

CPD Activity-based Accreditation

Department of Healthcare Professions
Accreditation Section

COI Declaration

- The speaker is a full-time Employee at the MoPH, Qatar.
- The speaker has no other relationships to declare.
- The SPC members have no relationships to disclose.
- The scientific planning committee (SPC) 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.



Objectives

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

List	List the types of activities that can be accredited by DHP-AS.
Identify	Identify organization types that are eligible to apply for DHP-AS activity-based accreditation.
Comply	Comply with DHP-AS standards for accreditation of CPD activities and related policies, procedures and guideline.
Describe	Describe Activity accreditation review, decision making, live audit and appeal processes.
Describe	Describe the process the DHP-AS follows for managing cases of alleged non-compliance with the DHP-AS accreditation standards and the reasons why CPD activity accreditation may be revoked.
Create	Create a CPD Provider account on the DHP CPD Electronic System.
Submit	Submit CPD Activities to DHP-AD for accreditation.
Report	Report attendance of conducted CPD Activities

Topics

Introduction

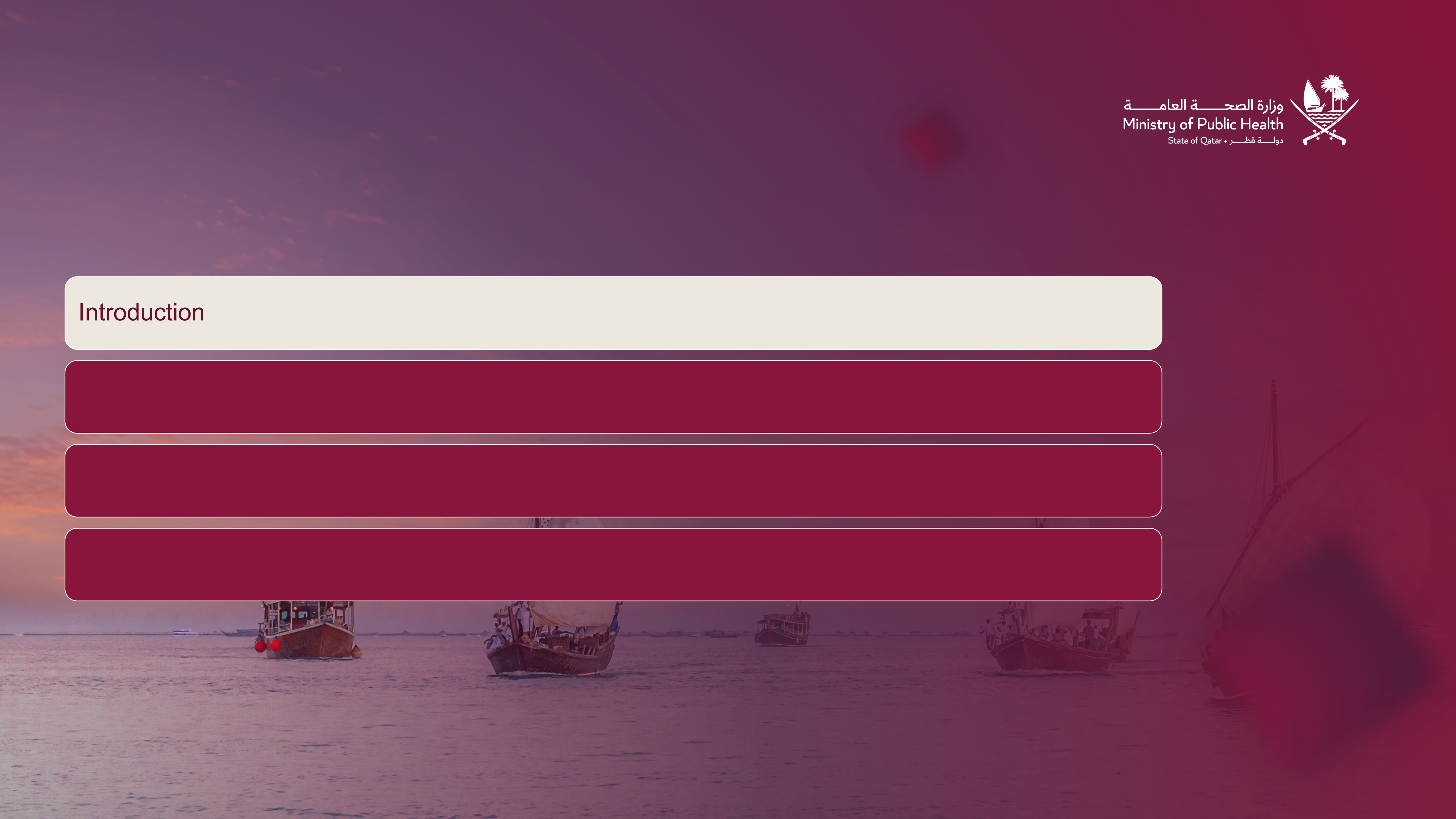
DHP-AS CPD Activity Accreditation Standards

Important CPD Activity Accreditation Policies, Procedures & Guidelines

Step-by-step Guide to the DHP CPD Electronic System



Introduction



The National CME/CPD Accreditation System

Hybrid Accreditation System

Provider-based
Accreditation

Activity-based
Accreditation

National CME/CPD Framework

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: Assessment Activities**

Accredited Assessment Activities Subcategory

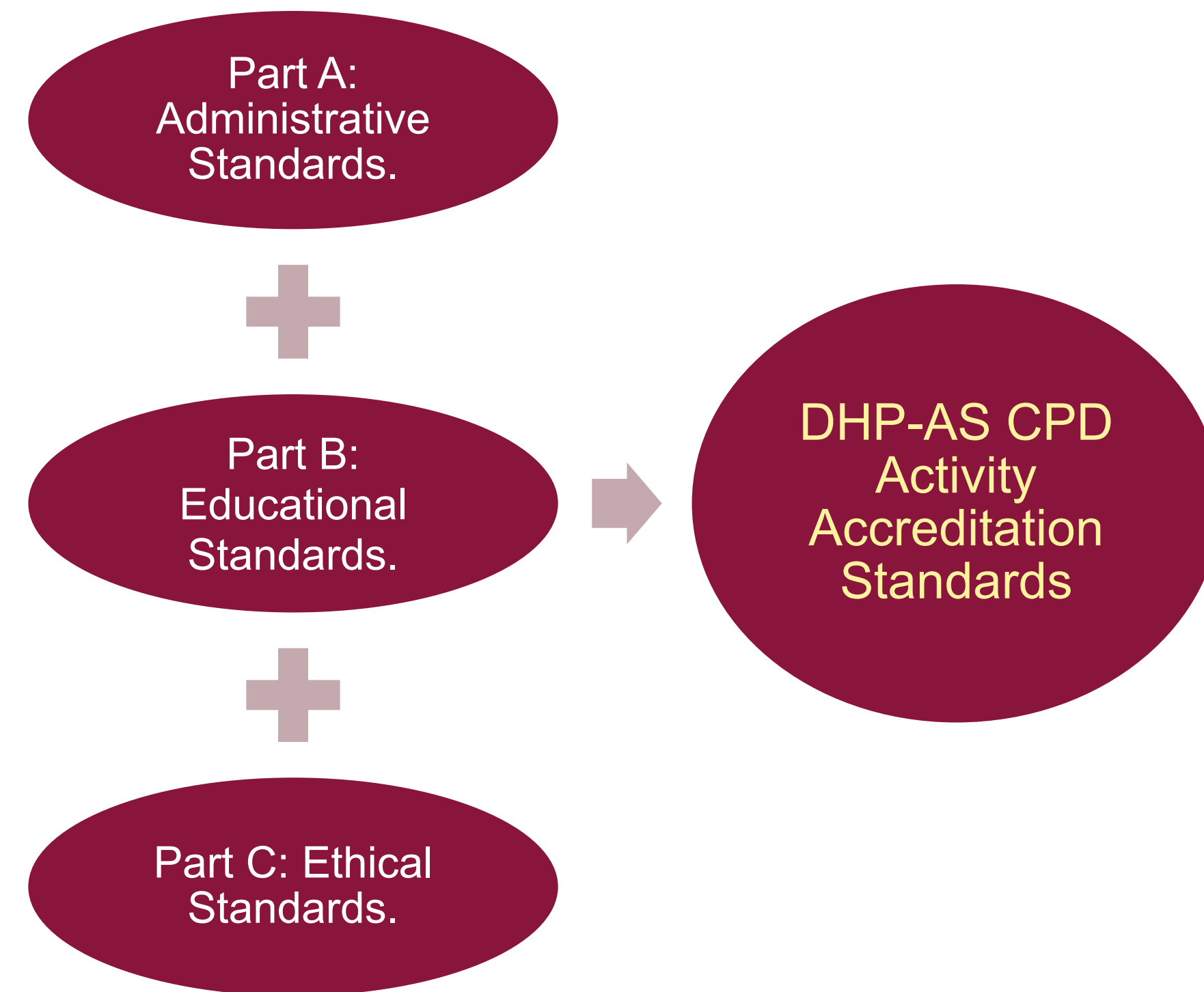
1. Knowledge assessment programs (KAP).
2. Simulation activities (SA).
3. Clinical audit instruments (CAI).
4. Multi-source feedback instruments (MSFI).
5. Direct observation assessment instruments (DOAI).

Description		CPD Activities	Credit Rating	Supporting Documentation Requirements
Category 1 - Accredited Group Learning Activities				
Activities that have been deemed to meet a set of administrative, educational and ethical standards established by the Department of Healthcare Professions (DHP-AS)		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	Self-learning activities are planned and implemented by a health care practitioner to:	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
	address needs related to clinical practice	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	address needs related to engaging in education and training	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	address needs related to engaging in research and quality improvement	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				
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		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 or feedback from the responsible organization



DHP-AS CPD Activity Accreditation Standards

DHP-AS CPD Activity Accreditation Standards



DHP-AS CPD Activity Accreditation Standards - Administrative Standards

Common Standards

- Developed by an **eligible** organization as defined by the DHP-AS.
- 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.
- Must maintain **attendance records** and provide participants with a **certificate of participation** that includes the appropriate accreditation statement.

Activity type-specific Standards

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

DHP-AS CPD Activity Accreditation Standards - Administrative Standards

CPD Activity-based Accreditation Eligible Organizations

- The following types of organizations are **eligible to apply** for CPD 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., healthcare professional societies, patient advocate institutions, etc.)
- The following types of organizations are **NOT eligible to apply** to for CPD activity-based accreditation:
 - ✓ Organizations that have for-profit commercial interests.
 - ✓ Organizations that provide activities through private educational training centers.
- ♦ Only **locally-developed** CPD activities are eligible for DHP-AS CPD accreditation.

FAQ - My organization is not eligible to become an accredited CPD provider. Can our CPD activities be accredited by the DHP?



Yes.

Organizations that are **not eligible** for DHP Provider-based accreditation or choose not to become accredited **may submit** learning activities they developed for direct review and approval by the DHP Accreditation Section, **on an activity-by-activity basis**, provided that the organization is either a:

- ✓ Governmental or non-governmental health professional academic institutions.
- ✓ Governmental or non-governmental healthcare facilities.
- ✓ Other health professional organizations, as defined by the DHP-AS.

FAQ - Is there a fee associated with individual CPD activity accreditation?



No.

Currently, there is **no fee** to have a CPD activity reviewed for DHP-AS accreditation (activity-based accreditation).

FAQ - My organization planned an activity that has occurred in the past. Would the DHP-AS review the program so that those who have attended can receive credits?



No.

DHP CPD activity accreditation **CANNOT BE GRANTED RETROACTIVELY.**

FAQ - My organization is a CME provider based outside the State of Qatar. Can we apply for DHP CPD activity accreditation?



No.

Only Qatar-based CPD providers and locally-developed CPD activities are eligible for DHP-AS CPD accreditation. However, if you can be categorized under one of the DHP-eligible CPD provider categories (e.g., a healthcare academic institution), you may engage in a co- or joint-providership with one of Qatar-based eligible CPD providers and the later can apply (be the applicant provider) for DHP CPD activity accreditation.

FAQ - My organization is eligible to apply for DHP CPD activity-based accreditation, but we are not a DHP-accredited CPD provider. Can we apply for accreditation of a “Journal club” Category 1 activity?



No.

Non-accredited CPD providers **cannot apply for accreditation of regularly-scheduled CPD activities** (i.e., Journal clubs and Educational Rounds). Only the DHP-accredited CPD providers are allowed to accredit and conduct such activities.

FAQ - My organization is eligible to apply for DHP CPD activity-based accreditation, but we are not a DHP-accredited CPD provider. Can we apply for accreditation of Mixed Category 1 & 3 CPD activity?



Yes.

All eligible CPD providers can apply for accreditation of Mixed Category 1 & 3 CPD activities. However, the DHP must be informed prior to the accreditation submission to guide the applicant through the submission process and the type of application forms to be filled.

DHP-AS CPD Activity Accreditation Standards - Administrative Standards

The Scientific Planning Committee (SPC)

- All accredited CPD activities must have a SPC that is representative of the intended target audience.
- The SPC is responsible for (SPC Section of the Application Form):
 - ✓ 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

Name of SPC member	How does this person represent target audience?	Individual's role on the planning committee	Actions
Mohammad Abdullah	Physician	Developing the content or evidence	✗
			✗
			✗
			✗
			✗

+ Add Row

FAQ - My organization is developing a CPD activity, and we are planning to submit it for DHP CPD activity-based accreditation. Can the SPC of the activity include the CPD activity speaker(s)?



- **Yes.**

Although not preferred for the ultimate planning of the educational and administrative aspects of the CPD activity, the SPC of DHP-accredited CPD activities **may be formed to include one or more of the activity speakers.**

- The SPC, however,
 - ✓ Must include representation from all intended target audience professions,
 - ✓ Must NOT be ENTIRELY formed of the speakers of the CPD activity.

DHP-AS CPD Activity Accreditation Standards - Administrative Standards

Attendance Records

- The CPD Provider organization is **responsible to:**
 - ✓ 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) **(Q A15)**.
 - ✓ **Report the attendance** of DHP-accredited CPD activities through its CPD provider account on the DHP CPD Electronic System within the standard processing time set by the DHP (**10 business days**).
 - ✓ **Maintain attendance records for a 6-years** period.

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.

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FAQ - Do we have, as CPD providers, to keep attendance records even after reporting the attendance through the DHP CPD Electronic System?



- **Yes.**

All CPD providers of DHP-accredited CPD activities **have to maintain records of attendance** for their conducted DHP-accredited activities for a **6-years** period.

- Although starting from January 7, 2024, reported accredited CPD activity attendance is stored and can be accessed from the DHP CPD Electronic System, the CPD providers have the responsibility to store and keep their original records of CPD activity attendance for 6 years, for reference in cases of reported attendance conflicts (e.g., with the HCPs) and for the purpose of CPD activity audit, if opted by the DHP.

DHP-AS CPD Activity Accreditation Standards - Administrative Standards

Certificate of Participation

- The certificate of participation **(Q A16 & Attachment 8)** 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 **organization(s)**.
 - ✓ The **signature** of the **Chair** of the **SPC**.

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

B I U    

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

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FAQ - Do we have, as CPD providers, to issue certificates of participation for HCPs whose attendance was reported through the DHP CPD Electronic System?



- Yes.**

Issuing certificates of participation for all DHP-accredited activities is a **must**.

- Attendees of DHP-accredited CPD activities must receive evidence of their participation (i.e., Certificates of Participation), for their own records and for any internal (within Qatar) or external (outside Qatar) use, as per their convenience.

DHP-AS CPD Activity Accreditation Standards - Educational Standards

Common Standards

- 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.
- **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.
- Participants must be provided with an opportunity to **evaluate** individual sessions and the overall CPD activity.

Activity type-specific Standards

- **Category 1: Group Learning Activities**
 - ✓ The selected learning formats should be aligned with the identified needs of the target audience and stated learning objectives.
 - ✓ At least 25 per cent of the total education time must be allocated to support interactive learning.
- **Category 3: Accredited Assessment Activities**
 - ✓ **All Category 3 Activities:** Must provide detailed feedback to participants.
 - ✓ **KAP & SA:** Must provide methods that enable participants to demonstrate or apply their knowledge, clinical judgment or attitudes.
 - ✓ **KAP:** Must provide participants with a process to record their answers to the assessment questions.
 - ✓ **KAP:** Must support participants to reflect on the outcomes for their practice.

DHP-AS CPD Activity Accreditation Standards - Educational Standards

Needs assessment

- 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 assessments strategies can include multiple sources of data e.g.,
 - ✓ 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 considered a good approach for educational planning.
- A needs assessment summary is required as a supporting document for activity accreditation.

(Q B1-2 & Attachment 5).

Needs Assessment

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.

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?

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

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FAQ - Is it a must to use more than one educational needs assessment strategy for the planning of DHP-accredited CPD activities?



•No.

It's not mandated to use more than one needs assessment strategy for the educational planning of DHP accredited CPD activities. However, it's recommended to use multiple tools and strategies to identify the perceived and unperceived needs of the CPD activity intended target audience, when applicable.

DHP-AS CPD Activity Accreditation Standards - Educational Standards

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.
- Learning objectives must be S.M.A.R.T.
- 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.

(Q B3 & Attachment 1-3).

» Learning Objectives and Interactivity

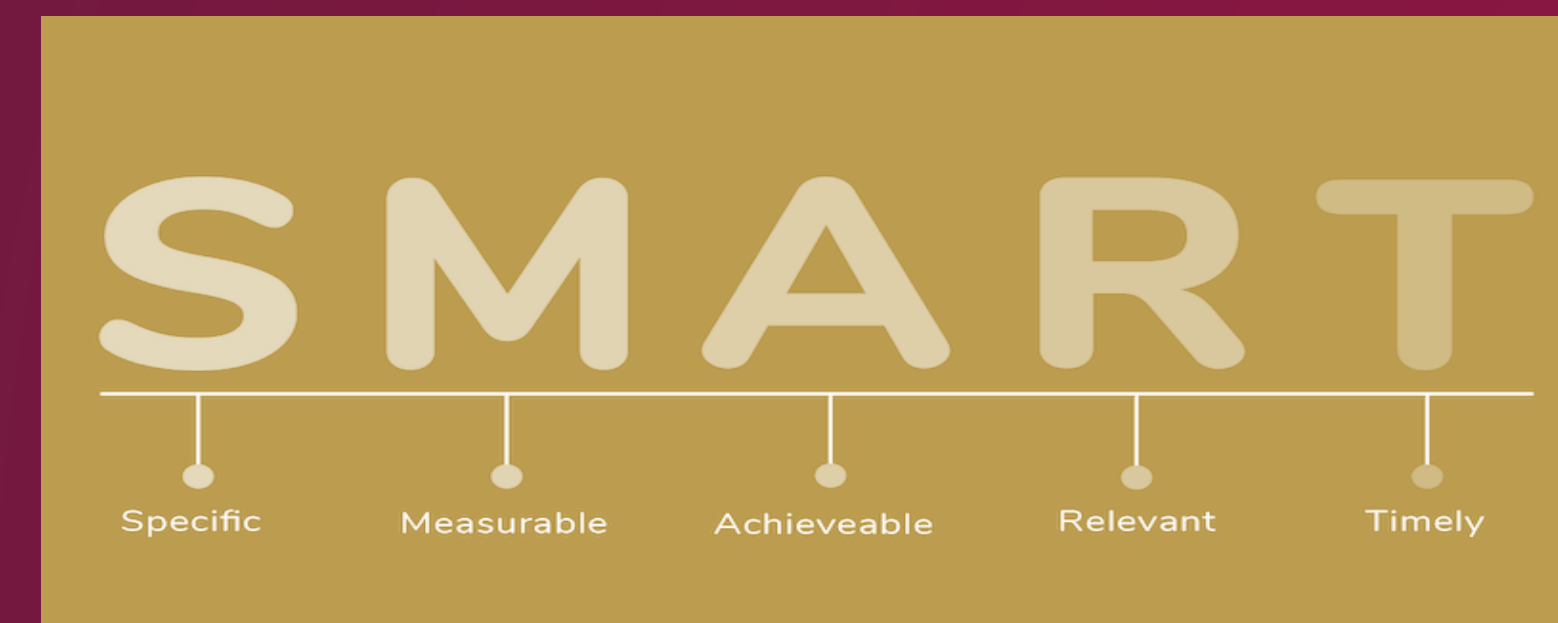
3) How were the learning needs or gaps in knowledge, attitudes, skills or performance of the intended target audience accounted for in the development of the overall and session-specific learning objectives?

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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Documentation

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)	Choose File No file chosen Upload
The final program including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 2)	Choose File No file chosen Upload
Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)	Choose File No file chosen Upload



DHP-AS CPD Activity Accreditation Standards - Educational Standards

Interactive Learning

- Interactive learning means direct interaction between (and among) participants and the facilitators/speakers that:
 - ✓ Helps participants to understand, translate, and apply the content presented in their specific practice contexts,
 - ✓ Promotes sharing between (and among) participants and the facilitators/speakers, contributes to a supportive learning environment,
 - ✓ 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.
- For Category 1: Group Learning Activities, at least 25 per cent of the total education time must be allocated to support interactive learning.
- The materials used to promote or advertise the CPD activity (Attachment 2, Attachment 3), must identify the opportunities for interactive learning.

(Q B4 & Attachment 1-3).

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 

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)	Choose File No file chosen Upload
The final program including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 2)	Choose File No file chosen Upload
Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)	Choose File No file chosen Upload

FAQ – Is it a must to include specific timing for the questions and answers session in the CPD activity program?



- Yes.**

The materials used to promote or advertise the CPD activity (such as the program and/or brochure) **must identify the opportunities for interactive learning**

DHP-AS CPD Activity Accreditation Standards - Educational Standards

CPD Activity Evaluation

- Participants must be provided with an opportunity to evaluate the overall and individual sessions of the CPD activity.
- The evaluation system/form (Q B5 & Attachment 6) must:
 - ✓ Allow participants to identify whether the overall and individual session learning objectives were met,
 - ✓ Provide opportunities for participants to identify the potential impact of the activity for their practice,
 - ✓ Ask participants to identify whether the content was balanced and free of commercial or other sources of bias (using an open text box where learners may offer details),
 - ✓ Ask participants whether members of the SPC, speakers, moderators, facilitators and/or authors disclosed their relationships as required by the DHP-AS conflict of interest declaration policy.

The screenshot shows a web-based evaluation form. At the top, there is a header '» Evaluation'. Below it, a question is displayed: '5) How will the overall group learning activity and individual sessions be evaluated?'. Underneath the question is a rich text editor with a toolbar containing buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, and Outdent. The text area below the toolbar is empty. At the bottom of the form, there is a section for uploading a file. It contains the text 'The template evaluation form(s) developed for this activity. (Attachment 6)' and a 'Choose File' button. To the right of the 'Choose File' button, it says 'No file chosen'. Below these elements is an 'Upload' button.

DHP-AS CPD Activity Accreditation Standards - Educational Standards

CPD Activity Evaluation (Cont.)

- Additional evaluation strategies (Q B6-8 & Attachment 6) may include:
 - ✓ Measured gains in Knowledge, skills, or attitudes (Q B6).
 - ✓ Improvement in performance (Q B7).
 - ✓ Enhanced patient care outcomes (Q B8).
- Additional evaluation strategies are not mandatory in CPD activity-based accreditation, yet they are recommended to be used, where applicable, to provide objective, rather than subjective, evaluation of the CPD activity.

The screenshot displays a digital form for evaluating CPD activities. It features four distinct sections, each with a question number and a text area for the response. The questions are: 6) Does the evaluation strategy intend to measure changes in knowledge, skills or attitudes?; 7) Does the evaluation strategy intend to measure improved performance? If yes, please describe.; 8) Does the evaluation strategy intend to measure improved healthcare outcomes? If yes, please describe.; and 9) Will participants receive feedback related to their learning? If yes, please describe. Each section includes a rich text editor toolbar with options for bold, italic, underline, bulleted list, numbered list, link, and unlink. At the bottom of the form, there is a label 'The template evaluation form(s) developed for this activity. (Attachment 6)' and a file upload section with a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button.

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

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

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

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

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

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FAQ - Can the evaluation form developed by my CPD provider organization include more aspects for evaluation of the CPD activity than recommended by the DHP in its standards?



- **Yes.** The evaluation items mentioned in the DHP accreditation standards are the minimum set of evaluation aspects that are mandated in any DHP-accredited CPD activity. However, CPD providers may choose to include other questions/items in their evaluation forms, to be able to evaluate their own processes.

FAQ - In the CPD activity accreditation report it was mentioned that the evaluation form developed by my organization is not compliant, as related to evaluating the scientific balance and absence of bias in the CPD activity, although we included a question about that. Why was this considered by DHP an area of non-compliance?



- CPD providers are mandated to include an item inquiring about whether the content was balanced and free of commercial or other sources of bias in the evaluation forms they develop for CPD activities submitted for DHP accreditation.
- This item cannot just be a Yes/No question! It **must include an open text box** where learners may offer details about any perceived bias.
- This will be the most probable cause of mentioned non-compliance, and the details must have been provided to you in the accreditation report.

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

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.

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

Element 1: Independence

- The SPC must ensure that **decision-making** related to CPD program elements affecting its content (identifying needs, setting objectives, selecting format, selecting faculty, developing content and evaluating outcome) is under its exclusive control **(Q C2 & Attachments 9-10).**
- Representatives of a **sponsor** or any organization hired by a sponsor **CANNOT** participate in decisions related to CPD program elements **(Q C2 & Attachments 9-10).**

» Independence and Content Development

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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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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DHP-AS CPD Activity Accreditation Standards - Ethical Standards

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 (Attachments 9-10).**
- 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 C3).**
- 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 **(Attachment 6).**
- The SPC must have a process in place to **deal with instances** where CPD activities are not in compliance with the ethical standards **(Q C4).**

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

Choose File No file chosen

Upload

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

Choose File No file chosen

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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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DHP-AS CPD Activity Accreditation Standards - Ethical Standards

Element 3: Conflict of interest

A. Potential COI Disclosure

- All members of the SPC and faculty of the CPD activity (speakers, moderators, facilitators and authors) must disclose to the CPD provider organization **ALL** potential relationships **with** for-profit and not-for-profit organizations, **over** the previous 2 years, **including (but not limited to)** direct financial payments, membership on advisory boards, receiving grants, having patents, investments, relationships, etc. **(Q C5-6 & Attachment 4).**
- **CPD provider organization** is responsible to review disclosed financial relationships of the **SPC**, evaluate & manage any identified COI **(Q C6 & Attachment 4).**
- **SPC** is responsible to review disclosed financial relationships of the **faculty** of the CPD activity, evaluate & manage any identified COI **(Q C5 & Attachment 4).**
- All members of the **SPC and faculty** of the CPD activity must disclose to participants the presence/absence of COI **(Q C5-6 & Attachments 1-4).**
- Any individual of the SPC or faculty of the CPD activity who fails to disclose potential COI **CANNOT** participate in the accredited CPD activity.

» Conflict of Interest

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?

B I U [List Bulleted] [List Numbered] [List Disclosed]

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?

B I U [List Bulleted] [List Numbered] [List Disclosed]

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)	Choose File No file chosen Upload
The final program including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 2)	Choose File No file chosen Upload
Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)	Choose File No file chosen 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)	Choose File No file chosen Upload

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).

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

Element 3: Conflict of interest (Cont.)

B. COI Evaluation & Management (Q C7 & Attachment 4)

- The SPC must have procedures in place to be followed if a COI is identified prior to or during the CPD activity.
- There are **several strategies** that can be considered to **manage and resolve** identified **COIs**, including (but not limited to):
 - ✓ 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 (can be used as a last resort if a significant conflict of interest cannot be otherwise managed).

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).

The screenshot shows a web-based form for conflict of interest management. The top section has a question: "7) If a conflict of interest is identified, what are the scientific planning committee's methods(s) to manage the conflict?". Below this is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink. The bottom section contains a text area with the instruction: "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)". To the right of the text area is a file upload section with a "Choose File" button, the text "No file chosen", and an "Upload" button.

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

Element 4: Receiving Financial and in-kind Support

- The CPD provider organization is **RESPONSIBLE TO RECEIVE** any financial and in-kind support
- **Payment of travel, lodging, out of pocket expenses and/or honoraria**, related to the participation in an accredited CPD activity **(Q C8 & Attachment 9-10)**, to:
 - ✓ Members of the SPC or faculty of the CPD activity: **CAN be assumed directly** by the CPD provider organization or the SPC or **delegated** to a 3rd party (e.g., organizing company). However,
 - It must be legitimate and reasonable.
 - All payments must be approved by the CPD provider or SPC (if delegated).
 - ✓ Participants of the activity: **CANNOT BE PAID OR SUBSIDIZED** by the CPD provider organization, sponsor, or any organization hired by a sponsor. However,
 - This does not preclude receiving compensation from residency programs, employers or local CPD support funds, even if they were sponsors.
 - ✓ Spouses, partners, or other members of the SPC, faculty of the CPD activity: **CANNOT BE PAID OR SUBSIDIZED** by the CPD provider organization, sponsor, or any organization hired by a sponsor.

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

The screenshot shows a web form titled "» Receiving Financial and In-kind Support". It contains a question "Q8) How are payments of travel, lodging, out-of-pocket expenses, and honoraria provided to members of the SPC, speakers, moderators, facilitators and/or authors?" with a subtext "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?". Below the question is a text input area with a rich text editor toolbar. At the bottom, there are two file upload sections. The first section is for "The sponsorship/exhibitor prospectus developed for the activity to solicit sponsorship/exhibitors (if applicable). (Attachment 9)" and the second section is for "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)". Both sections have a "Choose File" button, a "No file chosen" status, and an "Upload" button.

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

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

- 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.
- **Social activities** associated with CPD activities **CANNOT OCCUR** at a time or location that interferes/competes with or takes precedence over accredited CPD activities.
- 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 **(Q C8 & Attachment 9)**.
- Terms, conditions, and purposes by which sponsorship is provided must be documented in a written signed agreement **(Attachment 10)**.
- Upon request by DHP-AS, CPD Providers must disclose how the financial and in-kind support was used for the accredited CPD activity **(Attachment 7)**.

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 

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)

No file chosen

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

No file chosen

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)

No file chosen

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

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

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.
- Support received must be recognized using the **standard acknowledgement statement** “This CPD activity is supported by financial and/or in-kind support from the following sponsors:” **(Attachments 1-3).**
- Sponsorship recognition must appear on a **page separate from** the educational content, activity schedule, learning objectives, and accreditation statement **(Attachments 1-3).**
- 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 (Attachments 9-10).**

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)	Choose File No file chosen Upload
The final program including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 2)	Choose File No file chosen Upload
Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)	Choose File No file chosen Upload

The sponsorship/exhibitor prospectus developed for the activity to solicit sponsorship/exhibitors (if applicable). (Attachment 9)	Choose File No file chosen 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)	Choose File No file chosen Upload

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

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) **(Q C10)**.
- Product-specific advertising, promotional materials or branding strategies **CANNOT** be included on/appear
 - ✓ within **locations** where accredited CPD sessions are occurring,
 - ✓ At **times** (immediately before, during or immediately after) of an accredited CPD activity (i.e., must be separated by 30 minutes, at least, from the educational sessions) **(Attachments 9-10)**.

» 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 [List Bulleted] [List Numbered] [List Disc]

The sponsorship/exhibitor prospectus developed for the activity to solicit sponsorship/exhibitors (if applicable). (Attachment 9)	Choose File No file chosen
	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)	Choose File No file chosen
	Upload

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

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 **(Q C11)**.
- Any **incentive** provided to participants associated with an accredited CPD activity must be approved by the CPD provider organization **(Q C12)**.
- 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 **(Attachments 9-10)**.

The screenshot displays a web-based form for CPD accreditation. It features two main question sections and two attachment upload areas. Each question section includes a text editor with bold, italic, underline, bulleted list, numbered list, and link icons. The first question (Q11) asks about arrangements to separate commercial exhibits from educational activities. The second question (Q12) asks about the review and approval of incentives. Below the questions are two attachment upload sections. The first section is for a sponsorship/exhibitor prospectus (Attachment 9) and the second is for a sample written agreement (Attachment 10). Each section has a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button.

Q11) What arrangements were used to separate commercial exhibits from the locations where the educational activities were being delivered?

Q12) If incentives were provided to participants associated with an accredited CPD activity, how were these incentives reviewed and approved by the CPD provider organization?

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

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)

- **Exhibitor:** An individual or organization having a service contract with a CPD provider organization for displaying and sharing information about their program's services and products in an exhibit hall or area separate from the location where accredited learning activity occurs.

DHP-AS CPD Activity Accreditation Standards - Ethical Standards

Element 7: Unaccredited CPD Activities

(Q C13-14 & Attachments 9-10)

- 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 i.e.,
 - ✓ The unaccredited education **CANNOT** be scheduled at the same location (hall) of the accredited CPD activity.
 - ✓ The unaccredited education **CANNOT** be scheduled at **times** (immediately before, during or immediately after) of an accredited CPD activity (**i.e., must be separated by 30 minutes, at least, from the educational sessions**).
- Unaccredited CPD activities **CANNOT** be listed or included within activity agendas, programs, or calendars of events (preliminary and final).

- **Unaccredited CPD activities (e.g., satellite symposia):** Unaccredited educational or training activities that are held by the provider organization or the sponsors/exhibitors of an accredited CPD activity on the side of the accredited education.

» Unaccredited CPD Activities

Q13) What strategies were used to prevent the scheduling of unaccredited CPD activities occurring at time and locations where accredited activities were scheduled?

Q14) How did the CPD provider organization separate the listing of unaccredited CPD activities from accredited CPD activities?

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

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)



Important CPD Activity Accreditation Policies, Procedures & Guidelines

Important CPD Activity Accreditation Policies & Procedures

DHP-AS CPD Activity Accreditation Eligibility Policy

- The following types of organizations are **eligible to apply for CPD 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., healthcare professional societies, patient advocate institutions, etc.)
- Commercial interest organizations and private training centers are **NOT eligible to apply** to for **CPD activity-based accreditation**.

To determine **eligibility of a CPD provider organization**,

- The CPD provider **submits a request** for accreditation of a CPD activity to the DHP-AS i.e., submits a request to create a CPD activity-based provider account.
- The DHP-AS **reviews** whether the CPD provider meets the eligibility criteria.
 - ✓ The DHP-AS **may request additional information** from the applicant to verify that the CPD provider meets the defined eligibility criteria.
- If the applicant **meets the eligibility criteria**, the DHP-AS will **create a CPD activity-based accreditation provider account** for the applicant, and the applicant will have access to the CPD activity application form and accreditation standards.
- If the applicant **does not meet the eligibility criteria**, the DHP-AS will **reject** the applicant's request.

Important CPD Activity Accreditation Policies & Procedures

DHP-AS CPD Activity-based Accreditation Submission Policy

- Eligible CPD Providers must submit complete accreditation **application form at least 30 days** before the planned start date of the activity.
 - ✓ Applications submitted to the DHP-AS in less than 30 days before the start date or after the program start date will not be reviewed.
 - ✓ CPD activity accreditation will not be granted retroactively.
- To ensure quality of submitted accreditation applications, CPD Provider organizations are **not allowed to submit more than 3 activities per month** for review.

- If an activity is **rejected**, the CPD Provider is allowed to **resubmit** for accreditation of the same activity
 - ✓ Resubmission can be allowed only **once**
 - ✓ Resubmission can be accepted only **after 1 week**, at least, from **receiving** the formal rejection **report**.
 - ✓ The resubmission application must include an additional attachment called “**Resubmission summary**” where the provider summarizes substantial additions, deletions and changes made to the application to make it compliant with the DHP-AS standards.
 - ✓ 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**.

Important CPD Activity Accreditation Policies & Procedures

DHP-AS CPD Activity-based Accreditation Submission Policy (Cont.)

- **Repeated rejection of the same CPD activity** is the rejection of the same CPD activity accreditation application **for 2 times** (subsequent or separated by other applications).
- Repeated rejection of the same CPD activity shall result in that the **applicant will not be allowed to submit the same activity again**.
- The applicant may choose to **appeal** any decision(s) of the DHP-AS as per the DHP-AS CPD Activity Accreditation Appeals Policy.

- **Multiple CPD Activity Rejections** is the rejection (for the same CPD provider) of:
 - ✓ Three (3) subsequent CPD activity applications submitted by one CPD provider; OR
 - ✓ Fifty percent (50%) of the total CPD activity accreditation application submissions over a period of 3 months.
- **Consequences of multiple CPD activity rejections:**
 - ✓ For the 1st time: CPD Provider will be suspended for 90 days.
 - ✓ For the 2nd time: CPD Provider will be suspended for 180 days and will be permanently ineligible for CPD Provider accreditation.
 - ✓ 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.

Important CPD Activity Accreditation Policies & Procedures

DHP-AS CPD Activity Accreditation Review Policy

- 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 the define period**.
 - ✓ If clarification response is **not sent by the due date**, activity accreditation will be rejected.

- ✓ 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.

Important CPD Activity Accreditation Policies & Procedures

DHP-AS CPD Activity Accreditation Decision Policy

- If the CPD activity application submitted for accreditation satisfied the DHP-AS accreditation standards for CPD activities, the CPD activity accreditation shall be approved by the DHP-AS.
- The **DHP-AS will determine the appropriate number of credits** established for the CPD activity based on the DHP-AS CPD Framework.
- The **validity of the CPD activity accreditation** (from the date of accreditation decision) shall be as follows:

Category 1 CPD Activities	Conferences, symposia, seminars and workshops	1 Year from the date of accreditation decision
	Online synchronous or blended group learning	
	Educational rounds	3 Years from the date of accreditation decision
	Journal clubs	
Category 3 CPD Activities	Accredited Assessment CPD Activities	

Important CPD Activity Accreditation Policies & Procedures

DHP-AS CPD Activity Accreditation Appeals 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 appellant, in its appeal request, must **define the decision** that is appealed, and include a **rationale** for why the decision(s) should be reconsidered.
 - ✓ The appeal may only be **based on the same information/documentation** that was used to inform the original decision by the DHP-AS.
- 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**.

Important CPD Activity Accreditation Policies & Procedures

DHP-AS CPD Activity Accreditation Live Audit Policy

- A **sample (random or purposive)** of accredited CPD activities will be selected to participate in the live audit process, to 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.
 - ✓ DHP-AS reserves the right to conduct an audit without (or with a shorter period of) notification.
- The CPD provider **acknowledges receipt** of the audit notification and provides registration and other logistical information to the DHP-AS.
 - ✓ If a non-accredited CPD provider **fails to respond** to two consecutive notifications of live audit, they will be **suspended** from submitting activities to the DHP-AS for accreditation for a 180-day period.
- 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.

Important CPD Activity Accreditation Policies & Procedures

DHP-AS CPD Activity Accreditation Advertising Policy

- The materials used to promote or advertise accredited CPD activity **must include the accreditation statement** as described within the Activity Standards verbatim.
- ✓ For Category 1 activities: “This activity is an Accredited Group Learning Activity (Category 1) as defined by the Ministry of Public Health’s Department of Healthcare Professions - Accreditation Section and is approved for a maximum of xx hours.”
- ✓ For Category 3 activities, the statement shall vary according to the activity type e.g., for Accredited Knowledge Assessment activity type, the statement shall be “This program is an Accredited Knowledge Assessment Program (Category 3) as defined by the Ministry of Public Health’s Department of Healthcare Professions Accreditation Section and is approved for xx hours”.
- **No reference may be made to DHP-AS accreditation before** notification (from the DHP-AS) of **approval of accreditation**.
- ✓ Do not state or indicate “application for DHP-AS CPD credits pending” or similar wording.

Important CPD Activity Accreditation Policies & Procedures

DHP-AS Management of Alleged CPD Provider Non-Compliance with DHP-AS CPD Activity Accreditation Standards Policy

- **Concern(s) about** a CPD Provider organization's **non-compliance** with DHP-AS CPD activity accreditation standards **may be identified by the DHP-AS or communicated by a third party or a whistle blower.**
- If the raised concern(s) are found to be **relevant** to the DHP-AS CPD activity accreditation standards, the DHP-AS shall **conduct a full investigation** of the alleged non-compliance.
- If DHP-AS investigation of the raised concern(s) concludes that there is **evident non-compliance**, the DHP-AS shall decide (at its sole discretion) the **consequences** of such non-compliance on the CPD activity accreditation status, CPD provider accreditation status, and/or eligibility to provide DHP-accredited CPD activities.
- The DHP-AS shall **communicate**, in writing, the result of alleged non-compliance investigation to the involved parties.

Important CPD Activity Accreditation Policies & Procedures

DHP-AS Revocation of CPD Activity Accreditation Policy

- The accreditation status of a DHP accredited CPD activity **may be revoked** in the following instances:
 - ✓ The CPD provider of the DHP accredited CPD activity commits a **major violation of** the DHP-AS CPD Activity Accreditation Standards, and the violation was **not notified** to DHP-AS or **could not be resolved or mitigated**, in coordination with DHP-AS.
 - ✓ The CPD provider of the DHP accredited CPD activity commits a **violation of the DHP Ethical Standards** for Accredited CPD Activities, and the violation was **not notified** to DHP-AS or **could not be resolved or mitigated**, in coordination with DHP-AS.
 - ✓ The CPD provider of the DHP accredited CPD activity **manipulates data and/or falsifies documentation** submitted to the DHP-AS during CPD activity accreditation, reporting, auditing or other accreditation related processes.
 - ✓ The CPD provider of the DHP accredited CPD activity **fails to timely submit its annual report** of accredited CPD activities.
 - ✓ The CPD provider of the DHP accredited CPD activity is **removed from the list of CPD provider organizations eligible** to apply for DHP CPD activity accreditation and/or CPD provider accreditation.
- The CPD provider organization may **appeal** the decision as described in the DHP-AS CPD Activity Accreditation Appeals Policy.

Important CPD Activity Accreditation Policies & Procedures

Accredited CPD Activities Fees Regulations Guidelines

- The **budget** of any accredited CPD activity must be planned on the basis of **cost recovery or narrow marginal profit** (NOT EXCEEDING 20%).
- Planning the accredited CPD activity budget must be based on the **average number of expected attendees**, and should allow for budget adjustments, that prevents exceeding the recommended marginal profit, if such number is exceeded following the submission for accreditation of the CPD activity.
- **All sources of income** (received monetary amounts) of the planned CPD activity must be **listed in the “income section”** of the CPD activity’s budget summary (requested as part of the accreditation documentation) with a clear breakdown of all items (e.g. registration fees, sponsorship, exhibition), and upon request from DHP-AS, CPD Providers must be ready to justify and document all listed budget items.
- **All expenditure** (spent monetary amounts) related to the planned CPD activity must be **listed in the “expenses section”** of the CPD activity’s budget summary (requested as part of the accreditation documentation) with a clear breakdown of all items e.g. speaker honoraria, Accommodation and transportation expenses, venue rental expenses, etc.), and upon request from DHP-AS, CPD Providers must be ready to justify and document all listed budget items.



Step-by-step Guide to the DHP CPD Electronic System

Creating a CPD Activity-based Accreditation Provider Account



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



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

i Use the DHP Registration System Credentials for login.

Email

User Name is required.

Password

Password is required.

[Forgot Password?](#)

☐ Sign me in automatically

Sign in



CPD ePortfolio

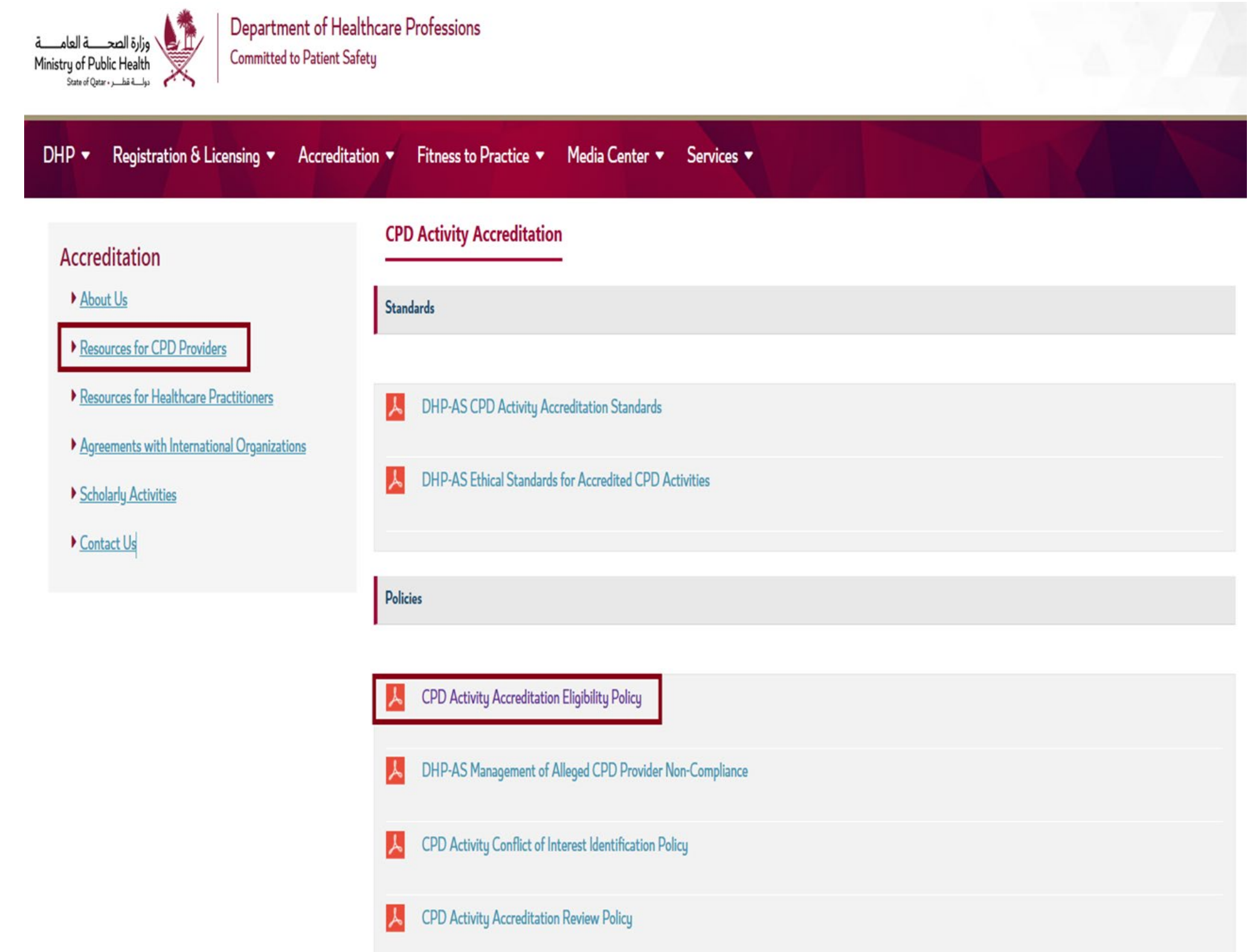
To access your CPD ePortfolio

you need to have a valid active license

Creating a CPD Activity-based Accreditation Provider Account

Checking Eligibility

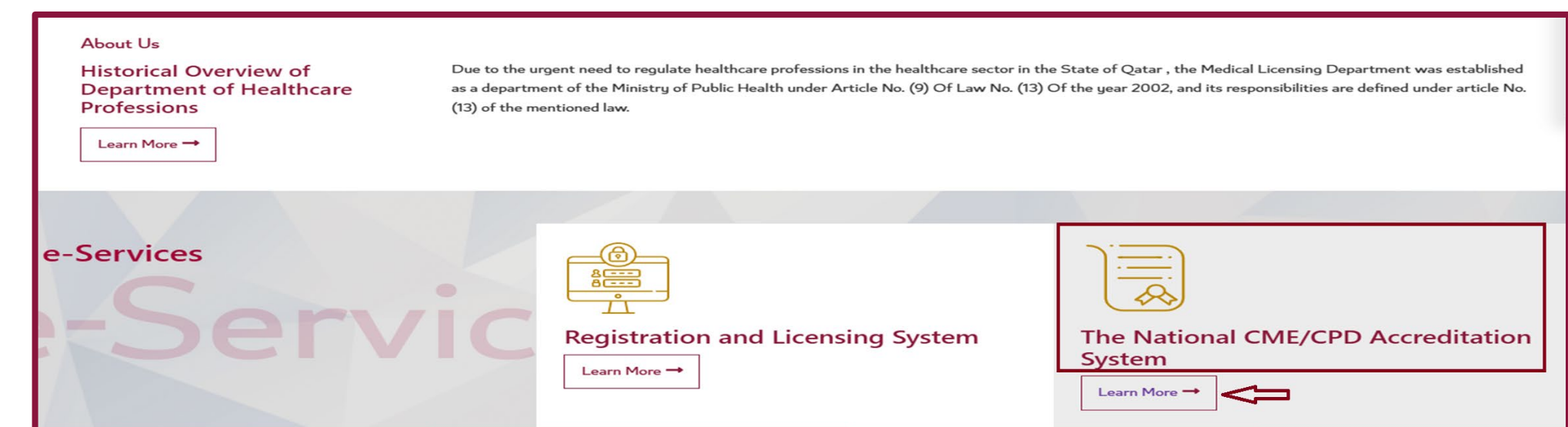
- Access the DHP's website (DHP.moph.gov.qa) and click on **Resources for CPD Providers**.
- Check your organization's eligibility to apply for DHP CPD activity-based accreditation by **reviewing the “DHP-AS' CPD Activity Accreditation Eligibility Policy”**



Creating a CPD Activity-based Accreditation Provider Account

Submit Request to Create a CPD Provider Account

- If your organization is one of the CPD provider organization categories eligible to apply for DHP CPD activity-based accreditation, you may start to **create a CPD provider account** on the DHP's CPD electronic system.
- Access the DHP's website (DHP.moph.gov.qa) and click on **"Services"**, then **"National CME/CPD Accreditation System"** OR scroll down and click on **"Learn more"** under **"The national CME/CPD Accreditation System"** icon.



Creating a CPD Activity-based Accreditation Provider Account

Submit Request to Create a CPD Provider Account (Cont.)

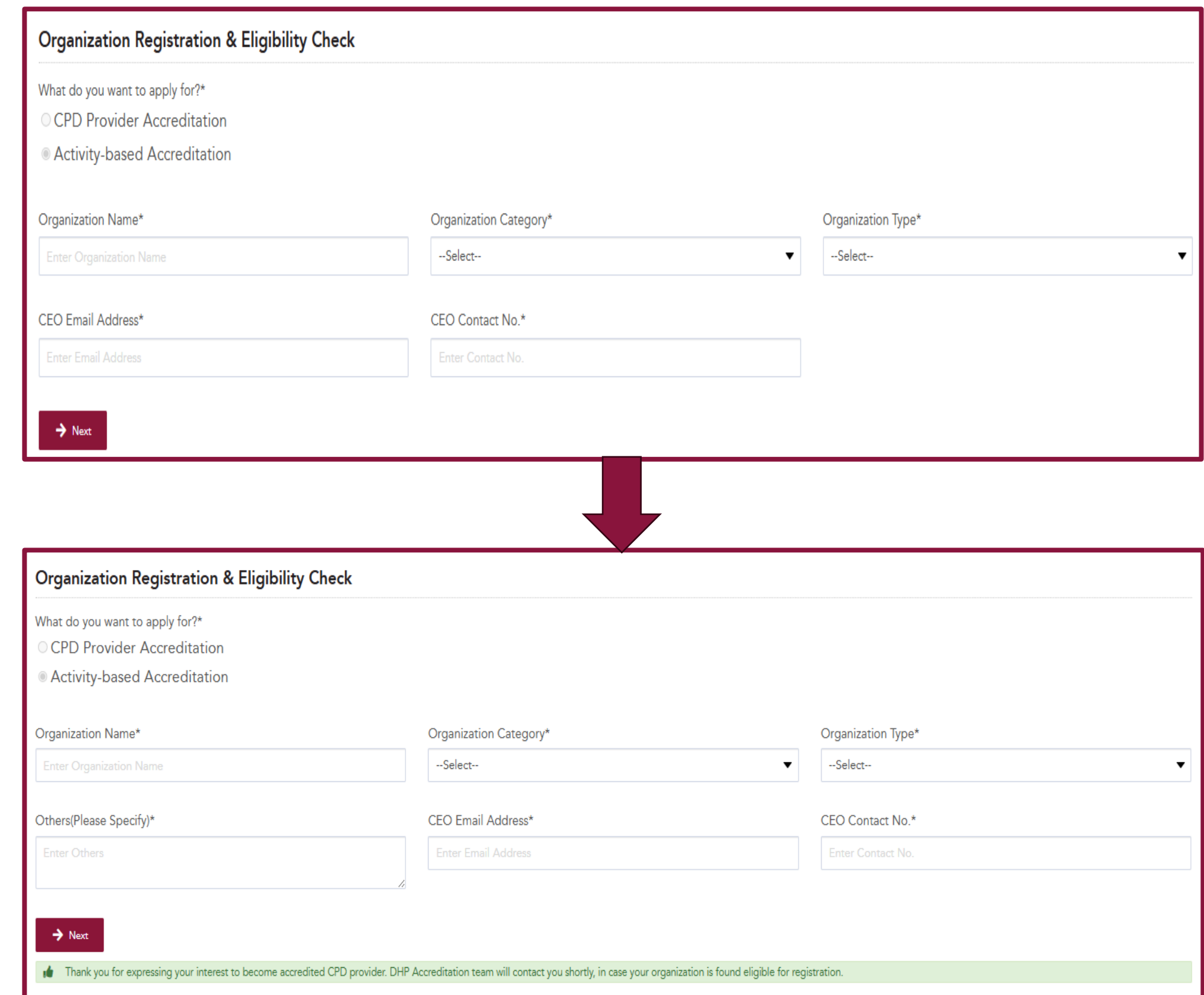
- Click on **“CPD Provider”**, then **“Click Here to Sign Up”**.
- You will then be taken to **“Organization Registration & Eligibility Check”** request form.

The screenshot shows the official website of the Ministry of Public Health, State of Qatar. At the top, the ministry's name is written in Arabic and English, accompanied by its logo. A light blue banner contains a maintenance notice: "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." Below this, there are three tabs: "CPD ePortfolio", "CPD Provider" (which is highlighted with a red box), and "External Reviewer". The "CPD Provider" tab leads to a login section with the heading "Please Enter Username and password to Login in to the System". This section includes input fields for "Email" and "Password", a "Forgot Password?" link, a checkbox for "Sign me in automatically", and a "Sign in" button. Below the login section, there is a "CPD Provider" heading with a graduation cap icon. The text below reads: "If you are a new applicant and you want to register". A large red arrow points to a button labeled "Click Here to Sign Up".

Creating a CPD Activity-based Accreditation Provider Account

Submit Request to Create a CPD Provider Account (Cont.)

- Complete the requested details of the **“Organization Registration & Eligibility Check”** request form and click **“Next”**.
- The **“initial request”** shall be submitted to the DHP-AS for “Eligibility Check” and the following **message shall appear** to you “Thank you for expressing your interest to become accredited CPD provider. DHP Accreditation team will contact you shortly, in case your organization is found eligible for registration”.



The diagram illustrates the process of submitting a request to create a CPD provider account. It shows two versions of the 'Organization Registration & Eligibility Check' form. A large red arrow points from the top form to the bottom form, indicating a transition or confirmation step.

Organization Registration & Eligibility Check

What do you want to apply for?*

☐ CPD Provider Accreditation

☒ Activity-based Accreditation

Organization Name*

Organization Category*

Organization Type*

CEO Email Address*

CEO Contact No.*

[→ Next](#)

Organization Registration & Eligibility Check

What do you want to apply for?*

☐ CPD Provider Accreditation

☒ Activity-based Accreditation

Organization Name*

Organization Category*

Organization Type*

Others(Please Specify)*

CEO Email Address*

CEO Contact No.*

[→ Next](#)

👍 Thank you for expressing your interest to become accredited CPD provider. DHP Accreditation team will contact you shortly, in case your organization is found eligible for registration.

Creating a CPD Activity-based Accreditation Provider Account

Submit Request to Create a CPD Provider Account (Cont.)

- Once initially reviewed and approved by the DHP-AS, you will receive an email (with a link) to complete the registration/account creation process.
- Access the **sent link** and **Complete the requested details**, then click **“Submit”**.
- the following **message shall appear** to you “Thank you for registering with DHP CPD Provider system. An email has been sent to your inbox to activate your account”.

From: info@moph.gov.qa
Date: [REDACTED]
To: [REDACTED]
Subject: Organization Eligible for register with DHP

Dear CPD Coordinator,
Congratulations!!! You are eligible to register with DHP CPD Provider system.
[Please click here to complete registration with DHP CPD Provider system.](#)
*****This is an auto generated email. Do not reply.*****
Best regards,
Accreditation Team, Department of Healthcare Professions

Coordinator Details

Coordinator Name* Enter Coordinator Name	Title Or Position* Enter Title Or Position	Contact No.* Enter Contact No.
Email* This Email Id will be used for login into system Enter Email Email is mandatory	Password* Enter Password Password is mandatory	Confirmation Password* Enter Confirmation Password
Enter Captcha 		
Submit		

Organization Registration & Eligibility Check

What do you want to apply for?*

☐ CPD Provider Accreditation
☒ Activity-based Accreditation

Organization Name* Enter Organization Name	Organization Category* --Select--	Organization Type* --Select--
CEO Email Address* Enter Email Address	CEO Contact No.* Enter Contact No.	

 Thank you for registering with DHP CPD Provider system. An email has been sent to your inbox to activate your account.

Creating a CPD Activity-based Accreditation Provider Account

Submit Request to Create a CPD Provider Account (Cont.)

- Click on the **link** sent to the registered coordinator's email.
- the following message shall appear to you **“Your account has been activated successfully”**.

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

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



-A A A+

👍 Your account has been activated successfully

[Click here to Login](#)

For help please contact dhphelpdesk@moph.gov.qa +(974) 44070279



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Creating a CPD Activity-based Accreditation Provider Account

Submit Request to Create a CPD Provider Account (Cont.)

- Access the account and **complete all requested details.**
- Click on **“Submit to DHP”**.
- The form will be **submitted to DHP** for **final “eligibility check”** and the **account status** will be **“Pending with the DHP”**.

The screenshot shows the 'Organization Details' form. At the top, it asks 'What do you want to apply for?' with radio buttons for 'CPD Provider Accreditation' (selected) and 'Activity-based Accreditation'. The form contains several input fields: Organization Category (dropdown), Organization Type (dropdown), Organization Name, CEO (or equivalent), CEO Email, CEO Contact No., CPD Manager/Lead Name, Title Or Position, CPD Manager/Lead Email, Fax Number, Current & Previous CPD Accreditation With Other Entity (dropdown), Address, and Others (text area). Below these is a table for 'Accrediting Entity' with columns for Entity, Accreditation Status, and Actions. There is a 'Supporting Document' section with a file upload button and a 'Please select a file' message. Below that is an 'Attachments' section with a 'No documents available' message. At the bottom is the 'Coordinator Details' section with fields for Coordinator Name, Title Or Position, Contact No., and Email. At the very bottom are buttons for 'Save', 'Submit to DHP', and 'Close'.

The screenshot shows the 'My Requests' page. At the top, there are tabs for 'My Requests', 'My Application Forms', and 'My Completed Requests'. The 'My Requests' tab is active. It shows a table with columns for Organization Name, Applied For, Status, and Comments. The 'Applied For' column shows 'Activity-based Accreditation'. The 'Status' column shows 'Pending with DHP', which is highlighted with a red box. Below this is a section for 'My Inprogress Application Requests' with a table that has columns for Application No., Application Form Name, Status, Submission Date, Last Action Performed, Edit, Print, and Clarify. The table shows 'No Pending Applications'.

Creating a CPD Activity-based Accreditation Provider Account

Submit Request to Create a CPD Provider Account (Cont.)

- Once approved by the DHP-AS,
 - ✓ The account **status will change to “approved”**.
 - ✓ You will have access to CPD activity accreditation applications under **“My Application Forms”**.

My Requests

My Application Forms

My Completed Requests

My Requests

Organization Name

Applied For

Status

Comments

Test

Activity-based Accreditation

Approved

Apply for CPD Provider Accreditation

My Inprogress Application Requests

Application No

Application Form Name

Status

Submission Date

Last Action Performed

Edit

Print

Clarify

No Pending Applications

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

Developing and Submitting a CPD Activity Accreditation Application



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



Department of Healthcare Professions

ACTIVITY APPLICATION FORM FOR ACCREDITATION: CATEGORY 1 – LEARNING GROUP

(Live, face-to-face conferences, symposia, seminar and/or workshop)

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, 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 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.

The organization that developed the conference, symposium, seminar or workshop is responsible for maintaining the actual number of hours that each learner is eligible to record for credit.

The organization that developed the conference, symposium, seminar or workshop must maintain records (including attendance records) for a 6-year period.

Developing and Submitting a CPD Activity Accreditation Application



Department of Healthcare Professions

CPD ACTIVITY APPLICATION FORM FOR ACCREDITATION: CATEGORY 1 – LEARNING GROUP

(Live, face-to-face conferences, symposia, seminar and/or workshop)

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 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.
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Documentation	Upload Files
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Sample of content (sample presentation, print-outs, materials distributed, etc) (Attachment 11)	Choose File No file chosen Upload

Developing and Submitting a CPD Activity Accreditation Application – Application Form

- The CPD provider may **download** the desired CPD activity application form, **for review** and **offline preparation** of the form questions and supporting documentation.
- The application form, however, **can only be submitted to the DHP** by **completing and submitting the online form**.
- To start the application process, **click “apply”** then complete all requested details and answer all questions of the application.
- The online form **may be saved for later access**. However, the application **shall be visible to/received by the DHP only when finally submitted**.
- Submission of the application **must be done 30 days, at least, before the start date** of its 1st offering.

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

Table of Contents (Click Here to Navigate)

Introduction & Instructions

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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.

Continue

Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 1 – Preliminary Program/Brochure

- **NOT a Mandatory attachment.**
- **If provided, it must include the same items required in the final program (Attachment 2).**

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)	Choose File No file chosen Upload
The final program including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 2)	Choose File No file chosen Upload
Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)	Choose File No file chosen Upload
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Sample of content (sample presentation, print-outs, materials distributed, etc) (Attachment 11)	Choose File No file chosen Upload

Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 2 –Final Program

- **Mandatory attachment.**
- **The final program of the CPD activity must include the following items:**
 - ✓ Activity title.
 - ✓ Activity date.
 - ✓ Activity venue.
 - ✓ The target audience.
 - ✓ The activity schedule.
 - ✓ The learning objectives for the overall activity
 - ✓ The learning objectives for each individual session.
 - ✓ Opportunities for interactive learning.
 - ✓ The names of the presenter(s), moderator(s), and facilitator(s).
 - ✓ 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”.
 - ✓ The Accreditation Statement.
 - ✓ The logo(s) of the organization(s) that developed the activity.
 - ✓ The activity code “DHP-AS Activity code xx”

Documentation	Upload Files
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Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 3 – Any Other Promotional or Advertisement Materials

- **NOT mandatory.**
- **Sponsorship recognition materials** can be developed and attached, provided that:
 - ✓ It appears on a page separate from the educational content, activity schedule, learning objectives, and accreditation statement.
 - ✓ Recognition is done using the standard acknowledgement statement “This CPD activity is supported by financial and/or in-kind support from the following sponsors:”.
- **If other promotional or advertisement materials** are to be developed and **include reference to DHP accreditation**, the following **items must be included**:
 - ✓ The activity title.
 - ✓ Activity date.
 - ✓ The activity code “DHP-AS Activity code xx”
 - ✓ The Accreditation Statement.
 - ✓ The CPD Provider Organization Logo.

Documentation	Upload Files
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Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 4 – The Completed COI Form & Related Documentation

- **Mandatory attachment.**

- **The submitted attachment must include:**

- ✓ The completed COI forms for all member of the SPC, speakers, authors, and/or all facilitators of the activity.
- ✓ Documentation that demonstrates the process for the collection, management, and disclosure of conflicts of interest.

- **The completed COI form must include:**

- ✓ A declaration of **ALL** relationships (financial and otherwise relevant) with for-profit **AND** non-for-profit organizations for the past of **24 MONTHS**.
- ✓ The title and date of the activity.
- ✓ Role(s) in the activity (e.g., SPC member, speaker, moderator, facilitator, author).
- ✓ Name and signature of the signing SPC, speakers, authors, and/or all facilitators of the activity.

Documentation	Upload Files
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Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 5 – The Summarized Needs Assessment Results

- **Mandatory attachment.**
- **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).

Documentation	Upload Files
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Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 6 – The Evaluation Form(s)

- **Participants’ evaluation of the CPD activity is a Mandatory attachment.**
- **The template evaluation form should** include the title and the date (first date) of the activity.
- **The template evaluation form should allow participants to do the following, at least:**
 1. Identify whether the overall and individual session learning objectives were met,
 2. Identify the potential impact of the activity for their practice,
 3. Identify whether the content was balanced and free of commercial or other sources of bias **(as an open text box where learners may offer further details)**.
 4. Communicate whether members of the SPC, speakers, moderators, facilitators and/or authors disclosed potential or real COI.
- The use of **additional evaluation strategies** (e.g., measuring gains in knowledge, skills or attitudes, improved performance or quality of care indicators), are **NOT mandatory**. However, **if the CPD provider organization opted to use** one or more of those strategies **(as reflected by their answers to Q B6-8)**, the **tools planned to be used must be provided in “Attachment 6”**, in addition to the mandatory CPD activity evaluation form.

Documentation	Upload Files
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Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 7 – The Budget for the Activity

- **Mandatory attachment.**
- **The Budget for the Activity (Attachment 7) should include a summary of:**
 - ✓ **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.
- **It’s to be noted that, as per the DHP-AS’ “Accredited CPD Activities Fees Regulations Guidelines”,**
 - ✓ The net-profit of any CPD activity should not exceed 20%.
 - ✓ The registration fees should be set on a cost-recovery basis.
 - ✓ The expenses section of the budget should include the actual cost of planning and delivering the CPD activity, and all items’ cost must be reasonable and justifiable.

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)	Choose File No file chosen Upload
The final program including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 2)	Choose File No file chosen Upload
Any other materials used to promote or advertise the activity (if applicable). (Attachment 3)	Choose File No file chosen 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)	Choose File No file chosen Upload
The (summarized) needs assessment results. (Attachment 5)	Choose File No file chosen Upload
The template evaluation form(s) developed for this activity. (Attachment 6)	Choose File No file chosen 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)	Choose File No file chosen Upload
The template certificate of participation that will be provided to participants. (Attachment 8)	Choose File No file chosen Upload
The sponsorship/exhibitor prospectus developed for the activity to solicit sponsorship/exhibitors (if applicable). (Attachment 9)	Choose File No file chosen 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)	Choose File No file chosen Upload
Sample of content (sample presentation, print-outs, materials distributed, etc) (Attachment 11)	Choose File No file chosen Upload

Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 8 – The Template Certificate of Participation

- **Mandatory attachment.**
- **The Template Certificate must include the following items:**
 - ✓ The title of the activity.
 - ✓ The code of the activity.
 - ✓ The name of the organization(s) that developed the activity.
 - ✓ The code of the organization(s) that developed the activity (only for accredited CPD provider organizations).
 - ✓ The date(s) the activity took place.
 - ✓ The location of the activity (i.e., city, country, web-based).
 - ✓ The total (maximum) number of hours the activity is accredited for.
 - ✓ The number of hours the participant attended the activity.
 - ✓ The applicable accreditation statement.
 - ✓ The logo of the organization(s) that developed the activity.

Documentation	Upload Files
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The final program including activity schedule, presenters, and learning objectives for the overall activity and individual sessions. (Attachment 2)	Choose File No file chosen Upload
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Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 9 – The Sponsorship/Exhibitor Prospectus

- **The sponsorship/exhibitor prospectus** is a document used to solicit sponsorship/exhibitors.
- **If the CPD activity is NOT Sponsored**, the attachment **shall NOT be mandatory**.
- If the **CPD activity is Sponsored**, the **correspondence with potential/confirmed sponsors/exhibitors must be attached** (i.e., this shall be a **mandatory attachment**).
- **Correspondence with potential/confirmed sponsors/exhibitors can be in the form of an official sponsorship/exhibitor prospectus**, or in the form of **letters or emails** of invitation to sponsor/exhibit in the CPD activity.
- **Correspondence with potential/confirmed sponsors/exhibitors must be compliant** with the DHP-AS Ethical Standards for Accredited CPD Activities (Element 4 - Receiving Financial and in-kind Support).

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)	Choose File No file chosen Upload
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Sample of content (sample presentation, print-outs, materials distributed, etc) (Attachment 11)	Choose File No file chosen Upload

Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 10 – The Sponsorship Agreement(s)

- If the CPD activity is **NOT** Sponsored, the attachment **shall NOT be mandatory**.
- If the CPD activity is Sponsored, the Sponsorship Agreement(s) **WITH ALL CONFIRMED SPONSORS** must be attached (i.e., this shall be a **mandatory attachment**).
- Sponsorship Agreement(s) must be compliant with the DHP-AS Ethical Standards for Accredited CPD Activities (Element 4 - Receiving Financial and in-kind Support).
- Following the activity accreditation (if granted), the CPD provider organization **MUST NOT ACCEPT** any additional sponsorship or sign additional sponsorship agreements.

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)	Choose File No file chosen Upload
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Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment 11 – A Sample of Content

- **Mandatory attachment.**
- **The attachment must reflect compliance** with all DHP-AS administrative, educational, and ethical standards for CPD activity accreditation, including **e.g.**,
 - ✓ How the disclosure of potential or real COI is made by the members of the SPC, speakers, moderators, facilitators and/or authors.
 - ✓ How the learning objectives for the overall activity/individual sessions are developed and communicated.
 - ✓ How the content is developed and delivered to be balanced and free of commercial or other sources of bias.
 - ✓ How the Logos and branding strategies of the CPD provider organization and its co- or joint-providers are used, if any.

Documentation	Upload Files
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Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment – The Assessment Tool/Questionnaire(s)/Data Collection Tool

- The following attachments are **mandatory**, for their respective types of accredited assessment CPD activities:
 - ✓ The assessment form/tool (KA, SA, CA).
 - ✓ The data collection tool (DO).
 - ✓ The Questionnaire(s) (MSF).
- The **used tools must allow to assess** the participants' knowledge (KA) against current scientific evidence, observe (DO) and assess/measure (SA/CA) their performance in comparison to established standards, or collect the ratings given by their peers, patients, colleagues on their observed competencies or behaviors (**MSF**).
- The tools must be **developed in compliance** with the DHP-AS Standards for Accreditation of CPD Activities.

Knowledge Assessment Programs	Attachment 11	The assessment form/tool used to enable participants to compare their knowledge, clinical judgment or attitudes against current scientific evidence? (If online, provide the URL)
	Attachment 12	The scoring/marking sheet used to compare participants' answers to the correct answers.
	Attachment 13	The feedback form or a sample of another method used to provide feedback to participants on their answers to the assessment questions (must demonstrate how references for the correct answer are provided to the participant).
Simulation Activities	Attachment 11	[For online simulation activities] The assessment form/tool used by participants to provide responses to on-line simulation scenarios? (Alternatively, provide URL and access/login details).
	Attachment 12	The scoring/assessment tool used by facilitators to assess participants' performance.
	Attachment 13	The feedback form or a sample of another method used to provide feedback to participants on their performance.
Clinical Audit Activities	Attachment 9	The assessment tool(s) used to measure participants' performance against established standards.
	Attachment 10	The feedback form or a sample of another method used to provide feedback to participants on their performance.
	Attachment 11	The reflection tool provided to participants (if applicable).
Multisource Feedback	Attachment 9	The questionnaire(s) (or other data collection tools) distributed to peers, patients, and colleagues or co-workers to collect their ratings on the observed competencies or behaviors.
	Attachment 10	The feedback form or a sample of another method used to provide feedback to participants on their performance.
	Attachment 11	The reflection tool provided to participants (if applicable).
Direct Observation Assessment	Attachment 9	The data collection tool used by assessors who observe participants' performance in comparison to established standards.
	Attachment 10	The feedback form or a sample of another method used to provide feedback to participants on their performance.
	Attachment 11	The reflection tool provided to participants (if applicable).

Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment – The Scoring/Marking Sheet

- The Scoring/Marking Sheet is a **mandatory attachment** for KA & SA.
- The tool must allow to score/mark the participants' answers (KA) to the correct answers or assess (SA) their performance in comparison to established standards.
- The tool must be **developed in compliance** with the DHP-AS Standards for Accreditation of CPD Activities.

Knowledge Assessment Programs	Attachment 11	The assessment form/tool used to enable participants to compare their knowledge, clinical judgment or attitudes against current scientific evidence? (if online, provide the URL.)
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	Attachment 11	The reflection tool provided to participants (if applicable).

Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment – The Feedback Form

- The Feedback Form is a **mandatory attachment** for all accredited assessment CPD activity types.
- The tool must allow to provide feedback to the participants on their answers to the assessment questions (**KA**), or their performance (**SA, CA, DO**), competencies or behaviors (**MSF**) observed/assessed.
- The tool must be **developed in compliance** with the DHP-AS Standards for Accreditation of CPD Activities.

Knowledge Assessment Programs	Attachment 11	The assessment form/tool used to enable participants to compare their knowledge, clinical judgment or attitudes against current scientific evidence? (if online, provide the URL)
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	Attachment 11	The reflection tool provided to participants (if applicable).

Developing and Submitting a CPD Activity Accreditation Application - Documentation

Attachment – The Reflection Tool (CA, MSF, DO)

- The Reflection Tool is **NOT A mandatory attachment**.
- It may be used in CA, MSF & DO activity types.
- If used, the tool must provide the participants with an opportunity to reflect on the feedback received and the result of the assessment activity.
- The tool must be **developed in compliance** with the DHP-AS Standards for Accreditation of CPD Activities.

Knowledge Assessment Programs	Attachment 11	The assessment form/tool used to enable participants to compare their knowledge, clinical judgment or attitudes against current scientific evidence? (If online, provide the URL.)
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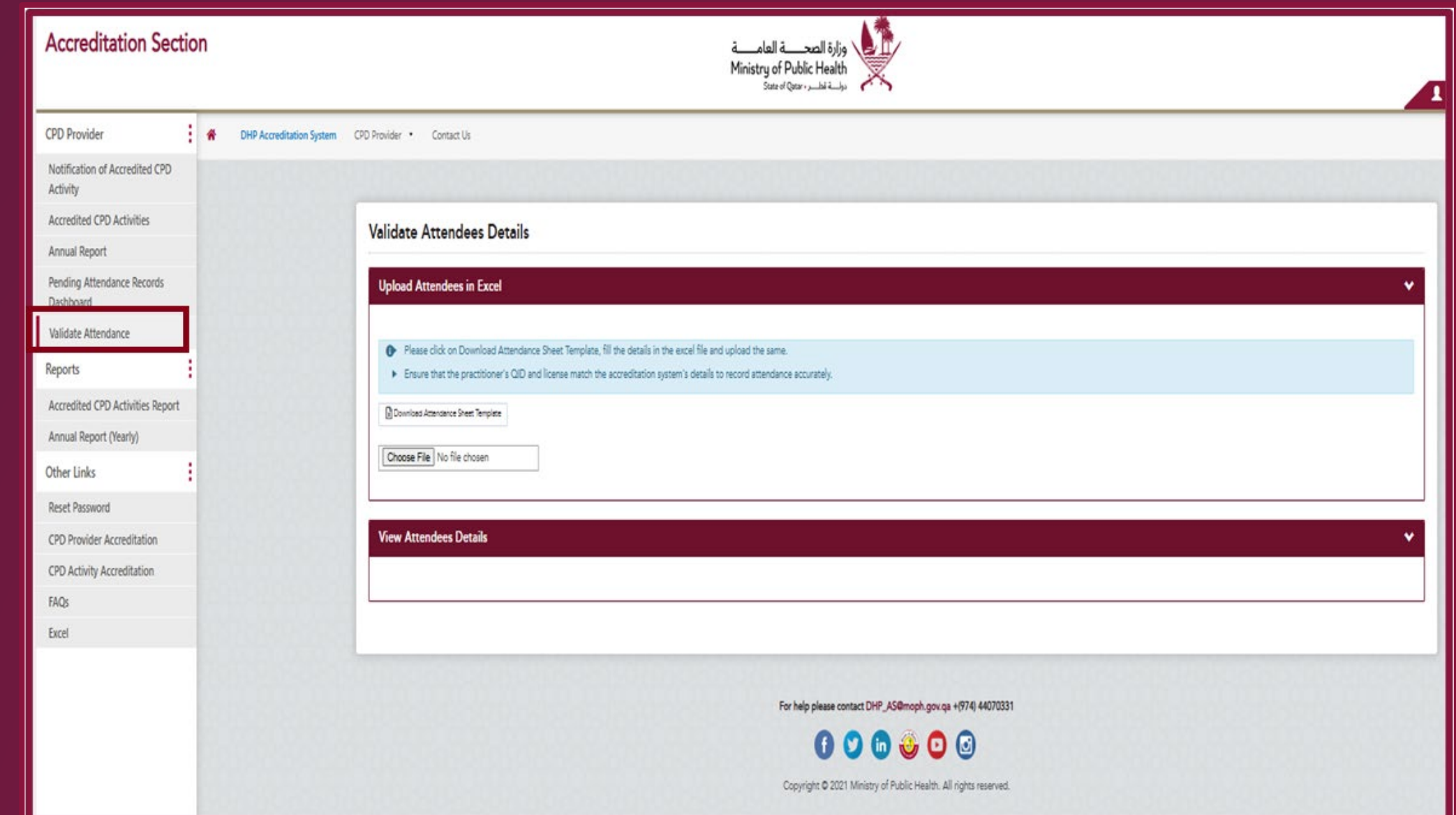
Reporting Attendance of DHP-accredited CPD Activities

The screenshot shows a web portal for reporting attendance. At the top right, the logo of the Ministry of Public Health, State of Qatar, is displayed. The main form area includes input fields for 'Activity Code', 'Activity Title', and '(Activity Date) From'. Below these is a dropdown for '(Activity Date) To'. There are 'Search' and 'Download Report' buttons. An 'Instructions' section contains a message: 'The activity offerings below are still pending uploading of the attendance records (Licence number, CID and credit hours claimed)'. At the bottom, a table lists activity offerings with columns for 'Activity Code', 'Activity Title', 'Offering No', 'Activity Date', 'Number CPD Days', and 'Upload Attendance'.

Activity Code	Activity Title	Offering No	Activity Date	Number CPD Days	Upload Attendance
	Educational round	4	20/05/2025 - 20/05/2025	5	
		2	10/04/2025 - 10/04/2025	45	

Reporting Attendance of DHP-accredited CPD Activities

- After a CPD activity concludes, the CPD **provider shall be required to report** the CPD activity captured **attendance** using the CPD provider accounts.
 - ✓ Standard processing time **shall not exceed 10 business days** (14 Calendar days).
- Attendance **reporting shall be made using** the participants' **license numbers, QID numbers** and **the credits equivalent to their participation**. Therefore, **collecting correct registration data must be ensured by:**
 - ✓ **Communicating this to the HCPs** during the registration process.
 - ✓ **Using the “validate attendance” option** available through the provider's account.
- **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.



Reporting Attendance of DHP-accredited CPD Activities (Cont.)

To report the attendance of any conducted CPD activity:

1. The CPD provider coordinator should **login** to the provider's CPD electronic system's account.
2. The CPD provider coordinator may record the CPD activity attendance by **clicking on** the menu item called **"Pending Attendance Records Dashboard"** available under the "CPD Provider" tab.

The image shows a two-step process for reporting CPD attendance. The first step is the login page for CPD Providers, which includes fields for Email and Password, a 'Sign in' button, and a 'Click Here to Sign Up' button for new users. The second step shows the 'Pending Attendance Records Dashboard' after login. This dashboard includes search filters for Activity Code, Activity Title, and Activity Date, a search button, and a table of pending activities with 'Upload Attendance' buttons for each.

CPD Provider Login Page:

Ministry of Public Health
State of Qatar - دولة قطر

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

CPD Provider Menu:

- Notification of Accredited CPD Activity
- Accredited CPD Activities
- Annual Report
- Pending Attendance Records Dashboard**
- Reports
 - Accredited CPD Activities Report
 - Annual Report (Yearly)
- Other Links
 - Reset Password
 - CPD Provider Accreditation
 - CPD Activity Accreditation
 - FAQs
- Recent
 - AccredCertificateDocuments

Pending Attendance Records Dashboard

Activity Code: Enter Activity Code

Activity Title: Enter Activity Title

(Activity Date) From: Select Date

(Activity Date) To: Select Date

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
HGI-02-HITC-P172	Pediatric Fundamental Critical Care Support (PFCCS)		12/05/2023 - 13/05/2023	Upload
HGI-02-AHP-P266	Advanced Musculoskeletal Physiotherapy Program Physiotherapy AWH		12/05/2023 - 13/05/2023	Upload
HGI-02-PHY-P475	Journal Club Ambulatory General Internal Medicine		11/05/2023 - 11/05/2023	Upload

Reporting Attendance of DHP-accredited CPD Activities (Cont.)

- 3. In "Pending Attendance Records Dashboard" Record the CPD activity attendance either by:**
- a) Uploading an excel file with all attendance details; OR**
 - b) Manual entry of attendance details.**

Add Attendees for the offering

Activity Code: HGI-02-PHY-P388

Mix Activity (Category 1 & 3): ☐ Yes ☒ No

Offering No: 1

Category: Category 1 - Accredited Group Learning Activity

No. of Hours: 1.00

Activity Title: Journal Club - Orthopedic AKH

Format of the Activity: ☒ Face to Face ☐ Online ☐ Blended

Activity Start Date: 18/12/2023

Sub-Category: Accredited Group Learning Activities

Maximum allowed number of attendees per offering: 20

Activity Type: Journal clubs

Location of the Activity: ☒ Qatar ☐ GCC ☐ Others

Activity End Date: 18/12/2023

CPD Activity: Journal clubs

Enter Certificate Title

Certificate Title: Enter Certificate Title

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.

[Download Attendance Sheet Template](#)

[Choose File](#) 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

[Add New Attendance](#)

[Save](#) [Submit to DHP](#) [back](#)

Reporting Attendance of DHP-accredited CPD Activities (Cont.)

4. Alternatively, especially when previous attendance reporting was made, **reporting can be made by accessing the “Accredited CPD Activities” menu item, then clicking on “all offerings” icon of the CPD activity, then clicking on “upload attendance” icon.**

✓ **Attendance can also be reported by**

- a) Uploading an excel file with all attendance details; OR**
- b) Manual entry of attendance details.**

Accredited CPD Activities Details

Approved CPD Activities Pending CPD Activities

Category: --ALL-- Activity Type: --Select-- Activity Code: Enter Activity Code Category or Activity Code

Activity Title: Enter Activity Title

Q search

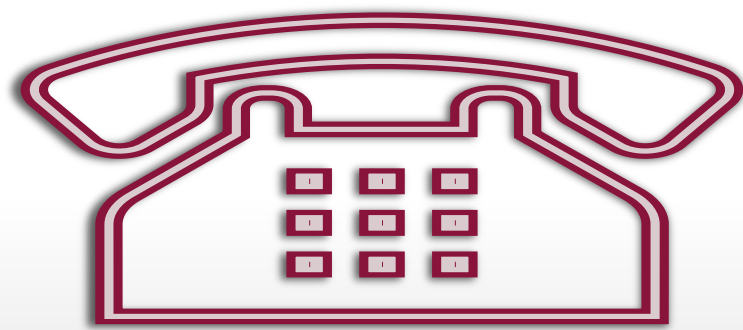
Activity Code	Activity Title	Category	Activity Type	Activity Start Date	Initial Submission Details	All Offerings	Add Offering
		Category 1 - Accredited Group Learning Activity	Educational rounds	20/06/2022			
		Category 1 - Accredited Group Learning Activity	Journal clubs	21/06/2022			
		Category 1 -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

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		

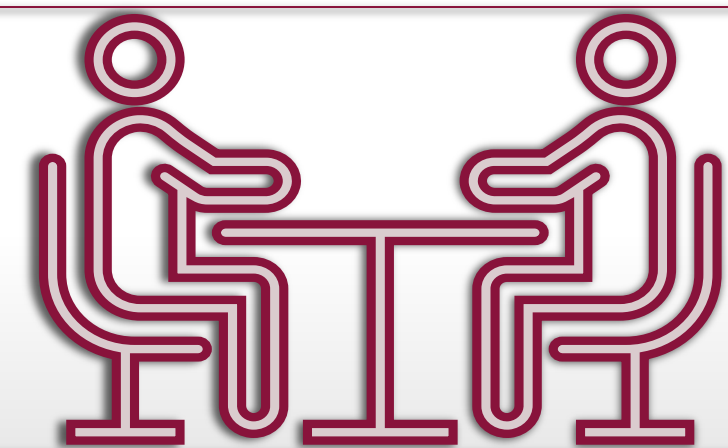
Contact Us



- **(+974) 44070331** - Available during official working days (from 8 A.M. to 12 P.M.)



- **DHP_AS@moph.gov.qa** (For general queries related to CME/CPD Accreditation System)
- **DHPHelpDesk@moph.gov.qa** (For technical (IT) queries related to CME/CPD E-Portfolio)



- **Personal meetings** (By appointment).
- Attending the **Accreditation Section's open day** at the MoPH premises (Every Monday, from 9-11 A.M.).



