/speakers.**
 - Developing the **content.**
 - **Evaluating** the outcomes of the activity.

Scientific Planning Committee

The scientific planning committee (SPC) is ultimately responsible for the following program elements:

- Identifying the educational (learning) needs of the target audience.
- Developing the educational objectives based on the identified learning needs.
- Selecting the educational methods best suited to address the learning needs.
- Selecting the individuals who will serve as facilitators/speakers.
- Developing the content or evidence.
- Evaluating the outcomes of the activity.

Please list all members of the SPC in the table below.

Name of the chair of the scientific planning committee	How does this person represent target audience?	Contact information of the chair of the scientific planning committee
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of SPC member	How does this person represent target audience?	Individual's role on the planning committee	Actions
<input type="text" value="Mohammad Abdullah"/>	<input type="text" value="Physician"/>	<input type="text" value="Developing the content or evidence"/>	<input checked="" type="checkbox"/>
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Attendance Records

- ✓ Develop a process to determine the **actual number of hours** each participant will be eligible to record for credit (e.g., sign-in/sign-out).
- ✓ Maintaining attendance records for a **6-year period**.

Has this program been accredited by another accrediting body?

15) Please describe the process by which the organization will determine the actual amount of hours each participant will be eligible to record for credit.

B *I* U ☰ ☷ ☶ ☵

16) Please describe the process by which the organization will distribute certificates of participation to all participants.

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Certificate of Participation

The certificate of participation must include:

- ✓ The **title**, **type**, and **code** of the activity.
- ✓ The **name** and **code** (for accredited CPD providers) of the organization(s).
- ✓ The **date(s)** the activity took place.
- ✓ The **location** of the activity.
- ✓ The total number of **hours** the activity is **accredited** for.
- ✓ The number of **hours** the registrant **attended** the activity.
- ✓ The applicable **accreditation statement**.
- ✓ The **logo** of the **MoPH**.
- ✓ The **logo** of the **organization(s)**.
- ✓ The **signature** of the **Chair** of the **SPC**.

Has this program been accredited by another accrediting body?

No ▼

15) Please describe the process by which the organization will determine the actual amount of hours each participant will be eligible to record for credit.

B I U [List Icons]

16) Please describe the process by which the organization will distribute certificates of participation to all participants.

B I U [List Icons]

DHP-AS CPD Activity Accreditation Standards

- ✓ Part A: Administrative Standards.
- ✓ **Part B: Educational Standards.**
- ✓ Part C: Ethical Standards.

Part B: Educational Standards

✓ General

1. Must be **planned to address the identified learning needs (or set of competencies (MSFI), set of performance measures (CAI & DOAI) relevant to the practice)** of the target audience.
2. Learning **objectives (or purpose in case of MSFI, CAI, DOAI)** must be developed **for the overall group learning activity and each individual session**. The **learning objectives must be written from the learner's perspective** to clearly describe what information or skill(s) learners will acquire by participating in the activity and be **provided to potential participants prior to the learning activity**.
3. **Participants must** be provided with an opportunity to **evaluate** individual sessions and the overall CPD activity.

Part B: Educational Standards (Cont.)

✓ **Category 1: Group Learning Activities**

1. The selected learning **formats** should be **aligned with the identified needs** of the target audience **and** stated **learning objectives**.
2. At least **25 per cent** of the total education time must be allocated to support **interactive learning**.

✓ **Category 3: Accredited Assessment Activities**

➤ **General**

- Must provide detailed **feedback to participants**.

➤ **Specific**

1. Must provide methods that **enable participants to demonstrate or apply** their knowledge, clinical judgment or attitudes (**KAP & SA**).
2. Must **provide participants with a process to record their answers** to the assessment questions (**KAP**).
3. Must **support participants to reflect** on the outcomes for their practice (**KAP**)

Needs assessment - Importance

- ✓ The needs assessment should be used to inform:
 - the development of **learning objectives**.
 - the selection of **learning formats**.
 - the development of the relevant educational **content**.
 - the creation of the **evaluation** strategies.

Needs assessment - Development

- ✓ Include *multiple sources of data* to identify the needs of target audience(s).
- ✓ **Sources of data may include:**
 - Data **expressed by participants** e.g., participant surveys, focus groups or evaluation forms.
 - Data from literature reviews; **assessments** of knowledge, competence, performance or quality of care provided to patients.
- ✓ **Stakeholder engagement** in the needs assessment process is a good approach for educational planning.
- ✓ A **needs assessment summary is required** as a supporting document for activity accreditation.

PART B: Educational Standards

» Needs Assessment

Q 1) What needs assessment strategies were used to identify the gaps in knowledge, attitudes, skills or performance of the CPD activity's target audience?

Examples might include: surveys of potential participants, literature reviews, healthcare data, and assessments of knowledge, competence or performance of potential participants.

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Q 2) What learning needs or gaps in knowledge, attitudes, skills or performance of the intended target audience did the scientific planning committee identify for this activity?

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Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)

No file chosen

The completed conflict of interest form for every member of the SPC, all speakers, all authors and/or all facilitators. Also include documentation that demonstrates the process for the collection, management, and disclosure of conflicts of interests (Attachment 4)

No file chosen

The (summarized) needs assessment results. (Attachment 5)

No file chosen

The template evaluation form(s) developed for this activity. (Attachment 6)

No file chosen

The budget for the activity that details the receipt and expenditure of all sources of revenue for this activity, including an indication of whether funds were received in an educational grant or in-kind support. (Attachment 7)

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The template certificate of participation that will be provided to participants. (Attachment 8)

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Learning Objectives

- ✓ learning objectives must be **responsive to the identified learning needs** of the target audience.
- ✓ Learning objectives must be developed for the **overall activity** and **each individual session**.
- ✓ Learning objectives must be **written from the learner's perspective** and **provided** to potential participants **prior to** the learning activity.
- ✓ The preliminary and final programs, brochures or other materials **used to promote the CPD activity** should **include learning objectives** for the overall activity and individual sessions.

Learning objectives must be

S.M.A.R.T.

Specific

Measurable

Achievable

Relevant

Time-bound

» Learning Objectives and Interactivity

Q 3) How were the learning needs or gaps in knowledge, attitudes, skills or performance of the intended target audience accounted for in the development of the overall and session-specific learning objectives?

For example, did the scientific planning committee share the needs assessment results with the speakers who are responsible for developing the learning objectives? Did the scientific planning committee use the needs assessment results to define the learning objectives for the speakers?

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Q 4) What learning methods have been selected to promote interactive learning?

Examples might include: group discussions, case studies, question and answer periods etc.

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



Interactive Learning

- ✓ For **Category 1: Group Learning Activities**, at least **25 per cent** of the total education time must be allocated to support **interactive learning**.
- ✓ Interactive learning means **direct interaction** between (and among) participants and the facilitators/speakers.
 - helps participants to understand, translate, and apply the content,
 - enables speakers to determine the degree to which participants understand the content.
- ✓ Interactive learning can occur through (**for example**) question and answer sessions, case discussions, skills training, etc.
- ✓ The **materials used to promote or advertise** the CPD activity (Attachment 2, Attachment 3), **must identify the opportunities** for interactive learning.

» Learning Objectives and Interactivity





Q 3) How were the learning needs or gaps in knowledge, attitudes, skills or performance of the intended target audience accounted for in the development of the overall and session-specific learning objectives?

For example, did the scientific planning committee share the needs assessment results with the speakers who are responsible for developing the learning objectives? Did the scientific planning committee use the needs assessment results to define the learning objectives for the speakers?

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Q 4) What learning methods have been selected to promote interactive learning?

Examples might include: group discussions, case studies, question and answer periods etc.

B *I* U    

Evaluation Strategies

- ✓ **Evaluation methods include:**
 - **Self-reported** changes by participants. **(B5)**
 - **Measured gains** in:
 - Knowledge, skills, or attitudes. **(B6)**
 - Improvement in performance. **(B7)**
 - Enhanced patient care outcomes. **(B8)**

Evaluation Strategies – Evaluation of the Activity

- ✓ **Question B5:** evaluation of the activity (overall and individual sessions) by the participants.
- ✓ Use the **activity evaluation form (Attachment 6)**.





» Evaluation

Q 5) How will the overall group learning activity and individual sessions be evaluated?

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The participants fill out the activity evaluation form.

Q 6) Does the evaluation strategy intend to measure changes in knowledge, skills or attitudes?

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Q 7) Does the evaluation strategy intend to measure improved performance? If yes, please describe.

Evaluation Strategies – Evaluation of the Activity

Evaluation of the activity should:

- ✓ **Allow participants to identify:**
 - Whether the overall **and** individual session **learning objectives were met.**
 - The potential **impact of the activity for their practice.**
 - Whether the content was **balanced** and **free of** commercial or other sources of **bias** (including an **open text box** where learners may offer further details if content was not balanced and free of commercial or other sources of bias).
 - Whether members of the SPC, speakers, moderators, facilitators and/or authors **disclosed their relationships.**
- ✓ **Allow participants to evaluate every speaker/session.**

The template activity evaluation form (**Attachment 6**) must also have the **title** and (first) **date** of the activity.

Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The completed conflict of interest form for every member of the SPC, all speakers, all authors and/or all facilitators. Also include documentation that demonstrates the process for the collection, management, and disclosure of conflicts of interests (Attachment 4)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The (summarized) needs assessment results. (Attachment 5)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The template evaluation form(s) developed for this activity. (Attachment 6)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The budget for the activity that details the receipt and expenditure of all sources of revenue for this activity, including an indication of whether funds were received in an educational grant or in-kind support. (Attachment 7)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The template certificate of participation that will be provided to participants. (Attachment 8)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The sponsorship/exhibitor prospectus developed for the activity to solicit sponsorship/exhibitors (if applicable). (Attachment 9)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Evaluation Strategies – Evaluation of the Participants

✓ Questions B6-B8:

- **B6:** Measurement of changes in knowledge, skills, or attitudes.
 - Must use **objective tools**.
- **B7:** Measurement of performance.
 - Must use **objective tools**.
- **B8:** Measurement of healthcare outcomes.
 - Must use **pertinent KPIs**.

✓ **Not mandatory.**

- ✓ If done, the CPD provider must:
 - Describe how the measurement is done in the answer.
 - Provide copy of each tool/KPI used along with **Attachment 6**.

Q 6) Does the evaluation strategy intend to measure changes in knowledge, skills or attitudes?

B *I* U ☰ ☱ ☲ ☳

Q 7) Does the evaluation strategy intend to measure improved performance? If yes, please describe.

B *I* U ☰ ☱ ☲ ☳

Q 8) Does the evaluation strategy intend to measure improved healthcare outcomes? If yes, please describe.

B *I* U ☰ ☱ ☲ ☳

Evaluation Strategies – Evaluation of the Participants

- ✓ Question **B9**:
 - The question deals with feedback given to participants who have underwent an assessment.
 - **Not mandatory.**
 - If done, the CPD provider must describe in the answer the type of feedback given and how it will be given.

Q9) Will participants receive feedback related to their learning? If yes, please describe.

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DHP-AS CPD Activity Accreditation Standards

- ✓ Part A: Administrative Standards.
- ✓ Part B: Educational Standards.
- ✓ **Part C: Ethical Standards.**

Part C: Ethical Standards

- **All Accredited CPD Activities must adhere to the *DHP-AS Ethical Standards for Accredited CPD Activities*:**
 - ✓ Element 1: Independence
 - ✓ Element 2: Content Development
 - ✓ Element 3: Conflict of interest
 - ✓ Element 4: Receiving Financial and in-kind Support
 - ✓ Element 5: Recognizing Financial and in-kind Support
 - ✓ Element 6: Managing Commercial Promotion
 - ✓ Element 7: Unaccredited CPD Activities

Element 1: Independence





- ✓ Accredited CPD activity must have a **SPC** that is **representative of the intended target audience**.
- ✓ The SPC must ensure that **decision-making related to all CPD program elements** (identifying needs, setting objectives, selecting format, selecting faculty, developing content and evaluating outcome) is **under its exclusive control**.
- ✓ **Representatives of a sponsor** or any organization hired by a sponsor **cannot participate in decisions related to CPD program elements**.

PART C: Ethical Standards

» Independence and Content Development

Q 2) What process was followed to select the topics, content and speakers for this activity?

Include a description of how the scientific planning committee maintained control over the selection of topics, content, and speakers.

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Q 3) How were those responsible for developing or delivering content informed:

- about the identified needs of the target audience?
- that content and/or materials presented provide (where applicable) a balanced view across all relevant options related to the content area?
- about the activity learning objectives?
- that the description of therapeutic options must utilize generic names (or both generic and trade names) and not reflect exclusivity and branding?

Element 2: Content Development

- ✓ SPC must have **mechanisms** to develop CPD activity content that **addresses the educational needs** of target audience **with no direct or indirect influence of interests of any sponsor.**
- ✓ A **process** must be **in place to ensure** that those **responsible for developing or delivering content** are **informed** about:
 - the identified **needs**,
 - the intended **learning objectives**,
 - the need to **ensure balanced view** across all relevant options, &
 - **not to reflect exclusivity and branding** (utilize generic names ± trade names to describe therapeutic options)



Q 3) How were those responsible for developing or delivering content informed:

- about the identified needs of the target audience?
- that content and/or materials presented provide (where applicable) a balanced view across all relevant options related to the content area?
- about the activity learning objectives?
- that the description of therapeutic options must utilize generic names (or both generic and trade names) and not reflect exclusivity and branding?

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Q 4) All DHP-accredited CPD activities must comply with the DHP-AS Ethical Standards for Accredited CPD Activities.

If the scientific planning committee identifies that the content of the CPD activity does not comply with the ethical standards, what process would be followed? How would the issue be managed?

Element 2: Content Development (Cont.)

- ✓ The SPC must have a **process to collect** participants' **assessment** of whether the accredited CPD activity **met** the stated learning **objectives**, **achieved** appropriate **balance**, and was perceived to be **unbiased**.
- ✓ The SPC must have a **process in place to deal with instances** where CPD activities are **not in compliance** with the ethical standards.

Q 4) All DHP-accredited CPD activities must comply with the DHP-AS Ethical Standards for Accredited CPD Activities.

If the scientific planning committee identifies that **the content of the CPD activity** does not comply with the ethical standards, what process would be followed? How would the issue be managed?

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Element 3: Conflict of interest

Conflict of Interest (COI), is a set of conditions in which judgement or decisions concerning a primary interest (e.g., patients' welfare and/or quality of medical education) is unduly influenced by a secondary interest (personal or organizational benefit, e.g., financial gain, academic or career advancement, or other benefits to family, friends, or colleagues).

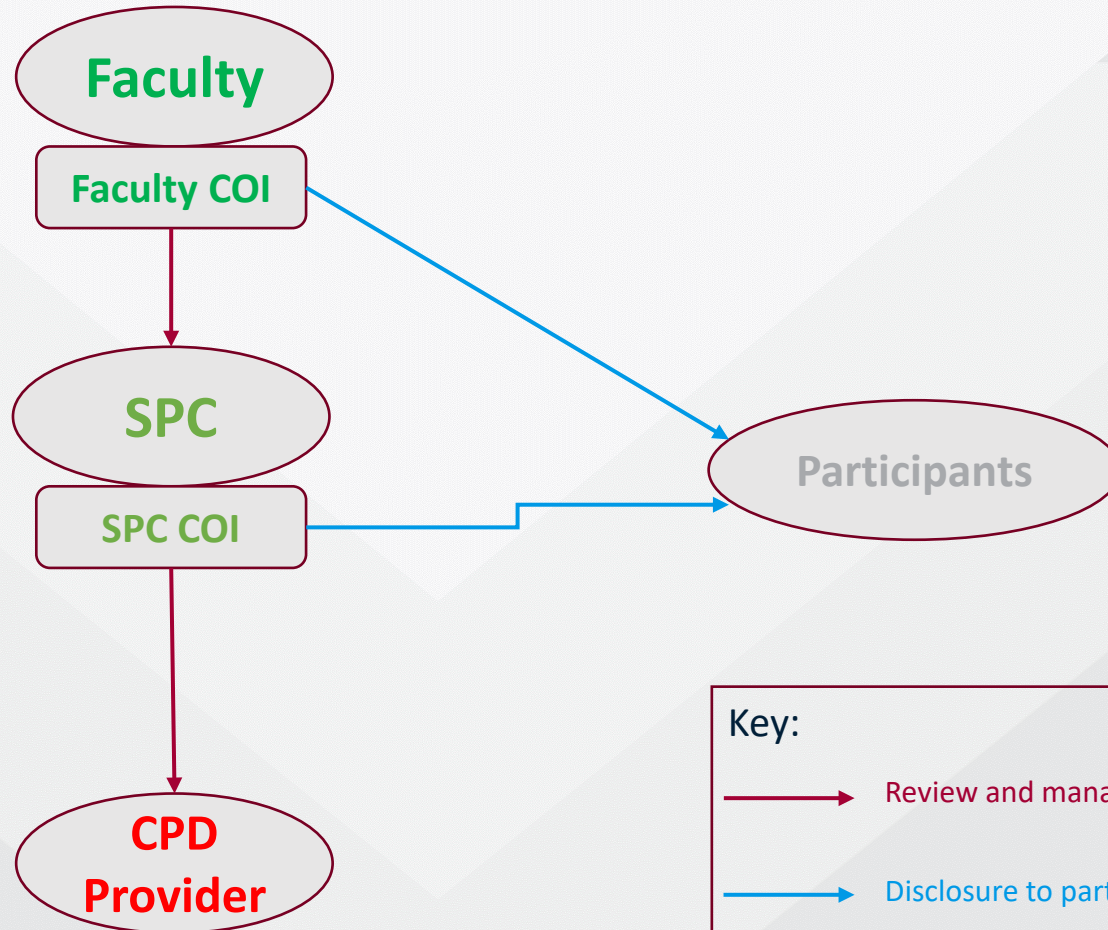
Element 3: Conflict of interest

(Cont.)

- ✓ All members of the **SPC** and **faculty** of the CPD activity (**speakers, moderators, facilitators** and **authors**) must **disclose to** the **CPD provider organization**
 - all relationships
 - with for-profit and not-for-profit organizations
 - over the previous 2 years(including direct financial payments, membership on advisory boards, receiving grants, having patents, investments, relationships, etc.).
- ✓ Any individual of the **SPC** or **faculty** of the CPD activity **who fails to disclose** potential COI **cannot participate** in the accredited CPD activity.

Element 3: Conflict of interest (Cont.)

- ✓ **CPD provider organization** is responsible to review disclosed financial relationships of the **SPC**, evaluate & manage any identified COI.
- ✓ **SPC** is responsible to review disclosed financial relationships of the **faculty** of the CPD activity, evaluate & manage any identified COI.
- ✓ **All members** of the **SPC** and **faculty** of the CPD activity must **disclose to participants** the **presence/absence of COI**.



» Conflict of Interest

2 Q 5) How are the speakers', authors', moderators', facilitators' and/or authors' conflicts of interest information collected and disclosed to the scientific planning committee?
To the participants attending the CPD activity?

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2 Q 6) How are the scientific planning committee member's conflict of interest declarations collected and disclosed to the CPD provider organization?
To the participants attending the CPD activity?

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Element 3: Conflict of interest (Cont.)

Management of COI:

- ✓ There must be procedures in place to be followed if a conflict of interest is identified prior to or during the CPD activity.
 - The SPC's methods in managing the conflicts related to the faculty of the activity **must be provided** in the answer to **PART C: Q7**.
 - Documentation that demonstrates the process for the **collection, management, and disclosure** of conflicts of interests must be **provided** as part of **Attachment 4**.

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Q7) If a conflict of interest is identified, what are the scientific planning committee's methods(s) to manage the conflict?

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Element 3: Conflict of interest

(Cont.)

Management of COI:

- ✓ There are several strategies that can be considered to manage and resolve such identified conflicts, for example:
 - The speaker could be required to **alter the focus of the talk** to limit the areas where conflict of interest is significant.
 - The **topic** selected could be **changed**, but the same speaker be used.
 - The planning committee could ask for a **peer review** of the content to ensure that the principles of scientific integrity, objectivity and balance have been respected.
 - **Eliminating** the topic and speaker. This is a very uncommon occurrence but can be used as a **last resort** if a significant conflict of interest cannot be otherwise managed.

Element 4: Receiving Financial and in-kind Support

- ✓ **Financial Support** is defined as monetary contributions provided by a sponsor for the development, delivery, or evaluation of an accredited CPD activity.
- ✓ **In-kind Support** is defined as services or tools or human resources which have a monetary value and are provided to an organization in support of an educational activity.

Element 4: Receiving Financial and in-kind Support (Cont.)

- ✓ The **CPD provider organization** is responsible to receive any financial and in-kind support.
- ✓ The **SPC cannot be required to accept advice** from (or be influenced by the interests of) a sponsor as a condition of receiving financial and in-kind support.
- ✓ Terms, conditions, and purposes by which sponsorship is provided must be documented in a **written signed agreement (Attachment 10)**.

The template evaluation form(s) developed for this activity. (Attachment 6)

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The budget for the activity that details the receipt and expenditure of all sources of revenue for this activity, including an indication of whether funds were received in an educational grant or in-kind support. (Attachment 7)

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The template certificate of participation that will be provided to participants. (Attachment 8)

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The sponsorship/exhibitor prospectus developed for the activity to solicit sponsorship/exhibitors (if applicable). (Attachment 9)

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A sample of the written agreement that outlines the terms, conditions, and purposes by which sponsorship has been proved by the sponsor to the CPD provider organization. (Attachment 10)

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Sample of content (sample presentation, print-outs, materials distributed, etc) (Attachment 11)

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


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Element 4: Receiving Financial and in-kind Support (Cont.)

- ✓ CPD provider **organization or SPC** can
 - **assume** the payment of travel, lodging, legitimate out of pocket expenses, and any honoraria offered to **members of the SPC or faculty** of the CPD activity, **or**
 - **delegate** it to a **third party** (though all payments must be approved by the CPD provider or SPC in this case).
- ✓ The **CPD provider organization cannot pay for or subsidize** a **participant's travel, lodging, or other out of pocket expenses** related to their participation in an accredited CPD activity (**this does not preclude participants' receiving compensation from residency programs, employers or local CPD support funds**, even when activities they attend have received support from these sources).
- ✓ CPD provider **organization, sponsor, or any organization hired by a sponsor cannot pay for or subsidize** the **travel, lodging, or other out of pocket expenses** of **spouses, partners, or other family members** of the **SPC, faculty** of the CPD activity, or **participants** of CPD activities.

» **Receiving Financial and In-kind Support**

Q 8) How are payments of travel, lodging, out-of-pocket expenses, and honoraria provided to members of the SPC, speakers, moderators, facilitators and/or authors?
If the responsibility for these payments is delegated to a third party, please describe how the CPD provider organization or SPC retains overall accountability for these payments?

B I U |  |  |  | 

Q 9) How has the CPD provider organization ensured that their interactions with sponsors have met applicable professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations?

B I U |  |  |  | 

Element 4: Receiving Financial and in-kind Support (Cont.)

- ✓ **Social activities** associated with CPD activities **cannot** occur at a time or location that **interferes/competes** with or **takes precedence** over accredited CPD activities.
- ✓ **Upon request** by DHP-AS, **CPD Providers** must disclose how the financial and in-kind support was used for the accredited CPD activity.
- ✓ The CPD provider organization has an obligation to ensure that their interactions with sponsors **meet professional and legal standards** including the **protection of privacy, confidentiality, copyright, and contractual law regulations**.

Q9) How has the CPD provider organization ensured that their interactions with sponsors have met applicable professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations?

B *I* U    

Element 5: Recognizing Financial and in-kind Support

- ✓ The SPC **must recognize and disclose** to participants all financial and in-kind support received from sponsors of CPD activities using a **standard acknowledgement statement**, “This CPD activity is supported by financial and/or in-kind support from the following sponsors:”.
- ✓ This statement must be on a page **separate** from the educational content, activity schedule, learning objectives, and accreditation statement.
- ✓ **Linking or alignment of a sponsor’s name** (or other branding strategies) to a specific educational session or section of an educational program within an accredited group learning activity **is prohibited**.

Element 6: Managing Commercial Promotion





- ✓ Product-specific **advertising, promotional materials or branding** strategies **cannot be included on:**
 - any educational materials of an accredited CPD activity;
 - any webpages or electronic media containing educational material.
 - activity agendas, programs, or calendars of events (preliminary and final).
- ✓ Product-specific **advertising, promotional materials or branding** strategies **cannot be included on/appear** within **locations** where accredited CPD sessions are occurring, **immediately before, during or immediately after** an accredited CPD activity.

Mandatory Question

Save

» [Managing Commercial Promotion](#)





10) How has the CPD provider organization ensured that product specific advertising, promotional materials or other branding strategies have not been included in any educational materials, slides, abstracts, handouts, agendas or webpages?

B *I* U |   |  





Element 6: Managing Commercial Promotion (Cont.)


- ✓ **Commercial exhibits or advertisements** must be arranged in a **location** that is **clearly and completely separated** from the accredited CPD activity.
- ✓ **SPC cannot** be required to accept advice from (or be influenced by the interests of) an exhibitor or advertiser as a condition of their exhibit or advertisement.
- ✓ Any **incentive** provided to participants associated with an accredited CPD activity **must be approved** by the CPD provider organization.

Q 11) What arrangements were used to separate commercial exhibits from the locations where the educational activities were being delivered?

B *I* U    

Q 12) If incentives were provided to participants associated with an accredited CPD activity, how were these incentives reviewed and approved by the CPD provider organization?

B *I* U    





 Save

Element 7: Unaccredited CPD Activities

- ✓ The SPC/CPD provider organization **cannot** schedule unaccredited CPD activities to take place at times and locations that interfere or compete with accredited CPD activities.
- ✓ Unaccredited CPD activities **cannot** be listed or included within activity agendas, programs, or calendars of events (preliminary and final).

» Unaccredited CPD Activities

Q 13) What strategies were used to prevent the scheduling of unaccredited CPD activities occurring at time and locations where accredited activities were scheduled?

B *I* U    

Q 14) How did the CPD provider organization separate the listing of unaccredited CPD activities from accredited CPD activities?

B *I* U    

CPD Activity Accreditation

- Introduction
- DHP-AS CPD Activity Accreditation Standards
- CPD Activity Accreditation Application Form**
- CPD Activity Accreditation Application Process
- Submission of CPD Activities to DHP-AS for Accreditation
- DHP-AS CPD Live Audit
- DHP-AS CPD Activity appeal

Introduction & Instructions

Group learning is an important professional development activity for healthcare practitioners practicing in the State of Qatar. Group learning provides an opportunity to confirm or expand areas of knowledge or practice management, to identify potential new therapies or approaches for practice, and to share practice issues or experiences with peers. Group Learning has been included within Category 1 – Group Learning of the Qatar Department of Healthcare Professions – Accreditation Section (DHP-AS) CPD Framework.

Before you begin

It is important that you review the DHP-AS CPD Activity Accreditation Standards before you complete this form.

Instructions

1. Please refer to the DHP-AS CPD Activity Accreditation Standards as you complete this application form and prepare the required attachments.
2. Use this form to request Category 1 credits for any live, face-to-face conference, symposia, seminar and/or workshop.
3. Complete this form and submit electronically to the Department of Healthcare Professions – Accreditation Section(DHP-AS).
4. Please keep a copy of the completed application form for your records.
5. Please ensure that you provide us with the most up-to-date contact information for your organization so that we may contact you once we have completed our review.

Additional Considerations

1. Accredited conferences, symposia, seminars and workshops in Category 1 are approved for a maximum of one year from the start date of the activity (for example from the first day of the conference, symposia, seminar and/or workshop).
2. Accreditation for conferences, symposia, seminars and workshops may not be granted retroactively.
3. A certificate of participation or written confirmation signed by the chair of the scientific planning committee must be issued for all accredited group learning activities. The certificate of participation must specify the following elements:
 - The title and code of the activity.
 - The name and code of the organization(s) that developed the activity.
 - The date(s) the activity took place.
 - The location of the activity (i.e. city, country, web address).
 - The total number of hours the activity is accredited for.
 - The number of hours the registrant attended the activity.
 - The applicable accreditation statement.
 - The logo of the DHP-AS.
 - The logo of the organization(s) that developed the activity.
4. The organization that developed the conference, symposium, seminar or workshop is responsible for determining the actual number of hours that each learner is eligible to record for credit.
5. The organization that developed the conference, symposium, seminar or workshop is responsible for maintaining all records (including attendance records) for a 6-year period.

Documentation	Upload Files
The preliminary program/brochure or other material used to promote the CPD activity (if applicable) including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 1)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The final program including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 2)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The completed conflict of interest form for every member of the SPC, all speakers, all authors and/or all facilitators. Also include documentation that demonstrates the process for the collection, management, and disclosure of conflicts of interests (Attachment 4)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The (summarized) needs assessment results. (Attachment 5)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The template evaluation form(s) developed for this activity. (Attachment 6)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The budget for the activity that details the receipt and expenditure of all sources of revenue for this activity, including an indication of whether funds were received in an educational grant or in-kind support. (Attachment 7)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The template certificate of participation that will be provided to participants. (Attachment 8)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
The sponsorship/exhibitor prospectus developed for the activity to solicit sponsorship/exhibitors (if applicable). (Attachment 9)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
A sample of the written agreement that outlines the terms, conditions, and purposes by which sponsorship has been proved by the sponsor to the CPD provider organization. (Attachment 10)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Sample of content (sample presentation, print-outs, materials distributed, etc) (Attachment 11)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Attachment 1 – Preliminary Program/Brochure

- ✓ The preliminary program/brochure or other materials used to promote the CPD activity.
- ✓ **Not mandatory.**
- ✓ Preliminary program (if provided) must include the same items required in the final program (Attachment 2).
- ✓ Preliminary materials used to promote the activity (if provided) must include the same items required in the other materials used to promote or advertise the activity (Attachment 3).

Attachment 2 – Final Program

- ✓ The final program.
- ✓ **Mandatory.**
- ✓ Must include the following items:
 1. **Activity title.**
 2. **Activity date.**
 3. **Activity venue.**
 4. **The target audience.**
 5. **The activity schedule.**
 6. **The learning objectives for the overall activity**
 7. **The learning objectives for each individual session.**

Attachment 2 – Final Program (Cont.)

- ✓ Must include the following items: (Cont.)
 8. **Opportunities for interactive learning.**
 9. **The names of the presenter(s), moderator(s), and facilitator(s).**
 10. **The SPC COI Review Statement**, “The scientific planning committee has reviewed all disclosed financial relationships of speakers, moderators, facilitators and/or authors in advance of this CPD activity and has implemented procedures to manage any potential or real conflicts of interest”.
 11. **The Accreditation Statement.**
 12. **MoPH Logo.**
 13. The **logo(s)** of the **organization(s)** that developed the activity.

Attachment 3 – Other Promotional Materials

- ✓ The preliminary program/brochure or other materials used to promote the CPD activity.
- ✓ **Not mandatory.**
- ✓ Cannot have any sponsorship information
- ✓ If provided, must include the following items:
 1. **The title of the activity.**
 2. **The SPC COI Review Statement.**
 3. **The Accreditation Statement.**
 4. **MoPH Logo.**
 5. **CPD Provider Organization Logo.**

Attachment 4 – COI Forms and Process

✓ **Mandatory.**

✓ Includes **two parts:**

1. The **completed conflict of interest form for every member of the SPC, all speakers, all authors, and/or all facilitators.**
2. Documentation that demonstrates the **process for the collection, management, and disclosure of conflicts of interest.**

Attachment 4 – COI Forms and Process (Cont.)

- ✓ Each COI form must include:
 - A declaration of **all relationships** (financial or other) with **for-profit and non-for-profit** organizations for the past of **24 months**.
 - **Name** and **signature** of the SPC member or faculty.
 - **Role(s)** in the activity (e.g., SPC member, speaker, moderator, facilitator, author).
 - The **title** and **date** of the activity.

Attachment 5 – Needs Assessment Results

✓ **Mandatory.**

✓ Should include the following:

- The (summarized) results of each of the needs assessment strategies used (listed in answer to PART B: Q1).
- How those results were used to determine the learning needs or gaps in knowledge, attitudes, skills, and performance (listed in answer to PART B: Q2).

Attachment 6 – Template Evaluation Form(s)

✓ **Mandatory.**

✓ Should:

1. Allow participants to identify:
 - 1) Whether the **overall** and **individual** session **learning objectives** were met.
 - 2) The potential impact of the activity for their practice.
 - 3) Whether the content was balanced and free of **commercial or other sources of bias** (including an **open text box** where learners may offer further details if content was not balanced and free of commercial or other sources of bias).
 - 4) Whether members of the SPC, speakers, moderators, facilitators and/or authors disclosed their relationships.
2. Allow participants to evaluate every speaker.
3. Include the title and (first) date of the activity.

Attachment 7 – Budget of the Activity

✓ **Mandatory.**

✓ Should include:

- **All received monetary amounts** (income section), with a **clear breakdown** of all items, e.g., registration fees, sponsorship, exhibition, etc.
- **All costs** of planning and delivering the CPD activity (expenses section), with a **clear breakdown of all items**, e.g., speakers' expenses, administrative staff, venue, catering, materials, communications, printing expenses, etc.
- Calculation of **net profit** (should **not** exceed **20%** of income).

Attachment 7 – Budget of the Activity (Cont.)

✓ Important notes:

- The DHP-AS accreditation system mandates that accredited CPD activities must be **not for-profit**.
- Honoraria and other expenses should be reasonable, appropriate, and justified.
- Registration fees should be determined based on a cost-recovery basis.

Attachment 8 – Template Certificate

✓ **Mandatory.**

✓ Must include the following items:

1. The **title** of the activity.
2. The **code** of the activity.
3. The **name of the organization(s)** that developed the activity.
4. The code of the organization(s) that developed the activity (**only for accredited CPD provider organizations**).
5. The **date(s)** the activity took place.
6. The **location** of the activity (i.e., city, country, web-based).
7. The **total (maximum) number of hours** the activity is accredited for.
8. The **number of hours the participant attended** the activity.
9. The applicable **accreditation statement**.
10. The **logo of the MoPH**.
11. The **logo of the organization(s) that developed** the activity.

Attachment 9 – Sponsorship/Exhibitor Prospectus

- ✓ **Not mandatory.**
- ✓ Shows how sponsorship/exhibitors were solicited.
- ✓ If applicable, must be **compliant** with the **DHP-AS Ethical Standards**.
- ✓ For sponsored CPD activities for which no prospectus was used, DHP-AS **may ask** to view emails or other means by which sponsorship/exhibitors were solicited.

Attachment 10 – Sponsorship Agreement

✓ **Mandatory for sponsored CPD activities.**

✓ **Must:**

- Include the **terms, conditions, and purposes** by which sponsorship is provided to the CPD provider organization.
- Be **compliant** with the DHP-AS Ethical Standards.
- Include the **title** and **date(s)** of the CPD activity.
- Be **signed** by the **sponsor** and the **CPD provider**.

Attachment 11 – Sample of Content

✓ **Mandatory.**

✓ Must include the following:

- The **disclosure of relationships** by the members of the SPC, speakers, moderators, facilitators and/or authors.
- The **learning objectives** for the overall activity/individual sessions.

✓ **Must be free of:**

- Product-specific advertising, promotional materials, or branding strategies.
- Logos of organizations other than CPD provider organization(s) of this activity.

CPD Activity Accreditation

- Introduction
- DHP-AS CPD Activity Accreditation Standards
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- DHP-AS CPD Activity appeal

1. Check eligibility of your organization




- ✓ Refer to DHP website: (dhp.moph.gov.qa/)
- ✓ Review relevant policies:
 - DHP CPD Activity Accreditation Eligibility Policy.
 - CPD Provider Eligibility: Non-governmental Healthcare Facilities.

Accreditation


- ▶ [About Us](#)
- ▶ [Resources for CPD Providers](#)
- ▶ [Resources for Healthcare Practitioners](#)
- ▶ [Agreements with International Organizations](#)
- ▶ [Scholarly Activities](#)
- ▶ [Contact Us](#)

CPD Provider Accreditation

Standards

-  [Accreditation Standards for CPD Providers](#)
-  [DHP-AS CPD Activity Accreditation Standards](#)
-  [DHP-AS Ethical Standards for Accredited CPD Activities](#)

Policies

-  [Accredited CPD Provider Eligibility Policy](#)
-  [CPD Provider Eligibility: Non governmental Healthcare Facilities](#)
-  [CPD Provider Accreditation Review Policy](#)
-  [Accredited CPD Provider Audit Policy](#)
-  [Accredited CPD Provider Appeals Policy](#)

CPD Activity Accreditation



[Accredited CPD Provider Eligibility Policy](#)



[CPD Provider Eligibility: Non governmental Healthcare Facilities](#)



[CPD Provider Accreditation Review Policy](#)



[Accredited CPD Provider Audit Policy](#)



[Accredited CPD Provider Appeals Policy](#)

CPD Activity Accreditation

Standards



[DHP-AS CPD Activity Accreditation Standards](#)



[DHP-AS Ethical Standards for Accredited CPD Activities](#)

Policies



[CPD Activity Accreditation Eligibility Policy](#)



[CPD Activity Conflict of Interest Identification Policy](#)

1. Check eligibility of your organization (Cont.)

- ✓ The following types of organizations are **eligible** to directly apply to DHP-AS for Activity-based accreditation:
 - Governmental or non-governmental **academic institutions**.
 - Governmental or non-governmental **healthcare facilities**.
 - **Other organizations** as defined by the DHP-AS, e.g., professional societies, governmental regulatory authorities, etc.

1. Check eligibility of your organization (Cont.)

- ✓ Organizations that are **not eligible** to apply for Activity-based accreditation:
 - **For-profit commercial interest organizations.** Include:
 - Any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients;
 - any 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.
 - **Private CPD educational training center.**

2. Create a CPD Provider account

DHP ▾ Registration & Licensing ▾ Accreditation ▾ Fitness to Practice ▾ Media Center ▾ Services ▾

**Qatar Medical Specialities Certificate
(Qatar Board of Medical Specialities)**

Registration opening soon
(for PGY 1 and PGY 2 residents only)

For inquiries, Please contact: qbms@moph.gov.qa



**Higher Committee for Qatari Medical
Specialization Certificate**



2. Create a CPD Provider account (Cont.)

About Us

Historical Overview of Department of Healthcare Professions

[Learn More →](#)

Due to the urgent need to regulate healthcare professions in the healthcare sector in the State of Qatar , the Medical Licensing Department was established as a department of the Ministry of Public Health under Article No. (9) Of Law No. (13) Of the year 2002, and its responsibilities are defined under article No. (13) of the mentioned law.

e-Services

e-Servic



Registration and Licensing System


[Learn More →](#)



The National CME/CPD Accreditation System

[Learn More →](#)

2. Create a CPD Provider account (Cont.)



i 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** [External Reviewer](#)

[Committee Members](#)


i Please Enter Username and password to Login in to the System


Email

password

Sign me in automatically

[Login](#) [Forgot Password](#)

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

 [Click Here to Sign Up](#)

2. Create a CPD Provider account (Cont.)

Organization Registration & Eligibility Check

What do you want to apply for?*

- CPD Provider Accreditation
 Activity-based Accreditation

Organization Name*

Organization Category*

Organization Type*

Email Address*

Contact No.*

→ Next

Coordinator Details

Coordinator Name*

Title Or Position*

Contact No.*

Email* This Email Id will be used for login into system

Password*

Confirmation Password*



← Back

↑ Submit

2. Create a CPD Provider account (Cont.)

Subject: CPD Provider Account Activation

Dear CPD Coordinator,

Thank you for registering with DHP CPD Provider system

[Please click here to activate your account.](#)

*****This is an auto generated email. Do not reply.*****

Best regards,

Accreditation Team, Department of Healthcare Professions



Accreditation Section




- A A A+

 Your account has been activated successfully

[Click here to Login](#)

2. Create a CPD Provider account (Cont.)



i 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** [External Reviewer](#)

[Committee Members](#)


i Please Enter Username and password to Login in to the System

Email

password

Sign me in automatically

Q Login **🔒** Forgot Password

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

+ Click Here to Sign Up

2. Create a CPD Provider account (Cont.)

- Organization Name
- Coordinator Name
- [View/Edit Profile](#)

My Requests My Application Forms My Completed Requests

My Requests

Organization Name	Applied For	Status	Comments
Organization Name	CPD Provider Accreditation	Pending with DHP	

My Inprogress Application Requests

Application No	Application Form Name	Status	Submission Date	Last Action Performed	Edit	Print	Clarify
⚠ No Pending Applications							



**Eligibility is checked
by DHP-AS**

CPD Activity Accreditation

- Introduction
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- DHP-AS CPD Live Audit
- DHP-AS CPD Activity appeal

CPD Activity Submission

- ✓ Eligible CPD Providers must submit a **complete** accreditation application form, through the e-portfolio, **30 days before the planned start date** of the activity, at least.
 - Applications **submitted <30 days** before the start date **will not be allowed** by the system.
 - CPD activity accreditation **will not be granted retroactively**.
- ✓ Non-accredited CPD Provider organizations are **not allowed** to submit more than **3 activities per month** for review.

CPD Activity Submission (Cont.)


- QCHP-AD Testing
- Essam Elsayed
- [View/Edit Profile](#)

[My Requests](#)

[My Application Forms](#)

[My Completed Requests](#)

My Application Forms

CPD Provider Application Form	Download Application	Download Standard	Application Deadline	Actions
 No Applications to Apply				

Activity-based Application Form	Download	Apply
CPD Category 1 – Group Learning (Conferences, symposia, seminars and workshops)	Download	Apply
CPD Category 1 – Educational Rounds and Journal Clubs	Download	Apply
CPD Category 1 – On-line Synchronous and Blended Group Learning	Download	Apply
CPD Category 3 – Knowledge Assessment Programs	Download	Apply
CPD Category 3 – Simulation Activities	Download	Apply
CPD Category 3 – Clinical Audit Activities	Download	Apply
CPD Category 3 – Multisource Feedback Instruments	Download	Apply
CPD Category 3 – Direct Observation Assessment Instruments	Download	Apply

CPD Activity Submission (Cont.)

CPD Category 1 – Group Learning (Conferences, symposia, seminars and workshops)

[Table of Contents \(Click Here to Navigate\)](#)



PART A: Administrative Standards

Activity Title*

Enter Activity Title

Activity Type*

--Select--

Format of Activity

Face to Face Online Blended

Activity Start Date *

Select Date



Activity End Date *

Select Date



+ Add

↶ Clear

Name of organization requesting accreditation

QCHP-AD Testing

Organization Category

Government

CPD Activity Review Process

- ✓ The CPD provider submits a **completed** CPD activity accreditation application form to the DHP-AS, at least, **30 days in advance** of the start date of the CPD activity.
- ✓ One **member (with no COI)** from the DHP-AS will be **assigned** to review the application for accreditation against the DHP-AS accreditation standards .
- ✓ DHP-AS **may request additional information or documentation** from the CPD provider organization to complete the application review. Clarification request(s) will be sent, through the e-portfolio, to the CPD Provider.
- ✓ The CPD Provider submits, through the e-portfolio, the additional information or documentation required **within 5 business days**.
 - If clarification response is not sent by the due date, **activity accreditation will be rejected**.

CPD Activity Review Process (Cont.)

- ✓ The DHP-AS-assigned reviewer **executes** the DHP-AS CPD Activity Accreditation **Decision Policy** and **communicates** the CPD activity **accreditation decision**, through the e-portfolio, to the CPD activity Provider.
- ✓ The DHP-AS-assigned reviewer **completes** and **communicates** the CPD activity accreditation **review report**, through the e-portfolio, to the CPD activity Provider.
- ✓ The **applicant CPD provider may choose to appeal** any decision(s) of the DHP-AS as per the DHP CPD Activity Accreditation Appeals Policy.

Accreditation Decision – Duration

- ✓ Accredited conferences, symposia, seminars, and workshops in Category 1 are approved for a **maximum of one year** from the start date of the activity.
- ✓ Accredited on-line synchronous or blended group learning activities in Category 1 are approved for a **maximum of one year** from the start date of the activity.
- ✓ Accredited educational rounds and journal clubs in Category 1 are approved for a **maximum of three years** from the start date of the activity.
- ✓ Accredited Assessment Programs in Category 3 are approved for a **maximum of three years** from the start date of the activity.

CPD Activity Re-Submission

- ✓ If an activity is rejected, the CPD Provider can submit the same activity **only once more** after (at least **1 week** of) receiving the activity rejection report from DHP-AS.
- ✓ Resubmissions **must have the suffix “R”** in the activity name to specifically indicate that it is a resubmission.
 - This suffix is **only applicable** in the **application form** and the **resubmission summary**. The name of the activity on **all other activity documents** should be **without** this suffix.

CPD Activity Re-Submission (Cont.)

- ✓ The resubmission application **must include** an additional attachment called “**Resubmission summary**” where the provider summarizes substantial additions, deletions and changes to the application.
- ✓ **If the same or similar application** to one which was previously rejected is received during resubmission, **activity accreditation will be rejected.**

Repeated Activity Rejection

For the Same activity:

- ✓ If CPD activity is **rejected twice** due to non-adherence to DHP-AS standards, applicant will **not be allowed to submit the same activity again.**

For Different Activities:

- ✓ **Multiple activity rejections:**
 - Rejection of **3 subsequent** CPD activity submissions of one provider; **or**
 - Rejection of **50%** of CPD activity submissions of one provider **over a period of 3 months.**

Repeated Activity Rejection (Cont.)

- ✓ Following **multiple activity rejections**:
 - For the **1st time**: CPD Provider will be **suspended** from submitting any application for CPD activity accreditation for **90 days** from the date the last activity application was rejected .
 - For the **2nd time**: CPD Provider will be **suspended** from submitting any application for CPD activity accreditation for **180 days** from the date the last activity was rejected. The CPD Provider will be **ineligible and disqualified from CPD Provider accreditation process, permanently**.
 - For the **3rd time**: CPD Provider will be **banned from submitting** any application for CPD activity accreditation **permanently**.
- ✓ The applicant **may choose to appeal any decision(s)** of the DHP-AS as per the DHP-AS CPD Activity Accreditation Appeals Policy.

CPD Activity Accreditation

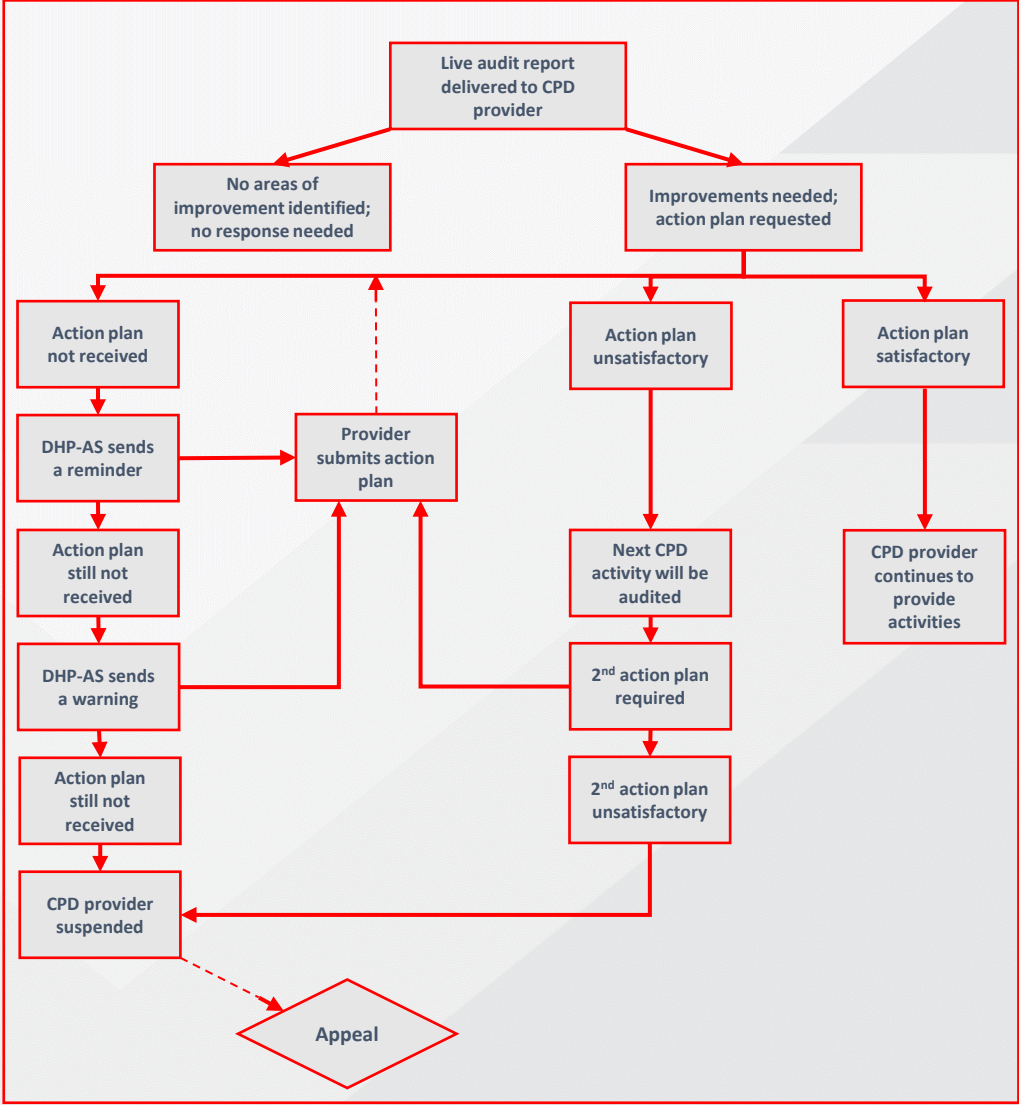
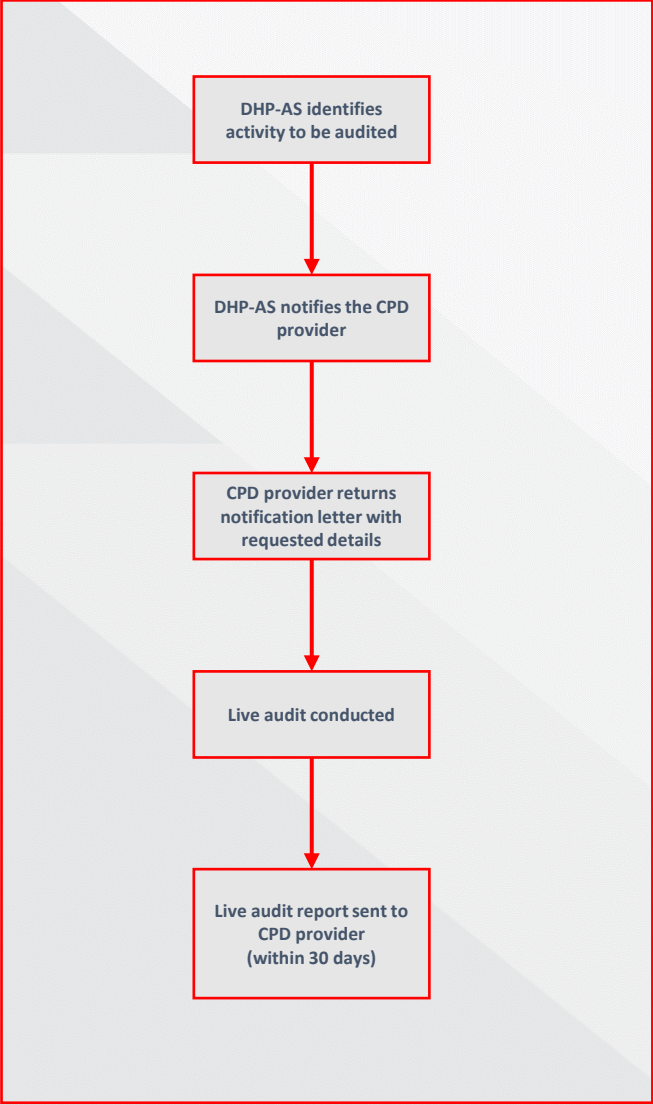
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- DHP-AS CPD Activity appeal

CPD Live Audit

- ✓ A **sample** of accredited CPD activities will be selected to participate in the live audit process.
- ✓ CPD activities selected for audit will be **assessed on their level of compliance** with the DHP-AS accreditation standards for CPD activities.
- ✓ **DHP-AS notifies the CPD provider organization**, in writing, that their CPD activity will be subject to a live audit (at least **14 days before** the start of the program).
 - DHP-AS **may** conduct an audit **without the 14-day notification**.

CPD Live Audit (Cont.)

- ✓ The CPD provider organization will be **provided with an audit report** generated by the DHP-AS (**within 30 days of conclusion** of activity).
- ✓ The CPD provider organization is responsible to **respond to audit recommendations and required follow-up actions**.
- ✓ The CPD provider organization **may appeal the decision** as described in the DHP-AS CPD Activity Accreditation Appeals Policy.



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DHP-AS CPD Activity appeal Policy

- ✓ A CPD provider may **appeal the DHP-AS's decision** related to:
 - CPD Activity Accreditation Non-Approval.
 - Accredited CPD Provider Audit Policy.
 - CPD Activity Live Audit Policy.
- ✓ A request to appeal a decision **must be submitted** to the DHP-AS, in writing, **within 30 days** from the date the decision was communicated (in writing) to the CPD provider.
- ✓ The **DHP-AS reviews** the submitted request to appeal and **submits it** (and related documentation) **to the Manager** of DHP-AS.
- ✓ The **Manager of DHP-AS reviews** the initial documentation submitted by the CPD provider, the accreditation, audit or live audit report, and the letter of appeal and **decides** on the status of the appeal.
 - The **decision of the Manager of DHP-AS is final**.

Questions

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Contact Us

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Thank You

