



CPD CYCLE POLICY

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1. Introduction

All healthcare practitioners are expected to demonstrate their commitment to maintaining their competence and enhancing their performance by participating in continuing professional development (CPD) throughout their careers. The DHP-AS has established a 2-year CPD cycle for all healthcare practitioners registered in the State of Qatar.

2. Policy Statement

All healthcare practitioners in part-time or full-time practice in the State of Qatar are required to complete the annual and CPD cycle specific requirements to maintain their registration and renewal of licensure.

2.1. Cycle Requirements

- 2.1.1. Annual CPD requirements: healthcare practitioners must complete and document in a CPD ePortfolio a minimum of 40 CPD credits each year.
- 2.1.2. CPD cycle requirements: healthcare practitioners must complete and document in a CPD ePortfolio a minimum of 80 CPD credits over each 2-year CPD cycle.
- 2.1.3. Category-specific CPD cycle requirements: Healthcare practitioners must complete and document in a CPD ePortfolio at least 40 credits in Category 1 and 40 credits across Category 2 and/or Category 3, in any combination.

2.2. CPD Program Cycle

- 2.2.1. The length of the CPD Program cycle is two (2) years.
- 2.2.2. The start of a CPD Program cycle will be aligned with each healthcare practitioner's date of licensure.
- 2.2.3. Healthcare practitioners who join the CPD Program and record learning activities prior to the start of their first CPD cycle are eligible to transfer up to 10 credits in any category per the CPD Credit Transfer Policy (MOPHDHPASCPD011).
 - At the launch of the CPD Program on March 7, 2016, CPD activities eligible for credit transfer must be completed between September 7, 2015 and March 6, 2016.
 - For all healthcare practitioners registered after the CPD Program launch date, CPD activities eligible for credit transfer must be completed within the immediate 6 month period prior to their date of registration.



- 2.2.4. Participants will be provided with a certificate of completion at the end of each successful CPD cycle.

2.3. Regulations

- 2.3.1. Regulations that modify this policy can be found in the CPD Leave Policy (MOPH/DHP/AS/CPD/004) and the CPD Exemption Policy (MOPH/DHP/AS/CPD/003).

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 minimal expectations established by the DHP-AS.
- 3.4. Category 1** – Accredited group learning activities.
- 3.5. Category 2** – Self-directed learning activities.
- 3.6. Category 3** – Assessment activities.

4. Abbreviations

CPD: Continuing Professional Development
DHP: Department of Healthcare Professions
DHP-AS: Department of Healthcare Professions-Accreditation Section

5. Scope

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



6. Roles/Responsibilities

- 6.1.** Registered healthcare practitioners in the State of Qatar are responsible to fulfill the annual, category-specific, and 2-year CPD cycle requirements.
- 6.2.** Registered healthcare practitioners in the State of Qatar are responsible to document all completed CPD activities in the DHP-AS CPD ePortfolio.
- 6.3.** Any exceptions to this policy will be managed by the DHP-AS.

7. Procedures/Guidelines

N/A

8. Flowcharts

- 8.1.** Meeting cycle requirements – Appendix 1

9. References and Sources for Further Reading

N/A

10. Related Policies

- 10.1.** CPD Calculator Policy (*MOPH/DHP/AS/CPD/001*)
- 10.2.** CPD Exemption Policy (*MOPH/DHP/AS/CPD/003*)
- 10.3.** CPD Leave Policy (*MOPH/DHP/AS/CPD/004*)
- 10.4.** CPD Recording Policy (*MOPH/DHP/AS/CPD/005*)
- 10.5.** CPD ePortfolio Audit Policy (*MOPH/DHP/AS/CPD/006*)
- 10.6.** CPD Cycle Appeals Process (*MOPH/DHP/AS/CPD/007*)
- 10.7.** CPD Credit Transfer Policy (*MOPH/DHP/AS/CPD/011*)

11. Governing Law or Regulations

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

12. Attachments/Appendices



- 12.1.** Flowchart: Meeting cycle requirements
- 12.2.** Template: Certificate of completion



Appendix 1: Meeting CPD Cycle Requirements flowchart

