



# Circular No. (5/2018)

From	Qatar Council for Healthcare Practitioners – Accreditation Department (QCHP-AD)						
То	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):

Tel.: +974 4407 0366 / 0937 /5157 Fax: +974 4407 0831 . P.O Box: 7744, Doha - Qatar · www.qchp.org.qa





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P	ractitioner
>>	Record CPD Activity
>>	Add PDP Goal
»	Submit CPD Credits to Renew License
<b>&gt;&gt;</b>	Leave Details
»	My Reports
<b>»</b>	Upcoming CPD Activity
>>	Send a Message
30	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 :		
License No:	Organization:	
Phone No:*		

### 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.





Non-comp	iance	reason:
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- 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.
- Oycle requirements: healthcare practitioners must complete and document in their CPD ePortfolio a minimum of 80 CPD credits over each 2-year CPD cycle.

#### Rationale

9	I have met the	CPD Cycle	requirement(s) i	n auestion	after my	CPD C	vcle closure
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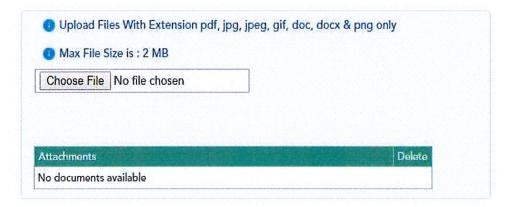
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Please provide a detailed explanation & any further comments

#### Documentation

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

**Attachments** 



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



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.

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