

Training Session for **For Learners**

- to Hanad Cap Prog

Objectives

By the end of this session:

- Create your learner ID
- Explain how to register on a program
- Explain how to complete your attendance
- Explain the certificate process

Home Page

• Click on **www.hamad.qa** and go to either the Events Page or Medical Education to create your learner ID/Account.



Home Page

• As a Learner, you may select either Healthcare Practitioner Licensed by MoPH-DHP or Other Health Care Professional. Click on the first option if you already have the DHP License Number.



• There are 2 options to choose and select one option as per your profession.



• If you choose the first option, HMC Licensed Practitioners you will see the page as shown and please click on sign up for registration.



- Enter your QID and permanent DHP License. Then submit.
- If your QID/Permanent DHP License Number is not issued, sign up as "Health Care Professional".



• The same process goes to Non HMC License Practitioners to register.



- Enter your QID and permanent DHP License. Then submit.
- If your QID/Permanent DHP License Number is not issued, sign up as "Health Care Professional".



Home Page

- If you are Other HealthCare Professional and if you don't have the DHP License Number, select the second option from Home Page.
- This includes Students and Interns.



- There are 3 options to choose and select 1 as per your profession and workplace.
- If you are a student and have a QID, sign up as "non-HMC staff".
- If you are an intern, resident or fellow and have a QID, sign up as "HMC staff".



• Complete the registration by clicking on Sign Up option, if you are HMC Staff.



• Sign up by filling in all requirements as shown in picture.



• Complete the registration by clicking on Sign Up option, if you are in Qatar but **not HMC Staff**.



• Sign up by filling in all requirements as shown in picture.



- Complete the registration by clicking on Sign Up option, if you are not in Qatar or if your QID/ permanent DHP License Number is not yet issued.
- Once you receive both your QID and Permanent DHP License Number, sign up and re-register as "Healthcare Practitioner Licensed by MoPH-DHP"



• Sign up by filling in all requirements as shown in picture.



• Upon completion of registration, you will receive the confirmation as shown and please check your inbox.



• You will receive the same message from HMC Notification and please follow the instructions written.

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Now your learner account is confirmed. Please click on Go To HMC CPD Program to log in. Learner ID Number is based on the following:

- HMCM Miscellaneous (Non-Clinical, Non-HMC or Overseas)
- HMCP Physician
- HMCA Allied Health and Laboratory
- HMCPH Pharmacy

- HMCN Nursing
- HMCD Dentist
- Followed by your mobile number



• Please log in into your account by using provided Learner ID and Email.



Training Session for **Learners**

• Then the system will send OTP to your registered mobile and email.



• After entering your OTP, you will be able to see all available courses to register to attend.

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Activity Code	Activity Title	Category Category 1 -	Venue Bayt Al Dhiva	Activity Type	Credit Ho	nurs Fees	Date of Activity 05/15/2024 -	Click for Registration

 Select the activity to attend by Activity Code (if you know) or Target Audience/Category/Activity Type/Activity Title/ Credit Hours/Activity Date (From – To).





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- After selecting the course to attend, please click on register and this message will appear.
- Click on Pay & Register to proceed.
- Please check the fees before you pay and register.
- If there is fees to pay you will be redirected to HMC QNB payment page and complete the payment (Credit Card) by following the instructions.



• If the session is full and no slot available, this message will appear.

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• If there are available slot, you will be able to register successfully and will receive the confirmation email.



• Now you are confirmed to attend the selected activity. If you can no longer attend the activity/training, you need to contact to the Coordinator in advance to remove your name from the list.

Dear Justine,
Thank you for registering for the Take the Lead failed at HMC CPD Program. Please see below for important information.
Activity Code: HGI-02-MED-P845
Activity Title: Take the Lead failed
Category: Category 1 - Accredited Group Learning Activity
Activity Type: Workshop
Maximum CPD hours: 6.00
Date of Activity: 03/07/2024 - 03/07/2024
Venue: bu garn
Online attendance: If you have registered to attend this activity online, the organizers will send you a link 24 hours before the activity starts.
Payment Details:
Total Amount Received: QR
Payment Method: Credit Card
Thank you for your payment.
Attendance tracking and reporting:
This clickable QR code will help to track your attendance in the learning activity. It will be live and available to you for 20 minutes, 10 minutes before and 10 minutes after the scheduled start time of the learning session.
If you have tracked your attendance successfully, you will receive an email to enable you to record the completion of your attendance.
If your attendance is not tracked successfully at the beginning of the session, your attendance will be recorded as a no-show.
If you attend the session but have difficulty recording attendance, please contact: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Enjoy your learning time.
Best Regards,
 HMC CPD Activity Team https://www.hamad.ga/

Attending the Activity/Training

• You need to scan Check-In QR Code (Printed or Display) to sign in which is valid for 30 mins (15 mins before and 15 mins after the starting time of the Activity/Training).



Completing the Activity/Training

• You need to scan Check-Out QR Code again (Printed or Display) to sign out which is valid for 30 mins (15 mins before and 15 mins after the finishing time of the Activity/Training).



CPD Evaluation

• Once you scan the Check-Out QR Code, you will be redirected to CPD Evaluation Page and complete the online survey.



CPD Evaluation

• You must type and fill out all applicable boxes as shown.



CPD Evaluation

• All of these boxes must be fill out and save your respond.



Course Certificate

• The soft copy of your certificate will be available to download after 15 days of completion of the Activity/Training.

Important Note:

Completion of Check-In, Check-Out and CPD Evaluation Form for each activity/training are must and if you missed any of them, the certificate will not be available.