National CPD Program for Healthcare Practitioners

Qatar Council for Healthcare Practitioners Accreditation Department

Disclosure

- I am a **full-time Employee** at QCHP-AD.

- I have **no financial relationships** with members of pharmaceutical or medical supply companies.

- I **do not hold any research grants** funded by industry.

- I **do not serve on the advisory board** of any "for-profit" industry.

Objectives

By the end of this seminar, participants will be able to:

- Recognize **different types & formats of CPD activities** in the National CPD framework.

- Describe the **various QCHP-AD CPD requirements.**

- Demonstrate how to record CPD activities in the CPD **e-portfolio.**

- Explain the **CPD appeal processes** for specific cases.

National CPD Program Launch: 7th March, 2016

1. Who is required to participate in the CPD Program?

Who is required to participate in the CPD Program?

- **All licensed healthcare practitioners** (except resident and fellow physicians and dentists in structured training) in **part-time or full-time practice** are required to participate in the CPD program for sustaining (renewal of) licensure.

Physicians	**Nurses**	**Dentists**
Pharmacists	**Allied Health Professionals**	**Complementary Health Professionals**

FAQS

FAQ

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.

FAQ

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**.

2. National CPD Framework

QCHP-AD: CPD Framework

Learning activities are organized into three categories:

- Category 1: Accredited Group Learning Activities
- Category 2: Self-Directed Learning Activities
- Category 3: Assessment Activities

CPD Framework Table – CPD Activities

Description		CPD Activities	Credit Rating	Supporting Documentation Requirements
Category 1 - Accredited Group Learning Activities				
Activities that have been deemed to meet a set of administrative, educational and ethical standards established by the Qatar council for healthcare practitioners (QCHP-AD)		• Conferences, symposia, seminars and workshops • Educational rounds (including morning report in healthcare facilities, Grand rounds, Morbidity and Mortality rounds, tumor boards and case-based discussions). • Journal clubs • Online synchronous OR blended learning activities	1 credit/hour	Certificate of attendance or letter describing the total hours / credits completion from the responsible organization
Category 2 - Self-Directed Learning Activities				
Clinical Practice	*Self-learning activities are planned and implemented by a health care practitioner to:* *address needs related to clinical practice*	• Answering self-identified clinical questions	0.5 credits/hour	Document these self-learning activities in the CPD portfolio or (where applicable) the provision of a transcript from a third party
		• Reading journals, books or monographs	1 credit/hour	
		• Completing self-learning modules	1 credit/hour	
		• Viewing podcasts or webcasts	0.5 credits/hour	
Education and Training	*address needs related to engaging in education and training*	• Postgraduate degrees or diploma programs recognized by a relevant professional body	25 credits/ semester or course	Transcript of the course from the responsible organization
		• Preparation for formal teaching activities	2 credits/hour	Teaching schedule from the responsible organization or academic institution
		• Development of assessment tools or activities (including Objective Structured Clinical Examination (OSCE), MCQ or short answer questions)	2 credits/hour	Letter describing participation in the development of assessment tools or activities from the responsible organization
		• Preparation for Mentoring students, trainees, or peers	1 credit/hour	Letter from the responsible organization
Research and Quality Improvement	*address needs related to engaging in research and quality improvement*	• Development of a research grant or peer-reviewed publication	1 credit/hour	Letter of acceptance of a grant or publication or letter of participation in peer review or participation in CQI from the organization, journal or healthcare facility
		• Peer review of a clinical practice	1 credit/hour	
		• Peer review for journals or research grants	1 credit/hour	
		• Participating in or leading quality improvement projects	10 credits/project	
Category 3 - Assessment Activities				
Activities provide individual, or groups of healthcare practitioners, or inter-professional health teams, with data and feedback on their knowledge, competence or performance. All accredited assessment programs, activities, or instruments must meet the standards established by the QCHP-AD.		**Accredited Assessment** • Knowledge assessment programs • Simulation • Clinical audits • Multi-source feedback • Direct observation of procedures or performance in practice	2 credits/hour	Certificate, letter or report of completion or participation from the responsible organization
		Other Assessment • Feedback from annual performance review • Feedback on teaching effectiveness	2 credits/hour	Summary of the feedback from the responsible organization

Formats of the above-mentioned categories could be either face-to-face or online whenever applicable.

Category 1: Accredited Group Learning Activities

- **Category 1 Activities include:**
  - Conferences, symposia, seminars and workshops
  - Educational Rounds (examples are Grand Rounds, morning reports, M&M, case-based discussions)
  - Journal Clubs
  - Online synchronous OR blended learning activities.

- **Credit Rating:**
  1 credit per hour of participation

- **Supporting Documentation:**
  Certificate of Attendance from the responsible organization

Category 1: Accredited Group Learning Activities (Cont.)

Group learning activities are considered as Category 1

ONLY IF

Accredited by

QCHP-AD or QCHP-accredited CPD providers
(if conducted in the state of Qatar)

or

QCHP-AD recognized International accreditation body
(if conducted outside Qatar)

Category 2: Self-Directed Learning Activities

- **3 Sub-domains: Self-learning related to:**
  - Clinical practice
  - Education and training
  - Research and Quality Improvement
- **All** self-directed learning activities **are initiated or planned by each healthcare practitioner.**
- **Credit Rating:**
  Varies according to the type of activity
- **Supporting Documentation:**
  Varies based on type of activity

Clinical Practice	*Self-learning activities are planned and implemented by a health care practitioner to:* *address needs related to clinical practice*	• Answering self-identified clinical questions	0.5 credits/hour	Document these self-learning activities in the CPD portfolio or (where applicable) the provision of a transcript from a third party
		• Reading journals, books or monographs	1 credit/hour	
		• Completing self-learning modules	1 credit/hour	
		• Viewing podcasts or webcasts	0.5 credits/hour	
Education and Training	*address needs related to engaging in education and training*	• Postgraduate degrees or diploma programs recognized by a relevant professional body	25 credits/ semester or course	Transcript of the course from the responsible organization
		• Preparation for formal teaching activities	2 credits/hour	Teaching schedule from the responsible organization or academic institution
		• Development of assessment tools or activities (including Objective Structured Clinical Examination (OSCE), MCQ or short answer questions)	2 credits/hour	Letter describing participation in the development of assessment tools or activities from the responsible organization
		• Preparation for Mentoring students, trainees, or peers	1 credit/hour	Letter from the responsible organization
Research and Quality Improvement	*address needs related to engaging in research and quality improvement*	• Development of a research grant or peer-reviewed publication	1 credit/hour	Letter of acceptance of a grant or publication or letter of participation in peer review or participation in CQI from the organization, journal or healthcare facility
		• Peer review of a clinical practice	1 credit/hour	
		• Peer review for journals or research grants	1 credit/hour	
		• Participating in or leading quality improvement projects	10 credits/project	

Category 3: Assessment Activities

	Accredited Assessment	Other Assessment
Includes	Knowledge assessments	Feedback from **annual performance** review
	Simulation	Feedback on **teaching effectiveness**
	Clinical audits	
	Multi-source feedback	
	Direct observation of procedures or performance in practice	
Accreditation	**Required**	**Not Required**
Credits Assigned	**2 Credits/hour** of eligible activity participation time	**2 Credits/hour** of **feedback**
Supporting Documentation	**Certificate**, letter or report of completion or participation from the responsible organization	**Summary of the feedback** from the responsible organization

FAQS

FAQ

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

- **Yes**, CME/CPD activities attended outside Qatar **and** are **accredited by QCHP-AD-recognized international accrediting bodies** can be included within the CPD Framework.

- **A list of QCHP-AD-recognized international accreditation bodies** is published on QCHP-AD website and can be accessed from Practitioners' e-portfolio.
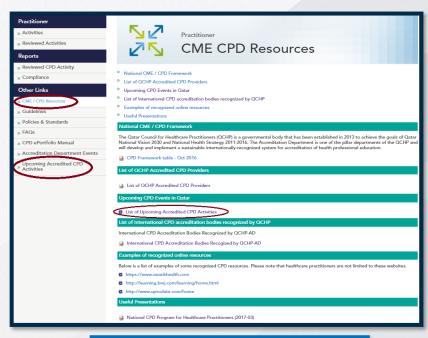
FAQ

Can live webinars be considered as Category 1 activities?

Yes, **Live synchronous interactive** webinars **accredited** by **QCHP-AD** or QCHP-AD accredited providers (if broadcasted from Qatar) **or QCHP-AD-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).

FAQ

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

All accredited activities (in the state of Qatar) are processed and **published on a list on QCHP-AD website and can be accessed from Practitioners' e-portfolio.**

In addition, the **certificate of participation** in any QCHP-AD accredited activity shall clearly mention an accreditation statement and has QCHP logo.

FAQ

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.

FAQ

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 QCHP-AD CPD activity accreditation standards are eligible for credit under Category 1.

FAQ

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

- **<u>No</u>. Group learning** activities that are **not accredited** by QCHP-AD, QCHP-accredited provider or QCHP-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.

FAQ

Can I record online activities certified by American Medical Association (AMA) as AMA PRA Category 1 as a QCHP Category 1 activity?

- **Categorization of AMA credits is different** that that followed by QCHP.

- **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 CME, etc.).

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

- **Other types of AMA Category 1 activities** may be recorded as **QCHP Category 2**.

FAQ

Under which type of QCHP Category 2 shall I record 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 QCHP 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 – • Monographs, • Podcasts, and archived webinars, • Other web-based activities (certified with credits).	**Clinical Practice –** • Reading journals, books or monographs. • Viewing podcasts or webcasts • Completing self-learning module.	It is **acceptable to record any online activity** certified for AMA PRA Category 1 credits **as** QCHP Category 2 / Clinical Practice / **Completing self-learning module.**
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	-

FAQ

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 date ranges**).

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

FAQ

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

- You may record reading journal article or book chapter 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.**

FAQ

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 material (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**.

FAQ

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** as Category 2 - Self-Directed Learning Activity.

- **You are allowed to record a maximum of three semesters/ courses per each submission.**

- **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**

FAQ

Can I claim credits for teaching or giving presentations?

- **Teaching or giving presentation** 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.

- "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** sessions.
    - **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 preparation for formal teaching activities.**

FAQ

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.**

FAQ

Can I claim credits for publishing articles/books?

- Healthcare practitioners may claim credits for developing **peer-reviewed publications** under Category 2 > Research and Quality Improvement> Development of a research grant or peer reviewed publications.

- This **may include** peer-reviewed journal articles, book chapters or similar publications (e.g. a peer-reviewed conference presentation or poster that is published in a conference proceedings).

- **Hours/Credits are allocated automatically by the e-portfolio based on the authorship ranking**. First author is granted 10 Hours/Credits, second author is granted 5 Hours/Credits while other authors are granted 3 Hours/Credits.

FAQ

I was in a committee that peer-reviewed the clinical practice of one or more healthcare practitioners. How do I record this in my ePortfolio?

- Healthcare practitioners may claim credits for **peer-reviewing the clinical practice of other healthcare practitioner(s)** under Category 2 > Research and Quality Improvement> Peer review of a clinical practice.

- This must be **documented by an official letter form the responsible organization** describing the review task(s) assigned, the date of task completion and the estimated number of hours spent in peer-reviewing.

- Healthcare practitioners must record the exact time spent in peer-reviewing (**for a maximum of 4 hours per task/activity submission**).

FAQ

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**).

FAQ

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**.

3. National **CPD Program Requirements**

QCHP-AD: CPD Requirements

- **CPD Cycle Duration:** 2 years
- **CPD cycle start date** will be individualized to **align with date of licensure.**
- **CPD Cycle Requirements** (**minimums** and not maximums)

1. **Annual CPD requirements**
2. **CPD cycle requirements**
3. **Category-specific requirements**

- 40 credits each year.
- 80 credits over two years
- 40 credits in Category 1, and
- 40 credits across Category 2 and/or Category 3 (in any combination).

Leave Policy

- Policy is **applicable for all healthcare practitioners in eligible leaves.**
- Being in **eligible leave adjusts cycle and category-specific CPD Credit requirements.**
- To be **eligible**, leave must be:
  - ✓ **Other than** Annual and casual leave.
  - ✓ For, **at least, 30 (thirty) consecutive days** within the license renewal period.
  - ✓ **Approved by** the concerned authority **(employer)** of the practitioner.
  - ✓ Filed correctly and **approved by the registration department** of QCHP.
- Leave must be **submitted to QCHP after its end or at license renewal date** (whichever is sooner).

Leave Policy (Cont.)

Duration of Absence from Practice	CPD Cycle Credit Expectations	Category- Specific Credit Expectations
1-3 months	70 credits	35 credits: Category 1 35 credits: Category 2 or 3
4-6 months	60 credits	30 credits: Category 1 30 credits: Category 2 or 3
7-9 months	50 credits	25 credits: Category 1 25 credits: Category 2 or 3
10-12 months	40 credits	20 credits: Category 1 20 credits: Category 2 or 3
13-15 months	30 credits	Not applicable
16-18 months	20 credits	Not applicable
19-21 months	10 credits	Not applicable
>22 months	0 credits	Not applicable

FAQS

FAQ

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

- **Yes**. Submission of credit 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 requirement 3 months before license expiry.

FAQ

I got my first License to practice on March 30, 2018 and I am trying to record a CPD activity I completed two months before I got my license (as advised by my licensed colleagues) **yet the system doesn't allow me to record activities before March 30, 2018. Is this a system glitch?**

- **No**. **Recording activities** you completed before issuing your first license, in the e-Portfolio, **is not allowed**.

- **Credit transfer** for CPD activities completed in the immediate 6 months prior to first license issuance **was temporarily allowed** (as per CPD Credit Transfer Policy) for **the first two years** of the National CME/CPD Program implementation **ONLY**.

- **CPD Credit Transfer Policy expired on March 7, 2018**. Therefore, any HCP who got his/her first license issued after that date cannot record any CPD activities completed before the date of his/her license issuance in his/her e-Portfolio.

FAQ

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.

FAQ

My license expires May 31ˢᵗ 2017. I completed all credits required for my CPD cycle and I submitted my credits for license renewal on March 15th 2017. I am planning to attend a workshop on April 23rd 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.

FAQ

My license expires May 31ˢᵗ 2017. I completed all credits required for my CPD cycle and I submitted my credits for license renewal on May 30ᵗʰ 2017. I am planning to attend a workshop on June 2ⁿᵈ 2017 and my license <u>might not be renewed yet</u>. 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 of previous license expiry. You will be able to record any activity completed during your new CPD cycle.

FAQ

I participate in the 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 QCHP 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 QCHP-AD recognizes can be recorded in your e-portfolio.

FAQ

Will my participation in CPD activities accredited by QCHP-AD be recognized by other regulatory authorities and CPD systems abroad?
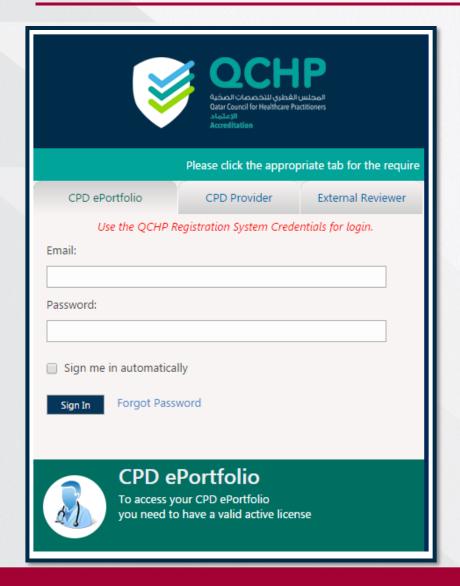
- Currently, Qatar's National **Credit system is recognized** by the American Medical Association (**AMA**), the American Academy for Family Physicians (**AAFP**) and the Royal College of Physicians and Surgeons of Canada (**RCPSC**). CPD credits granted from participation in one of QCHP-AD-accredited 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 QCHP-AD 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**).
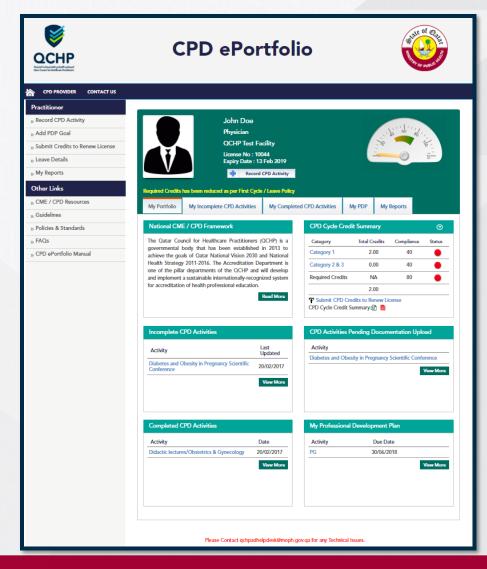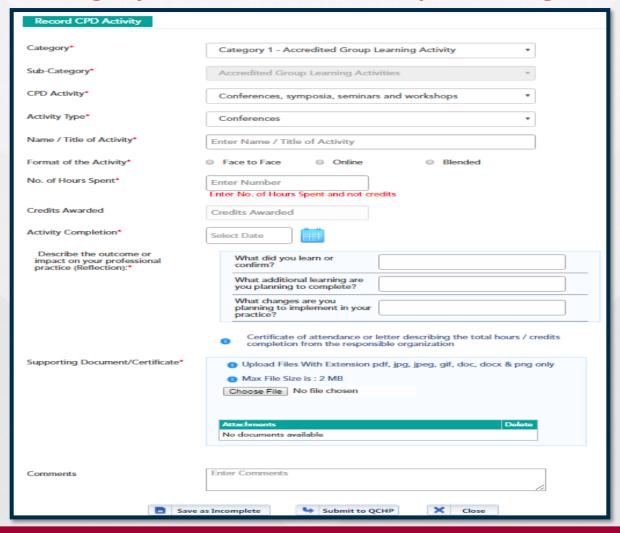
4. Documentation of CPD Activities

Documentation of CPD Activities

- Every healthcare practitioner is required to maintain an individual **CPD activity record**, which will constitute his/her CPD ePortfolio:

  - Record details of **completed** learning activities.

  - Record **reflections** on learning for practice.

  - Upload the **documentation** as defined by the CPD Framework- where applicable.

- A CPD portfolio also includes a **planning department** – to state the individual learning needs identified.
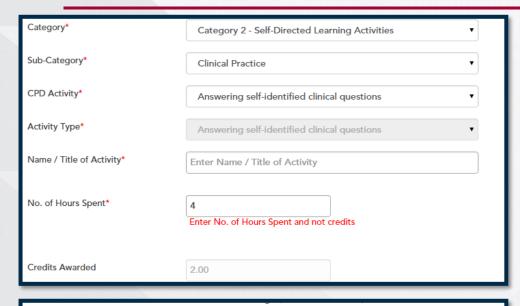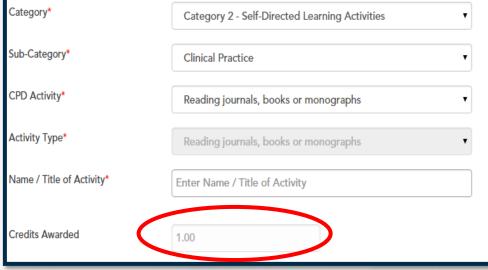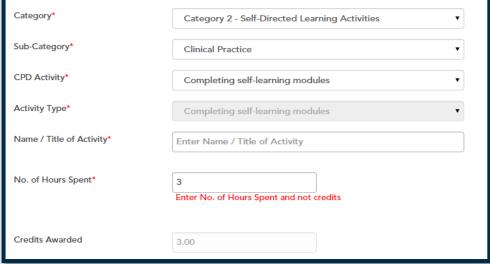
The ePortfolio

The e-Portfolio

Category 1 – Accredited Group Learning

The e-Portfolio

Category* | Category 2 - Self-Directed Learning Activities
Sub-Category* | Clinical Practice
CPD Activity* | Answering self-identified clinical questions
Activity Type* | Answering self-identified clinical questions
Name / Title of Activity* | Enter Name / Title of Activity
No. of Hours Spent* | 4
Enter No. of Hours Spent and not credits
Credits Awarded | 2.00

Category* | Category 2 - Self-Directed Learning Activities
Sub-Category* | Clinical Practice
CPD Activity* | Reading journals, books or monographs
Activity Type* | Reading journals, books or monographs
Name / Title of Activity* | Enter Name / Title of Activity
Credits Awarded | 1.00

Category* | Category 2 - Self-Directed Learning Activities
Sub-Category* | Clinical Practice
CPD Activity* | Completing self-learning modules
Activity Type* | Completing self-learning modules
Name / Title of Activity* | Enter Name / Title of Activity
No. of Hours Spent* | 3
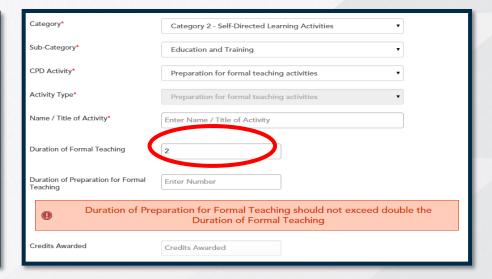Enter No. of Hours Spent and not credits
Credits Awarded | 3.00

Category* | Category 2 - Self-Directed Learning Activities
Sub-Category* | Clinical Practice
CPD Activity* | Viewing podcasts or webcasts
Activity Type* | Webcasts
Name / Title of Activity* | Enter Name / Title of Activity
No. of Hours Spent* | Enter Number
Enter No. of Hours Spent and not credits
⚠ You can record maximum 2 hours for this activity
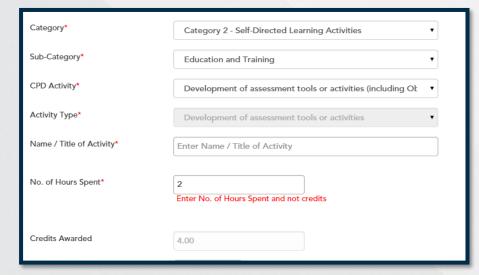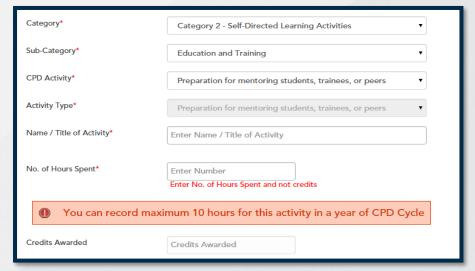Credits Awarded | Credits Awarded

The e-Portfolio

Top-left form:

Field	Value
Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Education and Training
CPD Activity*	Postgraduate degrees or diploma programs recognized by
Activity Type*	Postgraduate degree - Semester
Name / Title of Activity*	Enter Name / Title of Activity
No. of Semester*	Enter Number

Enter No. of Semester and not credits

⚠ A maximum of 3 semesters coinciding with your CPD Cycle can be recorded per submission
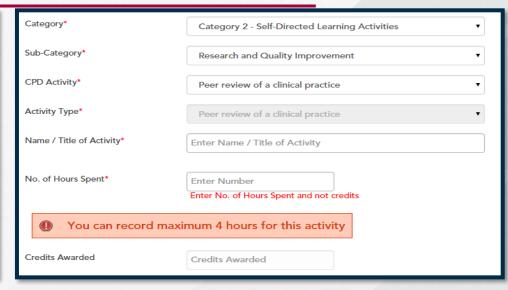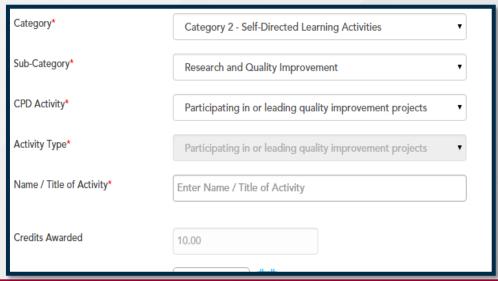
Credits Awarded	Credits Awarded

Top-right form:

Field	Value
Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Education and Training
CPD Activity*	Preparation for formal teaching activities
Activity Type*	Preparation for formal teaching activities
Name / Title of Activity*	Enter Name / Title of Activity
Duration of Formal Teaching	2
Duration of Preparation for Formal Teaching	Enter Number

⚠ Duration of Preparation for Formal Teaching should not exceed double the Duration of Formal Teaching

Credits Awarded	Credits Awarded

Bottom-left form:

Field	Value
Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Education and Training
CPD Activity*	Development of assessment tools or activities (including OS
Activity Type*	Development of assessment tools or activities
Name / Title of Activity*	Enter Name / Title of Activity
No. of Hours Spent*	2

Enter No. of Hours Spent and not credits

Credits Awarded	4.00

Bottom-right form:

Field	Value
Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Education and Training
CPD Activity*	Preparation for mentoring students, trainees, or peers
Activity Type*	Preparation for mentoring students, trainees, or peers
Name / Title of Activity*	Enter Name / Title of Activity
No. of Hours Spent*	Enter Number

Enter No. of Hours Spent and not credits

⚠ You can record maximum 10 hours for this activity in a year of CPD Cycle

Credits Awarded	Credits Awarded

The e-Portfolio

Top-left panel:

Category* — Category 2 - Self-Directed Learning Activities

Sub-Category* — Research and Quality Improvement

CPD Activity* — Development of a research grant or peerreviewed publicati

Activity Type* — Development of a research grant or peer-reviewed publicat

Name / Title of Activity* — Enter Name / Title of Activity

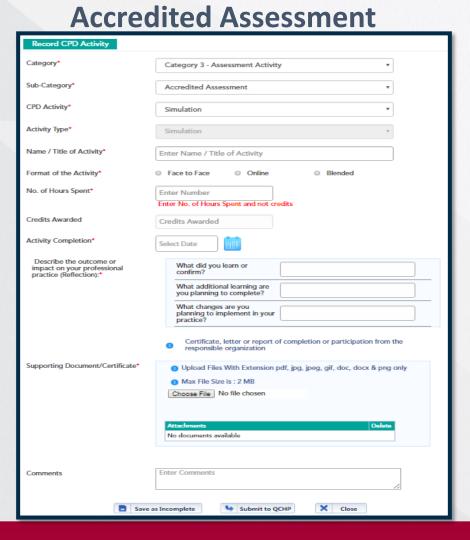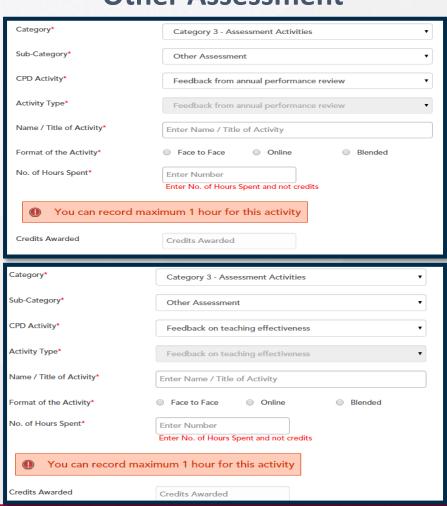Rank as an author — 1st Author

Credits Awarded — 10.00

Top-right panel:

Category* — Category 2 - Self-Directed Learning Activities

Sub-Category* — Research and Quality Improvement

CPD Activity* — Peer review of a clinical practice

Activity Type* — Peer review of a clinical practice

Name / Title of Activity* — Enter Name / Title of Activity

No. of Hours Spent* — Enter Number

Enter No. of Hours Spent and not credits

⚠ You can record maximum 4 hours for this activity

Credits Awarded — Credits Awarded

Bottom-left panel:

Category* — Category 2 - Self-Directed Learning Activities

Sub-Category* — Research and Quality Improvement

CPD Activity* — Peer review for journals or research grants

Activity Type* — Peer review for journals or research grants

Name / Title of Activity* — Enter Name / Title of Activity

No. of Hours Spent* — Enter Number

Enter No. of Hours Spent and not credits

⚠ You can record maximum 3 hours for this activity

Credits Awarded — Credits Awarded

Bottom-right panel:

Category* — Category 2 - Self-Directed Learning Activities

Sub-Category* — Research and Quality Improvement

CPD Activity* — Participating in or leading quality improvement projects

Activity Type* — Participating in or leading quality improvement projects

Name / Title of Activity* — Enter Name / Title of Activity

Credits Awarded — 10.00

The e-Portfolio

Category 3 – Assessment Activities

Accredited Assessment

Other Assessment

The e-Portfolio

The e-Portfolio
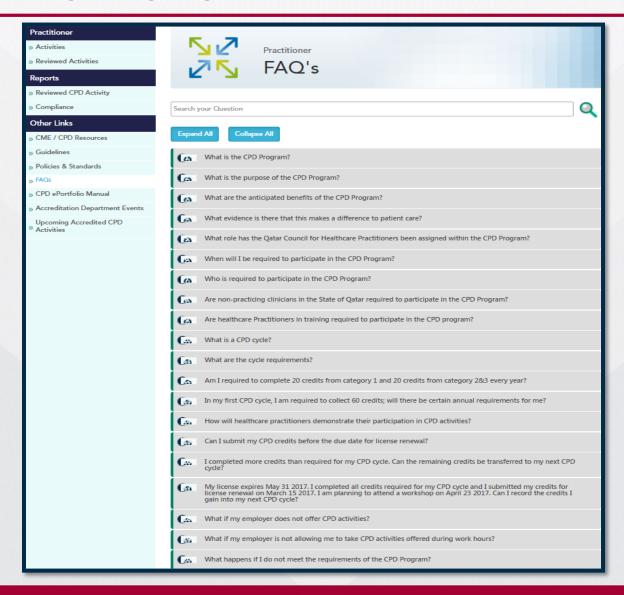
The e-Portfolio

The e-Portfolio

5. Monitoring Compliance to the National Program
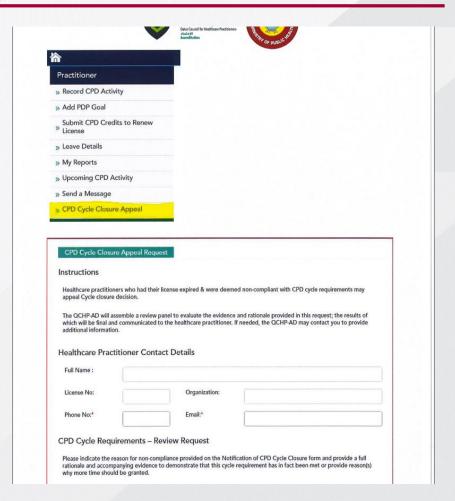
Monitoring Compliance

- The QCHP-AD has established a **CPD audit process** for healthcare practitioners.

- It is a process that **reviews the documentation/validation** established for all learning activities included in the CPD framework and self-reported in the portfolio.

Monitoring Compliance

- Healthcare practitioners who **fail to meet the minimum annual requirement** of 40 credits are **deemed to be non-adherent** and will be:
  - **Notified** at the end of the first year for non-adherence.
  - **Provided with information** on how to seek assistance.
  - Required to participate in a CPD ePortfolio **Audit**.

- Healthcare practitioners who fail to record the **minimum expectations for Category-specific or 2-year CPD Program cycle** requirements will be **deemed to be non-compliant** and will be subject to having their registration and licensure in the State of Qatar terminated for non-compliance (with opportunity to appeal).
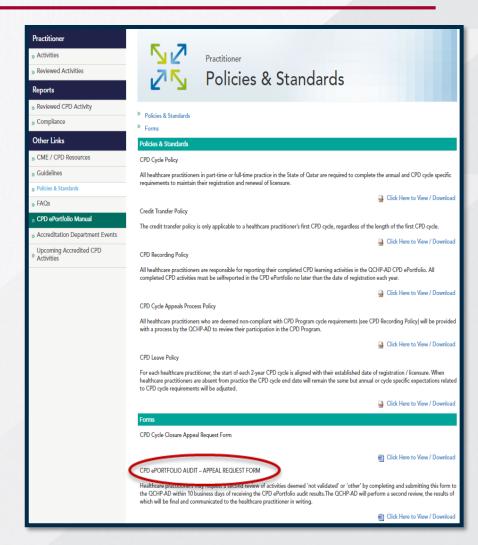
CPD Appeals - CPD Cycle Closure Appeal

- Healthcare practitioners who are **deemed to be noncompliant** with CPD Program cycle requirements may request an opportunity to appeal their non-compliance.

- Appeal is made by completing and submitting "**CPD Cycle Closure Appeal Request Form**" to the QCHP-AD within **30 days** of the healthcare practitioners being notified they are noncompliant with CPD cycle requirements.

- **A review panel**, facilitated by the QCHP-AD, will be formed to assess any CPD Program cycle appeals submitted by healthcare practitioners.

CPD Appeals - CPD E-portfolio Audit Appeal

- Healthcare practitioners may request a second review of **activities deemed 'not validated' or 'other'**

- **Appeal is made** by completing and submitting "**CPD e-PORTFOLIO AUDIT – APPEAL REQUEST FORM**" to the QCHP-AD within **10 business days** of receiving the CPD ePortfolio audit results.

- **The QCHP-AD will perform a second review**, the results of which will be final and communicated to the healthcare practitioner in writing.

Contact Us

➢**Accreditation Department, QCHP**:
http://www.qchp.org.qa/en/Pages/accreditation.aspx

➢**Accreditation Department, QCHP e-mail**:
AccreditationDepartmentQCHP@moph.gov.qa

➢**Follow us on** @qchp_ad

➢**Follow us on** QCHP_Accreditation Department

THANK YOU