



QCHP

المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners
الإعتماد
Accreditation



PROVIDERS

Handbook

**More Knowledge.
Better Patient Care.**

NATIONAL CONTINUING MEDICAL EDUCATION AND PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM FOR STATE OF QATAR HEALTH SYSTEM

For further details, contact:

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INTRODUCTION

The State of Qatar has taken incredible strides towards making the country's healthcare among the best offered in the world. Here at the Ministry of Public Health we are doing a number of great things to make this possible!

The QCHP - Accreditation Department is working on to improve the lives of all people in Qatar through the National Continuous Medical Education and Professional Development Framework. All healthcare practitioners in the country will be required to enhance their skill sets so that our patients are ensured the best medical care in the world.

The QCHP- accreditation department has developed this handbook as a guide to Continuing Medical Education (CME) and Continuing Professional Development (CPD) providers in the State of Qatar. It provides a brief, easy-to-understand description of all major aspects of our CPD activity accreditation standards and processes. The ultimate goal of the CME/CPD program is to reassure patients and the public that health care practitioners upgrade and maintain professional competence that would ensure improved service outcomes and quality patient care. CPD provider organizations (both accredited and non-accredited) are key partners in the implementation of a robust national CME/CPD system in Qatar by providing learners access to access high-quality educational resources.

THIS CPD ACCREDITATION SYSTEM FOR THE STATE OF QATAR IS A HYBRID SYSTEM THAT:

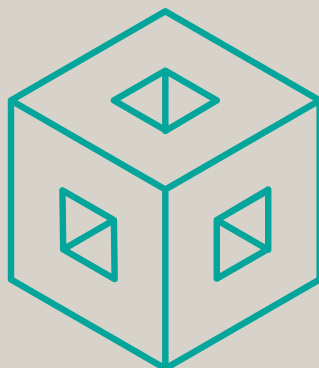
- Promotes mutual accountability – based on a set of values and educational principles;
- Serves as a mark of ‘educational quality’;
- Values continuous improvement; and
- Supports the ability of learners to access high quality educational resources.

1 - Provider-based CPD Accreditation

System recognizes organizations that have demonstrated their ability to comply with a set of established standards across multiple domains focused on the development of educational activities, governance and decision making, organizational infrastructure and administrative operations that ensure quality and consistency. In a provider- based CPD accreditation system, all learning activities developed by an accredited CPD Provider organization are deemed to be approved and provide a specified number of credits. One of the key advantages of a provider-based accreditation system is that one accreditation decision results in the approval of multiple activities developed during the accreditation cycle of a CPD provider organization. Provider-based accreditation standards encourages accredited CPD provider organizations to not only measurably change and improve but to actively participate as members of a ‘learning community’ of other accredited organizations in sharing innovative ideas and continuously contributing to the accreditation system’s standards and processes.

2 - Activity-based Accreditation

Reviews a specific activity against a set of educational and ethical standards. Individual CPD activities maybe designed to increase awareness or acquisition of new knowledge, skills or competencies, enhance performance or improve health outcomes.



General process for approval of CPD Provider Organizations

Organizations who voluntarily apply to become accredited CPD providers will participate in a process to assess their compliance with a set of national accreditation standards established by the QCHP-Accreditation Department. Once approved, all educational activities or resources developed by accredited CPD provider organizations will be automatically approved for credit under either Category 1 or Category 3 within the CPD Framework for the State of Qatar.

- 1) Submit a request for CPD Provider Accreditation.
- 2) Eligibility to be accredited is reviewed: according to Qatar Council for Healthcare Practitioners the following types of organizations are eligible to apply to become an accredited CPD Providers:

- Governmental or non-governmental academic institutions
- Governmental or non-governmental healthcare facilities
- Other health professional organizations as defined by the QCHP Accreditation Department.

Commercial interests and other for-profit educational companies are not eligible to develop and submit learning activities or educational resources for the purposes of accreditation.

- 3) The CPD Provider completes and submits the application form and supporting documentation and application fee requested to the QCHP-Accreditation Department.
- 4) The application is reviewed and assessed against the CPD accreditation standards and compliance criteria. An on-site survey is conducted; accreditation Decision report with recommendations is shared with the CPD applicant.
- 5) Once approved, CPD Provider is accountable to the QCHP to continuously pursue compliance with the CPD Provider accreditation standards and ensure adherence to all established CPD activity standards.

General process for approval of CPD Activities

- 1) Eligibility for accreditation reviewed: The Qatar Council for Healthcare Practitioners (QCHP) has determined that the following types of organizations are eligible to submit learning activities they developed for review and approval by the QCHP Accreditation Department.

- Governmental or non-governmental academic institutions

- Governmental or non-governmental healthcare facilities

- Other health professional organizations as defined by the QCHP Accreditation Department.

Commercial interests and other for-profit educational companies are not eligible to develop and submit learning activities or educational resources for the purposes of accreditation.

- 2) If eligible, the CPD activity planner submits the CPD activity application form with all required documentation and application fees to the QCHP-Accreditation Department.
- 3) The submitted application form is reviewed by QCHP-Accreditation Department for compliance to the CPD activity standards.
- 4) Results of the CPD activity accreditation review, the assigned credits and accreditation statement are communicated to the CPD Program Planner.
- 5) All CPD learning activities approved for Category 1 will be accredited for a period of one year whereas all assessment strategies, tools or programs approved for Category 3 credits will be accredited for three years from the start date of the Activity.

Educational rounds and journal clubs within Category 1 of the QCHP-AD CPD Framework will be accredited for a period of three years from the day the CPD activity accreditation was granted.

FREQUENTLY ASKED QUESTIONS FOR PROVIDERS

1) Who is eligible to become a QCHP-AD accredited CPD provider?

The QCHP-AD has determined that the following types of organizations are eligible to apply to become a QCHP-AD accredited CPD provider:

- Governmental or non-governmental academic institutions
- Governmental or non-governmental healthcare facilities
- Other health professional organizations as defined by the QCHP-AD

Any organizations who are for-profit commercial interests are not eligible to apply to become a QCHP-AD accredited CPD provider. Private centres that open only to provide CPD are not eligible for accreditation.

2) What does it mean to be a QCHP-AD accredited CPD provider?

A QCHP-AD accredited CPD provider is an organization that has been reviewed and approved by the QCHP-AD based on their ability to demonstrate adherence to established accreditation standards in areas of educational development, governance, organizational infrastructure and administrative operations. All QCHP-AD accredited CPD provider organizations are required to develop CPD activities that meet all established educational and ethical accreditation standards. All CPD activities developed by accredited CPD provider organizations approved by the QCHP-AD are automatically approved for credit within Category 1 or Category 3 of the CPD Framework.

3) Is there a fee associated with becoming a QCHP-AD accredited CPD provider?

Currently, there is no fee to become a QCHP-AD accredited CPD provider.

4) My organization is interested in becoming an accredited CPD provider, how can I apply?

Organizations interested in becoming a QCHP-AD accredited CPD provider, should contact the QCHP-AD to express their interest and begin the process to determine their eligibility to apply.

5) My organization is an accredited provider under the QCHP-AD provisional standards, when do I need to re-apply?

Organizations accredited under the QCHP-AD provisional standards will be asked to re-apply before their current accreditation cycle ends. QCHP-AD will contact these organizations at least 6 months prior to the end of their accreditation cycle to begin the re-application process under the new Accreditation Standards for CPD Provider Organizations.

6) If my organization chooses not to become an accredited CPD provider, how can my CPD activities be accredited?

Organizations that choose not to voluntarily become QCHP-AD accredited CPD providers may submit learning activities they developed for review and approval by the QCHP Accreditation Department as long as the organizations are:

- Governmental or non-governmental health professional academic institutions or those involved in the education of health professionals).
- Governmental or non-governmental healthcare facilities.
- Other health professional organizations as defined by the QCHP-AD.

7) Is there a fee associated with individual CPD activity accreditation?

Currently, there is no fee to have a CPD activity reviewed for QCHP-AD accreditation.

8) When will the new QCHP-AD CPD activity standards be available?

The activity standards are currently available with QCHP-AD and can be accessed through Provider's ePortfolio

9) My organization planned an activity that has occurred in the past. Would the QCHP-AD review the program so that those who have attended can receive credits?

No, CPD activity accreditation cannot be granted retrospectively.

10) How can individual healthcare practitioner credit hours be tracked for large activities like conferences that have multiple sessions, workshops etc.?

The QCHP-AD CPD activity accreditation standards dictate that the organization that developed the CPD activity is responsible for determining the actual number of hours that each learner is eligible to record for credit. Examples of how this can be achieved are: having a sign-in/sign-out form for each session, taking attendance during each session or using attendance tracking technology that scans the name badges of participants upon entry and exit from session rooms.

If the CPD activity is being delivered online, an electronic sign in/sign out system can provide a timestamp for each participant. It is the responsibility of the CPD provider to indicate

on the certificate of participation how many hours the healthcare practitioner is eligible to claim in their ePortfolio for each CPD activity. The healthcare practitioner will be required to upload the certificate of attendance as supporting documentation for each CPD activity in order to claim credit.

11) My organization is a CME provider outside of Qatar and delivers live CPD activities in cities outside of Qatar. Will healthcare practitioners in Qatar be able to record credits within the QCHP-AD CPD Program for attending these activities?

Live, face-to-face activity that is delivered outside the State of Qatar and has been reviewed and approved as 'accredited' by an international CPD accreditation body recognized by QCHP-AD will be accepted as equivalent for credits within the QCHP-AD CPD Program.

ePORFOLIO FOR CPD PROVIDERS

Features of the ePortfolio:

- CPD Provider registration
- CPD Provider profile update
- Online Accreditation application form
- Online Category 1 Accreditation application form
- Online Category 3 Accreditation application form
- Status of Accreditation application form
- CPD Activity notification for Practitioners

Notification of Accredited CPD Activity

Activity Title*

Mix Activity (Category 1 & 3) Yes* No

Category*

Activity Type*

Format of Activity* Face to Face Online Blended

Location Of Activity (city or web address)

Credit Hours*

Target Audience* Physician Dentist
 Pharmacist Allied Health Practitioner
 Nurse Complimentary Medicine
 Others

if Other Profession(Specify here)

Audience Type*

Activity Start Date*  Activity End Date* 

Activity Start Date	Activity End Date	Actions
No Activity available		

Please fill atleast one field

Contact Name

Contact No.

Email Address

Website For Registration

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Better Patient Care.**

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