



CPD RECORDING 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 documentation of completed CPD activities in a CPD ePortfolio is a requirement of all healthcare practitioners and serves as the basis for validation and demonstrating accountability to peers and the healthcare system.

2. Policy Statement

All healthcare practitioners are responsible for reporting their completed CPD learning activities in the DHP-AS CPD ePortfolio. All completed CPD activities must be self-reported in the CPD ePortfolio no later than the date of registration each year.

2.1. CPD Program Requirements

- 2.1.1. All healthcare practitioners registered in the State of Qatar are required to complete all CPD cycle requirements [CPD Cycle Policy (*MOPH/DHP/AS/CPD/002*)].
- 2.1.2. All healthcare practitioners are responsible for reporting all completed learning activities in a CPD ePortfolio.
- 2.1.3. All learning activities must be self-reported no later than the healthcare practitioner's date of registration each calendar year.
- 2.1.4. CPD participants are required to upload documentation (where applicable) of the learning activities they completed in the CPD ePortfolio.
- 2.1.5. Healthcare practitioners are required to make a declaration of their commitment to comply with all CPD requirements at the time of their renewal of license.

2.2. Non-Adherence

- 2.2.1. Healthcare practitioners who fail to record the annual minimal CPD Program requirements are deemed to be non-adherent.
- 2.2.2. All non-adherent healthcare practitioners will be monitored by the DHP-AS throughout the remaining year of their CPD Program cycle and will be offered assistance to become adherent.
- 2.2.3. All non-adherent participants in their first year will be required to participate in a CPD Audit [refer to CPD ePortfolio Audit Policy (*MOPH/DHP/AS/CPD/006*)] in the remaining year of their CPD cycle.

2.3. Non-Compliance

- 2.3.1. Healthcare practitioners who fail to record the minimal expectations for Category-specific or 2-year CPD cycle requirements will be deemed to be non-compliant.



- 2.3.2.** Non-compliant healthcare practitioners will be subject to having their registration and license terminated based on non-compliance with CPD Program regulations.
- 2.3.3.** All non-compliant healthcare practitioners will be provided with an opportunity to appeal the termination of registration [see CPD Cycle Appeal Process (*MOPH/DHP/AS/CPD/007*)].

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 Cycle** is the time period established to complete the minimal expectations established by the DHP-AS.
- 3.3. **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.
- 3.4. **Non-adherence** describes healthcare practitioners who fail to record the annual minimal CPD Program requirements.
- 3.5. **Non-compliance** describes healthcare practitioners who fail to record the minimal expectations for Category-specific or 2-year CPD cycle requirements.

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. DHP-AS monitors CPD cycles of all healthcare practitioners for non-adherence and non-compliance.
- 6.4. DHP-AS provides support to any healthcare practitioner requiring support to meet CPD cycle requirements.

7. Procedures/Guidelines

- 7.1.** All CPD activities must be recorded in the CPD ePortfolio to receive credit.
- 7.2.** Credit for completing a CPD ePortfolio includes documentation of the activity and reflection on the outcomes of learning for the healthcare practitioner's practice.

8. Flowcharts

N/A

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 Cycle Policy (*MOPH/DHP/AS/CPD/002*)
- 10.3.** CPD Exemption Policy (*MOPH/DHP/AS/CPD/003*)
- 10.4.** CPD Leave Policy (*MOPH/DHP/AS/CPD/004*)
- 10.5.** CPD ePortfolio Audit Policy (*MOPH/DHP/AS/CPD/006*)
- 10.6.** CPD Cycle Appeals Process (*MOPH/DHP/AS/CPD/007*)

11. Governing Law or Regulations

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

12. Attachments/Appendices

- 12.1. CPD Framework Table



Attachement 1: CPD Framework Table

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