

## CIRCULAR NO (DHP/2023/110)

<b>From</b>	Accreditation Section - Department of Healthcare Professions (DHP-AS) / Ministry of Public Health
<b>To</b>	All Healthcare Practitioners in the State of Qatar
<b>Subject</b>	Recording attendance of DHP-accredited CPD activities conducted in the State of Qatar in the e-Portfolio accounts of healthcare practitioners
<b>Date</b>	19 December 2023

In the pursuit of the Department of Healthcare Professions to provide the utmost support for healthcare practitioners (HCPs) in the State of Qatar and improve the practitioners' experience with the "National CME/CPD Electronic System," 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 CPD activities (Category 1 and accredited assessment Category 3 CPD activities of the National CPD Framework) conducted in the State of Qatar shall not 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 from the CPD activity provider (by uploading the CPD activity attendance records identified by the attendees' QID and license numbers).

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 simple "feedback and reflection" 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 their participation in Category 1 (and accredited assessment of Category 3) CPD activities accredited by DHP-recognized international accreditation bodies and developed outside the State of Qatar. However, all such submissions shall be verified by the DHP-AS to make sure that they are compliant with the "DHP-AS CPD Activities Developed Outside the State of Qatar" policy.

Also, Healthcare practitioner shall continue to self-record their participation in Category 2 (self-directed learning) and non-accredited Category 3 (other assessment) CPD activities in their e-Portfolio accounts, as usual.

It is to be also noted that, during a transitional period of 2 months (ending March 6, 2024), the DHP-AS shall allow healthcare practitioners to self-record previously attended DHP-accredited/-recognized CPD activities (Category 1 and accredited Category 3 CPD activities conducted before January 7, 2024), provided that the activities are participated in during the healthcare practitioner's current CPD cycle and the recording fulfills all DHP-AS recording requirements. Following this transitional period, HCPs shall not be able to self-record any previously attended DHP-accredited CPD activity.

For more details about the planned e-Portfolio enhancement (update), healthcare practitioners may access the "2024 CPD e-Portfolio Update Manual" prepared by the DHP-AS and uploaded to the DHP website and the e-Portfolio portal.

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**