****

**Qatar Council for Healthcare Practitioners**

CPD Activity Application Form for Accreditation

Category 1 – Educational Rounds and Journal Clubs

Group learning is an important professional development activity for healthcare practitioners practicing in the State of Qatar. Group learning provides an opportunity to confirm or expand areas of knowledge or practice management, to identify potential new therapies or approaches for practice, and to share practice issues or experiences with peers. Group Learning has been included within Category 1 – Group Learning of the Qatar Council for Healthcare Practitioners – Accreditation Department (QCHP-AD) CPD Framework.

**Before you begin**

It is important that you review the QCHP-AD CPD Activity Accreditation Standards before you complete this form.

**Instructions**

1. Please refer to the QCHP-AD CPD Activity Accreditation Standards as you complete this application form and prepare the required attachments.
2. Use this form to request Category 1 credits for any round or journal club.
3. Complete this form and submit electronically to the Qatar Council for Healthcare Practitioners – Accreditation Department (QCHP-AD).
4. Please keep a copy of the completed application form for your records.
5. Please ensure that you provide us with the most up-to-date contact information for the Chair of the Scientific Planning Committee so that we may contact you once we have completed our review.

**Additional Considerations**

1. Accredited educational rounds and journal clubs in Category 1 are approved for a maximum of one year from the start date of the activity (for example from the first day of the educational round or journal club).
2. Accreditation for educational rounds and journal clubs may not be granted retroactively.
3. A certificate of participation or written confirmation signed by the chair of the Scientific Planning Committee must be issued for all accredited group learning activities. The certificate of participation must specify the following elements:
* The title and code of the educational round or journal club series.
* The name and code of the organization(s) that developed the activity.
* Name of the chair responsible for the activity.
* The date range(s) the activity took place.
* The location of the activity (i.e. city, country, web-based).
* The total number of hours the activity is accredited for.
* The number of hours the learner completed by attending the educational round or journal club activity (yearly).
* The applicable accreditation statement.
* The logo of the QCHP-AD
* The logo of the organization(s) that developed the activity.
1. The Scientific Planning Committee Chair of the educational round or journal club is responsible to determine the actual number of hours that each learner is eligible to record for credit.
2. The organization that developed the educational rounds or journal clubs is responsible for maintaining all records (including attendance records) for a 6-year period.

**PART A: Administrative Standards**

*(to complete this section, refer to Part A: Administrative Standards ERJC Administrative Standard 1.1-1.4)*

|  |  |
| --- | --- |
| 1. Title of educational round or journal club:
 |       |
| 1. Activity Type:
 | [ ]  educational round[ ]  journal club |
| 1. Application Date :

(mm/dd/yyyy) |       | 1. Activity date range:

(mm/dd/yyyy - mm/dd/yyyy) |       |
| 1. Hospital/Institution name:
 |       |
| 1. Department
 |       |
| 1. Other participating or affiliated institution (if applicable)
 |       |
| 1. Name of the Chair of the Scientific Planning Committee:
 |       | 1. Email:
 |       |
| 1. Phone number:
 |       | 1. Address:
 |       |
| 1. Intended target audience of the activity (please check all that apply):
 | [ ]  Allied health professionals[ ]  Complementary medicine[ ]  Dentists[ ]  Nurses[ ]  Pharmacists[ ]  Physicians[ ]  Other (please list): | 1. How many times will this activity be held within the next 36 months?
 |       |
| 1. Approximate number of anticipated participants:
 |       | 1. Has this program been accredited by another accrediting body?
 | [ ] No[ ] YesIf yes, please describe:      |
| 1. Please describe the process by which the organization will determine the *actual* amount of hours each participant will be eligible to record for credit.
 |       |
| 1. Please describe the process by which the organization will distribute certificates of participation to all participants.
 |       |

**PART A: Administrative Standards**

*(to complete this section, refer to Part A: Administrative Standards ERJC Administrative Standard 1.1-1.4)*

|  |  |
| --- | --- |
| **Accreditation Standard** | **Is the educational round or journal club planned to meet the accreditation standard?** |
| 1. ERJC Administrative Standard 1.1: All accredited educational rounds and journal clubs must be developed by an eligible organization as defined by the QCHP-AD.
 | [ ]  YES [ ]  NO |
| 1. ERJC Accreditation Standard 1.2: All accredited educational rounds and journal clubs must have a Scientific Planning Committee (SPC) that is representative of the intended target audience and accountable to the head of the department, chief of staff or equivalent.
 | [ ]  YES [ ]  NO |
| 1. ERJC Administrative Standard 1.3: All accredited educational rounds and journal clubs must maintain attendance records and provide participants with a certificate of participation that includes the appropriate accreditation statement.
 | [ ]  YES [ ]  NO |
| 1. ERJC Administrative Standard 1.4: All accredited educational rounds and journal clubs must occur at least 6 times per year.
 | [ ]  YES [ ]  NO |

**PART B: Educational Standards**

*(to complete this section, refer to Part B: Educational Standards ERJC Administrative Standard 1.1-1.5)*

|  |  |
| --- | --- |
| **Accreditation Standard** | **Is the educational round or journal club planned to meet the accreditation standard?** |
| 1. ERJC Educational Standard 1.1: All accredited educational rounds and journal clubs must be planned to address the identified learning needs of the target audience.
 | [ ]  YES [ ]  NO |
| 1. ERJC Educational Standard 1.2: Learning objectives must be developed for the overall series and each individual occurrence of an educational round or journal club. The learning objectives must be written from the learner’s perspective to clearly describe what information or skill(s) learners will acquire by participating in the activity and be provided to potential participants prior to the learning activity.
 | [ ]  YES [ ]  NO |
| 1. RJC Educational Standard 1.3: The selected learning formats should be aligned with the identified needs of the target audience.
 | [ ]  YES [ ]  NO |
| 1. ERJC Educational Standard 1.4: At least 25 per cent of the total education time must be allocated for interactive learning.
 | [ ]  YES [ ]  NO |
| 1. ERJC Educational Standard 1.5: Participants must be provided with an opportunity to evaluate individual activities and the overall series of activities.
 | [ ]  YES [ ]  NO |

**PART C: Ethical Standards**

*(to complete this section, refer to Part B: QCHP-AD Ethical Standards for Accredited CPD Activities)*

| **Sub-element** | **Is the educational round or journal club planned to meet the sub-element?** |
| --- | --- |
| **Element 1: Independence**  |
| * 1. Every accredited CPD activity must have a scientific planning committee (SPC) that includes representatives of the intended target audience. The SPC is the group responsible for all decisions noted throughout the ethical standards.
 | [ ]  YES [ ]  NO |
| * 1. The SPC may consider data or advice from all sources, but must ensure that decision-making related to the following CPD program elements is under its exclusive control:
1. Identification of the educational needs of the intended target audience;
2. Development of educational objectives;
3. Selection of educational methods;
4. Selection of speakers, moderators, facilitators and authors;
5. Development and delivery of content; and
6. Evaluation of outcomes.
 | [ ]  YES [ ]  NO |
| * 1. Representatives of a sponsor or any organization hired by a sponsor cannot participate in decisions related to CPD program elements a) through f) within 1.2.
 | [ ]  YES [ ]  NO |
| **Element 2: Content Development** |
| 2.1 The SPC must have mechanisms in place to support the development of content and/or materials that address the identified educational needs of the intended target audience. Specific interests of any sponsor must have no direct or indirect influence on the content and/or materials of an accredited CPD activity. | [ ]  YES [ ]  NO |
| 2.2 A process must be in place to ensure that those responsible for developing or delivering content are informed about:* the identified needs of the target audience,
* the need to ensure that the content and/or materials presented provide (where applicable) a balanced view across all relevant options related to the content area.
* the intended learning objectives for the activity,
* ensuring that the description of therapeutic options utilize generic names (or both generic and trade names) and not reflect exclusivity and branding.
 | [ ]  YES [ ]  NO |

| **Sub-element** | **Is the educational round or journal club planned to meet the sub-element?** |
| --- | --- |
| 2.3 The SPC must have a process to collect from participants their assessment of the degree to which the accredited CPD activity:* met the stated learning objectives,
* achieved appropriate balance,
* was perceived to be biased.
 | [ ]  YES [ ]  NO |
| 2.4 The SPC must have a process in place to deal with instances where CPD activities are not in compliance with the ethical standards. | [ ]  YES [ ]  NO |
| **Element 3: Conflict of interest** |
| 3.1 All members of the SPC, speakers, moderators, facilitators and authors must provide to the CPD provider organization a written description of all relationships with for-profit and not-for-profit organizations over the previous 2 years including (but not necessarily limited to):1. Any direct financial payments including receipt of honoraria;
2. Membership on advisory boards or speakers’ bureaus;
3. Funded grants or clinical trials;
4. Patents on a drug, product or device; and
5. All other investments or relationships that could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity.
 | [ ]  YES [ ]  NO |
| 3.2 The CPD provider organization is responsible to review all disclosed financial relationships of the SPC. The CPD provider organization must have procedures in place to be followed if a conflict of interest comes to its attention prior to the CPD activity. | [ ]  YES [ ]  NO |
| 3.3 The SPC is responsible to review all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity to determine whether action is required to manage potential or real conflicts of interest. The SPC must also have procedures in place to be followed if a conflict of interest comes to its attention prior to or during the CPD activity. | [ ]  YES [ ]  NO |
| 3.4 All members of the SPC, speakers, moderators, facilitators, and authors, must disclose to participants their relationships as described in 3.1. | [ ]  YES [ ]  NO |
| 3.5 Any individual who fails to disclose their relationships as described in 3.1 and 3.4 cannot participate as a member of the SPC, speaker, moderator, facilitator or author of an accredited CPD activity. | [ ]  YES [ ]  NO |

|  |  |
| --- | --- |
| **Sub-element** | **Is the educational round or journal club planned to meet the sub-element?** |
| **Element 4: Receiving Financial and in-kind Support** |
| 4.1 The CPD provider organization is responsible to receive any financial and in-kind support for the development of an accredited CPD activity. | [ ]  YES [ ]  NO |
| 4.2 The SPC cannot be required to accept advice from a sponsor as a condition of receiving financial and in-kind support. Specific interests of any sponsor must have no direct or indirect influence on any aspect of the development, delivery or evaluation of an accredited CPD activity. | [ ]  YES [ ]  NO |
| 4.3 The terms, conditions and purposes by which sponsorship is provided must be documented in a written agreement that is signed by the CPD provider organization and the sponsor. | [ ]  YES [ ]  NO |
| 4.4 The CPD provider organization or SPC can assume or delegate to a third party the payment of travel, lodging, legitimate out of pocket expenses and any honoraria offered to members of the SPC, speakers, moderators, facilitators and/or authors. The CPD provider organization or the SPC must approve what payments are delegated and retain overall accountability for these payments. | [ ]  YES [ ]  NO |
| 4.5 The CPD provider organization cannot pay for or subsidize a participant’s travel, lodging or other out of pocket expenses related to their participation in an accredited CPD activity. This provision does not preclude participants’ claiming and receiving compensation from residency programs, employers or local CPD support funds, even when activities they attend have received support from these sources.  | [ ]  YES [ ]  NO |
| 4.6 The travel, lodging or other out of pocket expenses of spouses, partners or other family members of: the SPC, speakers, moderators, facilitators, authors or participants cannot be paid for or subsidized by the CPD provider organization, sponsor or any organization hired by a sponsor. | [ ]  YES [ ]  NO |
| 4.7 Social activities associated with CPD activities cannot occur at a time or location that interferes/competes with or takes precedence over accredited CPD activities. |  |
| 4.8 Upon request by QCHP-AD, CPD Providers must disclose how the financial and in-kind support was used for the accredited CPD activity. | [ ]  YES [ ]  NO |
| 4.9 The CPD provider organization has an obligation to ensure that their interactions with sponsors meet professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations. | [ ]  YES [ ]  NO |

|  |  |
| --- | --- |
| **Sub-element** | **Is the educational round or journal club planned to meet the sub-element?** |
| **Element 5: Recognizing Financial and in-kind Support** |
| 5.1 The SPC must recognize and disclose to participants all financial and in-kind support received from sponsors of CPD activities. All financial and in-kind support received must be recognized using the standard acknowledgement statement “This CPD activity is supported by financial and/or in-kind support from the following sponsors:” Sponsorship recognition must appear on a page separate from the educational content, activity schedule, learning objectives, and accreditation statement.  | [ ]  YES [ ]  NO |
| 5.2 Beyond the standard acknowledgement statement of financial and in-kind support outlined in 5.1, the linking or alignment of a sponsor’s name (or other branding strategies) to a specific educational session or section of an educational program within an accredited group learning activity is prohibited. | [ ]  YES [ ]  NO |
| **Element 6: Managing Commercial Promotion** |
| 6.1 Product-specific advertising, promotional materials or branding strategies cannot be included on, appear within, adjacent to:* any educational materials, slides, abstracts and handouts used as part of an accredited CPD activity;
* activity agendas, programs or calendars of events (preliminary and final);
* any webpages or electronic media containing educational material.
 | [ ]  YES [ ]  NO |
| 6.2 Product-specific advertising, promotional materials or branding strategies cannot be included on/appear within locations where accredited CPD sessions are occurring (e.g. lecture halls, small group discussion rooms) immediately before, during or immediately after an accredited CPD activity. | [ ]  YES [ ]  NO |
| 6.3 Commercial exhibits or advertisements must be arranged in a location that is clearly and completely separated from the accredited CPD activity.  | [ ]  YES [ ]  NO |
| 6.4 The SPC cannot be required by an exhibitor or advertiser to accept advice concerning the CPD activity development, delivery or evaluation as a condition of their exhibit or advertisement. Specific interests of any exhibitor or advertiser must have no direct or indirect influence on any aspect of the CPD activity development, delivery or evaluation. | [ ]  YES [ ]  NO |
| 6.5 Any incentive provided to participants associated with an accredited CPD activity must be approved by the CPD provider organization.  | [ ]  YES [ ]  NO |

|  |  |
| --- | --- |
| **Sub-element** | **Is the educational round or journal club planned to meet the sub-element?** |
| **Element 7: Unaccredited CPD Activities** |
| 7.1 The SPC/CPD provider organization cannot schedule unaccredited CPD activities to take place at times and locations that interfere or compete with accredited CPD activities. | [ ]  YES [ ]  NO |
| 7.2 Unaccredited CPD activities cannot be listed or included within activity agendas, programs or calendars of events (preliminary and final). | [ ]  YES [ ]  NO |

**PART D: Required Attachments**

Please include the following attachments with your application. Where applicable, include the relevant documentation for the educational rounds or journal club for the upcoming academic year.

|  |  |
| --- | --- |
| **Attachment 1** | The **schedule of the educational rounds or journal club for the upcoming academic year** including planned topics, scheduled presenters, and learning objectives for the overall activity and individual sessions. |
| **Attachment 2** | Any other **materials** used to promote or advertise the activity (if applicable). |
| **Attachment 3** | The **template conflict of interest form** that will be completed by members of the SPC, all speakers, all authors and/or all facilitators. Also include documentation that demonstrates the process for the collection, management, and disclosure of conflicts of interests |
| **Attachment 4** | The (summarized) **needs assessment** results that will be used to plan the educational rounds or journal club for the upcoming academic year. If this is not yet available, provide a description of the needs assessment strategy that will be used by the scientific planning committee. |
| **Attachment 5** | The template **evaluation form(s)** developed for this activity. |
| **Attachment 6** | The **budget** for the activity that details the **receipt and expenditure of all sources of revenue** for this activity, including an indication of whether funds were received in an educational grant or in-kind support. |
| **Attachment 7** | The template **certificate of participation** that will be provided to participants. |
| **Attachment 8** | The **sponsorship/exhibitor prospectus** developed for the activity to solicit sponsorship/exhibitors (if applicable). |
| **Attachment 9** | A sample of the **written agreement** that outlines the terms, conditions, and purposes by which sponsorship has been proved by the sponsor to the CPD provider organization. |

**PART E: Attestation**

Before the QCHP-Accreditation Department will move forward with the accreditation process for your organization, your intention to fully understand, and commitment to abide by, the QCHP-Accreditation Department’s expectations must be confirmed.

Please read each of the following confirmation statements carefully and use an X as your attestation.

1. We understand and attest that our organization’s activities adhere to the QCHP-AD’s definition of CPD. [ ]
2. We understand and attest that by virtue of submitting an application for accreditation our organization agrees to follow the CPD Accreditation Standards: Category 1 Group Learning Activities of the QCHP. [ ]
3. We understand and attest that all the materials submitted to the QCHP in any format will not contain any untrue statements, will not be misleading, will fairly present the organization, and are the property of the organization applying for accreditation. [ ]
4. We understand and attest that QCHP policies and procedures prohibit the provider from submitting to the QCHP-Accreditation Department, any individually identifiable health information. [ ]
5. We understand and attest that our organization will not be eligible for QCHP accreditation if we present activities that promote recommendations, treatment or manners of practicing medicine that are:
6. Known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients. [ ]
7. Devoted to advocacy of unscientific modalities of diagnosis or therapy. [ ]
8. We understand and attest that our organization must ensure that every repetition of the activity is done in accordance with the program’s description as outlined in the original application materials. [ ]

Chair of the Scientific Planning Committee:

Signature:

Date: