

Dear Colleagues

When you organize an educational event there is a great deal of work to do.

The Qatar Council for Healthcare Practitioners (QCHP) National CME/CPD Framework requires that you consider CPD aspects in advance. QCHP Accreditation Department (QCHP-AD) is responsible for the regulation of continuing professional development (CPD) in Qatar. **They set rigorous standards for approval of an activity to qualify for CPD hours.**

With the enclosed CPD framework you can decide where your meeting fits. You also have the QCHP Standards, with which you must comply to gain CPD. **You need to think about these requirements as you plan the learning, consider what your learners need to learn, and the composition of your planning committee and Faculty.**

You also need to pay attention to the conflict of interest requirements, evaluations, and strategies to allow registration at sessions so that hours *are only awarded for learning actually done*. **We strongly advise that you read through the standards document to ensure that your conference arrangements comply as you move through the planning process.**

You must email back the notification form **and** the Activity Accreditation application form in **word format with all supporting documents at least 6 weeks before the event, ideally well before**, because we need to decide on approval, and CPD hours, with time to query details, then submit to the QCHP *30 days* before the event.

If HMC Corporate Communications Department (CCD) is supporting your Category 1 activity, they will not be able start designing marketing collateral or commence website development until you know whether you have CPD approval. Hence it is important you start planning early. You should provide CCD with a copy of your approval notification so that they are aware of the number of hours accredited for your activity, the event activity code and (if applicable), the confirmed sponsors. This information is required to ensure all publicity is compliant with QCHP standards.

Activity Accreditation application forms are listed below. We are sending you the 1st type 'Group Learning' assuming that the event you have requested support for is of this nature **but please ensure that you have the right one**. All are available via Itawasol on <https://itawasol/EN/How%20We%20Work/education-and-training/Continuing%20Professional%20Development/Pages/default.aspx>

Note that Type 2 activities do not require provider registration of the activity; the individual simply registers their own learning (with certain evidence).

Forms available are;

Category 1 – Group Learning (Live, face-to-face conference, symposia, seminar, workshop)

Category 1 – Educational Rounds and Journal Clubs

Category 1 – On-line Synchronous and Blended Group Learning

Category 3 – Simulation Activities

Category 3 – Multisource Feedback Instruments

Category 3 – Knowledge Assessment Programs

Category 3 – Direct Observation Assessment Instruments

Category 3 – Clinical Audit Activities

Please submit both forms and attachments to Ms. Marina Dawood on MDawood2@hamad.qa if your meeting is running through the Medical Education Department. If your meeting is running through Nurse Education, Dentistry, Laboratory Medicine, Pharmacy, the Ambulance Service or HITC there may be separate administration arrangements, please contact your local team to check.

The Activity Accreditation Standards stipulate a number of conditions

e.g. A certificate of participation signed by the chair of the Scientific Planning Committee must be issued for accredited group learning activities. **This must specify the following:**

- Title and CPD provider code (generated as notification goes in) of activity.
 - Name of the organization(s) that developed the activity.
 - Date(s) the activity took place.
 - Location of the activity (i.e. city, country, web address).
 - Total number of hours the activity is accredited for.
 - Number of hours the registrant attended the activity.
 - These must be stated as (e.g.) "This activity is an Accredited Group Learning Activity (Category 1) as defined by the Qatar Council for Healthcare Practitioners - Accreditation Department and is approved for a maximum of x hours (Conference y hours and workshop z hours)"
 - Logo of the organization(s) that developed meeting (e.g. HMC), also QCHP-AD logo.
- Please note that once the activity is coded and approved and hours are decided we will send you an approved certificate template for your activity**
- All SPC members and speakers must complete a conflict of interest (COI) declaration, (it's fine to have COI, but they must be declared)
 - All speakers must have a 'declarations of interest slide' at the start of their talk
 - Your delegate evaluation/ feedback must have a question regarding any perceived COI that delegates might be concerned about

All material must contain the QCHP logo and website, promotional materials, conference leaflets must contain a statement such as 'This activity is an Accredited Group Learning Activity (Category 1) as defined by the Qatar Council for Healthcare Practitioners - Accreditation Department and is approved for a maximum of x hours (Conference y hours and workshop z hours)'

Obviously you cannot put this on without approval so please apply early. CCD cannot proceed without confirmation of approval and CPD hours agreed

A few other points

- 1) Of the attachments, many will be available as you submit, a few will need to come later, but you must submit unless clearly 'not applicable' e.g. if no sponsorship; no sponsor agreement needed)
- 2) There is no problem with running a worthwhile meeting which does not gain CPD, but as healthcare practitioners (HCP) seek to accumulate CPD they will *not be able to count it*.
- 3) If your course is aimed **only** at students or Residents you do not need to apply for CPD hours, as they do not collect them, but if -e.g. nurses/ other qualified HCP are also included in your learners, they will not be able to gain CPD hours unless you seek approval for the meeting.
- 4) Please pay very careful attention to the ethical standards particularly if you have commercial sponsorship or input. There are very strict limits for commercial involvement. This is the single most common reason for rejection of activities.

Dr Maggie Allen

Associate Director for Undergraduate Medical Education and CPD

Hamad Medical Corporation

M. Allen

