



DHP-AS CPD PROVIDER ACCREDITATION REVIEW POLICY

Policy Category: Provider 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 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 CPD provider accreditation process is executed by DHP-AS appointed and trained surveyors, who review submitted documentation, conduct an on-site visit and submit to the CPD Accreditation Committee a report with recommendations on the accreditation status of each accreditation standard and a recommended accreditation cycle. The surveyor report is reviewed by the members of the CPD Accreditation Committee who are responsible for determining all accreditation decisions (including the level of compliance of individual standards and the duration of the accreditation cycle).

2. Policy Statement

- 2.1.** The DHP-AS will accept applications to become accredited CPD provider organizations three times per year on:
- April 1st
 - August 1st
 - December 1st
- 2.2.** The DHP-AS will appoint two accreditation surveyors whose task is to complete a review of all submitted documentation, complete an on-site visit, and to write a report with recommendations for consideration by the CPD Accreditation Committee. The accreditation surveyors will be supported by a DHP-AS staff member throughout the accreditation review process.
- 2.3.** The DHP CPD Accreditation Committee will review the completed accreditation reviews (either initial applications or re-applications) three times per year.
- 2.3.1. The February meetings of the CPD Accreditation Committee review all completed applications submitted on or before the previous December 1st.
- 2.3.2. Accredited CPD providers who are approved during the February committee meeting will begin their accreditation cycle as a DHP accredited CPD provider the following March 1st.



- 2.3.3. The June meeting of the CPD Accreditation Committee will review all completed applications submitted on or before April 1st.
- 2.3.4. Accredited CPD providers who are approved during the June committee meeting will begin their accreditation cycle as a DHP accredited CPD provider the following July 1st.
- 2.3.5. The October meeting of the CPD Accreditation Committee will review all completed applications submitted on or before August 1st.
- 2.3.6. Accredited CPD providers who are approved during the October committee meeting will begin their cycle as a DHP accredited CPD provider the following November 1st.
- 2.3.7. Accredited CPD providers whose accreditation cycles expire on March 1st are to submit their applications for re-accreditation on the December 1th immediately preceding the March 1st cycle expiration date.
- 2.3.8. Accredited CPD providers whose accreditation cycles expire on July 1st are to submit their applications for re-accreditation on April 1st immediately preceding the July 1st accreditation cycle expiration date.
- 2.3.9. Accredited CPD providers whose accreditation cycles expire on November 1st are to submit their applications for re-accreditation on August 1st immediately preceding the November 1st accreditation cycle expiration date.

2.4. Any DHP accredited CPD provider who intends to submit an application to renew their accredited CPD provider status may request an extension (of up to 30 days) to submit their application. This request must be submitted, in writing, to the DHP-AS no later than 30 days in advance of the due date for submitting an application to renew their accredited CPD provider status.

- 2.4.1. Any DHP accredited CPD provider who fails to submit an application to renew their accredited CPD provider status will have their accreditation status revoked when their accreditation cycle expires.

2.5. 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.

3. Definitions

3.1. Accreditation Cycle is the duration of time that the accredited CPD provider is considered to be a DHP accredited CPD provider. During this timeframe, an accredited CPD provider may self-approve any CPD activity that they develop for CPD credits (which meets CPD accreditation standards) within the CPD Framework for the State of Qatar.



3.2. Accreditation Surveyors are the individuals, appointed and trained by the DHP-AS who are responsible to review applications submitted by organizations wishing to become/renew their status as DHP accredited CPD providers. Surveyors produce a report to the DHP CPD Accreditation Committee on their recommended levels of compliance for each accreditation standard after reviewing CPD provider organizations. These recommendations are informed by the results of the application review and the accreditation site visit.

3.3. 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.

3.4. CPD Accreditation Committee is the DHP-AS appointed Committee responsible for decisions related to an accredited CPD provider's compliance to specific accredited CPD provider standards and the duration of the accredited CPD provider's accreditation cycle.

3.5. Revocation of accredited CPD provider status is the process by which the DHP CPD Accreditation Committee terminates the accredited CPD provider status of a DHP accredited CPD provider. As a result, the accredited CPD provider will no longer be granted the authority to self-approve any CPD activity (which meets CPD accreditation standards) that they develop for CPD credits within the CPD Framework for the State of Qatar.

3.6. Accreditation site visit is a component of the DHP accreditation of CPD providers' process whereby the DHP accreditation surveyors visit the physical location of the applicant/accredited CPD provider to inform their decision(s) related to the accreditation status of an applicant/accredited CPD provider.

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:

- The initial application of an organization seeking approval to become recognized as a DHP accredited CPD provider organization.



- Previously approved DHP accredited CPD provider organizations who are seeking to renew their status as an accredited CPD provider.

6. Roles/Responsibilities

- 6.1.** The CPD provider organization ('the applicant') completes and submits the *DHP-AS Accreditation Application Form CPD Provider Organizations State of Qatar* and provides all supporting documentation.
- 6.1.1. The 'applicant' administratively supports arrangements for the on-site accreditation visit, a component of the review process.
- 6.1.2. Once approved, accredited CPD provider organizations are accountable to the DHP to continuously pursue compliance with the *DHP Accreditation Standards for CPD Provider Organizations* and ensure consistent adherence to all *DHP-AS CPD Activity Accreditation Standards*.
- 6.2.** The DHP-AS is responsible for establishing the accreditation review policy and procedures, the CPD accreditation standards and compliance criteria.
- 6.2.1. The DHP-AS receives and reviews the submitted documentation to ensure all required documentation and information has been submitted by the applicant.
- 6.2.2. The DHP-AS supports and trains surveyors to review all submitted documentation and conduct on-site visits.
- 6.2.3. The DHP-AS administratively supports the CPD Accreditation Committee and oversees the CPD provider accreditation review process.
- 6.2.4. The DHP-AS modifies the final *DHP Surveyor Checklist and Report for CPD Provider Organizations* based on the discussions and decisions of the CPD Accreditation Committee.
- 6.2.5. The DHP-AS creates the final *DHP-AS Accredited CPD Provider Accreditation Report* and communicates the accreditation results to the applicant.
- 6.2.6. The DHP-AS is accountable to support all applicants.
- 6.2.7. The DHP-AS will review and revise the accreditation standards for CPD provider organizations to ensure they are reasonable and decisions are fair.
- 6.3.** DHP surveyors review submitted documentation from applicants.
- 6.3.1. DHP surveyors conduct the accreditation on-site visit.
- 6.3.2. DHP surveyors produce a report to the DHP CPD Accreditation Committee on their recommended level of compliance for each accreditation standard and a recommended accreditation cycle for the applicant.
- 6.3.3. DHP surveyors are accountable to the CPD Accreditation Committee and to the DHP-AS to consistently apply the criteria in a fair and transparent manner and contribute to the continuous enhancement of the CPD accreditation standards and review process.



6.4. DHP CPD Accreditation Committee receives *DHP Surveyor Checklist and Report for CPD Provider Organizations* from DHP surveyors.

- 6.4.1. DHP CPD Accreditation Committee determines the accreditation status of each standard and the duration of accreditation cycle for each applicant as per the DHP-AS Accreditation Decision Policy (*MOPH/DHP/AS/CPDProvider/004*).
- 6.4.2. DHP CPD Accreditation Committee is accountable to the DHP-AS to ensure that the review process and decision processes are consistent and fair.

7. Procedures/Guidelines

7.1. Initial Accreditation Applications

- 7.1.1. The applicant declares their intent to submit an accreditation application in writing to the DHP-AS.
- 7.1.2. The DHP-AS executes the DHP-AS Accredited CPD Provider Eligibility Policy (*MOPH/DHP/AS/CPDProvider/001*).
- 7.1.3. The DHP-AS executes the DHP-AS Accredited CPD Provider Fees Policy – if applicable (*MOPH/DHP/AS/CPDProvider/003*).
- 7.1.4. The applicant submits their application to become a DHP accredited CPD provider. This application includes:
 - 7.1.4.1. The completed *CPD Provider Accreditation Application Form*.
 - 7.1.4.2. All required appendices as defined by the *CPD Provider Accreditation Application Form*.
- 7.1.5. The DHP-AS reviews the submitted documentation to check that all required documentation and information has been submitted by the applicant.
- 7.1.6. The DHP-AS follows up with the applicant to request any additional documentation to complete the application.
- 7.1.7. The DHP-AS assigns two DHP-AS accreditation surveyors to review the application for accreditation.
 - 7.1.7.1. The DHP-AS reviews the pool of accreditation surveyors to determine the best-suited surveyors. This includes a review of the *Surveyor's Conflict of Interest Declaration Form*.
 - 7.1.7.2. The assigned DHP-AS accreditation surveyors may not hold any direct authority in, or personal interest in, or financial affiliations with, the applicant.
- 7.1.8. The DHP-AS submits the complete application package to the DHP accreditation surveyors.
- 7.1.9. The DHP-AS collaborates with the DHP accreditation surveyors to identify three potential dates and times for the accreditation site visit.
 - 7.1.9.1. The DHP-AS communicates the three potential dates and times for the accreditation site visit to the applicant who then chooses their preferred date for the accreditation site visit.



- 7.1.9.2. The DHP-AS communicates the applicant's preferred date for the accreditation site visit to the DHP accreditation surveyors and makes all necessary logistical arrangements.
- 7.1.10. The DHP-AS accreditation surveyors execute the accreditation site visit with the support of the DHP-AS.
- 7.1.11. The DHP-AS follows up with the applicant to obtain any additional documentation requested during the accreditation site visit.
- 7.1.12. The DHP accreditation surveyors develop their *DHP Surveyor Checklist and Report for CPD Provider Organizations* and submits the report to the DHP-AS.
- 7.1.13. The DHP-AS submits the *DHP Surveyor Checklist and Report for CPD Provider Organizations* to the DHP CPD Accreditation Committee.
- 7.1.14. The DHP-AS schedules one accreditation surveyor to participate in the DHP CPD Accreditation Committee meeting when the accreditation surveyor report will be reviewed.
- 7.1.14.1. The accreditation surveyor will respond to any questions from the CPD Accreditation Committee to enable the committee to make a final decision regarding the applicant's level of compliance of each accreditation standard.
- 7.1.15. The DHP CPD Accreditation Committee executes the DHP-AS Accreditation Decision Policy (*MOPH/DHP/AS/CPDProvider/004*).
- 7.1.16. The DHP-AS makes any requested changes to the accreditation surveyor report.
- 7.1.17. The DHP-AS communicates the DHP CPD Accreditation Committee's decision related to the accreditation status of the applicant via email within 48 hours of the committee meeting.
- 7.1.18. The DHP-AS communicates the decisions of the DHP CPD Accreditation Committee to the applicant, in writing, as per the DHP-AS Accreditation Decision Policy (*MOPH/DHP/AS/CPDProvider/004*).
- 7.1.19. The DHP-AS updates the results of the accreditation review in the *DHP-AS Accredited CPD Provider Tracking Sheet*.
- 7.1.20. The applicant may choose to appeal any decision(s) of the DHP CPD Accreditation Committee as per the DHP-AS CPD Accreditation Appeals Policy (*MOPH/DHP/AS/CPDProvider/005*).

7.2. Re-Accreditation Applications

- 7.2.1. One year from the accredited CPD provider's accreditation re-application date, the DHP-AS notifies the accredited CPD provider, in writing, that they are due to apply to renew their status as a DHP accredited CPD provider.
- 7.2.1.1. Accredited CPD providers whose accreditation cycles expire on March 1st are to submit their applications for re-accreditation on the December 1th immediately preceding the March 1st cycle expiration date.



- 7.2.1.2. Accredited CPD providers whose accreditation cycles expire on July 1st are to submit their applications for re-accreditation on April 1st immediately preceding the July 1st accreditation cycle expiration date.
- 7.2.1.3. Accredited CPD providers whose accreditation cycles expire on November 1st are to submit their applications for re-accreditation on August 1st immediately preceding the November 1st accreditation cycle expiration date.
- 7.2.2. Six months in advance of the application submission due date, the DHP-AS schedules a one hour teleconference or face-to-face meeting with the accredited CPD provider organization to review the application process and the *DHP-AS Accreditation Standards for CPD Provider Organizations*. This teleconference or face-to-face meeting should take place no less than 90 days from the application submission due date.
 - 7.2.2.1. The DHP-AS hosts the pre-accreditation submission teleconference or face-to-face meeting no less than 90 days from the application submission due date.
- 7.2.3. The accredited CPD provider submits their re-accreditation application. This application includes:
 - 7.2.3.1. The completed *CPD Provider Accreditation Application Form*.
 - 7.2.3.2. All required appendices as defined by the *CPD Provider Accreditation Application Form*.
- 7.2.4. The DHP-AS reviews the submitted documentation to check that all required documentation and information has been submitted by the accredited CPD provider organization.
- 7.2.5. The DHP-AS follows-up with the accredited CPD provider to request any additional documentation to complete the application.
- 7.2.6. The DHP-AS assigns two DHP accreditation surveyors to review the application for accreditation.
 - 7.2.6.1. The DHP-AS reviews the pool of accreditation surveyors to determine the best-suited surveyors. This includes a review of the *Surveyor's Conflict of Interest Declaration Form*.
 - 7.2.6.2. The assigned DHP-AS accreditation surveyors may not hold any direct authority in, or personal interest in (e.g. relatives or friends), or financial affiliations with the applicant.
- 7.2.7. The DHP-AS submits the complete application package to the DHP accreditation surveyors.
- 7.2.8. The DHP-AS collaborates with the DHP-AS accreditation surveyors to identify three potential dates and times for the accreditation site visit.



- 7.2.8.1. The DHP-AS communicates the three potential dates and times for the accreditation site visit to the accredited CPD provider who then chooses their preferred date for the accreditation site visit.
- 7.2.8.2. The DHP-AS communicates the accredited CPD provider's preferred date for the accreditation site visit to the DHP accreditation surveyors and makes all necessary logistical arrangements.
- 7.2.9. The DHP-AS accreditation surveyors execute the accreditation site visit with the support of the DHP-AS.
- 7.2.10. The DHP-AS follows up with the accredited CPD provider to obtain any additional documentation requested during the accreditation site visit.
- 7.2.11. The DHP-AS accreditation surveyors develop their *DHP Surveyor Checklist and Report for CPD Provider Organizations* and submit the report to the DHP-AS.
- 7.2.12. The DHP-AS submits the accreditation surveyors report to the DHP CPD Accreditation Committee.
- 7.2.13. The DHP-AS schedules the accreditation surveyors to participate in the DHP CPD Accreditation Committee meeting when the accreditation surveyor report will be reviewed.
 - 7.2.13.1. The accreditation surveyor will respond to any questions from the CPD Accreditation Committee to enable the committee to make a final decision regarding the accredited CPD provider's level of compliance of each accreditation standard.
- 7.2.14. The DHP CPD Accreditation Committee executes the DHP-AS Accreditation Decision Policy (*MOPH/DHP/AS/CPDProvider/004*).
- 7.2.15. The DHP-AS makes any requested changes to the *DHP Surveyor Checklist and Report for CPD Provider Organizations*.
- 7.2.16. The DHP-AS communicates the decisions of the DHP CPD Accreditation Committee to the accredited CPD provider, in writing, as per the DHP-AS Accreditation Decision Policy (*MOPH/DHP/AS/CPDProvider/004*).
- 7.2.17. The DHP-AS updates the results of the accreditation review in the *DHP-AS Accredited CPD Provider Tracking Sheet*.
- 7.2.18. The accredited CPD provider may choose to appeal any decision(s) of the DHP CPD Accreditation as per the DHP-AS



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

7.3. Failure to submit an application to renew accredited CPD provider status

- 7.3.1. If a DHP accredited CPD provider fails to submit an application to review their accredited CPD provider status on the established deadline, the DHP-AS is to contact the accredited CPD provider to determine whether the application will be submitted.
- 7.3.2. If the accredited CPD provider notifies the DHP-AS that they have no intention of submitting an application to renew their status as an accredited CPD provider, the DHP-AS is to inform the DHP CPD Accreditation Committee.
- 7.3.3. The DHP-AS will notify the accredited CPD provider, in writing, that their status as a DHP accredited CPD provider will expire on their accreditation cycle expiration date.
 - 7.3.3.1. As a result, as of the accredited CPD provider's accreditation cycle expiration date, the accredited CPD provider will no longer be granted the authority to self-approve any CPD activity (which meets CPD accreditation standards) that they develop for CPD credits within the CPD Framework for the State of Qatar.
- 7.3.4. Should the accredited CPD provider wish to re-apply to become an accredited CPD provider in the future, they will be required to submit an application as per the DHP Accreditation Review Policy (MOPH/DHP/AS/CPDProvider/002).

7.4. Extension to submit an application to renew accredited CPD provider status

- 7.4.1. An accredited CPD provider must submit, in writing, a request for an extension to the DHP-AS no later than 30 days in advance of the due date for submitting their application to renew their accredited CPD provider status.
- 7.4.2. The accredited CPD provider submits their extension request which must include a rationale for why the extension has been requested.
- 7.4.3. The DHP-AS has the authority to grant extensions for submission of an application to renew accredited CPD provider status not exceeding 30 days.
- 7.4.4. If an extension to submit an application to renew accredited CPD provider status is granted, the DHP-AS informs the DHP accreditation surveyors.



7.4.4.1. When the application to renew accredited CPD provider status is received, the DHP-AS is to execute the re-accreditation application process as defined in procedure 7.2.

7.4.5. If an extension to submit an application to renew accredited CPD provider status is not granted, the DHP-AS informs the DHP CPD Accreditation Committee of this decision via email.

7.4.6. The DHP CPD Accreditation Committee will be asked to revoke the accredited CPD provider's accreditation status as of their accreditation cycle expiration date.

7.4.7. The DHP-AS will notify the accredited CPD provider, in writing, of the DHP CPD Accreditation Committee's decision to revoke the accredited CPD provider status.

7.4.7.1. As a result, the accredited CPD provider will no longer be granted the authority to self-approve any CPD activity (which meets CPD accreditation standards) that they develop for CPD credits within the CPD Framework for the State of Qatar effective as of their accredited CPD provider cycle expiration date.

7.4.8. Should the accredited CPD provider wish to submit an application to renew their accredited CPD provider status in the future, they will be required to submit an application as per the DHP Accreditation Review Policy (*MOPH/DHP/AS/CPDProvider/002*).

8. Flowcharts

- 8.1.** Initial Accreditation Application - Attachment 1
- 8.2.** Re-Accreditation Applications - Attachment 2
- 8.3.** Failure to Submit an Application - Attachment 3
- 8.4.** Extension to submit an Application - Attachment 4

9. References and Sources for Further Reading

N/A

10. Related Policies

- 10.1.** DHP accreditation standards for CPD provider organizations
- 10.2.** DHP-AS Accredited CPD Provider Eligibility Policy
(*MOPH/DHP/AS/CPDProvider/001*)
- 10.3.** DHP-AS Accredited CPD Provider Fees Policy
(*MOPH/DHP/AS/CPDProvider/003*)



- 10.4.** DHP Accredited CPD Provider Fee Schedule
(MOPH/DHP/AS/CPDProvider/003.1)
- 10.5.** DHP-AS Accreditation Decision Policy
(MOPH/DHP/AS/CPDProvider/004)
- 10.6.** DHP-AS CPD Accreditation Appeals Policy
(MOPH/DHP/AS/CPDProvider/005)
- 10.7.** DHP-AS Extension to Submit Reports Policy
(MOPH/DHP/AS/CPDProvider/007)

11. Governing Law or Regulations

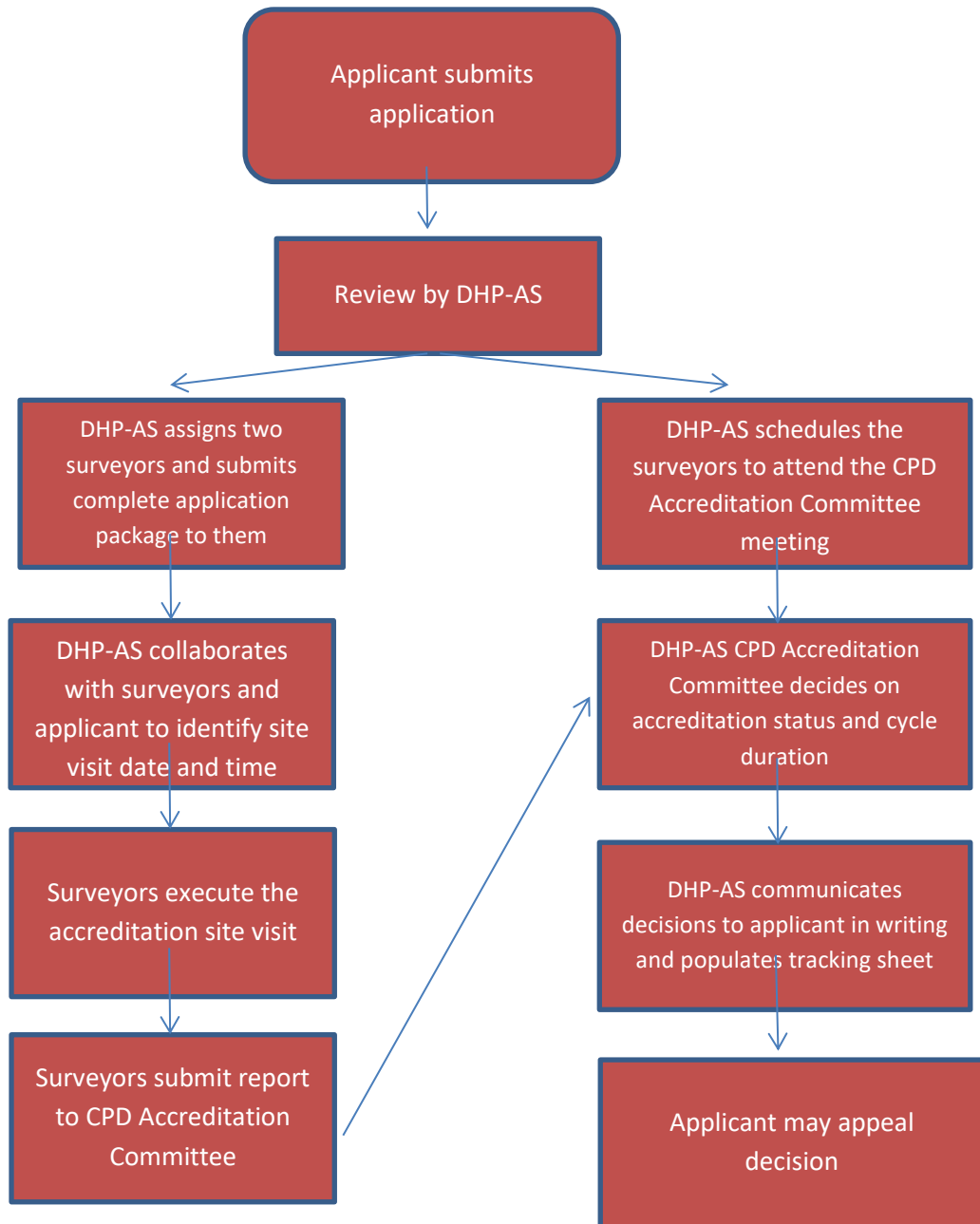
- 11.1.** Emiri Decree No. 7 for the Year 2013

12. Attachments/Appendices

- 12.1.** Flowchart: Initial Accreditation Application
- 12.2.** Flowchart: Re-Accreditation Applications
- 12.3.** Flowchart: Failure to Submit an Application
- 12.4.** Flowchart: Extension to submit an Application
- 12.5.** Template: CPD Provider Accreditation Application Form
- 12.6.** Template: DHP Surveyor Checklist and Report for CPD Provider Organizations
- 12.7.** Template: CPD Provider Accreditation Decision Email – Successful
- 12.8.** Template: CPD Provider Accreditation Decision Email – Unsuccessful
- 12.9.** Template: CPD Provider Accreditation Decision Letter – Successful
- 12.10.** Template: CPD Provider Accreditation Decision Letter – Unsuccessful
- 12.11.** Template: CPD Provider Accreditation Decision Letter – Additional info
- 12.12.** Template: Accredited CPD provider agreement form

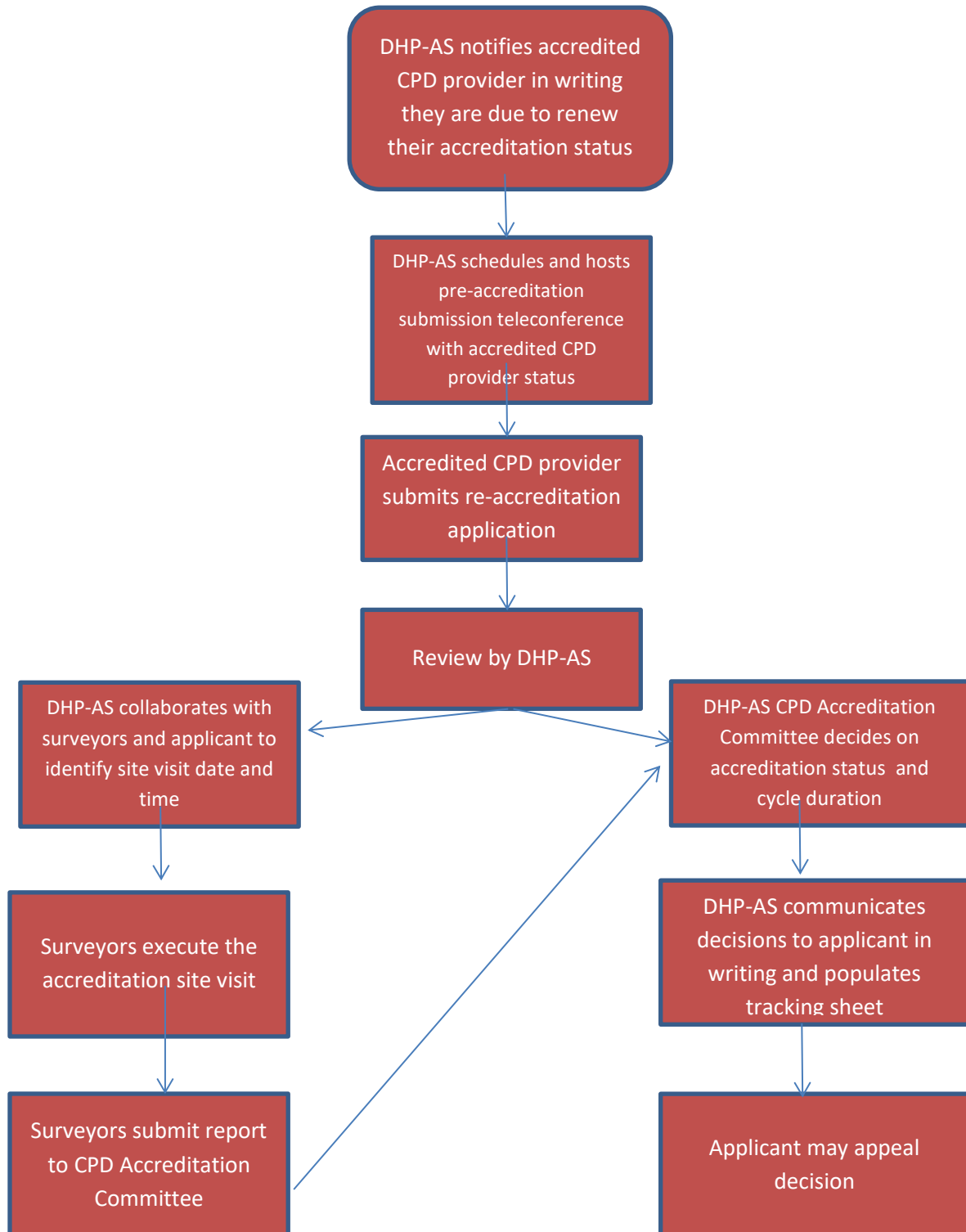


Attachment 1: Initial Accreditation Application flowchart



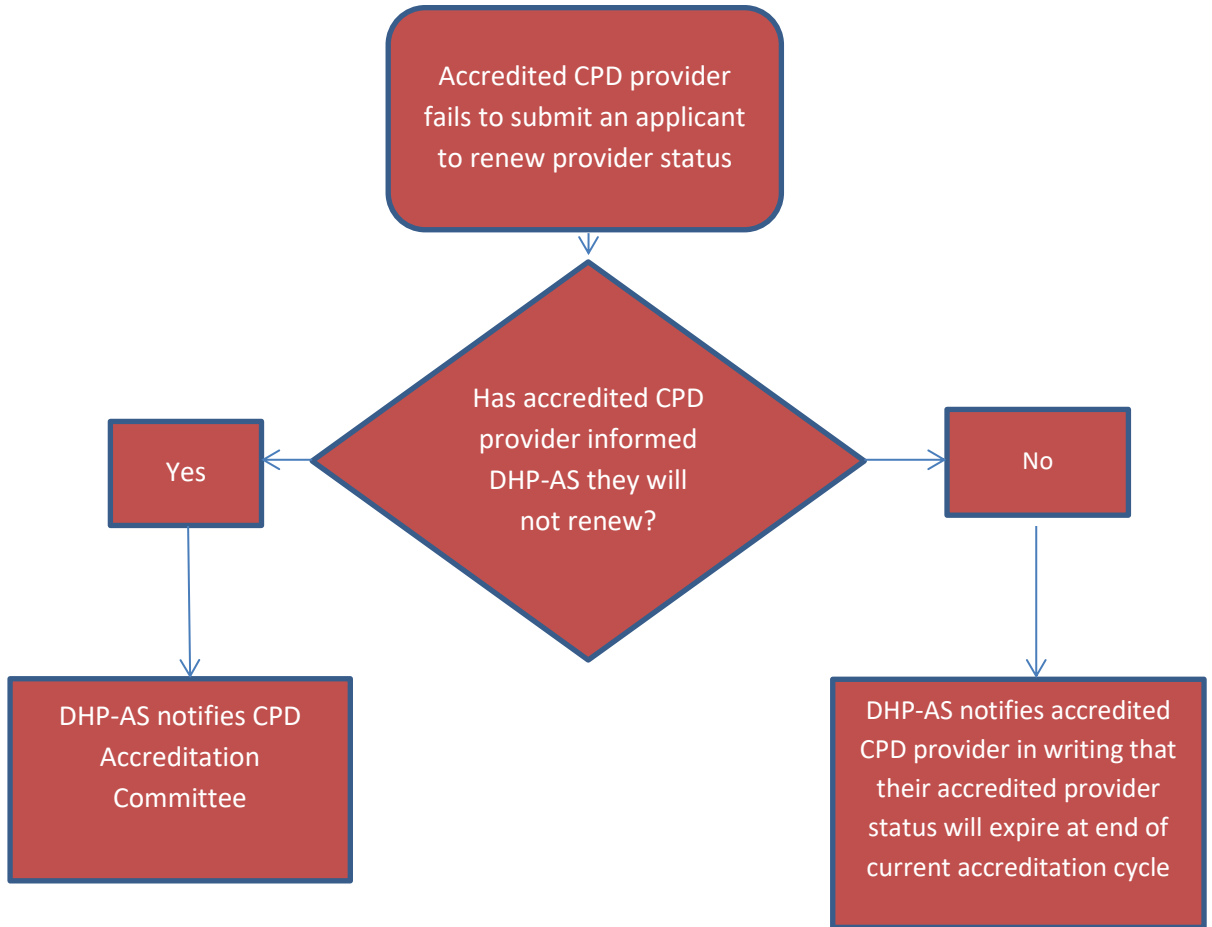


Attachment 2: Re-Accreditation Applications flowchart





Attachment 3: Failure to Submit an Application flowchart





Attachment 4: Extension to Submit an Application flowchart

