

## POLICY/PROCEDURE

TITLE:	PRIVACY AND CONFIDENTIALITY OF CPD PARTICIPANTS INFORMATION	ORIGINAL DATE: June 2018	VERSION : 1.0
IDENTIFICATION NUMBER:	OP 4044	LAST REVISION DATE:	NEXT REVIEW DATE: June 2021
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### 1.0 POLICY STATEMENT AND PURPOSE:

- 1.1 Licensed healthcare practitioners in Qatar should meet the Qatar Council for Healthcare Practitioners (QCHP) Continuing Professional Development (CPD) requirements to comply with their licensure requirements, as well as mandatory training as required by Hamad Medical Corporation and/or Departments. Individual healthcare practitioners can expect privacy and confidentiality of their CPD information; however there should be a balance between personal compliance /competency and corporate responsibilities to manage performance and manage risk. This policy applies to all education and training providers, faculty, administrators, managers, sponsors and participants in HMC CPD programs.

### 2.0 DEFINITIONS:

- 2.1 **CONFIDENTIALITY** – Carries “the responsibility for limiting disclosure of private matter, it includes the responsibility to use, disclose, or release such information only with the knowledge and consent of the individual.”
- 2.2 **PRIVACY** – An individual's desire to limit the disclosure of personal information and avoidance of notice or display.
- 2.3 **QCHP -AD** Qatar Council of Healthcare Practitioners – Accreditation Department. The statutory authority in Qatar managing the CPD program for licensed healthcare practitioners.
- 2.4 **SECURITY** – Measures to protect the confidentiality, integrity and availability of information systems used for access.
- 2.5 **AUTHORIZATION** – A special written permission/consent is granted for the use and/or disclosure of a staff member's information.



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- 2.6 **AUTHORIZED ACCESS** – A special privilege granted to HMC staff according to law and regulations based on “need to know”.
- 2.7 **DISCLOSURE** – The divulging, release or transfer of information; or the provision of access to information in any manner.
- 2.8 **DE-IDENTIFICATION** – The process of deleting identifying data to maintain anonymity and privacy of individuals or patients.

### 3.0 PROCEDURE/PROCESS:

- 3.1 The information provided by participants in HMC CPD activities should be respected and protected. This includes names, profession, performance and participation data e.g. scores and other personal data
- 3.2 Data that has been aggregated, and de-identified, may be used for quality assurance and reporting purposes
- 3.3 Electronic records management should be in compliance with HMC Data Management policy for all staff
- 3.4 Records should be accessed by only those people involved in the CPD program of the department
- 3.5 Staff may be required to provide summaries of CPD activities as part of performance appraisal process
- 3.6 Participant information should not be shared with commercial entities, sponsors or other organizations.

### 4.0 DOCUMENTATION: Not Applicable.



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### 5.0 REFERENCES:

- 5.1 QCHP - AD Manual for practitioners
- 5.2 Policy OP 4086 Information Security
- 5.3 Policy OP 4042 Privacy, Confidentiality and access to health information.

### 6.0 TRACKING HISTORY OF CHANGES:

REVISION DATE:	CHANGES:
June 2018	New Policy

SUBJECT MATTER EXPERT CONTRIBUTORS:	None
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### 7.0 ATTACHMENTS: Not Applicable.