

Q1- Can I submit my CPD credits before the due date for license renewal?

Yes. Submission of credits is open 3 months before license expiry date (due date for license renewal) and until the expiry date itself.

Once you complete the CPD credit requirements, you may submit the CPD credits and proceed with license renewal during this period.

This does not mean that you have to submit your CPD credit requirements 3 months before license expiry. You have until the expiry date.

Q2- I completed more credits than required for my CPD cycle. Can the remaining credits be transferred to my next CPD cycle?

No. Credit transfer is not allowed between CPD cycles.

Q3- How can I record UpToDate CPD activities?

Completed UpToDate CPD activities can be recorded in the e-Portfolio under Category 2 > Clinical Practice > Answering self-identified questions.

You are required to attach a cumulative certificate of completed reading hours from UpToDate for each submission.

If more than one submission of UpToDate CPD activities is going to be made, evidence (certificates) must be for different date ranges (i.e., must not include overlapping dates).

Each submission is granted 0.5 credits for each hour reading / certified.

Q4- Can I record online activities certified by the American Medical Association (AMA) as AMA PRA Category 1 as DHP Category 1 activities?

Categorization of AMA credits is different than that followed by DHP.

AMA PRA Category 1 activities include live activities (attended in person or remotely as is the case of teleconferences or live Internet webinars) and other types of activities (e.g., Enduring materials, Journal-based CMEs, etc.).

Only Live AMA PRA Category 1 activities provided by U.S.-based accredited CME providers are eligible to be recorded in the e-Portfolio as DHP Category 1 activities.

Other types of AMA Category 1 activities may be recorded as DHP Category 2.

Q5-Under which type of DHP Category 2 shall I record an online activity certified as AMA PRA Category 1?

There are different types of AMA PRA Category 1 activities (other than live activities) that can be recognized as DHP Category 2, each in a distinctive Category 2 activity type as follows:

AMA PRA Category 1 Activity	Equivalent QCHP Category 2 Activity	Note
Enduring materials CME – <ul style="list-style-type: none"> • Monographs, • Podcasts, and archived webinars, • Other web-based activities (certified with credits). 	Clinical Practice – <ul style="list-style-type: none"> • Reading journals, books or monographs. • Viewing podcasts or webcasts • Completing self-learning modules. 	It is acceptable to record any online activity certified for AMA PRA Category 1 credits as DHP Category 2 / Clinical Practice / Completing self-learning modules.
Journal-based CME	Clinical Practice – Reading journals, books or monographs.	
Internet point of care learning CME	Clinical Practice – Answering self-identified clinical questions	
Test item writing CME –	Education and Training – Development of assessment tools or activities.	-
Manuscript review (for journals) CME	Research and Quality Improvement – Peer review for journals or research grants	-

Q6 -How can I record my reading of a journal article or book chapter as a CPD activity?

You may record reading journal articles or book chapters under Category 2 > Clinical practice > Reading journal article, book chapter or monograph.

You need to fill in the reflection part and answer the required questions carefully to reflect the learning and professional development you completed.

You need to attach an abstract or full text of the journal article, book chapter or monograph as your supporting document. You may also attach a document with the reference or source of reading (e.g., web link).

Each recorded activity will automatically be allocated 1 credit by the e-portfolio.

Q7- I watched/listened to a recorded video/audio educational material. How can I record it in my ePortfolio?

The CPD Framework considers watching/listening to recorded educational materials (webcasts & podcasts) as category 2>clinical practice> viewing webcasts or podcasts.

You are required to attach the certificate of completion (if applicable), a summary of the activity, a link to the activity, or similar evidence, as a supporting document.

You need to record the exact time spent in listening to/watching the podcast/webcast (for a maximum of 2 hours per each submission) and the system will automatically grant 0.5 credits per hour of participation.

Q8- I am involved in a post-graduate study program. Can I record this as CPD? What exactly to record?

Enrollment in a Postgraduate degree or diploma program recognized by a relevant professional body is recognized by the National CPD Framework as CPD.

You may record each Semester/Course of the program that coincides with your CPD cycle under Category 2 > Education and Training > Postgraduate degrees or diploma programs recognized by a relevant professional body

You are allowed to record a maximum of three semesters/courses per year.

You will be granted 25 credits / semester or course.

Note that sitting for board or fellowship exams, however, without actual enrollment in a post-graduate study program CANNOT be recorded under this activity type.

Q9- Can I claim credits for teaching or giving presentations?

Teaching or giving presentations per se is not granted CPD credits.

You may, however, record the time you spent learning (acquiring new knowledge or skills) while preparing for formal teaching activities under Category 2 - Self-Directed Learning Activities > Education and Training > Preparation for formal teaching activities.

A "Preparation for formal teaching" submission must be documented by attaching a teaching schedule from the responsible organization (including the presentation/lecture title, date, duration and speaker name).

Notes

Credit hours claimed must be for the estimated time spent learning while preparing for the formal teaching and NOT the time spent delivering your presentation or teaching.

Recorded hours for preparation for formal teaching activities cannot exceed double the duration of the presentation itself.

Each submission is granted 2 credits for each hour of preparation for formal teaching activities.

For example, preparing for a one-hour lecture can be recorded for a maximum of 2 hours of preparation and will be granted a maximum of 4 credits.

Q10- How do I record mentoring students as a CPD activity?

You may record the time you spent "preparing" for mentoring students under Category 2 - Self-Directed Learning CPD Activity > Education and training > preparation" for mentoring students, trainees or peers.

Participation in mentoring activities must be documented by a letter from the responsible organization.

The maximum time allowed to be recorded in your e-portfolio for preparation for mentoring is 10 hours per year of CPD Cycle; that is a maximum total of 20 hours per CPD cycle.

Q11- I peer reviewed a journal article. How can I claim CPD credits for this activity?

Healthcare practitioners may claim credits for peer-reviewing journal articles under Category 2 > Research and Quality Improvement > Peer review for journals or research grants.

This must be documented by an official letter form the responsible organization (Journal publisher).

Healthcare practitioners must record the exact time spent in peer-reviewing (for a maximum of 3 hours per task/activity submission).

Q12- How many credits can I record as “Feedback from annual performance review” or “Feedback on teaching effectiveness”?

You may record only the time you spent getting or receiving feedback from your employer (in case of feedback on your annual performance) or from the organization-assigned reviewer (in case of feedback on your teaching effectiveness) for a maximum of 1 hour per activity submission.

Q13 - My license expires May 31, 2017. I completed all credits required for my CPD cycle and I submitted my credits for license renewal on March 15, 2017. I am planning to attend a workshop on April 23, 2017. Can I record the credits I gain into my next CPD cycle?

No. Only Credits completed during the CPD cycle are allowed to be recorded by the e-portfolio.

Q14- My license expires May 31, 2017. I completed all credits required for my CPD cycle and I submitted my credits for license renewal on May 30, 2017. I am planning to attend a workshop on June 2, 2017 and my license might not be renewed yet. Can I record the credits I gain into my next CPD cycle?

Yes. If you fulfilled all the requirements for license renewal and applied for it on time, your new license (and hence CPD cycle) will be granted for 2 years from the previous license expiry date. You will be able to record any activity completed during your new CPD cycle.

Q15- I participated in a CPD Program outside of the State of Qatar. Will you accept my participation in this program to maintain my licensure with the Ministry of Public Health?

No. Once launched, all healthcare practitioners licensed to practice in the State of Qatar must participate in the DHP CPD Program to maintain their Ministry of Public Health license to practice. However, participation in CPD activities outside Qatar that are accredited by international accreditation bodies that DHP-AS recognizes can be recorded in your e-portfolio.

Q16- Will my participation in CPD activities accredited by DHP-AS be recognized by other regulatory authorities and CPD systems abroad?

Currently, Qatar’s National Credit system is recognized by the American Medical Association (AMA), the American Academy for Family Physicians (AAFP) and the Royal College of Physicians and Surgeons of Canada (RCPSC). CPD credits granted from participation in one of DHP-AS-accredited activity types

(covered by the agreements) will be recognized by the Credit systems of such organizations. In addition, by a unique agreement, RCPSC will recognize fulfillment of DHP-AS CPD cycle requirements as equivalent and substitutive for participation in the RSPSC's MOC program.

Qatar's National CME/CPD Accreditation system is also recognized as substantially equivalent to the accreditation systems of the Accreditation Council for Continuing Medical Education (ACCME®) and The Royal College of Physicians and Surgeons of Canada (RCPSC).

Q17- Are non-practicing clinicians in the State of Qatar required to participate in the CPD Program?

Exemptions from participating in the CPD Program are only granted to healthcare practitioners who are retired from clinical practice and non-licensed.

Licensed healthcare practitioners who do not have clinical care roles but are engaged in healthcare administration, research or education must participate in the CPD Program.

Q18- Are healthcare Practitioners in training required to participate in the CPD program?

All licensed healthcare practitioners (including healthcare practitioners in training) are required to participate in the National CPD program EXCEPT Resident and Fellow healthcare practitioners (Physicians & Dentists) in structured training programs.

Q19- Can live webinars be considered a Category 1 activities?

Yes, Live synchronous interactive webinars accredited by DHP-AS or DHP-AS accredited providers (if broadcasted from Qatar) or by a DHP-AS-recognized international accreditation body (if broadcasted from outside Qatar) can be recognized as Category 1 - Online synchronous OR blended learning activities and can be recorded in your e-portfolio (as long as its submission is supported by required documentation).

Q20 - Can I claim credits for working/clinical rounds?

No. Typically, working/clinical rounds are not formal CPD activities. Rather, they are bedside visits by a healthcare practitioner—to evaluate treatment, assess current course and document the patient's progress or recuperation.

Only accredited learning rounds (e.g., Morning Report in healthcare facilities, Grand Rounds, Morbidity and Mortality Rounds, Tumor Boards and Case-Based Discussions) that have met the DHP-AS CPD activity accreditation standards are eligible for credit under Category 1.

Q21- How can I know that a group learning activity that I attended (or am going to attend) will be recognized by DHP-AS as a Category 1 activity?

All accredited activities (in the state of Qatar) are processed and published on a list on MoPH website and can be accessed from the practitioner's e-portfolio.

In addition, the certificate of participation in any DHP-AS accredited activity shall clearly mention an accreditation statement and has the MoPH logo.

Q22- In a Category 1 activity I attended, I spent 7 hours and I was given a certificate that stated that the activity is accredited for 5 hours only. How many hours can I record in my e-portfolio?

You are only allowed to record the credit hours granted to you in the certificate of activity attendance.

Q23- Is attendance at international conferences / international activities outside the State of Qatar accepted?

Yes, CME/CPD activities attended outside Qatar that are accredited by DHP-AS-recognized international accrediting bodies can be included within the CPD Framework.

A list of DHP-AS-recognized international accreditation bodies is published on MoPH website and can be accessed from the practitioner's e-portfolio

Q24- Can I record participation in non-accredited group learning activities as category 2 or 3?

No. Group learning activities that are not accredited by DHP-AS, a DHP-accredited provider or a DHP-recognized international accreditation body (if conducted outside Qatar) will not be accepted to be recorded under Category 1, 2, or 3 of the National Framework.