DHP-AS ACCREDITED CPD PROVIDER ELIGIBILITY POLICY - NON-GOVERNMENTAL HEALTHCARE FACILITIES

Policy Category: Provider Policy	
Policy Name: DHP-AS Accredited CPD Provider Eligibility Policy — Non-Governmental Healthcare Facilities	
Policy Code: MOPH/DHP/AS/CPDProvider/001b	
Version Number: 1	
Developed by: DHP-AS	
Reviewed by/Date: Dr. Essam Elsayed / October 18, 2016	
Approved by/ Date: Dr. Samar Aboulsoud / November 16, 2016	
Date Effective: November 17, 2016	
Revised by/Date: DHP-AS team/ October 2017 and December 2020	
Date of Due Revision: March 6, 2022	
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.	

1. Introduction

The DHP-AS developed a provider-based CPD accreditation system that recognizes CPD provider organizations that 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. Once approved, all CPD activities developed by 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.

This policy defines the criteria of non-governmental healthcare facilities that are eligible to apply to become a DHP accredited CPD provider or to apply for activity-based accreditation.

2. Policy Statement

2.1. The DHP-AS has determined that the CPD program of non-governmental healthcare facilities must be not for-profit i.e. with "reasonable" registration fees and not provided through a private CPD educational training center in order to be eligible to apply to become a DHP accredited CPD provider or to apply for activity-based accreditation.

2.2. The DHP-AS has determined that non-governmental healthcare facilities shall possess ALL of the following criteria in order to be eligible to apply to become a DHP accredited CPD provider:

2.2.1. Non-governmental healthcare facilities must have ≥ 100 employed healthcare practitioners.
2.2.2. Non-governmental healthcare facilities must have employed healthcare practitioners from at least three different scopes of practice.
2.2.3. Non-governmental healthcare facilities must have conducted at least three CPD activities accredited by DHP-AS before their application to be a DHP accredited provider.

2.3. Non-governmental healthcare facilities that do not fulfill one or more of criteria 2.2.1.-2.2.3.; are not eligible to apply to become a DHP accredited CPD provider; however, they can apply for activity-based accreditation.

3. Definitions

3.1. **DHP accredited CPD provider** is an organization that has been reviewed and approved by the DHP-AS based on their ability to demonstrate adherence to established accreditation standards in areas of educational development, governance, organizational infrastructure and administrative operations.

3.2. **Non-governmental healthcare facilities** include the following examples:

- a. Health centers e.g. private polyclinics.
- b. Health and wellness centers e.g. private polyclinics with wellness facilities.
- c. Diagnostic and treatment centers
- d. Diagnostic centers e.g. stand-alone laboratories and stand-alone imaging.
- e. Pharmacies e.g. outpatient, inpatient and community pharmacies
- f. General and specialized hospitals.
- g. Long-term care facilities e.g. geriatric, rehabilitation, mental health, substance misuse and skilled nursing facilities.

3.3. **Reasonable registration fees** are fees set on a cost-recovery basis to support the wide availability of affordable CPD activities for all healthcare practitioners.

4. Abbreviations

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

5. Scope

Any non-governmental healthcare facility that is eligible to apply to become a DHP accredited CPD provider or to apply for activity-based accreditation.

6. Roles/Responsibilities

6.1. The DHP-AS reviews and approves all eligible non-governmental healthcare facilities that apply and participate in a process to become an accredited CPD provider ("the applicant"). The DHP-AS is responsible for establishing, monitoring, and revising the CPD provider accreditation standards and defining the process to judge adherence to established standards.

6.2.	All eligible non-governmental healthcare facilities may request to participate in the accreditation process of CPD provider organizations. Eligible non-governmental healthcare facilities are required to provide all required documentation to demonstrate their adherence to established accreditation standards.

7. Procedures/Guidelines

7.1. Determining eligibility

7.1.1. When the applicant has determined their intent to apply to become a DHP accredited CPD provider, they must express this intent, in writing to the DHP-AS.

7.1.2. The DHP-AS reviews whether the applicant meets the eligibility criteria as defined by this policy (Policy Statement 2.1-2.3).

7.1.3. The DHP-AS may request additional information from the applicant to verify that the applicant meets the defined eligibility criteria.

7.2. Confirming eligibility

7.2.1. The DHP-AS informs the applicant in writing that they meet the eligibility criteria to apply to become a DHP accredited CPD provider:

    7.2.1.1. The applicant is requested to confirm the date for which they intend to submit an application to become a DHP accredited CPD provider.

    7.2.1.2. The DHP-AS will only forward the provider application package to CPD organizations that meet established eligibility criteria for provider-based accreditation.

7.2.2. The DHP-AS informs the applicant in writing that they are not eligible to apply to become a DHP accredited CPD provider, however; they meet the eligibility criteria to apply for activity-based accreditation:

    7.2.2.1. The applicant is required to apply for activity-based accreditation to DHP-AS.

    7.2.2.2. The DHP-AS will only forward the activity-based application package to CPD organizations that meet established eligibility criteria for activity-based accreditation.

8. Flowcharts

8.1. Management of Non-governmental Healthcare Facilities Eligibility (Appendix 1)

9. Related Policies

9.1. DHP-AS CPD Accreditation Appeals Policy
(*MOPH/DHP/AS/CPDProvider/005*)

10. Governing Law or Regulations

10.1. Emiri Decree No. 7 for the Year 2013

11. Attachments/Appendices

11.1. Flowchart: Management of Non-governmental Healthcare Facilities Eligibility

11.2. Accredited CPD Activities Fees Regulations Guidelines

Attachment 1: Management of Non-governmental Healthcare Facilities Eligibility Flowchart

Applicant submits in writing their intent to become an accredited provider

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The DHP-AS reviews the application against eligibility criteria

Applicant provides requested information to DHP-AS →

↑ DHP-AS requests additional information from applicant

↑ More information is required

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Does the applicant have a for-profit CPD program or provide CPD activities through a CPD educational training center → Yes

DHP-AS informs applicant in writing that eligibility criteria for both provider-based and activity-based accreditation are not met

↓ No

Have the criteria 2.2.1.-2.2.3. been met? → No →

↓ Yes

DHP-AS informs applicant in writing that eligibility criteria for provider-based accreditation are met

DHP-AS informs applicant in writing that eligibility criteria for only activity-based accreditation are met

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Applicant confirms date they intend to submit application

DHP-AS forwards to applicant the accredited provider application package

DHP-AS forwards to applicant the activity-based application package