

Dear Colleagues

When you organize an educational event there is a great deal of work to do. The Qatar Council for Healthcare Practitioners (DHP) CME/CPD Framework requires that you consider CPD in advance. DHP Accreditation **sets 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 DHP Standards, with which you must comply to gain CPD. **Please do read through them.** You need to think about these requirements as you plan the learning, consider what your learners need to learn, and the composition of your scientific planning committee (SPC) 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 - 8 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 DHP **60 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 DHP standards.

Activity Accreditation application forms are listed below. We are sending you the 1st type 'Group Learning' assuming that your event 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>

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

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

Please submit all 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, Lab Medicine, Pharmacy, Ambulance Service or HITC there may be separate administration arrangements, please contact your local team to check.

The Accreditation Standards stipulate a number of conditions;

e.g. A certificate of participation signed by the chair of the SPC must be issued for accredited group learning activities. We will issue you the correct template with your CPD code once approved. You must use the template, which **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 Department of Healthcare Professions – Accreditation Section (DHP-AS) 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 DHP-AS 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 DHP logo. Website, promotional materials, conference leaflets must contain the same accreditation statement as above. Please ensure this does not appear on the same (web) page as Commercial sponsor logos or details (see Ethical Standards).

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, most will be available as you submit, 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 without 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**, 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
- 4) If you cancel your activity or change dates you must let Marina know with a minimum of **3 weeks’** notice on MDawood2@hamad.qa. **DHP will not accept such change at less than 2 weeks’ notice**
- 5) Please pay careful attention to the ethical standards if you have commercial sponsorship. There are very strict limits for commercial involvement. **If you have sponsors you will need to (and them) to sign the agreement.**
- 6) There will be a **Completion Statement** to return after the event which needs to be **submitted maximum of 2 weeks after** the activity takes place

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