

POLICY/PROCEDURE

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1.0 POLICY STATEMENT AND PURPOSE:

- 1.1 This policy is formulated to provide guidance to all Hamad Medical Corporation (HMC) healthcare practitioners on the approval and accreditation of paid Continuing Professional Development (CPD) activities in HMC, and to ensure that learners are provided with educational content that is fair and balanced, and that any clinical content presented supports safe and effective patient care.
- 1.2 The purpose of this policy is to outline to the Scientific Planning Committee (SPC) the management of relationships with sponsors, particularly on how funds are solicited, how funds are handled, how sponsors are to be acknowledged, how the accredited CPD activity is safeguarded from the introduction of commercial interest and bias, and how to adhere to HMC policies as an accredited CPD provider, and the CPD accreditation standards by the Ministry of Public Health (MOPH) and the Department of Healthcare Professions Accreditation Section (DHP-AS).

2.0 DEFINITIONS:

- 2.1 **Department of Healthcare Professions (DHP) at Ministry of Public Health (MOPH)** – The sole authority responsible for the regulation of healthcare practitioners working in the State of Qatar.
- 2.2 **Department of Healthcare Professions-Accreditation Section (DHP-AS)** – One of three main sections in the Department of Healthcare Professions (DHP) concerned with accrediting medical education activities and those which are related to different health specialties and organizing the participation of health practitioners in the CPD program/activity in Qatar.
- 2.3 **Accredited CPD Provider** – An organization that has been reviewed and approved by the DHP-AS based on their ability to demonstrate adherence to accreditation standards in areas of educational development, governance, organizational infrastructure and administrative operations to ensure quality and consistency.
- 2.4 **HMC-CPD Program Steering Committee** – An HMC advisory board committee chaired by the head of Medical Education Department and comprises of members assigned by the department heads to govern, discuss, report, and evaluate the

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organizational agenda of the CPD events/activities at HMC and approve the CPD activities in their department.

- 2.5 **Accredited Continuing Professional Development (CPD) Activity** – An educational activity that meets the administrative, educational, and ethical standards of the DHP-AS.
- 2.6 **Continuing Professional Development (CPD Activity)** – A holistic approach towards the enhancement of personal skills and proficiency throughout a professional's career. It consists of educational activities that focus on discipline-specific knowledge and skills but embraces learning across a wide range of content areas and competencies needed to deliver high-quality healthcare (for example, communication skills; professionalism; leadership and management skills; healthcare quality management; evidence-based practice and clinical guidelines; information technology; collaboration and teamwork skills and quality improvement). CPD activities are categorized as follows:
 - 2.6.1 Category 1: Accredited group learning activities.
 - 2.6.2 Category 2: Self-directed learning activities.
 - 2.6.3 Category 3: Assessment activities.
- 2.7 **Scientific Planning Committee (SPC) (known as CPD Organizer)** – A group of people who plan, organize, develop, implement and evaluate the offered CPD event/activities, either free or with fee, and ensure that DHP-AS accreditation standards are met.
- 2.8 **Sponsors** – An individual, group, commercial company, corporation, organization, institution, association (profit and nonprofit) that contributes financial and/or in-kind support such as tools or services or human resources which have a monetary value (e.g., giveaways, gifts, prizes, or catering services) to an accredited CPD activity
- 2.9 **Paid CPD Activities** – Educational activities that are submitted by the SPC, reviewed, cleared and approved by the Director of Medical Education, HMC Communication Department with the Chief of Business Office, HMC Finance Department and HMC Legal Department. Paid CPD activities are categorized as follows:

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- 2.9.1 **Sponsored CPD Activity** – CPD activity that receives financial and/or in-kind support from sponsors, which may also be funded, and meets the administrative, educational, and ethical standards of the DHP-AS.
- 2.9.2 **Funded Educational Activity** – Educational activity supported through learners Registration fee, Opex funds, conference ring-fenced funds, CPD partnership and CCD for media promotion which can be without CPD or with CPD.
- 2.10 **Sponsorship Contract Form** – An official HMC document undertaken and signed by both sponsors and SPC Chair prior to the start of the educational activity.
- 2.11 **Sponsorship Exhibitors/Prospectus** – An invitational correspondence of the SPC to the potential/confirmed sponsors that contains the details of the CPD activity, letter invitation, HMC Sponsorship Contract Form, and outlines of the various benefits and packages in sponsoring a CPD activity.
- 2.12 **CPD Partners** – A nonprofit (governmental or non-governmental) organization, association, or societies that collaborate with HMC as co-provider, or jointly-provider, and may provide financial and/or support to an accredited CPD activity. CPD partners can be categorized as:
- 2.12.1 **Co-provider** – Either two or more DHP-AS-accredited CPD providers that collaborate (i.e. plan, implement and evaluate) the offered accredited CPD activity, and only one CPD provider shall be responsible for activity accreditation, assigning CPD credits and sending a notification form to the DHP-AS.
- 2.12.2 **Joint-provider** – One or more CPD providers that are eligible for CPD accreditation activity according to DHP-AS standards (joint providership) and collaborates (i.e. plans, implements and evaluates) the offered accredited CPD activity, with one DHP-AS-accredited CPD provider, and only the DHP-AS-accredited CPD provider shall be responsible for activity accreditation, assigning CPD credits and sending a notification form to the DHP-AS.

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- 2.13 **Unrestricted Educational Grant** – All donated funds, or contributions from sponsors, payable to the SPC of the CPD Provider organization offering the CPD activity without attached stipulations from the sponsors such as selecting faculty, authors, participants, or any matters related to the CPD activity.
- 2.14 **CPD Activities Conflict of Interest** – A set of conditions that may occur in situations where the individual or family member's personal, financial and professional interests may have actual, potential, or apparent influence with their duties or responsibilities in providing or contributing to CPD activity.
- 2.15 **Commercial Interest** – Any entities that do business with the intent or possibility of commercial gain, generating a profit, or increasing equity, and does not include charitable organizations, military, non-governmental (NGO) or quasi-governmental organizations.
- 2.16 **Learners** – CPD registrants or participants who have learning needs, which can be in knowledge, skills or practice with a DHP license, and can be either HMC or non-HMC (i.e. local or abroad) and may include students, trainees, clinical attachments, and residents though they do not need to apply for CPD hours as they are not required to earn them.
- 2.17 **Sponsors Satellite Symposia** – Non-accredited educational activities held separately either within or outside of the venue of CPD events/activity frequently produced by commercial interest.

3.0 RESPONSIBILITIES:

- 3.1 **Director of Medical Education/ CPD Chair:** responsible for the approval of this policy.
- 3.2 **HMC CPD Program Steering Committee, Department of Medical Education and HMC Corporate Communication Department, HMC Finance Department and HMC Legal Department:** responsible for developing, revising, updating, and implementing this policy.
- 3.3 **Department CPD Lead:** responsible for educating and disseminating this policy.

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3.4 **Scientific Planning Committee:** responsible for managing, declaring and acknowledging the sponsors and/or partners to the learners and complying with this policy.

3.5 **All Healthcare Practitioners and Learners:** responsible for being aware of and complying with this policy.

4.0 PROCEDURE/PROCESS:

4.1 Accreditation of the paid (sponsored and/or funded) continuing professional development (CPD) activities outlines the necessary procedures and processes to keep the educational planning, approval, presentation and delivery from the introduction of commercial bias.

4.2 The procedures and processes require a seamless and coordinated effort of the SPC, Medical Education, Corporate Communications Department with the Chief of Business Services, HMC Finance Department, the respective CPD department provider, and, in some cases, involvement of the HMC Legal Department adhering to DHP-AS accreditation standards and HMC policies.

4.3 The key requirement for a paid CPD activity is the Scientific Planning Committee (SPC) Chair and Member (s). The SPC/CPD organizers shall:

4.3.1 Be chaired or co-chaired by an HMC employee.

4.3.2 Have SPC memberships from a single profession, or multiple professions, which can be comprised of professional expert(s) and learner(s) that represents the activity's intended target audience.

4.3.3 Include representation and participation of a **nonprofit** (governmental or nongovernmental) external organization, or professional association, for the CPD activity with CPD partnership categorized under co-provided or jointly provided.

4.3.4 **NOT** involve sponsors, sponsor's representative or organizations hired by the sponsor, grant funders and commercial interest particularly when it pertains

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to decisions related to CPD program elements from (4.3.6.1) to (4.3.6.7) within 4.3.5 including the invitation and selection of learners.

- 4.3.5 Consider data or advice from all sources in development and delivery of a CPD event/activity, according to DHP-AS ethical standards, but must ensure that decision-making and execution of the roles and responsibilities below are under its exclusive control:
- 4.3.5.1 Identification of educational (learning needs) of the intended target audience (learners).
 - 4.3.5.2 Development of educational objectives (overall and individual session) based on the identified learning needs.
 - 4.3.5.3 Selection of topics.
 - 4.3.5.4 Selection of educational methods.
 - 4.3.5.5 Selection of speakers, moderators, facilitators, and authors and addition of the Scientific Planning Committee (SPC) members as necessary.
 - 4.3.5.6 Development and delivery of content or evidence.
 - 4.3.5.7 Evaluation of the outcomes of the educational activities
- 4.3.6 Ensure that the required SPC roles and responsibilities for delivering CPD activities/events are conscientiously assigned and managed from 4.3.6.1 to 4.3.6.7 of 4.3.6 for Category 1 including the specific added roles and responsibilities for the following CPD activity category:
- 4.3.6.1 Category 3-Assessment Activities.
 - 4.3.6.2 Mix Category: Category 1 Accredited Group Learning Activities and Category 3-Assessment Activities.

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4.3.7 Conduct a comprehensive learning needs assessment prior to academic calendar application as described in Financial Management HMC Events and assessment of the funding requirement through:

- 4.3.7.1 Sponsorship of profit organizations and/or nonprofit organizations.
- 4.3.7.2 Opex fund.
- 4.3.7.3 Ring-fenced conference funds.
- 4.3.7.4 Learner's Registration Fee.

4.3.8 Consider having multiple potential sponsors instead of single sponsorship to avoid the perception of CPD ownership.

4.3.9 Contact EducationalEvents@hamad.qa to apply for the paid CPD activity according to the academic calendar deadline set forth by the Medical Education Department.

4.3.9.1 Clearance and approval from EducationalEvents@hamad.qa is mandatory for the SPC/CPD Organizer in proceeding to apply for CPD accreditation on the respective CPD Program lead.

4.4 CPD Application and CPD Activity Notification Approval:

4.4.1 The CPD document kit is accessible in <https://www.hamad.qa/EN/Education-and-research/Medical-Education/CPD/Pages/default.aspx> and can be also requested by the SPC to the respective CPD lead. The required documents are listed at the last page of the HMC CPD Notification Form (Appendix F: List of CPD Documents accessible at <https://www.hamad.qa/EN/Education-and-research/Medical-Education/CPD/CPD-Organizers/HMC-CPD-Toolkit-C/Pages/default.aspx>).

4.4.2 The **recommended** timeframe for the SPC to submit the CPD documents to the respective CPD Program lead is **12 weeks** prior to the activity date with required attachments of:

4.4.2.1 Signed Sponsorship Contract Form (refer to Appendix B)

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- 4.4.2.2 Sponsorship invitation letter (refer to Appendix D) for sponsorship sample letter).
- 4.4.2.3 Advertiser/exhibitor prospectus (Appendix C) for sample exhibitor prospectus).
- 4.4.3 The CPD Program lead shall review the submitted CPD documents for compliance on DHP-AS administrative, educational, and ethical accreditation standards.
 - 4.4.3.1 All communication on review and relevant feedback on the accreditation compliance of the submitted CPD documents shall be between SPC and CPD Program lead.
 - 4.4.3.2 Scientific program agenda shall have 25% of the total education time for interactive learning
 - 4.4.3.3 SPCs are required to comply with the provided feedback and may seek help and support from the CPD program lead as necessary.
 - 4.4.3.4 The submitted activity shall be electronically notified to DHP-AS when it fully satisfies the accreditation requirements.
- 4.4.4 The approved CPD activity notification by DHP-AS shall be forwarded by the CPD Lead to the SPC with general instructions including but not limited to:
 - 4.4.4.1 Submit the attendance in the Excel sheet, ten (10) days post activity, with DHP license, QID and total earned CPD hours.
 - 4.4.4.2 No changes in the approved activity title, activity code, accreditation statement and maximum CPD credit hours.
 - 4.4.4.3 Two (2) weeks' notice for any new offering date and cancellation.
 - 4.4.4.4 No granting of accreditation for retrospective delivery and missed notified date.

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4.4.4.5 SPCs can receive CPD credits when registered as learners:

4.4.4.5.1 The calculation of CPD hours is based on the time spent on learning inside the session hall/room.

4.4.4.5.2 If the SPC has an additional role in the accredited CPD activity such as speaker, teacher, moderator or facilitator, the time spent on delivering, or moderating the session(s), is not included in the calculation of CPD credit hours.

4.4.4.5.3 Speakers, teachers, moderators, workshop facilitators can apply for Category 2-Self-directed Learning Activities under Education and Training for their preparation for formal teaching activities in their CPD e-Portfolio and using the final program brochure as the supporting document.

4.4.5 The approved notification may have the necessary attachments such as:

4.4.5.1 CPD certificate of participation.

4.4.5.2 Final program brochure.

4.4.5.3 Guide for rounding CPD hours.

4.4.5.4 Disclosure slide for the SPC, speakers and moderators with no conflict of interest.

4.4.5.5 Acknowledgement slide for sponsors and/or educational grant funder.

4.4.5.6 Sample of Speaker's Disclosure slide to serve as SPC's guidance for those with relevant (financial or otherwise) declaration and the COI management.

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4.4.5.7 CPD Completion statement form with required details on the number of attendees per day, total budget, total expenditures and total remaining balance.

4.5 Soliciting and Generating Funds:

4.5.1 The SPC must obtain approval from the Medical Education Department and Corporate Communication Department before soliciting and securing sponsorship funds as described in Financial Management of HMC Events.

4.5.2 Written approval from the financial application permits the CPD organizer to send sponsorship invitational correspondence to the potential sponsors.

4.5.2.1 The letter shall not be coercive or threatening and shall provide freedom for the sponsor(s) to accept or reject the sponsorship invitation.

4.5.3 Receiving the signed HMC sponsorship contract agreement from the sponsor(s) is necessary for generating funds which shall be 6-9 months before the activity date.

4.5.4 The HMC sponsorship contract form must have:

4.5.4.1 Written activity title and date of activity.

4.5.4.2 Amount of sponsorship, if it is financial, or a description of the provided support or contribution if it is in kind.

4.5.4.3 Sponsor's name, stamp and signature of the sponsor, or the sponsor representative, and dated accordingly

4.5.4.4 Name and signature of the SPC Chair and dated accordingly.

4.5.4.5 Name and signature of the department chair, or head of the division, and dated accordingly.

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4.5.5 In case that non-HMC sponsorship agreement is provided by the sponsors to the SPC, it must:

4.5.5.1 Be forwarded by the SPC to HMC Legal Department for review and approval before signing especially if there are terms and conditions that may potentially result in breach of patient confidentiality and healthcare system data security (e.g., information that generates new knowledge, information, research, or data).

4.5.5.2 Secure a signed HMC sponsorship contract agreement as addendum document for CPD accreditation purpose.

4.5.6 CPD partners categorized as co-provider(s), or joint provider(s), and with financial or in-kind donation, may provide the SPC with either one from the following document options:

4.5.6.1 Signed Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).

4.5.6.2 Copy of the official correspondence of agreement between SPC and CPD partner(s).

4.5.7 All funds shall be deposited as stated in 4.5.3 in the account of HMC Event Bank under the allocated financial project code of the HMC Financial Accounting Section of Accounting and Finance Department.

4.6 Direction, Disbursement of Funds and Financial Audit of CPD Event/Activity:

4.6.1 All donated or contributed funds shall be explained and discussed by the SPC to the sponsor that it is an unrestricted educational grant payable to HMC.

4.6.2 Sponsors, sponsor representatives, organizations hired by sponsors and commercial interests are not allowed to decide and manage the contributed funds.

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4.6.3 All information related to direction, disbursement and financial audit of the CPD activity are outlined and described in Financial Management of HMC Events except 4.6.4.

4.6.4 The funds cannot be used to pay or subsidize the travel, lodging, personal expenses or other out-of-pocket expenses of the following:

4.6.4.1 Individual learner, group of learners even for an invited bursary.

4.6.4.2 Spouses, partners or other family members of the SPC, speakers, moderators, facilitators, authors.

4.6.5 The CPD event/activity should aim to achieve 20% profit according to <https://dhp.moph.gov.qa/en/AccrdDocuments/Accredited%20CPD%20Activities%20Fees%20Regulations%20Guidelines.pdf>

4.7 Intellectual Proprietorship of Accredited CPD Event/Activity:

4.7.1 All educational materials and contents related to accredited CPD event/activity are owned by HMC and mutually owned with a co-provider(s) or joint provider(s).

4.7.2 The sponsoring company shall not have intellectual proprietorship on the sponsored accredited CPD event/activity.

4.8 Separating Education from Marketing:

4.8.1 Accredited education must be free of marketing or sales of products or services.

4.8.2 SPC may use the Peer Review Form (Appendix E) to review and check the contents of the presentation are fair, achieving balance and that there is no advocacy or introduction of commercial bias.

4.8.3 SPC, speakers, facilitators, moderators should not actively promote or sell products or services that serve their professional or financial interests before, during and after delivery of accredited education.

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4.8.4 Sponsor displays, booth exhibits, product-specific advertising, promotional materials, branding strategies or services in a separate room or location outside of the accredited educational activities.

4.8.4.1 A physical separation or barrier shall be observed to help the learners differentiate between education and marketing, ensuring that commercial interest does not affect or influence the CPD content.

4.8.4.2 Sponsor displays shall not be placed within or near where the CPD activities are conducted.

4.8.4.3 Clear transition, boundaries and signage of entry and exit points, hallways or other connecting areas of educational area versus commercial zones must be visible and identifiable.

4.8.5 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.

4.8.6 Sponsors' name in text, logo, services, product logos, product group messaged shall never appear adjacent or written anywhere in:

4.8.7.1 CPD educational materials such as: hand-outs, abstracts, program brochure, slide presentation, videos, excerpts, poster exhibits, evaluation mechanisms or disclosure information.

4.8.7.2 CPD promotional strategies such as roll-ups, flyers, Save the Date announcement, newspaper ad, social media, giveaways and other CPD advertisements and marketing materials.

4.9 Acknowledgment of Sponsors and Management of Sponsors:

4.9.1 The SPC Chair or designate must acknowledge and disclose to the learners all the sponsors of CPD activity during the opening session.

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- 4.9.1.1 Recognition shall be in writing (slide) or verbally by using the DHP AS standardized acknowledgement statement: "This CPD activity is supported by financial and in-kind support from the following sponsor." Sponsor name in text is permitted. Use of sponsor logos is prohibited.
- 4.9.2 The sponsors shall be featured in the CPD activity website in electronic format that is separate from the educational calendar of event, activity agenda, educational material, educational content and shall:
- 4.9.2.1 Not be on the main (homepage).
- 4.9.2.2 Be in sponsor subpage or sponsor tab which shall have:
- 4.9.2.2.1 DHP-AS standardized acknowledgement statement: *"This CPD activity is supported by financial and in-kind support from the following sponsor."*
- 4.9.2.2.2 Sponsor(s) name in text. No logo.
- 4.9.2.2.3 No advertisement of product specifics or services.
- 4.9.3 Sponsors are permitted to deliver satellite symposia/sessions in fulfillment of the terms and conditions agreed on the signed sponsorship package provided that the learners, satellite speakers and SPC are aware of the following:
- 4.9.3.1 Such programs are not promoted, branded, or marketed as accredited CPD activities.
- 4.9.3.2 Satellite agenda shall **not** include the MoPH logo, accreditation statement, learning objective, activity code, and accreditation hours.
- 4.9.3.3 It shall **not** be scheduled to take place at times and locations that compete or interfere with accredited activities.

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4.9.3.4 It is not equipped with functional CPD readers.

4.9.3.5 This is noted in program's sponsors tab or materials as unaccredited activity.

4.9.3.6 The activity can be in the same or different location of the educational venue, and the following guidelines shall be followed:

4.9.3.6.1 Not presented/delivered during breaks or lunch time.

4.9.3.6.2 Only presented after a time lapse of 30 minutes from the last CPD session at the end of the accredited activity.

4.9.4 Sponsors are not permitted to promote the company product or services by directly approaching or interrupting the learner while the accredited educational activity is ongoing.

4.9.5 With approval of the SPC, the sponsors can distribute tokens, incentives or company products to the learners outside the CPD venue and engage in promotional activities during break(s) and lunch.

4.9.6 SPC/CPD organizers shall provide the sponsor(s) with certificates of appreciation, trophies, plaques or any HMC approved photographic documentation after CPD activity and financial summary upon request.

4.10 Learners Registration Fees, Refund, Attendance and CPD Certificates:

4.10.1 A registration fee, if applicable, is generally required from all non-teaching participants, since it is preferable that learners bear some responsibility for the program to reduce perceived or real influence on learning.

4.10.2 Exceptions to the above general rule include ongoing educational rounds, journal clubs, faculty development activities, organization mandatory CPD activities and for those with complimentary registration from the sponsor or SPC.

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- 4.10.3 The registration portal for CPD event/activity with support of CCD can be accessed through <https://www.hamad.qa/EN/All-Events/Pages/eventscalendar.aspx> unless specified by the SPC.
- 4.10.4 The collected registration fees directly go to CPD financial project code account and managed by HMC Financial Accounting Section Accounting and Finance Department.
- 4.10.5 The registration refund link shall be managed by the CCD. The learners can receive a registration fee refund under these guidelines:
- 4.10.5.1 **Fifty (50) percent** refund if the SPC is notified 30 days prior to the activity date.
- 4.10.5.2 **No refund** if the SPC is notified less than 30 days prior to the activity date.
- 4.10.5.3 **For No show-** Registration fee is non-transferable to another learner.
- 4.10.6 The learner's attendance shall be entered and monitored by the SPC or hired logistic support through signing in/timing-in and signing-out /timing-out when the CPD session starts, between long breaks and afternoon session until it finishes by using any of the following methods:
- 4.10.6.1 Paper-based attendance sheet.
- 4.10.6.2 Meeting attendance in MS Teams for online synchronous and blended learning CPD activity.
- 4.10.6.3 Quick Response (QR) code scan.
- 4.10.6.4 Radio Frequency Identification (RFID) scanner, if available.
- 4.10.7 The SPC are required to submit the Excel sheet to the respective CPD Program lead at least 10 days after CPD activity with the correct details of:

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4.10.7.1 DHP License Number.

4.10.7.2 QID.

4.10.7.3 Total credit hours in Category 1, Category 3 or both Category 1 and Category 3 for Mix CPD activity

4.10.8 Each learner is provided with an opportunity to evaluate the CPD activity as stated in 4.15 of OP 4043 Continuing Professional Development Activities (CPD) Conflict of Interest Declaration and Management at end of the CPD activity.

4.10.9 The certificate of participation shall be:

4.10.9.1 Issued by the SPC or through hired logistic support or event management after completing the CPD event/activity evaluation survey and uploading of CPD credits to DHP- AS for:

4.10.9.1.1 A minimum of fourteen (14) days after the CPD activity.

4.10.9.1.2 A maximum of thirty (30) days after the CPD activity.

4.11 Sharing of Learners/Registrant Data:

4.11.1 Sponsors are not allowed to obtain the names or personal details of the registrants from the SPC/CPD organizer except for the hired CPD event management to support the effective delivery of the CPD activity. (See OP 4044 Privacy and Confidentiality of Participant's Information in Continuing Professional Development Activities).

5.0 DOCUMENTATION:

5.1 Relevant documentation to process and approved a sponsored CPD event/activity are as follows:

POLICY/PROCEDURE

Title:	Approval of Paid Accredited Continuing Professional Development (CPD) Activities	Original Date: November 2017	Effective Date: 17 December 2024
Identification Number:	OP 4041	Last Review/ Revision Date: December 2024	Next Review Date: December 2027
HMC Facilities	All HMC Hospitals / Entities	Sheet No.: 18 of 20	Tracking History of Changes Sheet No: 20

- 5.1.1 Clearance and approval from EducationalEvents@hamad.qa
- 5.1.2 All the CPD documents listed on the last page of HMC CPD Notification form with mandatory attachments of the following:
 - 5.1.2.1 Invitation letter/correspondence by the SPC to the potential sponsor (s).
 - 5.1.2.2 Signed Sponsorship Contract Form.
 - 5.1.2.3 Sponsorship prospectus.
 - 5.1.2.4 Memorandum of Understanding (MOU) or any official correspondence agreed by SPC chair and CPD partner representative, as applicable.
- 5.1.3 Peer Review form when used in checking the educational content for balance of content and prevention of introduction of commercial bias.
- 5.2 After completion of CPD activity, the SPC shall submit to the CPD Program lead the following:
 - 5.2.1 CPD attendance record either in paper or in electronic form with the name of the learner (participants), profession, company, country (if applicable), with sign-in and sign out.
 - 5.2.2 Excel CPD attendance sheet with DHP license, QID and total CPD credits for recording to DHP-AS.
 - 5.2.3 Summarized evaluation survey of the CPD event/activity.
 - 5.2.4 CPD completion form 30 days after the CPD activity.
- 5.3 All CPD documents and files shall be stored and kept safe by SPC for 6 years.

POLICY/PROCEDURE

Title:	Approval of Paid Accredited Continuing Professional Development (CPD) Activities	Original Date: November 2017	Effective Date: 17 December 2024
Identification Number:	OP 4041	Last Review/ Revision Date: December 2024	Next Review Date: December 2027
HMC Facilities	All HMC Hospitals / Entities	Sheet No.: 19 of 20	Tracking History of Changes Sheet No: 20

6.0 REFERENCES:

- 6.1 DHP-AS Ethical Standards for Accredited CPD Activities, The National System for Continuing Professional Development, Qatar (moph.gov.qa)
- 6.2 DHP-AS Activity Accreditation Standards, DHP AS CPD Activity Accreditation Standards.pdf (moph.gov.qa)
- 6.3 DHP-AS Accredited CPD Activities Fees Regulations Guidelines, <https://dhp.moph.gov.qa/en/AccrdDocuments/Accredited%20CPD%20Activities%20Fees%20Regulations%20Guidelines.pdf>
- 6.4 DHP-AS Activity Accreditation Conflict of Interest Identification Policy The National System for Continuing Professional Development, Qatar (moph.gov.qa)
- 6.5 OP 4043 Continuing Professional Development Activities (CPD) Conflict of Interest Declaration and Management.
- 6.6 OP 4044 Privacy and Confidentiality of Participant's Information in Continuing Professional Development Activities.
- 6.7 Policy on Sponsorship Support of University of Toronto accredited Programs and Conferences Accessed from: [CPD-Commercial-Sponsorship-Policy-2018.pdf \(utoronto.ca\)](#)
- 6.8 Standards for Integrity and Independence, Standards - ACCME

7.0 ATTACHMENTS:

- 7.1 Appendix A: Flow Process for Application and Accreditation of Paid CPD Activity.
- 7.2 Appendix B: Sponsorship Contract Form.
- 7.3 Appendix C: HMC Sample of CPD Partnership / Sponsorship Prospectus.

POLICY/PROCEDURE

Title:	Approval of Paid Accredited Continuing Professional Development (CPD) Activities	Original Date: November 2017	Effective Date: 17 December 2024
Identification Number:	OP 4041	Last Review/ Revision Date: December 2024	Next Review Date: December 2027
HMC Facilities	All HMC Hospitals / Entities	Sheet No.: 20 of 20	Tracking History of Changes Sheet No: 20

7.4 Appendix D: HMC Sample of Sponsorship / Partnership Invitation Letter.

7.5 Appendix E: Peer Review Form.

7.6 Appendix F: List of Documents for CPD applications

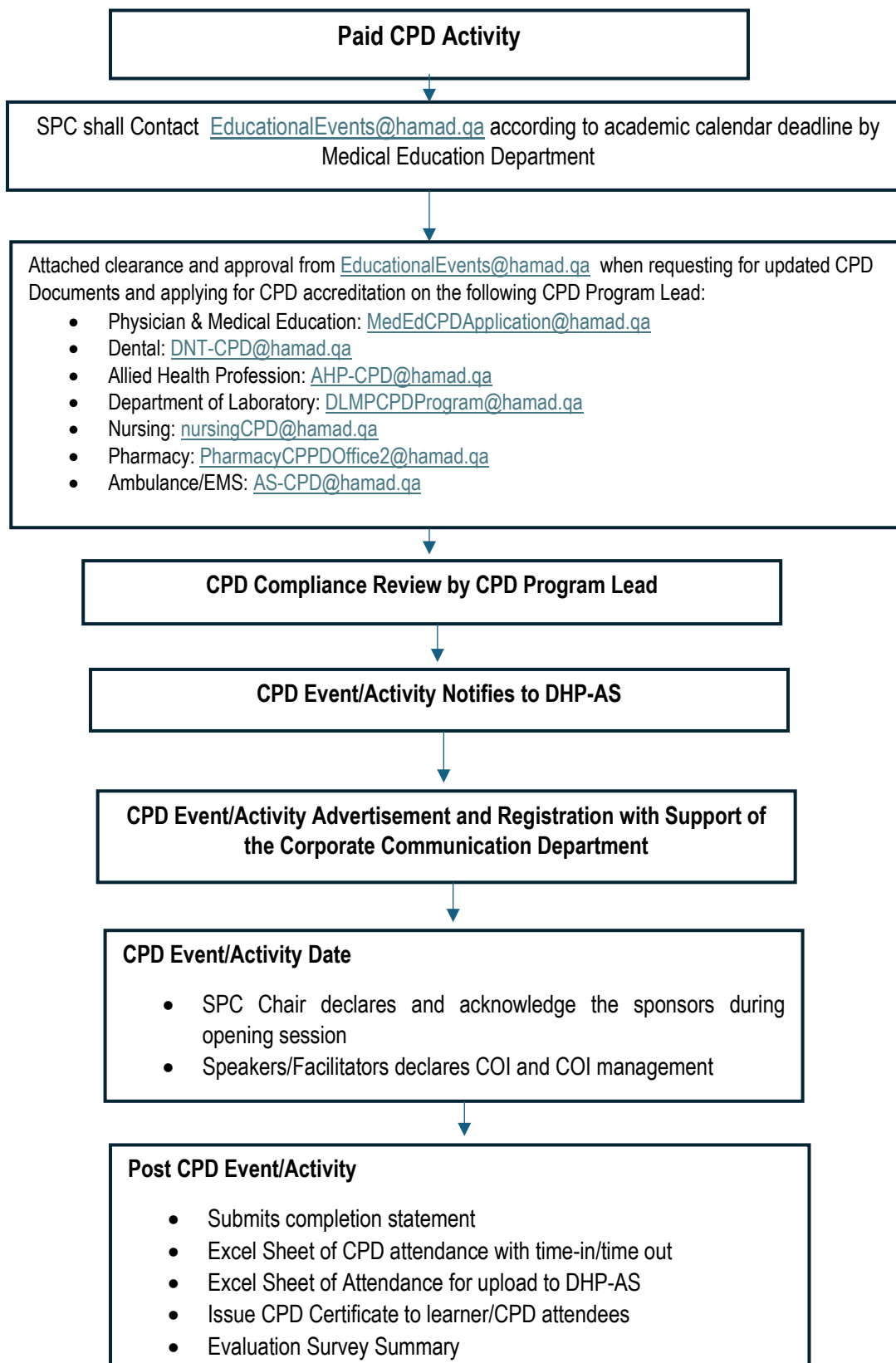
8.0 TRACKING HISTORY OF CHANGES:

Revision Date	Version Number	Section Number	Summary of Changes
December 2024	2.0	Header Section	<ul style="list-style-type: none"> Version replaced with Effective Date. Last Revision Date added with the Review. The word Changes was added to Tracking History. Hospital(s) replaced by HMC Facilities. Title revised.
		1.1 & 1.2	<ul style="list-style-type: none"> Sections revised and new information added.
		2.1 - 2.5	<ul style="list-style-type: none"> New definitions added.
		2.6 – 2.8	<ul style="list-style-type: none"> Definitions revised and modified with new information added.
		2.9- 2.12	<ul style="list-style-type: none"> New definitions added.
		2.13 – 2.17	<ul style="list-style-type: none"> Definitions revised and modified with new information added.
		3.0	<ul style="list-style-type: none"> Responsibilities: new section added to the policy with new information from section 3.1 to 3.5. Change in numbering of policy content.
		4.0	<ul style="list-style-type: none"> Procedure / Process section: Major changes and new information added to identify the procedure and process of paid accredited CPD activities.
		5.1, 5.2 & 5.3	<ul style="list-style-type: none"> New information added.
		6.1 to 6.8	<ul style="list-style-type: none"> New References added.

Subject Matter Expert Contributors:

- HMC CPD Program Steering Committee
- Department of Medical Education
- HMC Corporate Communications Department
- HMC Finance Department
- HMC Legal Affairs Department

Flow Process for Application and Accreditation of Paid CPD Activity



Sponsorship Contract Form

Department:							
CPD Activity:							
Activity Date:							
Sponsorship is financial or in-kind contributions from an organization that fits within the category of a commercial interest and that are willing to pay for all or part of the costs of a CPD or other educational activity in support of efforts to increase health-related knowledge and awareness. (A commercial interest 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.)							
Note: Organizations providing sponsorship may not provide or co-provide a DHP approved educational activity. They must not influence the agenda or the content.							
Terms and Conditions of Commercial Sponsorship							
1	This activity is for educational purposes only and will not promote any proprietary interest of an organization providing sponsorship.						
2	The SPC/ Approved Provider will make all decisions regarding the disposition and disbursement of sponsorship in accordance with HMC/ DHP guidance and policies.						
3	Sponsorship will be disclosed to the participants of the educational activity.						
4	The Commercial Interest Organization will not recruit learners from the educational activity for any purpose.						
5	All sponsorship associated with this activity will be given with the full knowledge and consent of the Approved Provider. No other payments shall be given to any individuals involved with the supported educational activity.						
6	The organization providing sponsorship may not exhibit, promote, or sell products or services during the introduction of an educational activity, while the educational activity takes place or at the conclusion of an educational activity, regardless of the format of the educational activity. Any sponsored exhibit or talk must not take place alongside, or in competition with CPD accredited activities.						
7	The SPC/Approved Provider is responsible for all decisions related to educational activity. The organization providing sponsorship may not participate in any component of the planning process of an educational activity, including: <table border="1" style="width: 100%;"> <tr> <td>• Assessment of learning needs</td> <td>• Determination of learning objectives</td> </tr> <tr> <td>• Development of content</td> <td>• Selection of planners, presenters, faculty, authors and/or content reviewers</td> </tr> <tr> <td>• Selection of teaching/learning strategies</td> <td>• Evaluation Methods</td> </tr> </table>	• Assessment of learning needs	• Determination of learning objectives	• Development of content	• Selection of planners, presenters, faculty, authors and/or content reviewers	• Selection of teaching/learning strategies	• Evaluation Methods
• Assessment of learning needs	• Determination of learning objectives						
• Development of content	• Selection of planners, presenters, faculty, authors and/or content reviewers						
• Selection of teaching/learning strategies	• Evaluation Methods						
Statement of Understanding							
A signature in the boxes below serves as the signatures of the representatives duly authorized to enter into agreements on behalf of the organizations listed and indicate agreement of the terms and conditions listed in the Sponsorship Contract above.							
Organization Providing Sponsorship:							
Sponsor's Name:							
Address:							
Phone Number:							
Email ID:							
Total Amount:							
In-Kind Support (as applicable)							
All sponsorship must be Unrestricted Educational grant (this is a strict DHP rule)							
Sponsors, please indicate that you understand this by signing and stamping the below section:							
Organization representative Name and Signature	Organization Stamp						
Date:							
SPC maintains responsibility for all decisions related to the activity as described above							
SPC Chair Name, Signature and Stamp	Department Chair Name, Signature and Stamp						
Date:	Date:						

Appendix C

HMC Sample of CPD Partnership / Sponsorship Prospectus

Table 1: Sample A- Face to Face and Virtual (Blended)

List of Benefits and Packages		Titanium	Diamond	Platinum	Gold	Silver
Benefits:	Recognition of partners according to DHP-AS standards during the Opening Ceremony	✓	✓	✓	✓	✓
	Recognition of the CPD partner/ sponsor on the printed sponsor brochure separated from the educational materials.	✓	✓	✓	✓	✓
Complimentary Registration for the full CPD event/activity	In-person (Delegates)	10	8	6	5	3
	Virtual (Delegates)	10	8	6	5	3
	Booth Representatives	3	2	2	2	2
	VIP Invitees to Opening Ceremony within 3 first rows	5	4	3	2	1
	Total Registration	15	13	10	7	5
Booth Exhibition:	Dimension	7 x 6 m	6 x 5 m	5 x 4 m	4 x 2 m	3 x 2 m
	Wall branding (design and production)	✓	✓	✓	✓	✓
	Table and two chairs	✓	✓	✓	✓	✓
	Access to power	✓	✓	✓	✓	✓
	Storage Counter	✓	✓	✓	✓	
	TV Screen	✓	✓	✓		
	Brochure Stand	✓	✓			
Standing backdrop banner acknowledging sponsor in exhibition area		✓	✓	✓	✓	✓
Sponsor's Satellite Symposia (After Accredited CPD activities-30 minutes time lapse)		20 minutes	15 minutes			
Company description on conference website (sponsor's subpage)		200 words	150 words	100 words	70 words	50 words
Certificate of Appreciation		✓	✓	✓	✓	✓
Plaques/Trophies		✓	✓	✓		
HMC Approved CPD Event/Activity Photographic Documentation		✓	✓			
Package Amount						

Appendix C

HMC Sample of CPD Partnership / Sponsorship Prospectus

Table 2: Sample B- Online (Virtual)

Features	Platinum	Diamond	Gold	Silver
Recognition during the opening ceremony according to DHP-AS standard	✓	✓	✓	✓
Complimentary Registrations	10	7	5	3
Website Address Placement in CPD partner/Sponsor's subpage	✓	✓	✓	✓
Virtual Exhibition Space in the sponsor's website/weblink	✓			
Chat Service and live networking opportunity with audience during breaks	✓	✓		
Promotional Video After Accredited CPD activities-30 minutes time lapse	✓ (10 minutes)	✓ (5 minutes)		
Downloadable CPD Brochure	✓	✓	✓	✓
Certificate of Appreciation	✓	✓	✓	✓
Plaques/Trophies	✓	✓		
HMC Approved CPD Event/Activity Photographic Documentation	✓	✓	✓	✓
Package Amount				

HMC Sample of Sponsorship / Partnership Invitation Letter

Title of Activity:	
Activity Date:	
Venue:	
Department:	

Dear **(Partner/Sponsor)**

Hamad Medical Corporation (Optional: Facility/Department) is organizing the (Educational Activity) which will be hosted in Qatar.

As a valuable and respected member of the health community in Qatar, we would welcome your participation in this educational event as a Partner/Sponsor and invite your prestigious organization to be an advertiser/exhibitor of the (Educational activity). This momentous event is to be held in (Date of the Activity).

The (Educational Activity) will be (duration of the activity) with mix of educational activities (E.g: presentation, workshops, panel discussion, booth exhibition etc.). Expert speakers and facilitators from national, regional and international health sectors are involved in this educational event. Delegates will have the opportunity to share experiences, learnings and best practices in the (topic or theme of the conference).

The partnership and sponsorship package offers your organization an exciting and unique opportunity to participate and network. We hope that you will want to be a part of this special occasion.

We will be following up with you within the (expected days of ff-up) to discuss your interest. Please feel email (designated contact person) for any questions and clarification.

Sincerely yours,

SPC Chair/Department Chair

Peer Review Form

Dear Scientific Planning Committee:

To ensure that CPD educational content is fair and balanced, and that any clinical content presented supports safe, effective patient care, Medical Education is requesting your help to facilitate peer review of CPD activity. The ***“Helpful Tips for Peer Review”*** are listed below for your guidance.

- Check for clear description on the level of evidence on which the presentation is based and provide enough information about data (study dates, design, analysis, etc.) to enable learners to assess research validity.
- Ensure that, if there is a range of evidence, that the credible sources cited present the principles of scientific integrity, objectivity, fair and balance view of the evidence and content have been respected.
- Check that content and/or materials presented provided (where applicable) and if clinical recommendations are made particularly for patient care must be based on current science, evidence and clinical reasoning on all available diagnostic, therapeutic and relevant options.
- Check and ensure that the description of therapeutic options utilize generic names (or both generic and trade names) does not reflect exclusivity and branding.
- Check that any potential risks or adverse effects that could be caused with any clinical recommendations are addressed.

Adapted from: *University of Connecticut School of Medicine “Guide for Peer Review: Ensuring that Clinical Content is Valid” and Standard 1: Ensure Content is Valid - ACCME*

Instruction: *Kindly answer the questions below regarding a fair and balanced view of the presentation.*

1	Are the recommendations for patient care based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options?	<input type="checkbox"/> Yes Comments:	<input type="checkbox"/> No
2	Does all scientific research referred to, reported, or used in this educational activity in support or justification of a patient care recommendation conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation?	<input type="checkbox"/> Yes Comments:	<input type="checkbox"/> No
3	Are new and evolving topics for which there is a lower (or absent) evidence base clearly identified as such within the education and individual presentations?	<input type="checkbox"/> Yes Comments:	<input type="checkbox"/> No
4	Does this educational activity avoid advocating for, or promoting, practices that are not, or not yet adequately based on current science, evidence, and clinical reasoning?	<input type="checkbox"/> Yes Comments:	<input type="checkbox"/> No
5	Does the activity exclude any advocacy for, or promotion of, unscientific approaches to diagnosis or therapy, or recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients?	<input type="checkbox"/> Yes Comments:	<input type="checkbox"/> No

Peer Reviewed By: (SPC of the Educational Activity)

Date: _____

Activity Title:	
Activity Code: (as applicable)	
Activity Subtitle: (as applicable)	
SPC Recommendation:	

List of Documents for CPD Application

Attachments for Category 1 Activities:

Attachment Number	Description of Attachment	Yes	No
Attachment 1	List of Scientific Planning Committee (SPC) and minutes of SPC meetings (and any other correspondence including emails).		
Attachment 2	The agenda program/brochure with written activity schedule and learning outcomes/objectives for the overall activity and individual sessions, DHP-AS accreditation statement and SPC declaration on COI review and management.		
Attachment 4	Any other brochure/materials used to promote or advertise the activity (if applicable).		
Attachment 5	The completed conflict of interest form (Part A-COI Declaration and Part B-COI Management) for every SPC member, all speakers, authors, moderators and facilitators		
Attachment 6	The Learning needs assessment results with attachment.		
Attachment 7	The evaluation form developed for this activity.		
Attachment 8	The budgetary statement form for the activity that details the receipt and expenditure of all sources of revenue for this activity.		
Attachment 9	A copy of the sponsorship invitation letter and exhibitor prospectus.		
Attachment 10	A copy of the signed sponsorship contract form.		
Attachment 11	Sample of actual content of presentation (with Topic title, COI disclosure and management, learning objective, content, with references)		
Attachment 12	The web-address where the on-line component of the program can be accessed. Also include registration link and login information (as applicable) for virtual activities only.		
Attachment 13	A copy of peer review form on the content(s) of the presentation by the SPC (if applicable)		
Attachment 14	A copy of the signed MOU or MOA or official correspondence between SPC and CPD partner (if applicable)		
	CPD Certificate template will be sent when an activity is approved		

Additional Attachments for Category 3 Activities:

Attachment Number	Description of Attachment	Yes	No
Attachment 1	Tools or methods or scenarios used to enable participants to demonstrate or apply their knowledge, skills, clinical judgment or attitudes in all key areas or domains.		
Attachment 2	Tools or methods used to enable participants to record their answers to any assessment questions.		
Attachment 3	Tools or methods used to give feedback to participants on their performance in assessment activities.		
Attachment 4	Tools or methods used to guide participant reflection after participating in assessment activities.		
Attachment 5	Any multisource feedback instruments		
Attachment 6	Any direct observation assessment instruments		

Note:

- Clearance and approval from EducationalEvents@hamad.qa is mandatory to proceed for CPD application.
- Accessible at <https://www.hamad.qa/EN/Education-and-research/Medical-Education/CPD/CPD-Organizers/HMC-CPD-Toolkit-C/Pages/default.aspx>