



DHP-AS CPD ACTIVITY ACCREDITATION APPEALS POLICY

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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 to recognize 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. All CPD activities developed by accredited CPD Provider organizations following DHP standards and notified to DHP-AS as per the requirements will be approved for credit within category 1 or category 3 of the CPD Accreditation Framework.

CPD providers who have not been approved as accredited CPD providers in Qatar may apply directly to the DHP-AS for review and approval of individual CPD activities credit within Category 1 or Category 3 of the CPD Accreditation Framework.

The DHP-AS has developed the CPD Activity Accreditation Decision Policy to determine the accreditation status of all CPD activity accreditation applications submitted for review.

2. Policy Statement

- 2.1** A CPD provider may appeal the DHP-AS's decision related to:
- 2.1.1 CPD Activity Accreditation Non-Approval
 - 2.1.2 Accredited CPD Provider Audit Policy
 - 2.1.3 CPD Activity Live Audit Policy
- 2.2** A request to appeal a decision must be submitted to the DHP-AS, in writing, within 30 days from the date the decision was communicated, in writing, to the CPD provider.
- 2.3** The request for appeal will be considered by the Manager, DHP-AS whose decision is final.

3. Definitions

- 3.1 CPD Activity** is a learning activity designed to respond to the needs of health professionals in enhancing awareness or acquisition of new knowledge, development of skills or competencies, improving performance or health outcomes.
- 3.2 CPD Provider** is an organization responsible for the development of a CPD activity that meets all established administrative, educational and ethical standards.



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 any CPD activity that:

- a) Is submitted to the DHP-AS for review and approval within the DHP-AS CPD Framework.
- b) Is subject to the DHP-AS CPD Provider Audit Policy.
- c) Is subject to the DHP-AS CPD Activity Live Audit Policy.

6. Roles/Responsibilities

- 6.1** The CPD provider submits their request to appeal a CPD activity accreditation decision to the DHP-AS.
- 6.2** The DHP-AS reviews the submitted request to appeal and confirms that all required documentation and information has been submitted by the CPD provider.
- 6.3** The DHP-AS submits all documentation related to the request to appeal to the Manager, DHP-AS.
- 6.4** The Manager, DHP-AS reviews the documentation supporting the appeal.
- 6.5** The Manager, DHP-AS decides on the status of the appeal.
- 6.6** The Manager, DHP-AS communicates his/her decision to the DHP-AS.
- 6.7** The DHP-AS submits, in writing, the decision of the Manager, DHP-AS to the CPD provider.

7. Procedures/Guidelines

7.1 Submit a Request for Appeal

- 7.1.1 The CPD provider must submit their written request for appeal within 30 days from the date that the DHP-AS decision/report was communicated to the CPD provider by the DHP-AS.
- 7.1.2 The CPD provider submits their request for appeal, in writing, to the DHP-AS. The written request must:
 - 7.1.2.1 Define the decision the CPD provider is appealing



7.1.2.2 Include a rationale for why the decision(s) reached by the DHP-AS should be reconsidered.

7.1.3 The appeal may only be based on the same information/documentation that was used to inform the original decision by the DHP-AS.

7.2 Review a Request for Appeal

7.2.1 The DHP-AS reviews the written request to determine whether the request for appeal has been submitted within 30 days from the date the accreditation report/decision was received by the CPD provider.

7.2.2 The DHP-AS reviews the submitted request to appeal to confirm that all required documentation and information has been submitted by the accredited CPD provider.

7.2.3 The DHP-AS submits, electronically, the request for appeal and related documentation to the Manager, DHP-AS.

7.2.4 The Manager, DHP-AS reviews the initial documentation submitted by the CPD provider, the accreditation, audit or live audit report and the letter of appeal and comes to a conclusion about the status of the appeal.

7.2.5 The decision of the Manager, DHP-AS is final.

7.2.6 The decision is provided to the DHP-AS who informs the CPD provider, in writing, of the final decision.

8 Flowcharts

8.1 DHP-AS CPD Activity Accreditation Appeals Policy – Appendix 1

9 References and Sources for Further Reading

N/A

10 Related Policies

10.1 DHP-AS CPD Activity Accreditation Eligibility Policy
(MOPH/DHP/AS/CPDActivities/001)

10.2 DHP-AS CPD Activity Accreditation Decision Policy
(MOPH/DHP/AS/CPDActivities/004)

10.3 DHP-AS CPD Activity Live Audit Policy
(MOPH/DHP/AS/CPDActivities/006)

10.4 DHP accredited CPD provider Audit Policy
(MOPH/DHP/AS/CPDProvider/009)

11 Governing Law or Regulations

11.1 Emiri Decree No. 7 for the Year 2013



12 Attachments/Appendices

- 12.1** Flowchart: DHP-AS CPD Accreditation Appeals Policy
- 12.2** Template: CPD Activity Accreditation Appeal Request Form
- 12.3** Template: CPD Activity Accreditation Appeal Results Letter



Appendix 1 – DHP-AS CPD Accreditation Appeals Policy flowchart

