



Continuing Professional Development Standard

Department: Policies and Regulation
Document Identifier: SD/HCO/009/02



STANDARD – Continuing Professional Development

INTRODUCTION

Dubai Healthcare City Authority – Regulatory (DHCR) is responsible for protecting the health and safety of patients by ensuring Healthcare Professionals (HCP) are competent and fit to practice within Dubai Healthcare City (DHCC).

Professional medical education is central to the delivery of safe and efficient patient care. DHCR aims to raise the standard of medical education within the region and enhance the academic environment by promoting high quality medical education programs.

The Education Regulation No. (5) 2013 issued in accordance with Federal Law and sets out the framework under which education services or programs may be carried out within DHCC.

Under this Regulation, DHCR has been empowered with the responsibility of establishing the standards for Continuous Professional Development (CPD) programs, approving Education Operators as 'CPD providers' and providing CPD accreditation services for individual CPD programs.

1. Purpose	
1.1	This standard sets out the regulatory requirements applicable to all Operators seeking accreditation for CPD programs from DHCR. In developing these standards, DHCR has taken into account international standards and principles which promote high quality
1.2	It defines and describes the context and scope of CPD programs eligible for accreditation, outlining the regulatory requirements and the processes to follow when seeking accreditation at DHCR
1.3	This document and the standards it sets out must be implemented when conducting CPD programs which are accreditation at DHCR

2. Applicable To	
2.1	All approved Education Operators (referred to as CPD Providers) that have requested CPD accreditation by DHCR
2.2	Any organization or individual not licensed in DHCC that is intending to collaborate with an approved CPD provider established in DHCC

3. Standard	
3.1	<p>CPD Accreditation</p> <p>3.1.1 To confirm that the content of the educational program is relevant to the continuing professional development of healthcare professionals</p> <p>3.1.2 To encourage the appropriate evaluation of educational activities</p> <p>3.1.3 To support maintenance of a published list of accredited activities which may assist completion and submission to annual CPD portfolios for healthcare professionals and their professional license renewal</p> <p>3.1.4 To help healthcare professionals in justifying attendance and participation in CPD events</p>



STANDARD – Continuing Professional Development

3.2	<p>DHCR's Position on CPD Accreditation</p> <p>3.2.1 Accrediting an educational program demonstrates the program has met internationally accepted standards to verify the program is likely to offer a high-quality learning experience</p> <p>3.2.2 By obtaining accreditation, the Operator affirms that the purpose of the program is to serve the educational needs of healthcare professionals and improve patient care and not to promote any products and services of commercial interests</p> <p>3.2.3 For a CPD provider, recognition of these factors may assist in attracting delegates, especially those collecting CPD points for relicensing purposes</p> <p>3.2.4 Accredited events will receive the benefit of the use of the phrase '<i>Accredited by the Dubai Healthcare City Authority – Regulatory CPD Accreditation Committee for up to (x) number of CPD credit hours</i>'</p>
3.3	<p>Program Eligibility</p> <p>3.3.1 DHCR will consider all educational programs submitted by a valid DHCC education provider, which supports their application with evidence of further development of skills and knowledge with clearly defined learning outcomes</p>
3.4	<p>Prerequisites Before Applying for CPD Accreditation</p> <p>3.4.1 Commercial License – a valid Operator's Commercial License which includes the required segment and activity to host or conduct education programs</p> <p>3.4.2 A Valid Education Permit - CPD accreditation applications are only accepted from Operators that hold a valid Education Permit and have been approved as a CPD provider. Where an Operator does not hold a valid Education Permit, CPD accreditation application may be accepted if the program is to be held in collaboration with an approved Operator. Proof of collaboration will be required</p>
3.5	<p>Educational and Competence</p> <p>3.5.1 The program must be aimed at the scope of practice and licensing category of its target audience.</p> <p>3.5.2 The intended audience and content level and must be of a reasonable number and clearly specified.</p> <p>3.5.3 The target audience or subject matter of the program should fall within the authorized scope of the healthcare Operator and the practice should be permitted within their licensed scope of practice.</p>
3.6	<p>Learning Aims and Outcomes</p> <p>3.6.1 Clear statement describing the intent, intellectual challenge and skills development to be attained.</p> <p>3.6.2 A clear statement explaining how the program contributes to the professional growth of the participant.</p> <p>3.6.3 Clearly defined learning aims and measurable learning outcomes should be provided.</p>
3.7	<p>Needs Assessment</p> <p>3.7.1 Provide evidence that a Needs Assessment has been conducted to reflect the purpose of the proposed program.</p> <p>3.7.2 The Needs Assessment should reflect either the enhancement of an educational or technical skill for the healthcare professionals practicing within the scope of practice or the community members accessing the services provided.</p>

STANDARD – Continuing Professional Development

3.8	<p>Program Structure and Content</p> <p>3.8.1 The program should have a scientific or educational purpose only.</p> <p>3.8.2 Educational content should be accurate, evidence-based and free from unjustifiable commercial influence or bias.</p> <p>3.8.3 Each topic and subtopic should be given with reference to any evidence, products or technologies used by presenter(s) or facilitator(s).</p> <p>3.8.4 A full timetable listing educational and other program activities should be provided.</p> <p>3.8.5 The program should be structured with appropriate breaks for participants.</p>
3.9	<p>Delivery Methods</p> <p>3.9.1 There should be a clear statement of what delivery methods are used. For example, Workshops, Seminars, Scientific Conferences, Update Lectures and Website Learning.</p> <p>3.9.2 Delivery methods should be up-to-date, using appropriate language, style and pace and conducive to learning and culturally sensitive</p> <p>3.9.3 Teaching methods should be relevant to the defined learning aims and outcomes</p>
3.10	<p>Assessments</p> <p>3.10.1 A clear description of the proposed assessment should be provided</p>
3.11	<p>Informed Consent, Confidentiality and Assurance</p> <p>3.11.1 Clear evidence that confirms that Informed Consent of the human subject volunteer has been obtained. The consent forms must be submitted to DHCR Education Department for validation prior to conducting the training</p> <p>3.11.2 Evidence of policy documents governing informed consent. confidentiality and assurance are available and comply with relevant laws, regulations and policy requirements</p> <p>3.11.3 Clear evidence that confirms that the human subject volunteer has been informed of information confidentiality, assurance is evidence and consent has been obtained.</p>
3.12	<p>Premises and Venues</p> <p>3.12.1 Evidence that the premises/venue selected is appropriate to the program, 'fit for purpose' meeting all physical requirements</p> <p>3.12.2 Operator declaration outlining the intent to conduct a program that involves hands on or practical training.</p> <p>3.12.3 Programs that include practical or hands-on skills training are required to hold the appropriate DHCR Clinical Operating Permit which allows the practice to be undertaken at the premises.</p> <p>3.12.4 DHCR reserves the right to conduct a random site inspection to ensure fit for purpose should there be any questions regarding evidence submit</p>
3.13	<p>Speaker / Instructor</p> <p>3.13.1 Speaker / instructor conducting practical classes or hands-on skills training which involves volunteers, patients or staff must be licensed by DHCR Professional Licensing Department and providing training within their licensed scope of practice.</p> <p>3.13.2 Speaker / instructor conducting didactic course content may be a non-DHCC licensed healthcare professional as long as their experience is in the same field of the course subject.</p>
3.14	<p>Speaker / Instructor Financial disclosure and Conflict of Interest</p>



STANDARD – Continuing Professional Development

	<p>3.14.1 All speaker / instructor must provide disclosure regarding any interest they may have relating to the event.</p> <p>3.14.2 CPD providers shall make each speaker / instructor's disclosure form available at the time of seeking accreditation.</p> <p>3.14.3 CPD providers must ensure all speaker / instructors are informed on the standards relating to financial disclosure and conflict of interest.</p> <p>3.14.4 CPD providers must ensure speaker / instructors provide disclosure regarding any interest they may have relating to the event.</p>
3.15	<p>Commercial Sponsorship</p> <p>3.15.1 Where there is commercial involvement, CPD providers must declare this involvement and provide a clear statement providing assurance that the educational program is not inappropriately influenced or biased by commercial involvement.</p> <p>3.15.2 Any sponsoring company must provide full details which specify any input that the sponsor has into the educational aspects of the program.</p> <p>3.15.3 Assure that all participants in the program are aware of any commercial support for such programs and the identity of each commercial source.</p> <p>3.15.4 Accept commercial support from a commercial source only in the form of an educational grant to support the program. All such commercial support shall be acknowledged in printed materials and brochures distributed in conjunction with the program</p>

4. TERMS AND CONDITIONS OF ACCREDITATION

4.1	<p>Accreditation validity</p> <p>Accreditation will only be valid for the specified program unless otherwise stated. There is no automatic renewal of DHCR accreditation for repeat programs. Once accreditation has expired, the provider must reapply for accreditation for any subsequent programs.</p>
4.2	<p>Third party accreditation</p> <p>Accreditation from DHCR is not transferable between providers. The new provider of the activity/event must apply for CPD Accreditation itself</p>
4.3	<p>Use of statements regarding accreditation</p> <p>Approval must be sought specifically for the use of the statement, 'Accredited by DHCR CPD Accreditation Committee for up to (x) number of CPD credits'.</p>
4.4	<p>Use of DHCR logo</p> <p>DHCR does not provide use of its logo for the purposes of CPD accreditation. The initials 'DHCR', the words 'Dubai Healthcare City Authority - Regulatory', and the Government of Dubai logo may not be used.</p>
4.5	<p>Audit and Quality Assurance</p> <p>DHCR reserves the right to send a representative to review any program that has received CPD accreditation</p>
4.6	<p>Permissions/Copyright</p> <p>It is the responsibility of the CPD provider to check that permission/copyright is obtained and any breach of this requirement may allow DHCR at its discretion to withdraw accreditation.</p>



STANDARD – Continuing Professional Development

4.7	Limitation of accreditation
4.7.1	DHCR must be informed if any significant changes are made to the structure, program, and educational content or to those delivering the program.
4.7.2	DHCR retains the right to withdraw CPD accreditation for an activity at any time, for any reason.

5. Accreditation Procedure	
5.1	Completed Training Application form from a facility holding a valid education permit (forms available on website)
5.2	5.2.1 Copy of course content / material submitted along with the application form 5.2.2 Training program to include steps to mitigate patient risk and ensure clinical quality
5.3	Copy of license, credentials, qualifications and Good Standing Certificate of the specialist conducting the training
5.4	Copy of the DHCR license and MMI of the supervising physician relevant to the field of training if intended speaker is not a DHCR licensed healthcare professional.
5.5	Copy of signed patient consent forms submitted to DHCR
5.6	All above documents should be submitted no less than 15 days prior to the activity date to avoid processing delays
5.7	Applications received in less than 15 days may be accepted at the discretion of the Academic and Research Department. Such applications will be subject to an urgent processing fee.
5.8	No application will be accredited retrospectively or during the period of conducting the programs.
5.9	Once complete application is received, DHCR will process an application within 3 working days and inform applicant of the decision by email along with invoice as per DHCR Price List.
5.10	Once payment is received, accreditation approval along with the awarded CPD points will be sent by email.
5.11	5.11.1 One CPD point represents learning that is equivalent to one hour of educational engagement and a maximum of 8 CPD points will be awarded per course per day. Hands-on training or practical programs may be provided additional points at the discretion of DHCR. 5.11.2 Speakers will receive an additional point or a fraction of a point based on the length of their speaking engagement.
5.12	5.12.1 Certificate of attendance will be issued by the Academic and Research Department and will be subject to an issuance fee in accordance with the current price list. 5.12.2 Certificate requests must be made using the Certificate Request Form which is sent along with the accreditation approval. 5.12.3 If, replacement certificate is needed, please send a request for re-issuance and refer to DHCR Price List for associated fees.

6. COMMUNICATION (check all that apply)	
<input checked="" type="checkbox"/>	Announcement
<input type="checkbox"/>	Awareness
<input type="checkbox"/>	Training



STANDARD – Continuing Professional Development

Other specify

7. DEFINITIONS

7.1	Accreditation refers to the formal system of review, evaluation and approval of an education program meeting the requirements of Continuous Professional Development program.
7.2	Continuous Professional Development (CPD) is a continuing learning process that providing healthcare professionals the opportunity to maintain their knowledge base and performance throughout their working life.
7.3	CPD Provider means an approved Education Operator authorized to conduct CPD programs under the terms and conditions of the Education Permit it holds.
7.4	Dubai Healthcare City (DHCC) means the Dubai Healthcare City established in the Emirate of Dubai under Resolution No. (9) of 2003
7.5	Dubai Healthcare City Authority – Regulatory (DHCR) is the regulatory body of Dubai Healthcare City Authority. An independent licensing and regulatory authority for all healthcare providers, medical, educational and other business operating within DHCC
7.6	Education Permit means the authorization issued on behalf of DHCR under the Education Regulation and the applicable Rules, Standards and Policies allowing it to conduct one or more Education Programs in DHCC;
7.7	Licensed Healthcare Operator (HCO): a hospital, clinic, laboratory, pharmacy or other entity providing Healthcare Services in DHCC, holding a Clinical Operating Permit duly issued by the Registry of Companies in accordance with the Healthcare Operators Regulation and the applicable Rules, Standards and Policies
7.8	Licensed Healthcare Professional (HCP): a natural person engaged in a Healthcare Profession holding a License duly issued by the Licensing Board in accordance with the Healthcare Professionals Regulation and the applicable Rules, Standards and Policies
7.9	Licensed Healthcare Professional (HCP): a natural person engaged in a Healthcare Profession holding a License duly issued by the Licensing Board in accordance with the Healthcare Professionals Regulation and the applicable Rules, Standards and Policies
7.10	Acronyms: Academic and Research Department: ARD Continuous Professional Development: CPD Dubai Healthcare City Authority – Regulatory: DHCR Medical Malpractice Insurance- MMI

8. APPENDICES

8.1	Training Application Form
8.2	Speaker/ Instructor Disclosure Form

9. REFERENCES

9.1	DHCR Rule No 1
-----	----------------



STANDARD – Continuing Professional Development

9.2 Education Regulation No 5 of 2013

Revision History

S No	Summary	Amend Type*	Page	Issue No	Issue Date
1	Modify	Modify		No 2	11 Mar 18
2					
3					
4					
5					
6					

*Amend Type: New/ Add / Modify