

2024 CPD e-Portfolio Update Manual

Recording Accredited CPD Activity Attendance

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Introduction

In its attempt to provide the utmost support to the healthcare practitioners (HCPs) in the State of Qatar and improve their experience with the “National CME/CPD Electronic System”, the Accreditation Section (AS) of Department of Healthcare Professions (DHP) has rolled out a new enhancement (update) to the “CPD Provider” and the “CPD e-Portfolio” portals of the System.

Following the implementation of the mentioned enhancement/update (on January 7, 2024), healthcare practitioners will **no longer be required to self-record** their attendance of DHP-accredited CPD activities (Category 1 and accredited assessment Category 3 CPD activities of the National CPD Framework) conducted in the State of Qatar. **Instead, attendance** of such activities **will be directly reported, to DHP, by the CPD activity providers** and, once the reporting is done and notified to the HCPs (by email notifications), healthcare practitioners will only have to complete a simple” reflection and feedback” section in their “CPD e-Portfolio” accounts to be able to claim the credits for the CPD activity attended.

It is to be noted that healthcare Practitioners will still be able to self-record, in their e-Portfolio accounts, their participation in CPD activities accredited by DHP-recognized international accreditation bodies **and** developed outside the State of Qatar, as well as their participation in Category 2 (self-directed learning) and non-accredited Category 3 (other assessment) CPD activities, as usual.

It is to be also noted that, for a 2 months transitional period (ending March 6, 2024), **DHP-AS shall** allow healthcare practitioners to self-record DHP-accredited/-recognized CPD activities **previously attended** during their current CPD cycle. Following the end of this transitional period, HCPs shall not be able to self-record any previously attended DHP-accredited CPD activity.

Abbreviations

Acronym	Description
CME	Continuing Medical Education
CPD	Continuing Professional Development
DHP	Department of Healthcare Professions
AS	Accreditation Section

Sign In

User must enter URL as <https://accreditation.moph.gov.qa> in the browser address bar to login to **National CME/CPD Accreditation system**.

Alternatively, user can access through DHP website (<https://dhp.moph.gov.qa/>) following below steps.

- Enter URL as <https://accreditation.moph.gov.qa/> in the browser address bar .
- Login page contains three different tab section for different users to login as “CPD ePortfolio”. Click on the “CPD ePortfolio” tab section and enter your **Username** and **Password** in text box and click on “**Sign in**” button (Refer below figure).
- Check the **Sign me in automatically** (optional) (Only choose this option if you are logging in from your personal computer).

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Please click the appropriate tab for the required domain The website will be under scheduled maintenance every Thursday from 3.00 PM to 4.00 PM, Kindly plan your activities accordingly

CPD ePortfolio CPD Provider

Use the DHP Registration System Credentials for login.


Email

Password

Forgot Password?

Sign me in automatically

Sign in

 **CPD ePortfolio**
To access your CPD ePortfolio
you need to have a valid active license

Home Page

In the Home section, there is a new tab created called "Attended CPD Activities." (Refer to the below figure).

The screenshot shows a user profile for Jhon Doe, a Physician with ID P100. The profile details include email (JhonDoe@hotmail.com), phone (0000 0000), place of work (Polyclinic Doha), and license information (License No: P100, Expiry Date: 16 Apr 2021). A '+ Record CPD Activity' button is visible. Below the profile is a navigation menu with tabs: My Portfolio, My Incomplete CPD Activities, My Completed CPD Activities, My PDP, My Reports, and Attended CPD Activities. A red arrow points to the 'Attended CPD Activities' tab. The dashboard below shows a table of activities with columns for Category, Activity Title, Pending Credit, Activity Completion Date, Last Action Performed, and Get CPD Credit. The table contains six rows of data.

Category	Activity Title	Pending Credit	Activity Completion Date	Last Action Performed	Get CPD Credit
		2.00	16/04/2022	07/12/2023	<input checked="" type="checkbox"/> Get CPD Credit
		1.00	16/04/2022	07/12/2023	<input checked="" type="checkbox"/> Get CPD Credit
		1.00	12/07/2023	23/10/2023	<input checked="" type="checkbox"/> Get CPD Credit
		1.00	10/12/2022	22/10/2023	<input checked="" type="checkbox"/> Get CPD Credit
		1.00	11/10/2023	16/10/2023	<input checked="" type="checkbox"/> Get CPD Credit

Attended CPD Activities Dashboard

- The "Attended CPD Activities" dashboard will show a list of DHP-accredited CPD activities reported (by the CPD activity providers) to be attended by the healthcare practitioner and still pending his/her completion of the "Reflection and Feedback" part.
- Click Get CPD Credit button to complete the "Reflection and Feedback" part and claim the CPD activity's CPD credits.

This screenshot is similar to the one above but highlights the 'Get CPD Credit' button for the first row of the table with a red arrow. The navigation menu and table structure are identical to the previous screenshot.

Category	Activity Title	Pending Credit	Activity Completion Date	Last Action Performed	Get CPD Credit
		2.00	16/04/2022	07/12/2023	<input checked="" type="checkbox"/> Get CPD Credit
		1.00	16/04/2022	07/12/2023	<input checked="" type="checkbox"/> Get CPD Credit
		1.00	12/07/2023	23/10/2023	<input checked="" type="checkbox"/> Get CPD Credit
		1.00	10/12/2022	22/10/2023	<input checked="" type="checkbox"/> Get CPD Credit
		1.00	11/10/2023	16/10/2023	<input checked="" type="checkbox"/> Get CPD Credit

Reflection and Feedback

- Complete the **“Reflection”** part describing the impact of the CPD activity on your professional practice.

Record CPD Activity : **John Doe** (License No : XXXXX)

Category*
Category 1 - Accredited Group Learning Activity

Sub-Category*
Accredited Group Learning Activities

CPD Activity*
Conferences, symposia, seminars and workshops

Activity Type*
Workshop

Name / Title of Activity*

Format of the Activity*
 Face to Face Online Blended

Location of the Activity *
 Qatar GCC Others

Credits Awarded
2.75

Activity Completion*
14/10/2023

No. of Hours Spent *
2.75

Describe the outcome or impact on your professional practice (Reflection)* **← “Reflection”**

Describe the outcome or impact of the activity on your professional practice (What did you learn? What additional learning are you planning to complete? What changes are you planning to implement in your practice?)

- Answer, to the best of your knowledge, the five questions included in the **“Feedback”** part to provide, to the DHP, some insights about the CPD activity.
Please **note that** this feedback shall be used for DHP's internal review purposes only and that DHP will not share any identifiable feedback with CPD providers.

FeedBack:*

1) Was the activity provided free of charge?

Yes, the activity was free of charge.
 No, I paid for attending the activity.

2) Was the activity sponsored?

Yes, the activity was sponsored
 No, the activity was not sponsored

3) Do you feel the activity was free of commercial bias or influence?

Yes, the activity was balanced and free of commercial bias/influence
 No, the activity had bias.

4) Was the content of the activity scientifically-credible and evidence based?


Yes, the activity content was scientifically-credible and evidence-based
 No, the activity content was not scientifically-credible or evidence-based

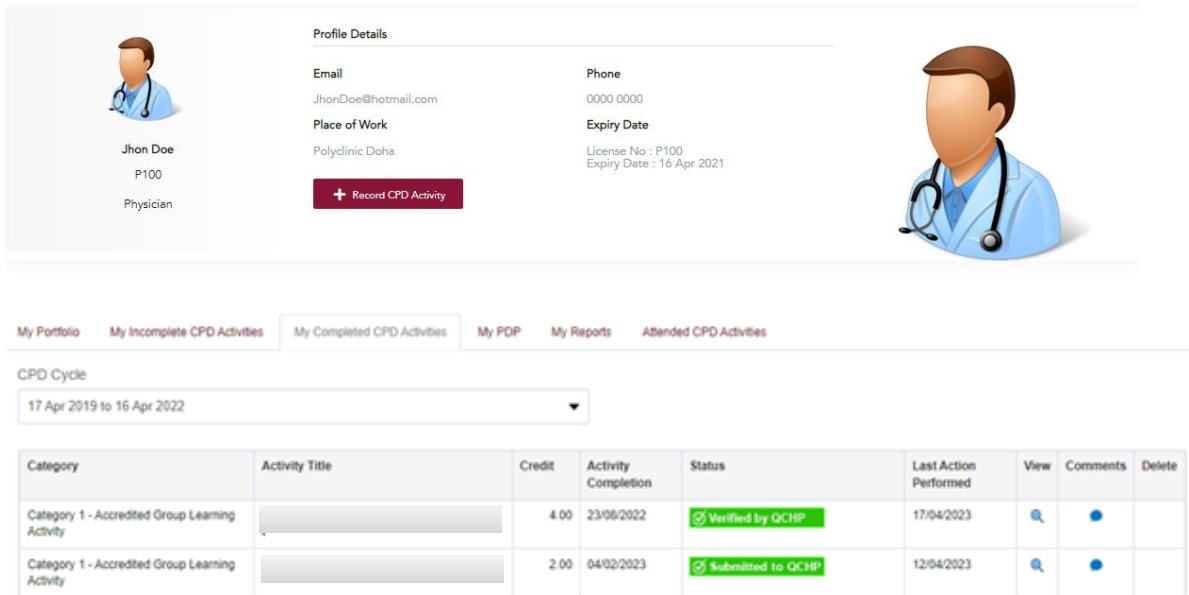
5) Overall, how do you rate this CPD activity? (With 1 as the lowest and 10 as the highest rating)

1 2 3 4 5 6 7 8 9 10







- Click on button to complete the CPD activity recording and claim the credits reported for the CPD activity.
- Click on button to go back without submitting the **“Reflection and Feedback”**.


Download Credit Verification Report

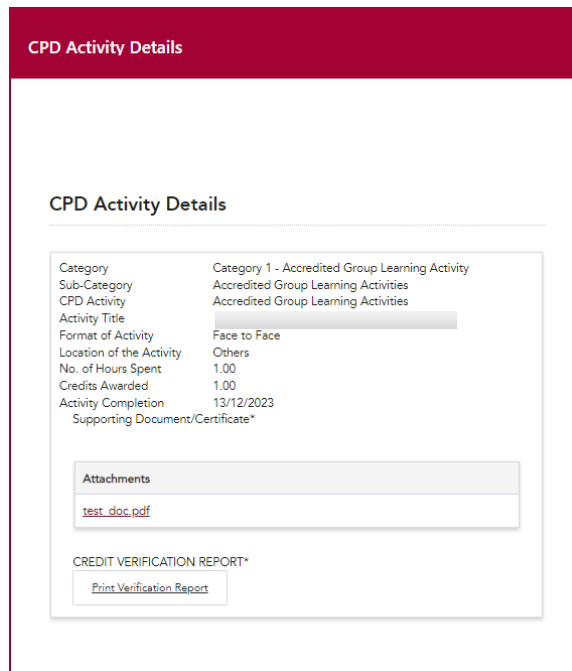
- Once the “Reflection and Feedback” part of the CPD activity recording is completed and submitted to DHP, the CPD activity shall appear under “My Completed CPD Activities” dashboard with a status .



The screenshot shows a user profile for Jhon Doe, a Physician with ID P100. The profile details include email (JhonDoe@hotmail.com), phone (0000 0000), and place of work (Polyclinic Doha). A button labeled "+ Record CPD Activity" is visible. Below the profile, there are navigation tabs: My Portfolio, My Incomplete CPD Activities, My Completed CPD Activities (selected), My PDP, My Reports, and Attended CPD Activities. A dropdown menu for the CPD Cycle is set to "17 Apr 2019 to 16 Apr 2022". A table lists CPD activities with columns for Category, Activity Title, Credit, Activity Completion, Status, Last Action Performed, View, Comments, and Delete.

Category	Activity Title	Credit	Activity Completion	Status	Last Action Performed	View	Comments	Delete
Category 1 - Accredited Group Learning Activity		4.00	23/06/2022		17/04/2023			
Category 1 - Accredited Group Learning Activity		2.00	04/02/2023		12/04/2023			

- Click on  icon to view the details of the verified CPD activity and access the “Credit Verification Report”.



The screenshot shows a modal window titled "CPD Activity Details". It displays the following information:

- Category: Category 1 - Accredited Group Learning Activity
- Sub-Category: Accredited Group Learning Activities
- CPD Activity: Accredited Group Learning Activities
- Activity Title: [Redacted]
- Format of Activity: Face to Face
- Location of the Activity: Others
- No. of Hours Spent: 1.00
- Credits Awarded: 1.00
- Activity Completion: 13/12/2023
- Supporting Document/Certificate*

Below the details, there is an "Attachments" section with a link to [test_doc.pdf](#). At the bottom, there is a section for "CREDIT VERIFICATION REPORT*" with a button labeled [Print Verification Report](#).

- Click [Print Verification Report](#) button to download the “Credit Verification Report”.

Recording CPD activities developed outside the State of Qatar and accredited by DHP-recognized international accreditation bodies.

- Healthcare practitioners may self-record, as usual, their participation in CPD activities developed outside the State of Qatar and accredited by DHP-recognized international accreditation bodies.
- To do so, go to your home page and click on the **+ Record CPD Activity** button.

The screenshot shows a user profile for 'Jhon Doe', a Physician with license number P100. The profile details include:

- Email: JhonDoe@hotmail.com
- Phone: 0000 0000
- Place of Work: Polyclinic Doha
- Expiry Date: License No : P100, Expiry Date : 16 Apr 2021

 A red arrow points to a '+ Record CPD Activity' button located below the profile information.

- Complete the CPD activity recording, selecting the location of the activity to be outside Qatar and uploading a compliant certificate of participation, then **↑ Submit to DHP**

Record CPD Activity : John Doe (License No : XXXXX)

Category*

Sub-Category*

CPD Activity*

Activity Type*

Format of the Activity*
 Face to Face Online Blended

Location of the Activity*
 Qatar GCC Others

Name / Title of Activity*

Credits Awarded

Activity Completion*

No. of Hours Spent*

Describe the outcome or impact on your professional practice (Reflection):*

Describe the outcome or impact of the activity on your professional practice (What did you learn? What additional learning are you planning to complete? What changes are you planning to implement in your practice?)


Certificate of attendance or letter describing the total hours / credits completion from the responsible organization

Supporting Document/Certificate*

Attachments	Delete
Cert1.pdf	<input type="button" value="X"/>

Comments

- Once the CPD activity recording is submitted to DHP, the CPD activity shall appear under “**My Incomplete CPD Activities**” dashboard / “**CPD Activities Pending DHP Review**” section and its status shall remain “**Pending**”, until verified by DHP-AS.




John Doe
P100
Physician

Profile Details



Email johndoe@gmail.com	Phone 00000000
Place of Work Medical Center	Expiry Date License No : P100 Expiry Date : 31 Mar 2024

[+ Record CPD Activity](#)



[My Portfolio](#) |
 [My Incomplete CPD Activities](#) |
 [My Completed CPD Activities](#) |
 [My PDP](#) |
 [My Reports](#) |
 [Attended CPD Activities](#)

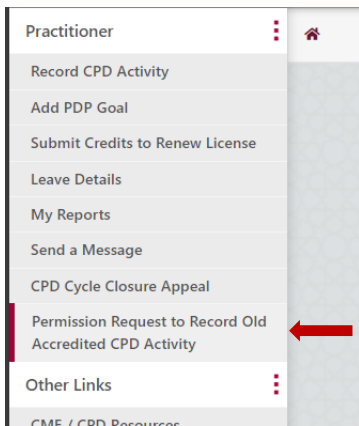
CPD Activities Pending DHP Review

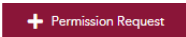
Category	Activity Title	Credit	Activity Completion Date	Status	Last Action Performed	View	Comments	Delete
Category 1 - Accredited Group Learning Activity		1.00	14/12/2023	◆ Pending	24/12/2023			

Permission Request to Record Old Accredited CPD Activity

- Any DHP-accredited CPD activity conducted in the state of Qatar starting from January 7th, 2024, will be reported by the CPD provider, and there is no need for self-recording.
- Additionally, any CPD activity of Category 1 or accredited assessment activities of Category 3 conducted before January 7th, 2024, will not be able to be self-recorded as usual. To record these activities, practitioners must submit a permission request to record old accredited CPD activities.

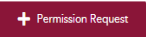
For submitting a Permission Request to Record Old Accredited CPD Activity:



- click on the  button to submit old Accredited CPD.


Permission Request to Record Old Accredited CPD Activity

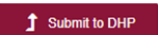
To record a DHP-accredited CPD activity that took place before January 7th,2024 please fill in a "Permission request to record old accredited CPD activities"



Please note that:

1. Any DHP-accredited CPD activity conducted in the state of Qatar starting from January 7th,2024 will be reported by the CPD provider & you do not need to self-record.
2. Any CPD activity of (category 1 or accredited assessment activities of category 3) that are developed outside the state of Qatar (starting from January 7th,2024) & accredited by an international accreditation body recognized by the DHP can be self-recorded as usual & shall be subject to verification by DHP-AS.

Actions	CPD Cycle	Approval Date	Status	Reject Reason	Comment
	From: 03/03/2021 - To: 02/03/2023	07/03/2024	Approved		

- Complete the Permission Request to Record Old Accredited CPD Activity, selecting the completion date of the activity before January 7th, 2024, and uploading a compliant certificate of participation, then. 

Permission Request to Record Old Accredited CPD Activity

Instructions

Healthcare practitioners who attended DHP Accredited/ DHP recognized CPD activities before 7 January 2024 and missed the opportunity given by the DHP-AS to record these activities (during the transition period) may fill and submit this permission request to exceptionally record these activities.

DHP-AS will review your request and decide whether to accept or reject the recording.

Healthcare Practitioner Contact Details		
Full Name :	License No:	Organization:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone No:*	Email:*	
<input type="text"/>	<input type="text"/>	

Request to self record an old DHP Accredited or DHP recognized Category 1 / Category 3 activity

This request applies to activities completed before 07/01/2024 .Please note any activity completed after 07/01/2024 in Qatar will be automatically uploaded by the CPD provider.

Rationale
Please provide an explanation for why you did not record this activity previously during the granted transition period. .
<input type="text"/>

Record CPD Activity :
Category*
<input type="text" value="--Select--"/>

Frequently Asked Questions

1. What will happen after implementation of the National CME/CPD Electronic System new enhancement (update)?

After implementation of the new enhancement (update) on January 7, 2024, healthcare practitioners will **no longer be required to self-record** their participation in the following CPD activities of the National CPD Framework if they are **conducted in the State of Qatar**:

- Category 1 - Accredited Group Learning Activities.
- Accredited assessment Category 3 CPD activities.

If those activities were **developed/held outside of Qatar**, then they have to be recorded by the practitioner as usual.

2. How will my participation in Category 1 and accredited assessment Category 3 CPD activities conducted in the State of Qatar be recorded in my e-Portfolio account?

Healthcare practitioners' participation in DHP-accredited CPD activities (Category 1 and accredited assessment Category 3 CPD activities of the National CPD Framework) conducted in the State of Qatar shall be made by direct reporting to the DHP-AS from the CPD activity provider using a standardized attendance record that contains the healthcare practitioner's QID and license numbers as well as the number of CPD credit hours granted to the healthcare practitioner.

3. How can I claim the credits for an attended CPD activity that was reported by the CPD activity provider?

Once the CPD activity attendance is reported (by the CPD activity provider), healthcare practitioners shall receive email notifications of attendance requesting them to complete a the "Reflection and Feedback" section in their "CPD e-Portfolio" accounts. After completing the "Reflection and Feedback" part and submitting it to DHP, the CPD activity shall appear under "My Completed CPD Activities" dashboard with a status "Verified by DHP" and the credits for the attended CPD activity will be added to the healthcare practitioner's CPD cycle.

4. How can I complete the "Reflection and Feedback" part to be able to claim the credits for a CPD activity that was reported by the CPD activity provider?

There is a new tab created, called "Attended CPD Activities", in the home section of the "CPD e-Portfolio" accounts. The "Attended CPD Activities" dashboard will show a list of DHP-accredited CPD activities reported (by the CPD activity providers) and still pending healthcare practitioners' completion of the "Reflection and Feedback" part. Healthcare practitioners may click the "Get CPD Credit" button to complete the "Reflection and Feedback" part and claim the CPD activity's credits.

5. When I complete the "Reflection and Feedback" part for an attended CPD activity that was reported by the CPD activity provider, will the CPD activity provider get to know my feedback?

Healthcare practitioners' feedback shall be used for DHP's internal review purposes only and will not be shared with CPD activity providers.

6. What about the other types of CPD activities of the National CPD Framework? How healthcare practitioners' participation in those CPD activities will be recorded?

After January 7, 2024, healthcare practitioners will still be able to self-record, in their e-Portfolio accounts, their participation in the following CPD activities of the National CPD Framework: Accredited CPD activities developed outside the State of Qatar and accredited by DHP-recognized international accreditation bodies (face-to-face and online).

- Category 2 - Self-Directed Learning Activities.
- Non-accredited Category 3 (other assessment) CPD activities.

7. What do you mean by “All submissions of CPD activities accredited by DHP-recognized international accreditation bodies and developed outside the State of Qatar shall be verified by the DHP-AS”?

It means that all such submissions will be checked by DHP-AS to verify if they are compliant with the “DHP-AS CPD Activities Developed Outside the State of Qatar” policy. Once the CPD activity is submitted to DHP, it will appear under “My Incomplete CPD Activities” dashboard > “CPD Activities Pending DHP Review” section and its status shall remain “Pending”, until the CPD activity is verified by DHP-AS.

8. What about the previously attended CPD activities (before January 7, 2024)? How can I claim the credits for those CPD activities?

For previously attended DHP-accredited CPD activities (Category 1 and accredited assessment Category 3 CPD activities) conducted before January 7, 2024, the DHP-AS shall give healthcare practitioners a 2-month transitional period from the date of the enhancement (update) implementation (ending March 6, 2024) to self-record those CPD activities, provided that the activities are participated in during the healthcare practitioner’s current CPD cycle. Following this transitional period, healthcare practitioners shall not be able to self-record any previously attended DHP-accredited CPD activity.