

# Ministry of Public Health - DHP (formerly QCHP)

Process for reporting CPD credits to DHP for your license has changed from 7<sup>th</sup> Jan, 2024.

Applicable to all Sidra Clinical staff holding a medical license to work in Qatar

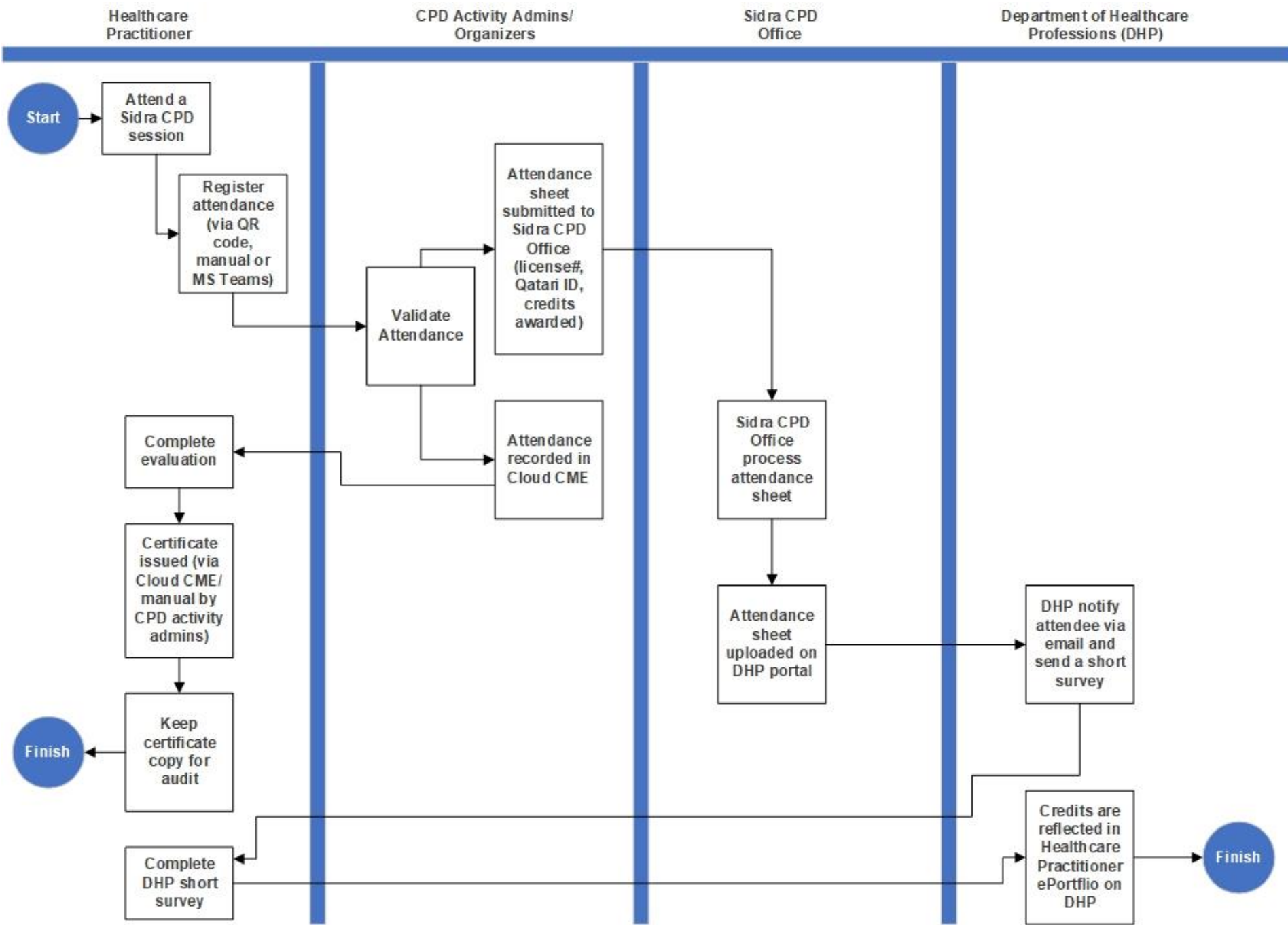
# DHP – Reporting credits - What has changed?

DHP have introduced a new process from 7<sup>th</sup> January, 2024. So you don't need to upload your CPD certificates on your DHP e-Portfolio for the sessions attended from and after 7<sup>th</sup> January, 2024. This is applicable to Category 1 and 3 activities

Your attendance will be uploaded by Sidra CPD Office to DHP system. Please make sure your DHP license number and Qatari ID is also updated on your Cloud CME profile.

See more details about this process, info and FAQs in next few slides

You can contact Sidra CPD Office for any queries in this regard by emailing at [cpd@sidra.org](mailto:cpd@sidra.org)



DHP new process for reporting credits – started from 7<sup>th</sup> Jan, 2024.

# Important points re the new process

1. Your credits will be reported by Sidra CPD Office (with help from Activity admins). This applies to all Category 1 and 3 sessions held on and after 7<sup>th</sup> January, 2024.
  - a. CPD Activity admins will submit your attendance info for the session (earned credits/license number and Qatari ID) to Sidra CPD Office.
  - b. Sidra CPD Office will process and upload this attendance info to DHP portal
  - c. Once attendance is uploaded, you will receive a notification email from DHP to complete a short survey
  - d. Once survey is completed, the credits will reflect in your DHP e-portfolio

# Important points re the new process (contd.)

2. No need to upload your certificates on DHP for sessions conducted from and after 7<sup>th</sup> January, 2024 (applicable to Category 1 and 3 activities).

For all the sessions attended on and after 7<sup>th</sup> January, 2024 onwards, there is no need to submit your certificates to DHP for category 1 and category 3 activities. You will however need to retain a copy of your certificates for audit purposes.

3. Please remember to update your QCHP license number and Qatari ID number in Cloud CME

You can do so by going to your Cloud CME account and then under MyCE > Profile, you can enter/update your QCHP license and Qatari ID number.

Cloud CME > MyCE > Profile

Credentials	
Qatari ID	<input type="text" value="27687600649"/>
QCHP License Number	<input type="text"/>

# Important points re the new process (contd.)

4. Please remember to complete evaluations in Cloud CME for the sessions.

Completing the evaluations are mandatory to obtain certificates. These evaluations are also a key for the input into need analysis for future sessions as well as to improve the CPD programs. You will also need to retain a copy of your certificates (issued by Cloud CME or by activity admins) for audit purposes.

5: These new changes are applicable to category 1 and 3 activities only.

These changes are only applicable to category 1 and 3 activities held in Qatar and accredited via Sidra CPD Office. Category 2 and other international activities held outside Qatar are self-reported by the healthcare practitioners to DHP via their portfolio.

# Important points re the new process (contd.)

6. March 6, 2024 is deadline to self record your sessions attended before 7<sup>th</sup> January, 2024.

For previously attended DHP-accredited CPD activities (Category 1 and accredited assessment Category 3 CPD activities) conducted before January 7, 2024, the DHP-AS shall give healthcare practitioners a 2-month transitional period from the date of the enhancement (update) implementation (ending March 6, 2024) to self-record those CPD activities, provided that the activities are participated in during the healthcare practitioner's current CPD cycle. Following this transitional period, healthcare practitioners shall not be able to self-record any previously attended DHP-accredited CPD activity.

# Frequently Asked Questions

(Published and circulated by DHP)



## Frequently Asked Questions (Published and circulated by DHP)

### 1. What will happen after implementation of the National CME/CPD Electronic System new enhancement (update)?

After implementation of the new enhancement (update) on January 7, 2024, healthcare practitioners will **no longer be required to self-record** their participation in the following CPD activities of the National CPD Framework if they are **conducted in the State of Qatar**:

- Category 1 - Accredited Group Learning Activities.
- Accredited assessment Category 3 CPD activities.

If those activities were **developed/held outside of Qatar**, then they have to be recorded by the practitioner as usual.

### 2. How will my participation in Category 1 and accredited assessment Category 3 CPD activities conducted in the State of Qatar be recorded in my e-Portfolio account?

Healthcare practitioners' participation in 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 be made by direct reporting to the DHP-AS from the CPD activity provider using a standardized attendance record that contains the healthcare practitioner's QID and license numbers as well as the number of CPD credit hours granted to the healthcare practitioner.

## Frequently Asked Questions (Published and circulated by DHP)

### **3. How can I claim the credits for an attended CPD activity that was reported by the CPD activity provider?**

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 the “Reflection and Feedback” section in their “CPD e-Portfolio” accounts. After completing the “Reflection and Feedback” part and submitting it to DHP, the CPD activity shall appear under “My Completed CPD Activities” dashboard with a status “Verified by DHP” and the credits for the attended CPD activity will be added to the healthcare practitioner’s CPD cycle.

### **4. How can I complete the “Reflection and Feedback” part to be able to claim the credits for a CPD activity that was reported by the CPD activity provider?**

There is a new tab created, called "Attended CPD Activities", in the home section of the “CPD e-Portfolio” accounts. The "Attended CPD Activities" dashboard will show a list of DHP-accredited CPD activities reported (by the CPD activity providers) and still pending healthcare practitioners’ completion of the “Reflection and Feedback” part. Healthcare practitioners may click the “Get CPD Credit” button to complete the “Reflection and Feedback” part and claim the CPD activity’s credits.

## Frequently Asked Questions (Published and circulated by DHP)

### 5. **When I complete the “Reflection and Feedback” part for an attended CPD activity that was reported by the CPD activity provider, will the CPD activity provider get to know my feedback?**

Healthcare practitioners’ feedback shall be used for DHP's internal review purposes only and will not be shared with CPD activity providers.

### 6. **What about the other types of CPD activities of the National CPD Framework? How healthcare practitioners’ participation in those CPD activities will be recorded?**

After January 7, 2024, healthcare practitioners will still be able to self-record, in their e-Portfolio accounts, their participation in the following CPD activities of the National CPD Framework:

Accredited CPD activities developed outside the State of Qatar and accredited by DHP-recognized international accreditation bodies (face-to-face and online).

- Category 2 - Self-Directed Learning Activities.
- Non-accredited Category 3 (other assessment) CPD activities.

## Frequently Asked Questions (Published and circulated by DHP)

### **7. What do you mean by “All submissions of CPD activities accredited by DHP-recognized international accreditation bodies and developed outside the State of Qatar shall be verified by the DHP-AS”?**

It means that all such submissions will be checked by DHP-AS to verify if they are compliant with the “DHP-AS CPD Activities Developed Outside the State of Qatar” policy. Once the CPD activity is submitted to DHP, it will appear under “My Incomplete CPD Activities” dashboard > “CPD Activities Pending DHP Review” section and its status shall remain “Pending”, until the CPD activity is verified by DHP-AS.

### **8. What about the previously attended CPD activities (before January 7, 2024)? How can I claim the credits for those CPD activities?**

For previously attended DHP-accredited CPD activities (Category 1 and accredited assessment Category 3 CPD activities) conducted before January 7, 2024, the DHP-AS shall give healthcare practitioners a 2-month transitional period from the date of the enhancement (update) implementation (ending March 6, 2024) to self-record those CPD activities, provided that the activities are participated in during the healthcare practitioner’s current CPD cycle. Following this transitional period, healthcare practitioners shall not be able to self-record any previously attended DHP-accredited CPD activity.