



QCHP
المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners
الإعتماد
Accreditation



Circular No. (5/2018)

From	Qatar Council for Healthcare Practitioners – Accreditation Department (QCHP-AD)
To	All Licensed Healthcare Practitioners in the State of Qatar
Subject	Online CPD Cycle Closure Appeal Form available through Practitioner's e-portfolio
Date	01/10/2018

As part of the QCHP's continuous pursuit to enhance its services provided to stakeholders and to expedite processes by providing an electronic communication channel, the Accreditation Department is pleased to announce that licensed healthcare practitioners are now able to submit the CPD Cycle Closure Appeal through their CPD e-portfolio.

This new system enhancement allows practitioners to fill the appeal form and upload supporting documents directly from their e-portfolio (It can be accessed as shown in attachments below).

We hope that this new additional feature will enhance the overall experience of healthcare practitioners with the e-portfolio and help them to stay in compliance with the National CPD Program requirements.

It is to be noted that following this amendment, CPD Cycle Closure Appeal will no longer be accepted by any other means.

For further information, kindly contact:

Dr. Essam El Sayed on eabdelrafaa@MOPH.GOV.QA

Thank you for your cooperation,

Accreditation Department - Qatar Council for Healthcare Practitioners (QCHP)

Click on the CPD Cycle Closure Appeal Link under Practitioner Tab, Page will be shown below (along with Healthcare Practitioner Contact Details):



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Practitioner

- » Record CPD Activity
- » Add PDP Goal
- » Submit CPD Credits to Renew License
- » Leave Details
- » My Reports
- » Upcoming CPD Activity
- » Send a Message
- » CPD Cycle Closure Appeal

CPD Cycle Closure Appeal Request

Instructions

Healthcare practitioners who had their license expired & were deemed non-compliant with CPD cycle requirements may appeal Cycle closure decision.

The QCHP-AD will assemble a review panel to evaluate the evidence and rationale provided in this request; the results of which will be final and communicated to the healthcare practitioner. If needed, the QCHP-AD may contact you to provide additional information.

Healthcare Practitioner Contact Details

Full Name :	<input type="text"/>		
License No:	<input type="text"/>	Organization:	<input type="text"/>
Phone No:*	<input type="text"/>	Email:*	<input type="text"/>

CPD Cycle Requirements – Review Request

Please indicate the reason for non-compliance provided on the Notification of CPD Cycle Closure form and provide a full rationale and accompanying evidence to demonstrate that this cycle requirement has in fact been met or provide reason(s) why more time should be granted.



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Non-compliance reason:

- ☐ Annual requirements: healthcare practitioners must complete and document in a CPD ePortfolio a minimum of 40 CPD credits each year.
- ☐ Category-specific requirements: healthcare practitioners must complete and document at least 40 credits in Category 1 and 40 credits across Category 2 and/or Category 3, in any combination.
- ☐ Cycle requirements: healthcare practitioners must complete and document in their CPD ePortfolio a minimum of 80 CPD credits over each 2-year CPD cycle.

Rationale

- ☐ I have met the CPD Cycle requirement(s) in question after my CPD Cycle closure
- ☐ I need more time to complete the requirements

Please provide a detailed explanation & any further comments *

Documentation

Upload any additional documentations that might support your request (eg. Certificate of attendance of CPD activities not recorded in the ePortfolio)

Attachments

Upload Files With Extension pdf, jpg, jpeg, gif, doc, docx & png only

Max File Size is : 2 MB

Choose File No file chosen

Attachments

Delete

No documents available

The QCHP-AD will communicate the results of this review within 10 BUSINESS DAYS.



Submit



Close

All CPD Cycle Closure Appeals are shown as above and practitioners are restricted to submit appeal 2 times per Cycle.

Edit button enabled in case of clarifications & current appeal details will be shown by default.