



DHP-AS ACCREDITED CPD PROVIDER ELIGIBILITY POLICY

Policy Category: Provider Policy

Policy Name: DHP-AS Accredited CPD Provider Eligibility Policy

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Developed by: DHP-AS

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 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.

The DHP-AS Accredited CPD Provider Eligibility Policy defines the types of organizations who are eligible to apply to become a DHP accredited CPD provider organization.

2. Policy Statement

The DHP-AS has determined that the following types of organizations are eligible to apply to become an DHP accredited CPD provider:

- Governmental or non-governmental healthcare professional academic institutions (or those involved in the education of healthcare professionals). Includes organizations that are eligible to become registered/licensed within the next two years.
- Governmental or non-governmental healthcare facilities.

Any organizations who are for-profit commercial interests are not eligible to apply to become a DHP accredited CPD provider.

Private centres that open only to provide CPD are not eligible for accreditation.

3. Definitions

3.1. 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 accredited CPD provider and must meet the CPD activity accreditation standards as defined by the DHP.

3.2. Commercial interest, as defined by the Accreditation Council for Continuing Medical Education (ACCME), is "any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients.



Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.”

4. Abbreviations

ACCME: Accreditation Council for Continuing Medical Education

CPD: Continuing Professional Development

DHP: Department of Healthcare Professions

DHP-AS: Department of Healthcare Professions-Accreditation Section

5. Scope

Any organization that is eligible to apply to become a DHP accredited CPD provider.

6. Roles/Responsibilities

- 6.1.** The DHP-AS reviews and approves all eligible organizations 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 CPD provider organizations may request to participate in the CPD provider organization accreditation process. Eligible CPD provider organizations 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.
- 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 whether they meet the eligibility criteria.



- 7.2.1.1. If the applicant meets the eligibility criteria, the applicant is requested to confirm the date for which they intend to submit an application to become a DHP accredited CPD provider.
- 7.2.2. The DHP-AS will only forward the provider application package to CPD organizations who meet established eligibility criteria.

8. Flowcharts

- 8.1.** Management of CPD Provider Eligibility (Appendix 1)

9. References and Sources for Further Reading

- 9.1.** ACCME definition "commercial interest"
<http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-and-definitions/definition-commercial-interest>
(last accessed July 30, 2014)

10. Related Policies

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

11. Governing Law or Regulations

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

12. Attachments/Appendices

- 12.1.** Flowchart: Management of CPD Provider Eligibility
12.2. Template: Request Apply to Become an Accredited Provider Form
12.3. Template: Letter confirming applicant eligibility
12.4. Template: Letter confirming applicant ineligibility
12.5. Template: Letter requesting additional information to confirm eligibility



Attachment 1: Management of CPD Provider Eligibility flowchart

