



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



Registration Leave Policy

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Validity: This policy is valid until updated, replaced or canceled by the Qatar Council for Healthcare Practitioners-Registration Department. 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 QCHP-Registration Department.



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DOCUMENT CONTROL

REVISION HISTORY

Name	Date	Changes	Version

REVIEWS BY QCHP-RD

Name	Date	Organization/Position	Version

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Name	Date	Organization/Position	Version



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1. Introduction

Healthcare practitioners may have to be absent from practice for extended periods of time during the course of their career in Qatar. There can be many reasons for this, from maternity leave to illness or otherwise. The length of leave of absence from the practice of healthcare might affect the healthcare practitioners' ability to participate in Continuing Professional Development (CPD) and comply with the requirements of the National Continuing Medical Education / Continuing Professional Development (CME/CPD) program.

2. Policy Statement

- 2.1.** All healthcare practitioners in the state of Qatar are required to participate in the National CME/CPD program and comply with the CPD credit requirements of their CPD cycle. For each healthcare practitioner, the start of each 2-year CPD cycle is aligned with their established date of registration/licensure.

When healthcare practitioners are absent from full-time or part-time practice, their CPD cycle credit requirements can be modified, if their leave of absence fulfills the eligibility criteria.

Leaves of absence eligible to modify CPD credit requirements must be:

- 2.1.1. For reasons other than annual or casual leaves.
 - 2.1.2. Approved by the concerned authority (employer) of the practitioner.
 - 2.1.3. For, at least, 30 (thirty) consecutive days within the license renewal period. The duration shall be calculated from the day the leave started until the date of return to practice or expiry/renewal of licensure (end of CPD cycle), whichever sooner.
- 2.2.** Only eligible leaves that are filed correctly, online, shall be approved by the Qatar Council for Healthcare Practitioners (QCHP) - Registration Department (RD) and forwarded to QCHP- Accreditation Department (AD).
- 2.3.** QCHP-AD shall modify the CPD credits requirements of Healthcare practitioners on eligible leaves according to QCHP-AD's CPD Leave Policy so that CPD cycle end date will remain the same whereas the annual or cycle specific expectations, related to CPD cycle requirements, will be adjusted.

3. Definitions

- 3.1. CME/CPD Program** is an educational initiative designed by the QCHP-AD to support, enhance and promote the lifelong learning of healthcare practitioners.
- 3.2. CPD Cycle** is the time period established to complete the minimal expectations established by the QCHP-AD.



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3.3. Leave of Absence is the period of time when a healthcare practitioner cannot participate in their full-time or part-time professional practice. Leaves under the scope of this policy include, but are not limited to:

- 3.3.1.1. Maternity or paternity Leave.
- 3.3.1.2. Sick Leave.
- 3.3.1.3. Unpaid Leave.
- 3.3.1.4. Other Leaves e.g. study leave.

4. Abbreviations

CME: Continuing Medical Education.

CPD: Continuing Professional Development

HCPs: Healthcare practitioners.

QCHP: Qatar Council for Healthcare Practitioners.

QCHP-AD: Qatar Council for Healthcare Practitioners Accreditation Department.

QCHP-RD: Qatar Council for Healthcare Practitioners Registration Department.

5. Scope

This policy applies to all licensed healthcare practitioners in the State of Qatar.

6. Roles/ Responsibilities of Auditors

- 6.1.** Healthcare practitioner is responsible to complete an online leave of absence request/ application and submit the form to their employer.
- 6.2.** Healthcare practitioners are responsible to have documentation from their employer (where applicable) detailing the reason for and duration of their absence of practice.
- 6.3.** The employer is required to review and approve the leave of absence request/ application before submitting it to QCHP-RD.
- 6.4.** QCHP-RD will review and approve the leave of absence request/ application; and notify the QCHP-AD of the approved leaves of absence request/ application.
- 6.5.** QCHP-AD will be responsible to adjust the CPD cycle requirements within the CPD portfolio based on the duration of absence from practice as stipulated by the documentation provided from the healthcare practitioner's physician or employer.



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7. Procedures/Guidelines

- 7.1.** Healthcare practitioner submits an online leave of absence request/ application to request an adjustment to their CPD cycle requirements based on the duration of leave of absence. The online form must be reviewed and approved by the employer prior to forwarding to QCHP-RD.
- 7.1.1. The request shall be submitted by the healthcare practitioner or his/her employer after returning from leave or at the date of expiry/renewal of licensure, whichever sooner.
- 7.1.2. If a leave of absence falls between two CDP cycles, the 1st part of the leave (prior to date of license expiry/renewal) shall be reported (submitted) as leave of absence (if eligible i.e. for 30 consecutive days or more) at or immediately before expiry/renewal of licensure (end of CPD cycle). The 2nd part of the leave (following the date of license expiry/renewal), if eligible (for 30 consecutive days or more) shall be reported (submitted) after returning from leave.
- 7.1.3. Request must include the date of when the healthcare practitioner leave of absence started and the date when he/she returned or is planning to return to work (QCHP-RD must be informed by the actual date of return to practice or professional duties, once it occurs).
- 7.1.4. There is no limit on the number of requests that can be submitted during an established 2-year CPD cycle.
- 7.1.5. As per the scope of this policy, no retrospective leave of absence submissions will be accepted after the licensure expiry date (end of CPD cycle). However, healthcare practitioners may submit to QCHP-AD a request to review non-compliance with CPD program requirements within 30 days of CPD cycle closure (Refer to QCHP-AD's CPD Cycle Appeals Process Policy).
- 7.2.** QCHP-RD reviews and processes the submitted leave of absence request.
- 7.2.1. QCHP-RD evaluates leave of absence eligibility (as per items 2.1 and 7.1 of this policy).
- 7.2.2. QCHP-RD approves and records the duration of eligible leaves absence in the registration database.
- 7.2.3. The leave of absence recorded in the registration database will be automatically notified to QCHP-AD.
- 7.3.** Healthcare practitioner's CPD cycle requirements will be adjusted in the CPD e-portfolio (as per QCHP-AD's CPD Leave policy). QCHP-AD informs the healthcare practitioner of the approved changes to CPD cycle requirements.



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8. Flowcharts

- 8.1. Registration Leave Policy – Appendix 1

9. References and Sources for Further Reading

N/A

10. Related Policies

- 10.1. QCHP-AD CPD Cycle Policy (*MOPH/QCHP/AD/CPD/002*)
- 10.2. QCHP-AD CPD Exemption Policy (*MOPH/QCHP/AD/CPD/003*)
- 10.3. QCHP-AD CPD Recording Policy (*MOPH/QCHP/AD/CPD/005*)
- 10.4. QCHP-AD CPD Portfolio Audit Policy (*MOPH/QCHP/AD/CPD/006*)
- 10.5. QCHP-AD Cycle Appeals Process (*MOPH/QCHP/AD/CPD/007*)
- 10.6. QCHP-AD CPD Leave Policy (*MOPH/QCHP/AD/CPD/004*)
- 10.7. *QCHP-RD License Renewal Policy*

11. Governing Law or Regulations

- 11.1. Amiri Decree No. 7 for the Year 2013 and its amendment.

12. Attachments/Appendices

- 12.1. Flowchart: Registration Leave Policy



Attachment 1: Registration Leave Policy

