Document Control

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Policy Name: CPD Activities Developed Outside the State of Qatar				
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V 1.0	QCHP-AD and RCCI Teams	Dr. Essam Elsayed	Dr. Samar Aboulsoud (February 17, 2016)	March 7, 2016
V 2.0	DHP-AS Team	Dr. Essam Elsayed	Dr. Saad Al-Kaabi (November 17, 2020)	December 1, 2020
V 3.0	DHP-AS Team	Dr. Essam Elsayed	Dr. Saad Al-Kaabi (May 22, 2022)	June 1, 2022
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Validity: This policy is valid until updated, replaced or canceled by the Department of Healthcare Professions-Accreditation Section (DHP-AS). Update, replacement, or cancellation of this policy may occur without prior notice. However, all concerned individuals and parties shall comply with such changes once officially notified by the DHP-AS.				

1. Introduction

All healthcare practitioners are expected to demonstrate their commitment to maintaining their competence and enhancing their performance by participating in continuing professional development (CPD) throughout their careers. The DHP-AS has established a 2-year CPD cycle for all healthcare practitioners registered in the State of Qatar. During the CPD cycle, healthcare practitioners are expected to complete and document, in their CPD e-Portfolios, a minimum of 80 credits, 40 credits of which to be in Category 1 and 40 credits in Category 2 and/or Category 3 (in any combination). Those CPD requirements may be completed by participation in live (face-to-face) or online activities within or outside the state of Qatar. This policy will provide a framework for recognizable healthcare practitioners' participation in CPD activities developed outside the State of Qatar.

2. Policy Statement

2.1. Healthcare practitioners may participate in Live (face-to-face) group learning activities (that fall under category-1 of the National CME/CPD Framework) or Assessment activities (that fall under category-3 of the National CME/CPD Framework) taking place outside the State of Qatar and get their attained CPD credits recognized by DHP-AS, if the activities are accredited by an international CPD accreditation organization recognized by the DHP-AS.

2.2. Healthcare practitioners may participate in Online synchronous group learning activities (that fall under category-1 of the National CME/CPD Framework) or Assessment activities (that fall under category-3 of the National CME/CPD Framework) taking place outside the State of Qatar and get their attained CPD credits recognized by DHP-AS, if the activities are accredited by an international CPD accreditation organization recognized by the DHP-AS.

3. Definitions

3.1. **CPD Program** is an educational initiative designed by the DHP-AS to support, enhance and promote the lifelong learning of healthcare practitioners.

3.2. **CPD Framework** is the organization of continuing professional learning activities recognized by the DHP-AS into three categories: Category 1: Accredited Group Learning Activities, Category 2: Self-Directed Learning Activities and Category 3: Assessment Activities.

3.3. **CPD Cycle** is the time period established to complete the minimum CPD credit requirements established by the DHP-AS.

3.4. **Category 1** – Accredited group learning activities.

3.5. **Category 3** – Assessment activities.

4. Abbreviations

4.1. **CPD:** Continuing Professional Development.
4.2. **DHP:** Department of Healthcare Professions.
4.3. **DHP-AS:** Department of Healthcare Professions Accreditation Section.

5. Scope

This policy applies to all licensed healthcare practitioners in the State of Qatar.

6. Roles/Responsibilities

6.1. Licensed healthcare practitioners in the State of Qatar are responsible for fulfilling the annual, category-specific, and 2-year CPD cycle requirements.
6.2. Healthcare practitioners must document all completed CPD activities in the DHP-AS CPD e-Portfolio, and upload, to the CPD e-Portfolio, all required supporting documentation as defined in the CPD Framework table for individual CPD activities.
6.3. The DHP-AS identifies and maintains a list of approved international CPD accreditation organizations.
6.4. The DHP-AS advises healthcare practitioners on whether CPD activities developed by international CPD accreditation organizations can be recorded for credit within the CPD e-Portfolio within Category 1 or Category 3.
6.5. Any changes or exceptions to this policy will be managed by the DHP-AS.

7. Procedures/Guidelines

7.1. Group Learning (Category 1) and accredited assessment (category 3) CPD Activities developed (conducted or broadcasted from) within the State of Qatar must be accredited by DHP-AS, regardless of any other accreditations, to be recognized by DHP-AS.
7.2. The DHP-AS will develop, maintain, and update lists of international CPD accreditation organizations, recognized by the DHP-AS, for accreditation of live **(List-A)** and online synchronous **(List-B)** group learning and assessment CPD activities developed outside the State of Qatar. The full lists **(Attachment 1)** shall be regularly updated, and the updated versions shall be made available and on dhp.moph.gov.qa.
7.3. Live (Face-to-Face) group learning or assessment CPD activities conducted outside the State of Qatar can be recognized by the DHP-AS and accepted for credit recording, within healthcare practitioners' e-portfolios, **if ALL of the following requirements are fulfilled:**

7.3.1. The activity type is one of the group learning (category-1) or accredited assessment (category-3) activity types included in the National CME/CPD Framework.

7.3.2. The activity is accredited by one of the international CPD accreditation organizations recognized by the DHP-AS for accreditation of live group learning or assessment CPD activities (**list-A**).

7.3.3. The activity is conducted outside the State of Qatar and within the same country/jurisdiction of the accrediting organization (i.e., activities accredited by an international accreditation body from a country other than that where the activity took place will not be recognized, even if the accreditation body is one of those recognized by DHP-AS).

7.4. Online synchronous group learning or assessment CPD activities broadcasted from outside the State of Qatar can be recognized by the DHP-AS and accepted for credit recording, within healthcare practitioners' e-portfolios, **if ALL of the following requirements are fulfilled:**

7.4.1. The activity type is one of the group learning (category-1) or accredited assessment (category-3) activity types included in the National CME/CPD Framework.

7.4.2. The activity is accredited by one of the international CPD accreditation organizations recognized by the DHP-AS for accreditation of online synchronous group learning or assessment CPD activities (**list-B**).

7.4.3. The activity is developed and broadcasted from outside the State of Qatar and within the same country/jurisdiction of the accrediting organization (i.e., activities accredited by an international accreditation body from a country other than that where the activity took place will not be recognized, even if the accreditation body is one of those recognized by DHP-AS).

8. Flowcharts

N/A

9. References and Sources for Further Reading

N/A

10. Related Policies

10.1. CPD Calculator Policy (MOPHDHPASCPD001)
10.2. CPD Cycle Policy (MOPHDHPASCPD002)
10.3. CPD Recording Policy (MOPHDHPASCPD005)

11. Governing Law or Regulations

11.1.   Amiri Decree No. 14 of the Year 2019.

12. Attachments/Appendices

12.1.   Lists of International CPD Accreditation Bodies Recognized By DHP-AS