

# CIRCULAR NO (DHP/2023/109)

From	Accreditation Section - Department of Healthcare Professions (DHP-AS) / Ministry of Public Health
To	All CPD provider organizations in the State of Qatar
Subject	Reporting attendance of DHP-accredited CPD activities
Date	19 December 2023

In the pursuit of the Department of Healthcare Professions to enable its stakeholders and improve their experience with the “National CME/CPD Electronic Systems,” a new enhancement (update) shall be rolled out to the “CPD Provider” and the “CPD e-Portfolio” portals of the system.

Effective January 7, 2024, attendance of DHP-accredited (Category 1 and accredited Category 3) CPD activities conducted in the State of Qatar cannot be self-recorded by the healthcare practitioners(HCPs) in their “CPD e-Portfolio” accounts. Instead, an e-Portfolio record of the DHP-accredited CPD activity attendance shall be made by direct reporting to the DHP-AS from the CPD activity provider.

Reporting the CPD activity attendance by the CPD activity provider shall be made no later than 14 days from the conclusion of the CPD activity offering using a standardized attendance record that contains the following information (for each CPD activity attendee):

1. The healthcare practitioner’s QID number,
2. The healthcare practitioner’s license Number,
3. The number of CPD credit hours granted to the healthcare practitioner.

The requested information can be provided to the electronic system by filling the cells of the standardized attendance record linked to each CPD activity offering or by uploading it in an Excel file (whose template can be downloaded from the CPD Provider account).

For more details on how to report the attendance of DHP-accredited CPD activities, CPD providers may access the “2024 CPD Provider Electronic Portal Update Manual” prepared by the DHP-AS and uploaded to the CPD Provider portal.

It is to be noted that the following changes in the obligations of the providers of DHP-accredited CPD activities are expected following the implementation of the new “CPD Provider” portal enhancement/update (i.e., starting from January 7, 2024):

1. The CPD providers of DHP-accredited CPD activities shall no longer be mandated to self-maintain attendance records of their conducted CPD activities, as the attendance records shall be maintained on the “National CME/CPD Electronic Systems.”
2. The CPD providers of DHP-accredited CPD activities shall no longer be required to submit to the DHP-AS an annual report of accredited CPD activities (for CPD activities conducted after January 6, 2024). However, CPD providers shall be required to submit a final annual report for DHP-accredited CPD activities conducted between March 7, 2023, and January 6, 2024. The final annual report must be submitted no later than March 6, 2024.

For more information regarding this circular, please contact DHP-AS: (+974 4407 0331) - **DHP\_AS@MOPH.GOV.QA).**

Thank you for your cooperation,  
**Department of Healthcare Professions – Accreditation Section**