



## DHP-AS ACCREDITED CPD PROVIDER AUDIT POLICY

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Co-Consultants: Royal College
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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 once officially notified by the DHP-AS.
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## 1. Introduction

The DHP-AS has developed a hybrid CPD accreditation system that recognizes CPD Provider Organizations who have met established standards in areas of educational development, governance, organizational infrastructure and administrative operations. All DHP accredited CPD provider Organizations are required to develop CPD activities that meet all established administrative, educational and ethical accreditation standards. All CPD activities developed by DHP accredited CPD provider organizations will be approved for credit under either Category 1 or Category 3 of the CPD Framework for the State of Qatar.

The DHP-AS has developed the DHP accredited CPD provider Audit Policy as part of its quality control plan to support the consistent application of the DHP-AS accreditation standards for CPD activities by DHP accredited CPD provider organizations. The objective of this audit is to assess the adequacy of DHP accredited CPD providers' internal operations and their application of DHP-AS accreditation standards for CPD activities.

## 2. Policy Statement

- 2.1. All DHP accredited CPD providers are subject to the Audit Policy. At least one accredited activity within Category 1 and one accredited activity within Category 3 that will be subject to audit on an annual basis.
- 2.2. All DHP accredited CPD providers are required to submit to the DHP-AS a complete CPD Provider Audit Form accompanied by all required supporting documentation upon request by the DHP-AS.
- 2.3. DHP accredited CPD providers will be assessed on their level of compliance with the DHP-AS accreditation standards for CPD activities during the audit process.
- 2.4. All audited DHP accredited CPD providers will be provided with an audit report generated by the DHP-AS.

## 3. Definitions

- 3.1. **DHP accredited CPD provider** is an organization that has been accredited by the DHP-AS by demonstrating that they have met the established standards in areas of educational development, governance, organizational infrastructure and administrative operations. All DHP accredited CPD provider organizations may accredit a CPD activity for credit hours within Qatar's CPD Framework. The CPD activity must be developed by the DHP accredited CPD provider and must meet the CPD activity accreditation standards as defined by the DHP-AS.
- 3.2. **Action plan** is a written document submitted to the DHP-AS by a non-accredited CPD provider or DHP accredited CPD provider organization describing how the organization will address issues identified in an CPD provider accreditation report, in a live CPD activity audit report, or an accredited CPD provider audit report. For each identified issues, the non-accredited CPD provider or DHP accredited CPD provider organization



must define the strategy, tactics, anticipated challenges and anticipated barriers, risks, resource responsibility assignment, timelines, and measures used to determine success.

#### **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 approved DHP accredited CPD provider Organizations. Any CPD activity that has been developed by a DHP accredited CPD provider organization and approved for credit under either Category 1 or Category 3 of the CPD Framework for the State of Qatar could be subject to the CPD Provider Audit.

#### **6. Roles/Responsibilities**

- 6.1. DHP accredited CPD providers submit an annual report of conducted all accredited CPD activities to the DHP-AS on or before April 30 of each year as per DHP-AS accredited CPD provider Annual Reporting Policy or otherwise as stated in the DHP accredited CPD provider Accreditation Decision Letter.  
(MOPH/DHP/AS/CPDProvider/006).
- 6.2. DHP-AS selects, at least, one CPD activity from Category 1 and one CPD activity from Category 3 from the DHP accredited CPD provider's annual report to audit.
- 6.3. The DHP accredited CPD providers submit to the DHP-AS a complete CPD Provider Audit Form accompanied by all required supporting documentation.
- 6.4. The DHP-AS reviews the submitted CPD Provider Audit Form and accompanying supporting documentation using the established criteria.
- 6.5. The DHP-AS communicates, in a formal report, to the accredited CPD provider the results of the review of the submitted documentation.
- 6.6. The DHP accredited CPD provider responds to any areas of concern identified during the audit in the form of a written response to the DHP-AS.
- 6.7. The DHP accredited CPD provider submits to the DHP-AS a written action plan in response to the DHP accredited CPD provider Audit Report.



## **7. Procedures/Guidelines**

### **7.1. Selection of CPD activity to be audited**

- 7.1.1. The DHP accredited CPD provider submits their annual report of conducted accredited CPD activities to the DHP-AS on or before April 30 of each year as per DHP-AS accredited CPD provider Annual Reporting Policy (*MOPH/DHP/AS/CPDProvider/006*) or otherwise as stated in the Accreditation Decision letter.
- 7.1.2. The DHP-AS reviews the DHP-AS's annual report of accredited CPD activities and identifies, at least, one accredited activity within Category 1 and one accredited activity within Category 3 that will be subject to audit. If the DHP accredited CPD provider has not accredited a CPD activity within either Category 1 or 3, they will not be required to participate in the audit.
- 7.1.3. The DHP-AS reserves the right to request the audit of more than 1 activity from Category 1 and Category 3 that will be subject to audit.
- 7.1.4. The DHP-AS informs the DHP accredited CPD provider, in writing the name of the CPD activity that will be subject to audit as undisputedly determined by DHP-AS.

### **7.2. Responding to an audit request**

- 7.2.1. The DHP accredited CPD provider provides one CPD Provider Audit Form and related documentation per selected activity to the DHP-AS, via email within 30 days of receipt of the notification of audit letter.
- 7.2.2. The DHP-AS staff acknowledges receipt of the CPD Provider Audit Form within 2 business days.

### **7.3. Conducting an audit**

- 7.3.1. The DHP-AS Manager assigns one DHP-AS staff to conduct the accredited CPD provider audit.
- 7.3.2. The DHP-AS staff assigned to conduct the DHP accredited CPD provider audit reviews the submitted documentation and completes the DHP accredited CPD provider Audit Report within 14 days of receipt of the completed CPD Provider Audit Form.
- 7.3.3. The DHP-AS staff assigned to conduct the DHP accredited CPD provider audit submits their Accredited CPD Provider Audit Report to the DHP-AS Manager for review and approval.
- 7.3.4. Once approved, the DHP-AS staff assigned to conduct the DHP accredited CPD provider audit submits their final DHP accredited CPD provider Audit Report to the DHP accredited CPD provider within 30 days of receipt of the completed CPD Provider Audit Form.

### **7.4. Failure to respond to an audit request**

- 7.4.1. If the DHP accredited CPD provider organization fails to respond to an audit request within 5 days of the submission due date, the DHP-AS sends a reminder via email.
- 7.4.2. If the DHP accredited CPD provider organization fails to respond to an audit requested within 10 days of the receipt of the reminder, the DHP-AS issues a warning letter indicating that the CPD provider's accreditation status is at risk.



7.4.3. If the DHP accredited CPD provider fails to respond to the warning letter within 10 days of the receipt of the warning letter, then the DHP-AS will execute the DHP-AS Revocation of Accredited CPD Provider Status Policy (MOPH/DHP/AS/CPDProvider/008).

**7.5. Responding to an Accredited CPD Provider Audit Report**

7.5.1. The DHP accredited CPD provider provides an action plan to the DHP-AS indicating how they plan to address any deficiencies identified in the Accredited CPD Provider Audit Report within 30 days of receiving the report.

7.5.2. The DHP-AS acknowledges receipt of the DHP accredited CPD provider's action plan within 2 business days.

**7.6. Failure to submit an action plan**

7.6.1. If the DHP accredited CPD provider organization fails to submit an action plan within 5 days of the submission due date, the DHP-AS sends a reminder via email.

7.6.2. If the DHP accredited CPD provider organization fails to submit an action plan within 10 days of the receipt of the reminder, the DHP-AS issues a warning letter indicating that the CPD provider's accreditation status is at risk.

7.6.3. If the DHP accredited CPD provider fails to respond to the warning letter within 10 days of the receipt of the warning letter, then the DHP-AS will execute the DHP-AS Revocation of Accredited CPD Provider Status Policy (MOPH/DHP/AS/CPDProvider/008).

**7.7. Appeals**

7.7.1. The DHP-AS accredited CPD provider organization may appeal the decision as described in the DHP-AS CPD Activity Accreditation Appeals Policy (MOPH/DHP/AS/CPDActivities/005).

**8. Flowcharts**

8.1. DHP accredited CPD provider Audit Policy flowchart – Appendix 1

**9. References and Sources for Further Reading**

N/A

**10. Related Policies**

10.1. DHP-AS accredited CPD provider Annual Reporting Policy  
(MOPH/DHP/AS/CPDProvider/006)

10.2. DHP-AS Revocation of Accredited CPD Provider Status Policy  
(MOPH/DHP/AS/CPDProvider/008)

10.3. DHP-AS CPD Activity Accreditation Appeals Policy  
(MOPH/DHP/AS/CPDActivities/005)



## **11. Governing Law or Regulations**

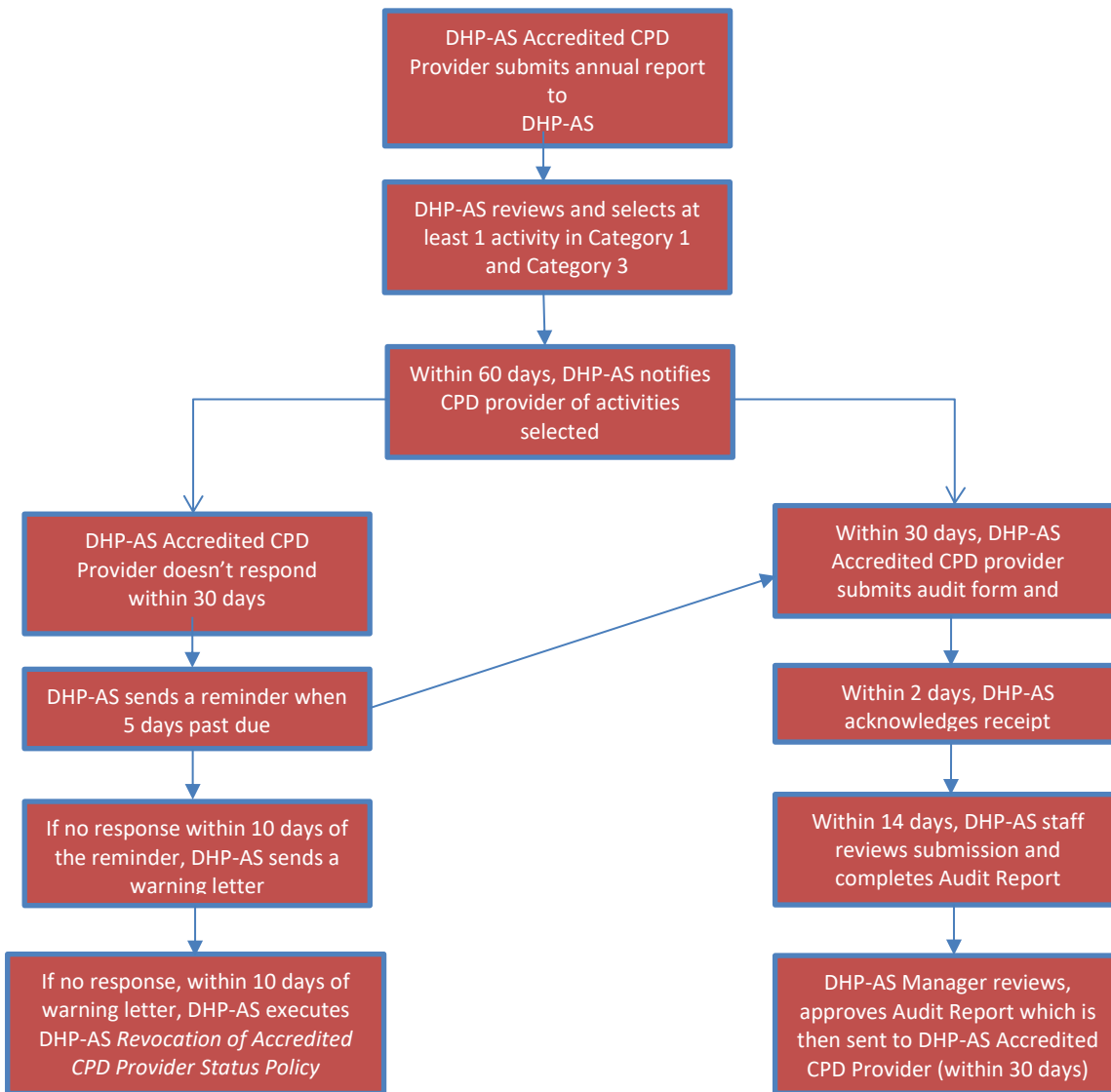
11.1. Emiri Decree No. 7 for the Year 2013

## **12. Attachments/Appendices**

- 12.1. Flowchart: DHP accredited CPD provider Audit Policy
- 12.2. Template: DHP accredited CPD provider Audit Form
- 12.3. Template: DHP accredited CPD provider Audit Report
- 12.4. Template: Notification of audit letter
- 12.5. Template: Warning letter



## Appendix 1: DHP-accredited CPD provider Audit Policy flowchart



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