



# National CPD Program for Healthcare Practitioners

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Department of Healthcare Professions  
Accreditation Section

# Disclosure of COI

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- **The scientific planning committee (SPC)** has reviewed all disclosed financial relationships of speakers, moderators, facilitators and/or authors in advance of this CPD activity and has implemented procedures to manage any potential or real conflicts of interest.
- **The speaker** is a full-time Employee at the MoPH, Qatar.
- **The speaker** has no other relationships to declare.
- **The SPC members** have no relationships to disclose.

# Objectives

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**By the end of this seminar, participants will be able to:**

- Recognize **different types & formats of CPD activities** in the National CPD framework.
- Describe the **various DHP-AS CPD requirements**.
- Demonstrate how to record CPD activities in the CPD **e-portfolio**.
- Explain the **CPD appeal processes** for specific cases.



# National CPD Program Launch: March 7, 2016

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March 2016						
Ad Doha, Qatar						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 28	29	Mar 1	2	3	4	5
6	7 Launch of the National CME/CPD Accreditation System	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Apr 1	2



# **1. Who is required to participate in the CPD Program?**

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# Who is required to participate in the CPD Program?

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- All licensed healthcare practitioners (except resident and fellow physicians and dentists in structured training) in part-time or full-time practice are required to participate in the CPD program for sustaining (renewal of) licensure.

Physicians

Nurses

Dentists

Pharmacists

Allied Health  
Professionals

Complementary  
Health  
Professionals



# FAQS

# FAQ

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## Are non-practicing clinicians in the State of Qatar required to participate in the CPD Program?

- Exemptions from participating in the CPD Program are only granted to healthcare practitioners who are **retired** from clinical practice and **non-licensed**.
- **Licensed** healthcare practitioners who do not have clinical care roles but are **engaged in healthcare administration, research or education** must participate in the CPD Program.



# FAQ

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**Are healthcare Practitioners in training required to participate in the CPD program?**

All licensed healthcare practitioners (**including healthcare practitioners in training**) are required to participate in the National CPD program **EXCEPT** **Resident and Fellow healthcare practitioners (Physicians & Dentists)** in structured training programs.



## 2. National CPD Framework

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# **DHP-AS: CPD Framework**

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**Learning activities are organized into three categories:**

- Category 1: Accredited Group Learning Activities
- Category 2: Self-Directed Learning Activities
- Category 3: Assessment Activities



CPD Framework Table

Description		CPD Activities	Credit Rating	Supporting Documentation Requirements
Category 1 - Accredited Group Learning Activities				
Activities that have been deemed to meet a set of administrative, educational and ethical standards established by the Department of Healthcare Professions (DHP-AS)		Conferences, symposia, seminars and workshops Educational rounds (including morning report in healthcare facilities, Grand rounds, Morbidity and Mortality rounds, tumor boards and case-based discussions) Journal clubs Online synchronous OR blended learning activities	1 credit/hour	Certificate of attendance or letter describing the total hours / credits completion from the responsible organization
Category 2 - Self-Directed Learning Activities				
Clinical Practice	Self-learning activities are planned and implemented by a health care practitioner to:	Answering self-identified clinical questions	0.5 credits/hour	Document these self-learning activities in the CPD ePortfolio or (where applicable) the provision of a transcript from a third party
	address needs related to clinical practice	Reading journals, books or monographs	1 credit/hour	
		Completing self-learning modules	1 credit/hour	
		Viewing podcasts or webcasts	0.5 credits/hour	
Education and Training	address needs related to engaging in education and training	Postgraduate degrees or diploma programs recognized by a relevant professional body	25 credits/semester or course	Transcript of the course from the responsible organization
		Preparation for formal teaching activities	2 credits/hour	Teaching schedule from the responsible organization or academic institution
		Development of assessment tools or activities (including Objective Structured Clinical Examination (OSCE), MCQ or short answer questions)	2 credits/hour	Letter describing participation in the development of assessment tools or activities from the responsible organization
		Preparation for Mentoring students, trainees, or peers	1 credit/hour	Letter from the responsible organization
Research and Quality Improvement	address needs related to engaging in research and quality improvement	Development of a research grant or peer-reviewed publication	1 credit/hour	Letter of acceptance of a grant or publication or letter of participation in peer review or participation in CQI from the organization, journal or healthcare facility
		Peer review of a clinical practice	1 credit/hour	
		Peer review for journals or research grants	1 credit/hour	
		Participating in or leading quality improvement projects	10 credits/project	
Category 3 - Assessment Activities				
Activities provide individual, or groups of healthcare practitioners, or inter-professional health teams, with data and feedback on their knowledge, competence or performance. All accredited assessment programs, activities, or instruments must meet the standards established by the DHP-AS.		Accredited Assessment		
		Knowledge assessment programs Simulation Clinical audits Multi-source feedback Direct observation of procedures or performance in practice	2 credits/hour	Certificate, letter or report of completion or participation from the responsible organization
		Other Assessment		
Feedback from annual performance review	2 credits/hour	Summary of feedback from the responsible organization		
Feedback on teaching effectiveness				

# Category 1: Accredited Group Learning Activities

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- **Category 1 Activities include:**
  - Conferences, symposia, seminars and workshops
  - Educational Rounds (examples are Grand Rounds, morning reports, M&M, case-based discussions)
  - Journal Clubs
  - Online synchronous OR blended learning activities.
- **Credit Rating:**
  - 1 credit per hour of participation
- **Supporting Documentation:**
  - Certificate of Attendance from the responsible organization



# Category 1: Accredited Group Learning Activities (Cont.)

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**Group learning activities are considered as  
Category 1**

**ONLY IF**

**Accredited by**

**DHP-AS** or DHP-accredited CPD providers  
(if conducted in the state of Qatar)

**or**

**DHP-AS recognized International accreditation body**  
(if conducted outside Qatar)



# Category 2: Self-Directed Learning Activities

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- **3 Sub-domains: Self-learning related to:**
  - Clinical practice
  - Education and training
  - Research and Quality Improvement
- **All self-directed learning activities are initiated or planned by each healthcare practitioner.**
- **Credit Rating:**

Varies according to the type of activity
- **Supporting Documentation:**

Varies based on type of activity

Clinical Practice	<p><i>Self-learning activities are planned and implemented by a health care practitioner to:</i></p> <p><i>address needs related to clinical practice</i></p>	<ul style="list-style-type: none"> <li>• Answering self-identified clinical questions</li> <li>• Reading journals, books or monographs</li> <li>• Completing self-learning modules</li> <li>• Viewing podcasts or webcasts</li> </ul>	<p>0.5 credits/hour</p> <p>1 credit/hour</p> <p>1 credit/hour</p> <p>0.5 credits/hour</p>	<p>Document these self-learning activities in the CPD portfolio or (where applicable) the provision of a transcript from a third party</p>
Education and Training	<i>address needs related to engaging in education and training</i>	<ul style="list-style-type: none"> <li>• Postgraduate degrees or diploma programs recognized by a relevant professional body</li> </ul>	25 credits/ semester or course	Transcript of the course from the responsible organization
		<ul style="list-style-type: none"> <li>• Preparation for formal teaching activities</li> </ul>	2 credits/hour	Teaching schedule from the responsible organization or academic institution
		<ul style="list-style-type: none"> <li>• Development of assessment tools or activities (including Objective Structured Clinical Examination (OSCE), MCQ or short answer questions)</li> <li>• Preparation for Mentoring students, trainees, or peers</li> </ul>	<p>2 credits/hour</p> <p>1 credit/hour</p>	<p>Letter describing participation in the development of assessment tools or activities from the responsible organization</p> <p>Letter from the responsible organization</p>
Research and Quality Improvement	<i>address needs related to engaging in research and quality improvement</i>	<ul style="list-style-type: none"> <li>• Development of a research grant or peer-reviewed publication</li> <li>• Peer review of a clinical practice</li> </ul>	<p>1 credit/hour</p> <p>1 credit/hour</p>	<p>Letter of acceptance of a grant or publication or letter of participation in peer review or participation in CQI from the organization, journal or healthcare facility</p>
		<ul style="list-style-type: none"> <li>• Peer review for journals or research grants</li> </ul>	1 credit/hour	
		<ul style="list-style-type: none"> <li>• Participating in or leading quality improvement projects</li> </ul>	10 credits/project	

# Category 3: Assessment Activities

	Accredited Assessment	Other Assessment
Includes	Knowledge assessments	Feedback from <b>annual performance</b> review
	Simulation	Feedback on <b>teaching effectiveness</b>
	Clinical audits	
	Multi-source feedback	
	Direct observation of procedures or performance in practice	
Accreditation	<b>Required</b>	<b>Not Required</b>
Credits Assigned	<b>2 Credits/hour</b> of eligible activity participation time	<b>2 Credits/hour</b> of feedback
Supporting Documentation	<b>Certificate</b> , letter or report of completion or participation from the responsible organization	<b>Summary of the feedback</b> from the responsible organization

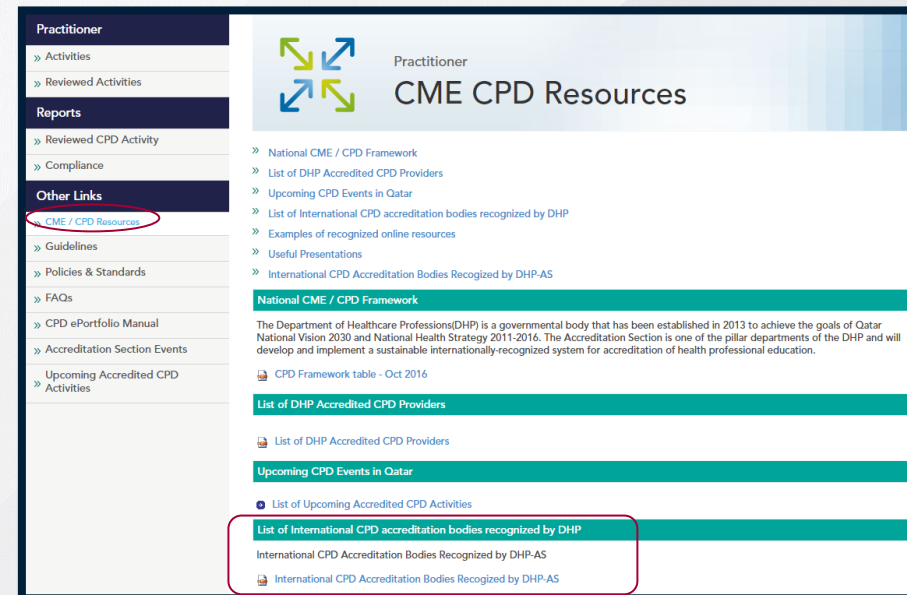


# FAQS

# FAQ

## Is attendance at international conferences / international activities outside the State of Qatar accepted?

- **Yes**, CME/CPD activities attended outside Qatar **and** are **accredited by DHP-AS-recognized international accrediting bodies** can be included within the CPD Framework.
- **A list of DHP-AS-recognized international accreditation bodies** is published on DHP-AS website and can be accessed from Practitioners' e-portfolio.



# FAQ

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**Can live webinars be considered as Category 1 activities?**

**Yes, Live synchronous interactive webinars accredited by **DHP-AS** or DHP-AS accredited providers (if broadcasted from Qatar) or **DHP-AS-recognized international accreditation** body (if broadcasted from outside Qatar) can be recognized as Category 1 - Online synchronous OR blended learning activities and can be recorded in your e-portfolio (as long as its submission is supported by required documentation).**

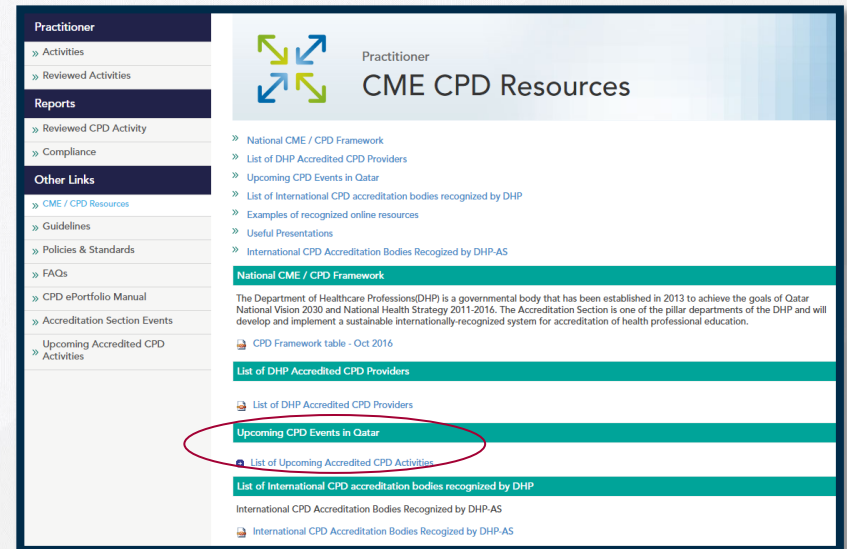


# FAQ

**How can I know that a group learning activity that I attended (or going to attend) will be recognized by DHP-AS as Category 1 activity?**

All accredited activities (in the state of Qatar) are processed and **published on a list on DHP-AS website and can be accessed from Practitioners' e-portfolio.**

In addition, the **certificate of participation** in any DHP-AS accredited activity shall clearly mention an accreditation statement and has MoPH logo.



# FAQ

**In a Category 1 activity I attended, I spent 7 hours and I was given a certificate that stated that the activity is accredited for 5 hours only. How many hours can I record in my e-portfolio?**

You are only allowed to record the credit hours granted to you in the certificate of activity attendance.



# FAQ

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## Can I claim credits for working/clinical rounds?

- **No.** Typically, working/clinical rounds are not formal CPD activities. Rather, they are **bedside visits** by a healthcare practitioner—to evaluate treatment, assess current course and document the patient's progress or recuperation.
- Only **accredited learning rounds** (e.g., morning report in healthcare facilities, Grand rounds, Morbidity and Mortality rounds, tumor boards and **case-based discussions**) that have met the DHP-AS CPD activity accreditation standards are eligible for credit under Category 1.



# FAQ

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**Can I record participation in non-accredited group learning activities as category 2 or 3?**

- **No.** Group learning activities that are **not accredited** by DHP-AS, DHP-accredited provider or DHP-recognized international accreditation body (if conducted outside Qatar) **will not be accepted** to be recorded under Category 1, 2 or 3 of the National Framework.

# FAQ

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## Can I record online activities certified by American Medical Association (AMA) as AMA PRA Category 1 as a DHP Category 1 activity?

- **Categorization of AMA credits is different** than that followed by DHP.
- **AMA PRA Category 1 activities** include **live activities** (attended in person or remotely as is the case of teleconferences or live Internet webinars) and **other types of activities** (e.g., Enduring materials, Journal-based CME, etc.).
- Only **Live AMA PRA Category 1 activities provided by U.S.-based accredited CME providers** are **eligible** to be recorded in e-Portfolio as **DHP Category 1 activities**.
- **Other types of AMA Category 1 activities** may be recorded as **DHP Category 2**.

# FAQ

## Under which type of DHP Category 2 shall I record online activity certified as AMA PRA Category 1?

- There are **different types of AMA PRA Category 1 activities** (other than live activities) that can be **recognized as DHP Category 2**, each in a distinctive Category 2 activity type as follows:

AMA PRA Category 1 Activity	Equivalent DHP Category 2 Activity	Note
<b>Enduring materials CME –</b> <ul style="list-style-type: none"><li>• Monographs,</li><li>• Podcasts, and archived webinars,</li><li>• Other web-based activities (certified with credits).</li></ul>	<b>Clinical Practice –</b> <ul style="list-style-type: none"><li>• Reading journals, books or monographs.</li><li>• Viewing podcasts or webcasts</li><li>• Completing self-learning module.</li></ul>	It is <b>acceptable to record any online activity</b> certified for AMA PRA Category 1 credits <b>as DHP Category 2 / Clinical Practice / Completing self-learning module.</b>
<b>Journal-based CME</b>	<b>Clinical Practice –</b> Reading journals, books or monographs.	
<b>Internet point of care learning CME</b>	<b>Clinical Practice –</b> Answering self-identified clinical questions	
<b>Test item writing CME –</b>	<b>Education and Training –</b> Development of assessment tools or activities.	-
<b>Manuscript review (for journals) CME</b>	<b>Research and Quality Improvement –</b> Peer review for journals or research grants	-



# FAQ

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## How can I record UpToDate CPD activities?

- Completed **UpToDate CPD activities** can be recorded in the e-Portfolio under Category 2 > Clinical Practice > **Answering self-identified questions.**
- You are required to attach a **cumulative certificate of completed reading hours** from UpToDate for each submission.
- If **more than one submission** of UpToDate CPD activities is going to be made, **evidence (certificates)** must be for different date ranges (i.e., **must not include overlapping date ranges**).
- **Each submission is granted 0.5 credits for each hour reading / certified.**

# FAQ

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## How can I record my reading of a journal article or book chapter as CPD?

- You may record reading journal article or book chapter under **Category 2 > Clinical practice > Reading journal article, book chapter or monograph**.
- You need to **fill in the reflection part** and answer the required questions carefully to reflect the learning and professional development you completed.
- You need to **attach an abstract or full text** of the journal article, book chapter or monograph as your supporting document. You may also attach a document with the **reference or source of reading** (e.g., web link).
- **Each recorded activity will automatically be allocated 1 credit by the e-portfolio.**

# FAQ

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## I watched/listened to a recorded video/audio educational material. How can I record it in my ePortfolio?

- The CPD Framework considers watching/listening to recorded educational material (webcasts & podcasts) as category 2>clinical practice> **viewing webcasts or podcasts**.
- You are required to attach the certificate of completion (if applicable), a summary of the activity, a link to the activity or similar evidence, as a supporting document.
- You need to record the exact time spent in listening to/watching the podcast/webcast **(for a maximum of 2 hours per each submission)** and the **system will automatically grant 0.5 credits per hour of participation.**



# FAQ

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## I am involved in a post-graduate study program. Can I record this as CPD? What exactly to record?

- Enrollment in a Postgraduate degree or diploma program recognized by a relevant professional body is recognized by the National CPD Framework as CPD.
- You may record each Semester/Course of the program **that coincides with your CPD cycle** as Category 2 - Self-Directed Learning Activity.
- **You are allowed to record a maximum of three semesters/ courses per each submission.**
- **Note that, Sitting for board or fellowship exams, however, without actual enrollment in a post-graduate study program CANNOT be recorded under this activity type**

# FAQ

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## Can I claim credits for teaching or giving presentations?

- **Teaching or giving presentation per se is not granted CPD credits.**
- **You may**, however, **record** the time you spent **learning** (acquiring new knowledge or skills) **while preparing for formal teaching activities** under Category 2 - Self-Directed Learning Activities / Education and Training / preparation for formal teaching activities.
- “Preparation for formal teaching” submission **must be documented by attaching a teaching schedule from the responsible organization** (including the presentation/lecture title, date, duration and speaker name).
- **Notes**
  - **Credit hours claimed must be for the estimated time spent learning while preparing for the formal teaching and NOT the time spent delivering your presentation or teaching sessions.**
  - **Recorded hours for preparation for formal teaching activities cannot exceed double the duration of the presentation itself.**
  - **Each submission is granted 2 credits for each hour preparation for formal teaching activities.**

# FAQ

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## How do I record mentoring students as a CPD activity?

- You may record the time you spent “preparing” for mentoring students under Category 2 - Self-Directed Learning CPD Activity / Education and training / **preparation" for mentoring students, trainees or peers.**
- Participation in mentoring activities **must be documented by a letter from the responsible organization.**
- **The maximum time allowed to be recorded in your e-portfolio for preparation for mentoring is 10 hours per year of CPD Cycle; that is a maximum total of 20 hours per CPD cycle.**



# FAQ

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## Can I claim credits for publishing articles/books?

- Healthcare practitioners may claim credits for developing **peer-reviewed publications** under Category 2 > Research and Quality Improvement> Development of a research grant or peer reviewed publications.
- This **may include** peer-reviewed journal articles, book chapters or similar publications (e.g., a peer-reviewed conference presentation or poster that is published in a conference proceedings).
- **Hours/Credits are allocated automatically by the e-portfolio based on the authorship ranking.** First author is granted 10 Hours/Credits, second author is granted 5 Hours/Credits while other authors are granted 3 Hours/Credits.

# FAQ

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**I was in a committee that peer-reviewed the clinical practice of one or more healthcare practitioners. How do I record this in my ePortfolio?**

- Healthcare practitioners may claim credits for **peer-reviewing the clinical practice of other healthcare practitioner(s)** under Category 2 > Research and Quality Improvement> Peer review of a clinical practice.
- This must be **documented by an official letter form the responsible organization** describing the review task(s) assigned, the date of task completion and the estimated number of hours spent in peer-reviewing.
- Healthcare practitioners must record the exact time spent in peer-reviewing (**for a maximum of 4 hours per task/activity submission**).

# FAQ

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## I peer reviewed a journal article. How can I claim CPD credits for this activity?

- Healthcare practitioners may claim credits for **peer-reviewing journal articles** under Category 2 > Research and Quality Improvement> Peer review for journals or research grants.
- This **must be documented by an official letter form the responsible organization (Journal publisher).**
- Healthcare practitioners must record the exact time spent in peer-reviewing (**for a maximum of 3 hours per task/activity submission**).



# FAQ

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**How many credits can I record as “Feedback from annual performance review” or “Feedback on teaching effectiveness”?**

You may record only the **time you spent getting or receiving feedback from your employer** (in case of feedback on your annual performance) or from the **organization-assigned reviewer** (in case of feedback on your teaching effectiveness) **for a maximum of 1 hour per activity submission.**



### **3. National CPD Program Requirements**

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# DHP-AS: CPD Requirements

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- **CPD Cycle Duration:** 2 years
- **CPD cycle start date** will be individualized to **align** with date of licensure.
- **CPD Cycle Requirements** (**minimums** and not maximums)
  1. **Annual CPD requirements**
    - 40 credits each year.
  2. **CPD cycle requirements**
    - 80 credits over two years
  3. **Category-specific requirements**
    - 40 credits in Category 1, and
    - 40 credits across Category 2 and/or Category 3 (in any combination).



# Leave Policy

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- Policy is **applicable for all healthcare practitioners in eligible leaves.**
- Being in **eligible leave adjusts cycle and category-specific CPD Credit requirements.**
- To be **eligible**, leave must be:
  - ✓ **Other than** Annual and casual leave.
  - ✓ **For, at least, 30 (thirty) consecutive days** within the license renewal period.
  - ✓ **Approved by** the concerned authority (**employer**) of the practitioner.
  - ✓ **Filed correctly and approved by the registration department** of DHP.
- Leave must be **submitted to DHP after its end or at license renewal date** (whichever is sooner).

# Leave Policy (Cont.)

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Duration of Absence from Practice	CPD Cycle Credit Expectations	Category- Specific Credit Expectations
1-3 months	70 credits	35 credits: Category 1 35 credits: Category 2 or 3
4-6 months	60 credits	30 credits: Category 1 30 credits: Category 2 or 3
7-9 months	50 credits	25 credits: Category 1 25 credits: Category 2 or 3
10-12 months	40 credits	20 credits: Category 1 20 credits: Category 2 or 3
13-15 months	30 credits	Not applicable
16-18 months	20 credits	Not applicable
19-21 months	10 credits	Not applicable
<u>≥</u> 22 months	0 credits	Not applicable

# FAQS



# FAQ

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**I am required to complete and record 40 credits every year. Is it a must that 50% of those credits be from Category 1 and 50% from Category 2/3?**

- **No.** In each year of your CPD cycle you are required to collect 40 CPD credits. However, those credits may be of any combination **as long as**, by the end of 2<sup>nd</sup> year of your CPD cycle, you have 40 credits from Category 1 and 40 credits from Category 2/3.
- **This means** e.g., you may collect all your Category 1 credits in the 1<sup>st</sup> year and all category 2/3 credits in the second year, and vice versa.

# FAQ

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## Can I submit my CPD credits before the due date for license renewal?

- **Yes.** Submission of credits is open **3 months before** license expiry date (due date for license renewal) and **until the expiry date itself**.
- Once you complete the CPD credit requirements, you may submit the CPD credits and proceed with license renewal during this period.
- This **does not mean that you have to submit** your CPD credit requirement 3 months before license expiry.

# FAQ

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**I got my first License to practice on March 30, 2020 and I am trying to record a CPD activity I completed two months before I got my license (as advised by my licensed colleagues) yet the system doesn't allow me to record such activity. Is this a system glitch?**

- **No. Recording activities** you completed before issuing your first license, in the e-Portfolio, **is not allowed**.
- **Credit transfer** for CPD activities completed in the immediate 6 months prior to first license issuance **was temporarily allowed** (as per CPD Credit Transfer Policy) for **the first two years** of the National CME/CPD Program implementation **ONLY**.
- **CPD Credit Transfer Policy expired on March 7, 2018**. Therefore, any HCP who got his/her first license issued after that date cannot record any CPD activities completed before the date of his/her license issuance in his/her e-Portfolio.



# FAQ

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**I completed more credits than required for my CPD cycle. Can the remaining credits be transferred to my next CPD cycle?**

**No.** Credit transfer is not allowed between CPD cycles.

# FAQ

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**My license expires May 31<sup>st</sup>, 2021. I completed all credits required for my CPD cycle and I submitted my credits for license renewal on March 15th, 2021. I am planning to attend a workshop on April 23rd, 2021. Can I record the credits I gain into my next CPD cycle?**

**No.** Only Credits completed during the CPD cycle are allowed to be recorded by the e-portfolio.

# FAQ

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**My license expires May 31<sup>st</sup>, 2021. I completed all credits required for my CPD cycle and I submitted my credits for license renewal on March 31<sup>st</sup>, 2021. I am planning to attend a workshop on June 2<sup>nd</sup>, 2021 and my license might not be renewed yet. Can I record the credits I gain into my next CPD cycle?**

**Yes.** If you fulfilled all the requirements for license renewal and applied for it on time, your new license (and hence CPD cycle) will be granted for 2 years from the date of previous license expiry. You will be able to record any activity completed during your new CPD cycle.



# FAQ

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**I participate in the CPD Program outside of the State of Qatar. Will you accept my participation in this program to maintain my licensure with the Ministry of Public Health?**

**No.** Once launched, all healthcare practitioners licensed to practice in the State of Qatar must participate in the DHP CPD Program to maintain their Ministry of Public Health license to practice. **However**, participation in CPD activities outside Qatar that are accredited by international accreditation bodies that DHP-AS recognizes can be recorded in your e-portfolio.

# FAQ

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## Will my participation in CPD activities accredited by DHP-AS be recognized by other regulatory authorities and CPD systems abroad?

- Currently, Qatar's National **Credit system is recognized** by the American Medical Association (**AMA**), the American Academy for Family Physicians (**AAFP**) and the Royal College of Physicians and Surgeons of Canada (**RCPSC**). CPD credits granted from participation in one of DHP-AS-accredited activity types (covered by the agreements) will be recognized by the Credit systems of such organizations. In addition, by a unique agreement, RCPSC will recognize fulfillment of DHP-AS CPD cycle requirements as equivalent and substitutive for participation in the RCPSC's MOC program.
- Qatar's National CME/CPD **Accreditation system is** also recognized as **substantially equivalent** to the accreditation systems of the Accreditation Council for Continuing Medical Education (**ACCME®**) and The Royal College of Physicians and Surgeons of Canada (**RCPSC**).



## 4. Documentation of CPD Activities

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# Documentation of CPD Activities

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- Every healthcare practitioner is required to maintain an individual **CPD activity record**, which will constitute his/her CPD ePortfolio:
  - Record details of **completed** learning activities.
  - Record **reflections** on learning for practice.
  - Upload the **documentation** as defined by the CPD Framework-where applicable.
- A CPD portfolio also includes a **planning department** – to state the individual learning needs identified.

# The ePortfolio



Please click the appropriate tab for the required dc

CPD ePortfolio

CPD Provider

External Reviewer

Committee Members

Use the DHP Registration System Credentials for login.


Email:

Password:


☐ Sign me in automatically

Sign In

Forgot Password



**CPD ePortfolio**  
To access your CPD ePortfolio  
you need to have a valid active license

**CPD ePortfolio**

CPD PROVIDER


CONTACT US

Practitioner

- Record CPD Activity
- Add PDP Goal
- Submit Credits to Renew License
- Leave Details
- My Reports

Other Links

- CME / CPD Resources
- Guidelines
- Policies & Standards
- FAQs
- CPD ePortfolio Manual



**John Doe**  
Physician  
QCHP Test Facility  
License No : 10044  
Expiry Date : 13 Feb 2019  
[Record CPD Activity](#)

**Required Credits has been reduced as per First Cycle / License Policy**

My Portfolio

My Incomplete CPD Activities

My Completed CPD Activities

My PDP

My Reports

**National CME / CPD Framework**

The Qatar Council for Healthcare Practitioners (QCHP) is a governmental body that has been established in 2013 to achieve the goals of Qatar National Vision 2030 and National Health Strategy 2011-2016. The Accreditation Department is one of the pillar departments of the QCHP and will develop and implement a sustainable internationally recognized system for accreditation of health professional education.

[Read More](#)

**Incomplete CPD Activities**

Activity	Last Updated
Diabetes and Obesity in Pregnancy Scientific Conference	26/02/2017

[View More](#)

**Completed CPD Activities**

Activity	Date
Educative Lectures/Obstetrics & Gynecology	26/02/2017

[View More](#)

**CPD Cycle Credit Summary**

Category	Total Credits	Compliance	Status
Category 1	2.00	80	<span></span>
Category 2 & 3	0.00	80	<span></span>
Required Credits	N/A	80	<span></span>
	2.00		

[Submit CPD Credits to Renew License](#)  
[CPD Cycle Credit Summary](#)

**CPD Activities Pending Documentation Upload**

Activity
Diabetes and Obesity in Pregnancy Scientific Conference

[View More](#)

**My Professional Development Plan**

Activity	Due Date
PDP	30/06/2018

[View More](#)

# The e-Portfolio

## Category 1 – Accredited Group Learning

**Record CPD Activity**

Category\*

Sub-Category\*

CPD Activity\*

Activity Type\*

Name / Title of Activity\*

Format of the Activity\*

No. of Hours Spent\*

Credits Awarded

Activity Completion\*

Describe the outcome or impact on your professional practice (Reflection):\*

Supporting Document/Certificate\*

Comments

Category 1 - Accredited Group Learning Activity

Accredited Group Learning Activities

Conferences, symposia, seminars and workshops

Conferences

Enter Name / Title of Activity

☐ Face to Face

☐ Online

☐ Blended

Enter Number

Enter No. of Hours Spent and not credits

Credits Awarded

Select Date

What did you learn or confirm?

What additional learning are you planning to complete?

What changes are you planning to implement in your practice?

Certificate of attendance or letter describing the total hours / credits completion from the responsible organization

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

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Enter Comments

Save as Incomplete

Submit to QCHP

Close




# The e-Portfolio

## Category 2 – Self-directed Learning Clinical Practice

Category*	Category 2 - Self-Directed Learning Activities ▼
Sub-Category*	Clinical Practice ▼
CPD Activity*	Answering self-identified clinical questions ▼
Activity Type*	Answering self-identified clinical questions ▼
Name / Title of Activity*	<input type="text" value="Enter Name / Title of Activity"/>
No. of Hours Spent*	<input type="text" value="4"/> <small>Enter No. of Hours Spent and not credits</small>
Credits Awarded	<input type="text" value="2.00"/>


Category*	Category 2 - Self-Directed Learning Activities ▼
Sub-Category*	Clinical Practice ▼
CPD Activity*	Reading journals, books or monographs ▼
Activity Type*	Reading journals, books or monographs ▼
Name / Title of Activity*	<input type="text" value="Enter Name / Title of Activity"/>
Credits Awarded	<input type="text" value="1.00"/>


Category*	Category 2 - Self-Directed Learning Activities ▼
Sub-Category*	Clinical Practice ▼
CPD Activity*	Completing self-learning modules ▼
Activity Type*	Completing self-learning modules ▼
Name / Title of Activity*	<input type="text" value="Enter Name / Title of Activity"/>
No. of Hours Spent*	<input type="text" value="3"/> <small>Enter No. of Hours Spent and not credits</small>
Credits Awarded	<input type="text" value="3.00"/>

Category*	Category 2 - Self-Directed Learning Activities ▼
Sub-Category*	Clinical Practice ▼
CPD Activity*	Viewing podcasts or webcasts ▼
Activity Type*	Webcasts ▼
Name / Title of Activity*	<input type="text" value="Enter Name / Title of Activity"/>
No. of Hours Spent*	<input type="text" value="Enter Number"/> <small>Enter No. of Hours Spent and not credits</small>
<div> You can record maximum 2 hours for this activity</div>	
Credits Awarded	<input type="text" value="Credits Awarded"/>


# The e-Portfolio

## Category 2 – Self-directed Learning Education and Training

Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Education and Training
CPD Activity*	Postgraduate degrees or diploma programs recognized by
Activity Type*	Postgraduate degree - Semester
Name / Title of Activity*	Enter Name / Title of Activity
No. of Semester*	Enter Number <small>Enter No. of Semester and not credits</small>
<div> A maximum of 3 semesters coinciding with your CPD Cycle can be recorded per submission</div>	
Credits Awarded	Credits Awarded

Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Education and Training
CPD Activity*	Preparation for formal teaching activities
Activity Type*	Preparation for formal teaching activities
Name / Title of Activity*	Enter Name / Title of Activity
Duration of Formal Teaching	2
Duration of Preparation for Formal Teaching	Enter Number
<div> Duration of Preparation for Formal Teaching should not exceed double the Duration of Formal Teaching</div>	
Credits Awarded	Credits Awarded

Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Education and Training
CPD Activity*	Development of assessment tools or activities (including Ot
Activity Type*	Development of assessment tools or activities
Name / Title of Activity*	Enter Name / Title of Activity
No. of Hours Spent*	2 <small>Enter No. of Hours Spent and not credits</small>
Credits Awarded	4.00

Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Education and Training
CPD Activity*	Preparation for mentoring students, trainees, or peers
Activity Type*	Preparation for mentoring students, trainees, or peers
Name / Title of Activity*	Enter Name / Title of Activity
No. of Hours Spent*	Enter Number <small>Enter No. of Hours Spent and not credits</small>
<div> You can record maximum 10 hours for this activity in a year of CPD Cycle</div>	
Credits Awarded	Credits Awarded

# The e-Portfolio

## Category 2 – Self-directed Learning Research and Quality Improvement

Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Research and Quality Improvement
CPD Activity*	Development of a research grant or peerreviewed publicati
Activity Type*	Development of a research grant or peer-reviewed publicat
Name / Title of Activity*	Enter Name / Title of Activity
Rank as an author	1st Author
Credits Awarded	10.00

Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Research and Quality Improvement
CPD Activity*	Peer review of a clinical practice
Activity Type*	Peer review of a clinical practice
Name / Title of Activity*	Enter Name / Title of Activity
No. of Hours Spent*	Enter Number <small>Enter No. of Hours Spent and not credits</small>
<div>⚠ You can record maximum 4 hours for this activity</div>	
Credits Awarded	Credits Awarded

Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Research and Quality Improvement
CPD Activity*	Peer review for journals or research grants
Activity Type*	Peer review for journals or research grants
Name / Title of Activity*	Enter Name / Title of Activity
No. of Hours Spent*	Enter Number <small>Enter No. of Hours Spent and not credits</small>
<div>⚠ You can record maximum 3 hours for this activity</div>	
Credits Awarded	Credits Awarded

Category*	Category 2 - Self-Directed Learning Activities
Sub-Category*	Research and Quality Improvement
CPD Activity*	Participating in or leading quality improvement projects
Activity Type*	Participating in or leading quality improvement projects
Name / Title of Activity*	Enter Name / Title of Activity
Credits Awarded	10.00



# The e-Portfolio

## Category 3 – Assessment Activities

### Accredited Assessment

**Record CPD Activity**

Category\*

Category 3 - Assessment Activity

Sub-Category\*

Accredited Assessment

CPD Activity\*

Simulation

Activity Type\*

Simulation

Name / Title of Activity\*

Enter Name / Title of Activity

Format of the Activity\*

☐ Face to Face ☐ Online ☐ Blended

No. of Hours Spent\*

Enter Number

Enter No. of Hours Spent and not credits

Credits Awarded

Credits Awarded

Activity Completion\*

Select Date

Describe the outcome or impact on your professional practice (Reflection):\*

What did you learn or confirm?

What additional learning are you planning to complete?

What changes are you planning to implement in your practice?

Supporting Document/Certificate\*

1

 Certificate, letter or report of completion or participation from the responsible organization

1

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

1

 Max File Size is : 2 MB

Choose File

 No file chosen

Attachments

No documents available

Delete

Comments

Enter Comments

Save as Incomplete

Submit to QCHP

Close

### Other Assessment

Category\*

Category 3 - Assessment Activities

Sub-Category\*

Other Assessment

CPD Activity\*

Feedback from annual performance review

Activity Type\*

Feedback from annual performance review

Name / Title of Activity\*

Enter Name / Title of Activity

Format of the Activity\*

☐ Face to Face ☐ Online ☐ Blended

No. of Hours Spent\*

Enter Number

Enter No. of Hours Spent and not credits

Credits Awarded

Credits Awarded

You can record maximum 1 hour for this activity

Category\*

Category 3 - Assessment Activities

Sub-Category\*

Other Assessment

CPD Activity\*

Feedback on teaching effectiveness

Activity Type\*

Feedback on teaching effectiveness

Name / Title of Activity\*

Enter Name / Title of Activity

Format of the Activity\*

☐ Face to Face ☐ Online ☐ Blended

No. of Hours Spent\*

Enter Number

Enter No. of Hours Spent and not credits

Credits Awarded

Credits Awarded

You can record maximum 1 hour for this activity

Credits Awarded

Credits Awarded

# The e-Portfolio

Practitioner

» Activities

» Reviewed Activities

Reports

» Reviewed CPD Activity

» Compliance

Other Links

» [CME / CPD Resources](#)

» Guidelines


» Policies & Standards

» FAQs

» CPD ePortfolio Manual

» Accreditation Section Events

» Upcoming Accredited CPD Activities



Practitioner

CME CPD Resources

» National CME / CPD Framework

» List of DHP Accredited CPD Providers

» Upcoming CPD Events in Qatar

» List of International CPD accreditation bodies recognized by DHP


» Examples of recognized online resources

» Useful Presentations


» International CPD Accreditation Bodies Recognized by DHP-AS

National CME / CPD Framework


The Department of Healthcare Professions(DHP) is a governmental body that has been established in 2013 to achieve the goals of Qatar National Vision 2030 and National Health Strategy 2011-2016. The Accreditation Section is one of the pillar departments of the DHP and will develop and implement a sustainable internationally-recognized system for accreditation of health professional education.

 CPD Framework table - Oct 2016

List of DHP Accredited CPD Providers


 List of DHP Accredited CPD Providers

Upcoming CPD Events in Qatar

 List of Upcoming Accredited CPD Activities

List of International CPD accreditation bodies recognized by DHP

International CPD Accreditation Bodies Recognized by DHP-AS

 International CPD Accreditation Bodies Recognized by DHP-AS

# The e-Portfolio

## National CME / CPD Accreditation System



 PRACTITIONER ▾

CPD PROVIDER ▾

EPORTFOLIO REPORTS ▾

PROVIDER REPORTS ▾

Practitioner

» Activities

» Reviewed Activities

Reports

» Reviewed CPD Activity

» Compliance

Other Links

» CME / CPD Resources

» [Guidelines](#)

» Policies & Standards

» FAQs

» CPD ePortfolio Manual

» Accreditation Section Events

» Upcoming Accredited CPD Activities



### Practitioner Guidelines

» [HCP Practitioners Guidelines](#)

HCP Practitioners Guidelines

Practitioner's Manual


The Department of Healthcare Professions(DHP) is a governmental body that has been established in 2013 to achieve the goals of Qatar National Vision 2030 and National Health Strategy 2011-2016. The Accreditation Section is one of the pillar departments of the DHP and will develop and implement a sustainable internationally-recognized system for accreditation of health professional education.


 [Click Here to View / Download](#)





# The e-Portfolio


## National CME / CPD Accreditation System



 PRACTITIONER

 CPD PROVIDER

 EPORTFOLIO REPORTS

 PROVIDER REPORTS

Practitioner

» Activities

» Reviewed Activities

Reports

» Reviewed CPD Activity

» Compliance

Other Links

» CME / CPD Resources

» Guidelines


» Policies & Standards

» FAQs

» CPD ePortfolio Manual

» Accreditation Section Events

» Upcoming Accredited CPD Activities



Practitioner  
Policies & Standards

» Policies & Standards

» Forms

Policies & Standards

CPD Cycle Policy

All healthcare practitioners in part-time or full-time practice in the State of Qatar are required to complete the annual and CPD cycle specific requirements to maintain their registration and renewal of licensure.

Click Here to View / Download

Credit Transfer Policy

The credit transfer policy is only applicable to a healthcare practitioner's first CPD cycle, regardless of the length of the first CPD cycle.

Click Here to View / Download

CPD Recording Policy

All healthcare practitioners are responsible for reporting their completed CPD learning activities in the DHP-AS CPD ePortfolio. All completed CPD activities must be self-reported in the CPD ePortfolio no later than the date of registration each year.

Click Here to View / Download

CPD Cycle Appeals Process Policy

All healthcare practitioners who are deemed non-compliant with CPD Program cycle requirements (see CPD Recording Policy) will be provided with a process by the DHP-AS to review their participation in the CPD Program.

Click Here to View / Download

CPD Leave Policy

For each healthcare practitioner, the start of each 2-year CPD cycle is aligned with their established date of registration / licensure. When healthcare practitioners are absent from practice the CPD cycle end date will remain the same but annual or cycle specific expectations related to CPD cycle requirements will be adjusted.

Click Here to View / Download

Forms


CPD ePORTFOLIO AUDIT – APPEAL REQUEST FORM

Healthcare practitioners may request a second review of activities deemed 'not validated' or 'other' by completing and submitting this form to the DHP-AS within 10 business days of receiving the CPD ePortfolio audit results. The DHP-AS will perform a second review, the results of which will be final and communicated to the healthcare practitioner in writing.

Click Here to View / Download

# The e-Portfolio

## National CME / CPD Accreditation System



[Practitioner](#)

[» Activities](#)

[» Reviewed Activities](#)

[Reports](#)

[» Reviewed CPD Activity](#)

[» Compliance](#)

[Other Links](#)

[» CME / CPD Resources](#)

[» Guidelines](#)


[» Policies & Standards](#)

[» FAQs](#)


[» CPD ePortfolio Manual](#)

[» Accreditation Section Events](#)


[» Upcoming Accredited CPD Activities](#)





### Practitioner FAQ's





[Expand All](#)[Collapse All](#)


What is the CPD Program?


What is the purpose of the CPD Program?


What are the anticipated benefits of the CPD Program?


What evidence is there that this makes a difference to patient care?


What role has the Department of Healthcare Professions been assigned within the CPD Program?


When will I be required to participate in the CPD Program?


Who is required to participate in the CPD Program?


Are non-practicing clinicians in the State of Qatar required to participate in the CPD Program?


Are healthcare Practitioners in training required to participate in the CPD program?


What is a CPD cycle?


What are the cycle requirements?

Am I required to complete 20 credits from category 1 and 20 credits from category 2&3 every year?

In my first CPD cycle, I am required to collect 60 credits; will there be certain annual requirements for me?

How will healthcare practitioners demonstrate their participation in CPD activities?

Can I submit my CPD credits before the due date for license renewal?

I completed more credits than required for my CPD cycle. Can the remaining credits be transferred to my next CPD cycle?



## **5. Monitoring Compliance to the National Program**

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# Monitoring Compliance

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- The DHP-AS has established a **CPD audit process** for healthcare practitioners.
- It is a process that **reviews the documentation/validation** established for all learning activities included in the CPD framework and self-reported in the portfolio.

# Monitoring Compliance

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- Healthcare practitioners who **fail to meet the minimum annual requirement** of 40 credits are **deemed to be non-adherent** and will be:
  - **Notified** at the end of the first year for non-adherence.
  - **Provided with information** on how to seek assistance.
  - Required to participate in a CPD ePortfolio **Audit**.
- Healthcare practitioners who fail to record the **minimum expectations for Category-specific or 2-year CPD Program cycle** requirements will be **deemed to be non-compliant** and will be subject to having their registration and licensure in the State of Qatar terminated for non-compliance (with opportunity to appeal).

# CPD Appeals - CPD Cycle Closure Appeal

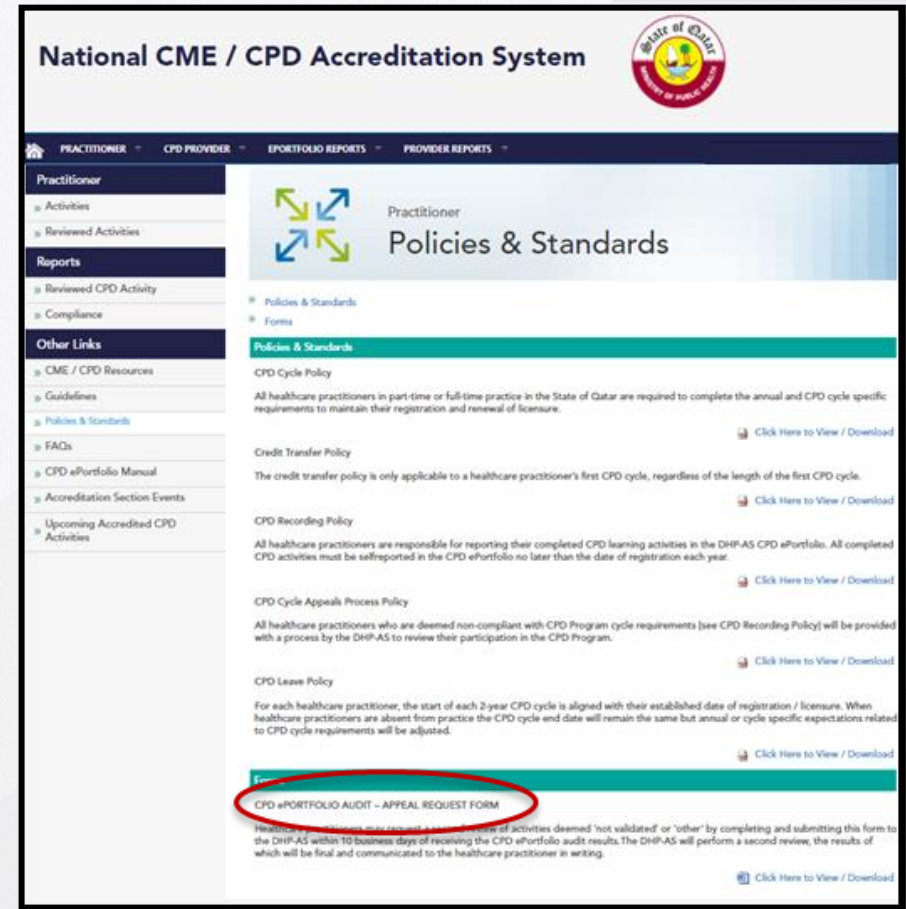
- Healthcare practitioners who are **deemed to be noncompliant** with CPD Program cycle requirements may request an opportunity to appeal their non-compliance.
- Appeal is made by completing and submitting “**CPD Cycle Closure Appeal Request Form**” to the DHP-AS within **30 days** of the healthcare practitioners being notified they are noncompliant with CPD cycle requirements.
- **A review panel**, facilitated by the DHP-AS, will be formed to assess any CPD Program cycle appeals submitted by healthcare practitioners.

The screenshot displays a web application interface for healthcare practitioners. At the top, a dark blue sidebar contains a list of navigation options: 'Record CPD Activity', 'Add POP Goal', 'Submit CPD Credits to Renew License', 'Leave Details', 'My Reports', 'Upcoming CPD Activity', 'Send a Message', and 'CPD Cycle Closure Appeal' (which is highlighted in yellow). The main content area is titled 'CPD Cycle Closure Appeal Request' in a green header. Below this, the 'Instructions' section explains that the form is for practitioners whose licenses have expired and who were deemed non-compliant. It states that the DHP-AS will assemble a review panel to evaluate the evidence and rationale provided. The 'Healthcare Practitioner Contact Details' section includes input fields for 'Full Name', 'License No.', 'Organization', 'Phone No.\*', and 'Email\*'. The final section, 'CPD Cycle Requirements – Review Request', prompts the user to indicate the reason for non-compliance and provide a full rationale and accompanying evidence to demonstrate that the cycle requirement has been met or to provide reasons why more time should be granted.



# CPD Appeals - CPD E-portfolio Audit Appeal

- Healthcare practitioners may request a second review of activities deemed 'not validated' or 'other'
- **Appeal is made by completing and submitting “CPD e-PORTFOLIO AUDIT – APPEAL REQUEST FORM” to the DHP-AS within 10 business days of receiving the CPD ePortfolio audit results.**
- **The DHP-AS will perform a second review, the results of which will be final and communicated to the healthcare practitioner in writing.**



# Contact Us

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➤ **Accreditation Section, MoPH:**

<http://www.qchp.org.qa/en/Pages/accreditation.aspx>

➤ **Accreditation Section, MoPH e-mail:**

[DHP\\_AS@moph.gov.qa](mailto:DHP_AS@moph.gov.qa)

➤ **Follow us on @DHP\_AS**



➤ **Follow us on @accreditation.dhp**



**THANK YOU**