



CONDUCTING APPROVED CPD TRAINING COURSES ONLINE/E- LEARNING

GUIDELINE

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GUIDELINE – CONDUCTING APPROVED CPD TRAINING COURSES ONLINE/E-LEARNING

INTRODUCTION

In line with the preventive and precautionary steps across the UAE to ensure the safety of trainees and employees, and in line with the efforts and measures taken on a national level, aimed at limiting the spread of COVID-19, DHCR Approved Education Providers who wish to conduct educational activities may continue to do so through an acceptable online platform. These guidelines shall be revised and updated as needed.

1. PURPOSE

1.1	To ensure that the CPD approved online/e-Learning courses: <ul style="list-style-type: none"> 1.1.1 are aimed at the scope of practice of the attendees; 1.1.2 include a clear statement describing the intent, intellectual challenge, and skills development that will be attained; 1.1.3 have a clear defined objective, learning aims, and measurable learning outcomes 1.1.4 include a Need Assessment which should reflect either the enhancement of educational and/or technical skills for the healthcare professionals practicing within the scope of practice or the community members accessing the services provided.
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2. APPLICABLE TO

2.1	All Approved Education Operators (AEOs) that have requested CPD accreditation by DHCR
2.2	Any organization not licensed in DHCC that is intending to collaborate with an AEO established in DHCC.

3. GUIDELINE - Synchronous Online Training

3.1	This can be conducted via a video teleconference or specifically designed software that provides both visual and audio support (ie, Skype for Business, Zoom, Cisco Webex, Microsoft Teams, Avaya Spaces, Slack, Bluejeans and Google Hangout Meet, etc)
3.2	The speaker/instructor sets a designated time for the meeting
3.3	The speaker/instructor will provide an access link to the participants that will allow them to join a virtual classroom.
3.4	The speaker/instructor must ensure that the online platform to be used is functioning properly prior to start of the training (including audio-visual equipment).
3.5	The speaker/instructor leads the discussion by displaying Power Point slides and other related documents, and engages the participants in learning activities to meet the course objective(s).
3.6	The speaker/instructor must ensure that the DHCR-approved agenda items will be discussed.

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3.7	The CPD coordinator must strictly monitor the attendance and ensure that only the participants who attended the full session will be granted the approved CPD points.
3.8	The CPD coordinator must conduct an evaluation of the online course.
3.9	The CPD coordinator must submit to DHCR the list of attendees/speaker and evaluation summary within 10 -days post event. This will be kept on DHCR files for validation purposes.
3.10	The CPD coordinator must distribute the Certificate of Attendance to both participants and speaker/instructor as per the approved DHCR template.
3.11	Hands-on training course/practical session that involves human subjects should not be performed when conducting an online course.
3.12	1 CPD point for 1 hour of educational engagement and a maximum of 8 points will be awarded per course per day.

4. GUIDELINE - Asynchronous Online Training

4.1	In the Asynchronous online training environment, the speaker and participants do not meet at a designated time and place. The participants have to complete the entire course duration for a minimum of 48 hours and maximum of 120 hours. The operator can opt to repeat the cycle several times within the calendar year.
4.2	The participants will sign up for an online course which is provided by an Approved Education Operator.
4.3	The speaker/instructor and/or the Approved Education Operator shall strictly monitor the participants' activities to ensure the course objectives are met.
4.4	The instructor/speaker and/or Approved Education Operator must ensure that there is a relevant or applicable tool where the participants can ask questions when needed.
4.5	The speaker/instructor and/or the Approved Education Operator must ensure that a comprehensive exam is conducted at the end of the course to assess and validate the knowledge transfer as per the identified course objective, learning aims, and the needs assessment.
4.6	The CPD coordinator shall be responsible for issuing and distributing a Certificate of Attendance to both participants and speaker/instructor as per the approved DHCR template. The Certificates of Attendance are prepared after confirmation from the speaker/instructor regarding the total CPD points gained from attending the online course and the result of the comprehensive exam.
4.7	The CPD coordinator must submit to DHCR the list of attendees/speaker and evaluation summary within 10 -days post event. This will be kept on DHCR files for validation purposes.
4.8	CPD points for Asynchronous Online Training shall be awarded as follows: 4.8.1 2 CPD points for every completed topic (online) or maximum of 6 CPD points per module.



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- 4.8.2 Maximum of 2 CPD points for achieving 60% of the comprehensive exam for each module. The comprehensive exam shall have a minimum of 3 short answer questions and will be submitted along with the CPD Application Form.

5 DEFINITIONS

5.1	Approved Education Operator – DHCC business partners authorized to conduct CPD programs under the conditions of the Education Permit it holds
5.2	Continuing Professional Development – is a continuing learning process that provides the healthcare professionals the opportunity to maintain their knowledge base and performance throughout their working life. CPD is a broader term covering different education programs such as Continuing Medical Education (CME), Continuing Dental Education (CDE), Continuing Nursing Education (CNE), Continuing Pharmacy Education (CPD), Continuing Education (CE)
5.3	CPD Coordinator – a representative of an Approved Education Operator who is tasked to complete the administrative task for applying for CPD accreditation including but not limited to completing the CPD application form, monitoring the attendance, and issuance of certificate of attendance.
5.4	Synchronous Online Training – Participants in dispersed location meet online at a designated time and communicate via text with chat, visuals such as Power Point slides, and audio tools that include Voice over IP and teleconferencing
5.5	Asynchronous Online Training – self paced as opposed to synchronous online training; participants access the training at their convenience.