

# Definitions

**Accreditation Auditor** is an individual appointed and trained by the QCHP-AD tasked with evaluating a live CPD activity to determine whether the QCHP-AD accreditation standards for CPD activities are consistently applied by CPD provider organizations.

**Accreditation Cycle** is the duration of time that the accredited CPD provider is considered to be a QCHP accredited CPD provider. During this timeframe, an accredited CPD provider may self-approve any CPD activity that they develop for CPD credits (which meets CPD accreditation standards) within the CPD Framework for the State of Qatar.

**Accreditation Report** is the written report authored by the QCHP CPD Accreditation Committee (based on the accreditation review conducted by the QCHP Accreditation Surveyors) which details the compliance levels for each accreditation standard of the applicant/QCHP accredited CPD provider.

**Accreditation Site Visit** is a component of the QCHP accreditation of CPD providers’ process whereby the QCHP accreditation surveyors visit the physical location of the applicant/accredited CPD provider to inform their decision(s) related to the accreditation status of an applicant/accredited CPD provider.

**Accreditation Surveyors** are the individuals, appointed and trained by the QCHP-AD who are responsible to review applications submitted by organizations wishing to become/renew their status as QCHP accredited CPD providers. Surveyors produce a report to the QCHP CPD Accreditation Committee on their recommended levels of compliance for each accreditation standard after reviewing CPD provider organizations. These recommendations are informed by the results of the application review and the accreditation site visit.

## Accredited Assessment Activities are activities that 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 QCHP-AD.

**Accredited CPD Activity** is an educational activity that meets the administrative, educational and ethical standards of the QCHP-AD. Accredited CPD activities include group learning and assessment, in a live or electronic format.

**Accredited CPD Provider** is an organization that has been accredited by the QCHP-AD by demonstrating that they have met the established standards in areas of educational development, governance, organizational infrastructure and administrative operations. All QCHP accredited CPD provider organizations may accredit a CPD activity for credit hours within Qatar’s CPD Framework. The CPD activity must be developed by the accredited CPD provider and must meet the CPD activity accreditation standards as defined by the QCHP.

**Accredited CPD Provider Audit** is the process by which the QCHP-AD selects up to two accredited CPD activities developed by QCHP-AD accredited CPD providers to audit to compliance with the QCHP-AD CPD activity accreditation standards.

**Accredited Group Learning Activities** are activities that have been deemed to meet a set of administrative, educational and ethical standards established by the QCHP-AD.

**Action Plan** is a written document submitted to the QCHP-AD by a non-accredited CPD provider or an accredited CPD provider organization describing how the organization will address issues identified in an CPD provider accreditation report, in a live CPD activity audit report, or an accredited CPD provider audit report. For each identified issue, the non-accredited CPD provider or accredited CPD provider organization must define the strategy, tactics, anticipated challenges and anticipated barriers, risks, resource responsibility assignment, timelines, and measures used to determine success.

**Advisory Board** is a group that advises the management of a corporation, organization, or foundation based on their knowledge, experience or expertise.

**Advertiser** is a for-profit organization that shares information about its programs, services and products through space purchased in conjunction with accredited CPD activities or through other venues produced by CPD provider organizations.

**Annual Report of Accredited CPD Activities** is an electronic report that includes specific details of all accredited CPD activities developed by the CPD provider organization during the previous calendar year.

**Appeals Review Panel** is a 3-person panel responsible for reviewing appeals submitted to the QCHP-AD related to decisions made by the QCHP CPD Accreditation Committee.

**Applicant** is an organization who has applied to the QCHP to become a QCHP accredited CPD provider.

**Author** is the developer of content within eLearning modules, abstracts, posters, presentation slides or any other written or visual materials provided to participants of an accredited CPD activity.

**Bias** is a predisposition that prevents impartiality or which promotes an unfair, limited, or prejudiced viewpoint. http://www.dictionaryofeducation.co.uk/b/b/blog

**Blended Learning** is a formal education program that integrates various instructional methods (digital, online, or classroom instruction) and/or assessment methods to deliver education to participants. It is a strategy that can integrate group learning, self-learning and assessment in different sequences depending on the specific needs or intended outcomes.

**Category 1 –** Accredited group learning activities.

**Category 2 –** Self-directed learning activities.

**Category 3 –** Assessment activities.

**Clinical Audit Activities** provide a process for data collection and provision of feedback to individual healthcare practitioners, groups of healthcare practitioners or inter-professional healthcare teams related to how their performance aligns with established practice standards. Clinical audit activities measure current performance against established measures and the feedback provided facilitates the identification of areas where performance meets or exceeds expectations and areas where improvement is either desirable or helpful to improve the outcomes for patients.

**Commercial Interest**, as defined by the Accreditation Council for Continuing Medical Education (ACCME), is “any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.”

**Competing Interests** exist when an individual has personal, professional or financial relationships that could reasonably be perceived to inappropriately influence his/her actions or judgment. These relationships vary from those with negligible potential to those with significant potential to influence judgment. Not all relationships represent true competing interest and the potential for conflict can exist whether or not an individual believes that the relationship affects his or her judgment.

Conferences are typically large-group activities planning once in a year but may be designed to occur several times per year at multiple locations.

Conflict of Interest describes a set of conditions in which judgement or decisions concerning a primary interest (example a patients’ welfare, the validity of research and/or quality of medical education) is unduly influenced by a secondary interest (personal or organizational benefit including financial gain, academic or career advancement, or other benefits to family, friends, or colleagues).

Continuing Medical Education (CME) describes teaching and learning that meets an identifiable need and designed to enhance medical/clinical knowledge, skills, attitudes, performance or health outcomes.

CME/CPD Program describes the overall educational plan of an organization, including all educational initiatives that addresses the needs of an organization’s members or identified target audience(s).

CME/CPD Session is a component within a larger educational event. An example would be a workshop contained within an annual conference.

CPD (Continuing Professional Development) describe educational activities that extend beyond the scope of traditional CME (defined above), and includes learning activities that incorporate content areas outside discipline specific knowledge and skills.

**CPD Accreditation Committee** is the QCHP-AD appointed Committee responsible for decisions related to an accredited CPD provider’s compliance to specific accredited CPD provider standards and the duration of the accredited CPD provider’s accreditation cycle.

CPD Activity is a learning activity designed to respond to the needs of health professionals in enhancing awareness or acquisition of new knowledge, development of skills or competencies, improving performance or health outcomes.

**CPD Cycle** is the time period established to complete the minimal expectations established by the QCHP-AD.

**CPD ePortfolio Audit** is the process where the documentation uploaded for a CPD activity in the CPD ePortfolio is compared to the supporting documentation requirements described in the CPD Framework table.

**CPD ePortfolio** is an online tool that enables healthcare practitioners to record the CPD activities they have completed and reflect on the impact of CPD for their professional practice.

**CPD Framework** is the organization of continuing professional learning activities recognized by the QCHP-AD into three categories: Category 1: Accredited Group Learning Activities, Category 2: Self-Directed Learning Activities and Category 3: Assessment Activities.

**CPD Framework Table** describes the learning activities and supporting documentation requirements within each category of the CPD Program.

**CPD Participant** is a healthcare practitioner that is participating in the CPD Program developed by the QCHP-AD.

**CPD Program** is an educational initiative designed by the QCHP-AD to support, enhance and promote the lifelong learning of healthcare practitioners.

**CPD Provider Organization** is an organization that assumes the responsibility and accountability for the development, delivery and evaluation of accredited CPD activities.

**CPD Provider** is an organization responsible for the development of a CPD activity that meets all established administrative, educational, and ethical standards.

**Direct Observation** of clinical or procedural skills is an important process in providing individual healthcare practitioners direct feedback of how their performance aligns with established standards. Direct observation assessment instruments measure current performance against established standards and provide opportunities for feedback to identify areas where performance meets or exceeds expectations and areas where improvement is either desirable or helpful to improve the outcomes for patients.

**Educational Method and Delivery** is the format in which educational activities are delivered/relayed to learners.

**Evaluation** is an assessment conducted to determine the effectiveness of the event in meeting the stated learning objectives.

**Exhibitor** is an individual or organization having a service contract with a CPD provider organization for displaying and sharing information about their program’s services and products in an Exhibit Hall or area separate from the location where accredited learning activity occurs.

**Facilitator** is one that facilitates; especially: one that helps to bring about an outcome (as learning, productivity, or communication) by providing indirect or unobtrusive assistance, guidance, or supervision. http://www.merriam-webster.com/dictionary/facilitator

**Financial Support** is monetary contributions provided by sponsor for the development, delivery or evaluation of an accredited CPD activity, learning resource or tool.

**Incentive** is something that incites or has a tendency to incite to determination or action. http://www.merriam-webster.com/dictionary/incentive

**In-kind Support** can be services or tools or human resources which have a monetary value and are provided to an organization in support of an educational activity.

**Interactive Learning** is the portion(s) of the educational method that incorporates and fosters opportunities for dialogue or communication among participants and speakers to enhance knowledge transfer and acquisition.

**Interactivity** is a strategy in continuing professional development that uses a variety of techniques to enable interaction with and between learners and educators to enhance comprehension and/or application of knowledge, skills, competences or attitudes into practice.

**Interim Report** is a written document submitted to the QCHP-AD by an accredited CPD provider organization describing how the organization has addressed each accreditation standard deemed to be non-compliant or partially-compliant. The organization must submit all supporting documentation demonstrating how the standard has been addressed in accordance with their action plan.

**Knowledge Assessment Programs** are designed to assess knowledge or the application of knowledge in specific areas, topics or domains. Knowledge assessment programs use structured formats, such as multiple-choice or short-answer questions, that may include a clinical scenario, and require participants to select the appropriate response. Participants receive feedback on the answers they selected to provide opportunities to identify areas for improvement and future learning.

**Learning Formats** are the educational methods chosen to address identified needs. Learning formats can be used independently or in sequence depending on the nature and complexity of the identified needs and the intended outcomes of the educational activity.

**Learning Objectives** are statements that are based on the identified needs of the target audience, and indicate what a participant will be able to know or do following an educational event.

**Leave of Absence** is the period of time when a healthcare practitioner cannot participate in their professional practice. Leave of absence other than annual or casual leave is approved by the concerned authority of the healthcare practitioner.

**Live Audit Process** is the process by which the QCHP-AD selects accredited CPD activities for audits whereby a QCHP-AD Accreditation Auditor will conduct an on-site visit where a live accredited CPD activity is being delivered.

**Moderator** is one who presides over an assembly, meeting, or discussion. http://www.merriam-webster.com/dictionary/moderator

**Multisource Feedback (MSF)** or 360-degree evaluation, is a questionnaire-based assessment method in which peers, patients, and colleagues or co-workers provide ratings on key performance behaviours. MSF assessments can generate reliable data with a reasonable number of respondents and research has shown that participants will use the feedback to contemplate and initiate changes in practice. MSF tools are particularly helpful to assess interpersonal, communication, professionalism, or teamwork behaviours.

**Needs Assessment** is a method(s) used to identify the identified professional practice needs of an identified target audience.

**Non-adherence** describes healthcare practitioners who fail to record the annual minimal CPD Program requirements.

**Non-compliance** describes healthcare practitioners who fail to record the minimal expectations for Category-specific or 2-year CPD cycle requirements.

**Online Activities** can include internet based training methods; multi-media applications; mobile applications; computer-based instructional methods; or other information and communication technologies that deliver educational activities to participants.

**Participant** is any individual, other than a resource person, who attends or takes part in a CPD activity or program in order to acquire, sustain or enhance his or her knowledge or skills. The term “participant” includes healthcare professionals, residents, students or individuals who are part of the target audience.

**Perceived Conflict of Interest** is the appearance of a conflict of interest as judged by outside observers regardless of whether an actual conflict of interest exists.

**Appeals Review Panel** is a 3-person panel responsible for reviewing appeals submitted to the QCHP-AD related to decisions made by the QCHP CPD Accreditation Committee.

**Real Conflict of Interest** is when two or more interests are indisputably in conflict.

**Reasonable** is not excessive and is perceived as such and defendable to stakeholders and to the public.

**Retired Status** is defined by the QCHP Registration & Licensing Department as being retired from all medical or health-related professional activities and no longer carrying a license to practice in the State of Qatar.

**Revocation of Accredited CPD Provider Status** is the process by which the QCHP CPD Accreditation Committee terminates the accredited CPD provider status of a QCHP accredited CPD provider. As a result, the accredited CPD provider will no longer be granted the authority to self-approve any CPD activity (which meets CPD accreditation standards) that they develop for CPD credits within the CPD Framework for the State of Qatar.

**Scientific Planning Committee** is a group of target audience representatives responsible for the identification of the educational needs of the intended target audience; development of educational objectives; selection of educational methods; selection of scientific planning committee members, speakers, moderators, facilitators and/or authors; development and delivery of content; and evaluation of outcomes of an accredited CPD activity.

**Self-learning Activities** are planned and implemented by a healthcare practitioner to address an identified need related to clinical practice, education and training, and research and quality improvement. All self-learning activities have established reporting standards as defined by the QCHP-AD.

Seminars: see definition for conferences.

**Simulation Activities** are designed to reflect real life situations to enable participants to demonstrate and receive feedback on their clinical reasoning, communication, situational awareness, problem solving and (where applicable) their ability to collaborate and work effectively within a healthcare team. Simulation activities reflect a range of options including role playing, use of standardized patients, task trainers, virtual simulation, haptic simulation, theatre simulation or hybrids of any of these examples.

**Speaker** is an individual selected by a scientific planning committee based on their recognized expertise and skills to prepare and present information or evidence at a planned educational session in an accredited learning activity.

**Social Activity** is a gathering of individuals that enables social interaction. Social activities might include a welcome gala, awards reception, a networking event etc.

**Sponsor** is an individual, group, corporation or organization (for-profit and not for-profit) that provides financial or in kind support, including goods or services in support of accredited educational activities, learning resources, or tools.

**Sponsorship** is the process by which an individual, group, corporation or organization provides financial and in-kind support for the development, delivery or evaluation of an accredited CPD activity, learning resource or tool.

**Support** refers to the provision of financial and in-kind resources provided by sponsor for the development, delivery or evaluation of an accredited CPD activity, learning resource or tool.

Symposia: see definition for conferences.

**Verification Report** is a written document submitted to the QCHP-AD by an accredited CPD provider organization to provide additional documentation related to a specific standard(s) to enable the QCHP CPD Accreditation Committee to make a compliance decision. The organization must submit all documentation as defined by the QCHP CPD Accreditation Committee.

Workshops: see definition for conferences.