

# CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINE



**HEALTH REGULATION DEPARTMENT**

**DUBAI HEALTH AUTHORITY**

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## BACKGROUND

Continuing Professional Development is understood as a lifelong process by which health professionals maintain their knowledge and skills to ensure they meet patient needs and expected competencies in the healthcare setting. It includes the development of self-knowledge, attitudes, skills and behaviors for good professional practice. Continual Professional Development (CPD) includes managerial, social, and personal skills, and in some cases development in areas that go beyond the typical clinical setting for example, patient engagement and motivational interviewing. The term continuing professional development acknowledges not only the wide-ranging competences needed to practice high quality medicine but also the multidisciplinary nature of patient care.

Although international systems may vary, there are many common features of content and process that allow international mutual recognition of activities in professional development. Furthermore, many international learning systems are based on an hours related credit system i.e. one credit is allocated for one hour of continual professional development. Continuing Professional Development forms an integral part of revalidation and licensure of healthcare professionals. Therefore, healthcare facilities are equally responsible to ensure they have in place adequate plans to assure continual professional development of all staff. Finally, training should be of high quality to meet the day-to-day duties of health professionals and consider the requirements where a team-based approach is needed for safe and high quality patient care.

## **ACKNOWLEDGMENT**

Acknowledgment Dubai Health Authority (DHA) is pleased to present the Continuing Professional Development (CPD) Guideline, which represents a milestone towards fulfilling the DHA Strategic Objective 3.2 to “Ensure quality, stability and availability of healthcare professionals”. This document was developed by the Health Regulation Department (HRD) in collaboration with Subject Matter Experts whose contributions have been invaluable. HRD would like to gratefully acknowledge those professionals and to thank them for their dedication to quality in health and their commitment in undertaking such a complex task.

**The Health Regulation Department**

**Dubai Health Authority**

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## EXECUTIVE SUMMARY

The role of Continuing Professional Development (CPD) is of great importance for regulators, educational institutions and the healthcare profession. This guideline sets out the Continual Professional Development (CPD) requirements for healthcare professionals working under the jurisdiction of Dubai Health Authority. Healthcare professionals in this context include physicians, dentists and allied health. All healthcare professionals are required to have in place a Continual Professional Development plan to assure high quality and safe patient care.

This guideline includes eight recommendations and begins with the purpose of engaging professionals in CPD. The subsequent sections cover the CPD points needed, CPD considerations and exclusions. The guideline also discusses the verification approach and exemption of CPD points from certain categories. This document serves as a guideline on CPD for all healthcare professionals as per DHA Regulation and UAE Laws but is not exhaustive and is not a substitute for the provisions of legislation. If there is any conflict between this guideline and the law, then the law will take precedence. Furthermore, this guideline does not detail specific scenarios but rather sets out the parameters of good practice. Healthcare Professionals must therefore use this guideline to inform decision-making and practice.

## DEFINITIONS/ABBREVIATION

**Accreditation:** A formal system to evaluate the quality of services and competency of organizations, systems, training programs or healthcare facilities.

**Continuing Professional Development (CPD):** A range of learning activities through which healthcare professionals maintain and develop their knowledge and skills throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice. CPD is also referred to as Continuing Medical Education (CME).

**Healthcare Professional:** A person who by education, training, certification and licensure is qualified to provide healthcare services.

**ACPE:** American Council on Pharmaceutical Education

**ADA:** American Dental Association

**ANCC:** American Nurses Credentialing Centre

**AOTA:** American Occupational Therapy Association

**ASCLS:** American Society for Clinical Laboratory Science

**ASRT:** American Society of Radiologic Technologists

**BLS:** Basic Life Support

**CMHS:** College of Medicine and Health Science

**CDR:** Commission on Dietetic Registration

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<b>CME:</b>	Continuing Medical Education
<b>CPD:</b>	Continuing Professional Development
<b>DHA:</b>	Dubai Health Authority
<b>GCC:</b>	Gulf Cooperation Council
<b>HAAD:</b>	Health Authority - Abu Dhabi
<b>HRD:</b>	Health Regulation Department
<b>MED:</b>	Medical Education Department
<b>MOH:</b>	Ministry of Health-UAE
<b>UAE:</b>	United Arab Emirates
<b>TCAM:</b>	Traditional, Complementary & Alternative Medicine

## 1. INTRODUCTION

Continuing Professional Development (CPD) is a broader term that includes different educational programs such as Continuing Medical Education (CME), Continuing Dental Education (CDE), Continuing Nursing Education (CNE), Continuing Pharmacy Education (CPE) and Continuing Education (CE). The role of Continuing Professional Development (CPD) is of great importance for regulators, educational institutions and the healthcare profession. This guideline sets out the Continual Professional Development (CPD) requirements for healthcare professionals working under the jurisdiction of Dubai Health Authority.

## 2. SCOPE

All Healthcare Professionals (HP) licensed to practice under the jurisdiction of DHA

## 3. PURPOSE

- To set out the principles that foster high quality and safe medical practice
- To assure healthcare professionals fulfil their Continual Professional Development needs
- To assist in public protection through the provision of best practice guidelines

## 4. APPLICABILITY

All Health Facilities and Professionals under the Jurisdiction of Dubai Health Authority.

## 5. RECOMMENDATION ONE: Purpose of Engaging Professionals in CPD

### 5.1. Benefits to the Patient:

5.1.1. Patients receive safe, high quality and evidence-based service.

### 5.2. Benefits to the Professional:

5.2.1. Improves confidence in delivery of professional service.

5.2.2. Promotes and maintains competence to practice.

5.2.3. Improves satisfaction with work role.

5.2.4. Promotes lifelong learning.

5.2.5. Provides structure and support for the health professional and for his or her valued goals.

5.2.6. Enhances career opportunities.

### 5.3. Benefits to the organization:

5.3.1. Contributes to meeting the increasing demand for accountability, flexibility and a skilled and competent workforce.

5.3.2. Improves inter-professional working.

5.3.3. Meets organizational objectives.

5.3.4. Improves staff motivation and morale.

5.3.5. Contributes to Quality Assurance

## 6. RECOMMENDATION TWO: Annual CPD points required by Healthcare Professionals

Category of Professionals	CPD Points
Physicians and Dentists	40
Pharmacists	20
Nurses	20
Allied Health Professionals	10
Traditional, Complementary & Alternative Medicine (TCAM) Professionals	10

## 7. RECOMMENDATION THREE: CPD Activates

7.1. Each renewal of license application must include a proof of satisfactory demonstration of meeting CPD Points' requirements in accordance with this document. Only CPD topics aligned with the work requirement of the healthcare professionals shall be considered for licensing purposes. Generally, no less than 70% of the CPD-Points requirements shall be in the area of the professional specialty and 30% can be in the area of general professional development.

7.2. The licensee should present written proof of attendance and completion of these CPD activities, including certificates of completion that list the amount of CPD-Points awarded.

7.3. Examples of CPD activities accepted for re-licensure include, but not limited to:

- 7.3.1. Open live activities targeting participants from different organizations, such as open courses, seminars, symposia, meetings, conferences, etc.
- 7.3.2. Live internal activities limited to groups within a particular organization like practice based activities, case studies, grand rounds, journal clubs, internal teaching, consultation with peers and colleagues, etc.
- 7.3.3. Self-study activities such as accredited distance learning programs with verifiable self-assessment (e.g. Medscape/e-Medicine, BMJ Learning, etc.).  
Publication in peer reviewed journals (please refer to **appendix I**).

#### **8. RECOMMENDATION FOUR: Important points to consider**

- 8.1. Only 30% of the CPD points required per year can be gained from the online CPD programs.
- 8.2. Completion certificate for online activities will be accepted only from CPD accredited bodies recognized by DHA (please refer to **appendix II**).
- 8.3. The CPD activities should take place no earlier than 12 calendar months prior to the date of application for re-licensure.
- 8.4. Extra points gained in a year will not be counted for the next year unless it was obtained in less than 12 calendar months prior to license renewal.
- 8.5. Health Regulation Department (HRD) has the discretion to approve or reject any educational event's validity or its assigned CPD-Points value.

## 9. RECOMMENDATION FIVE: Activities not eligible for CPD Credit Points

Activities not eligible for CPD Credit Points include, but not limited to, the following:

- 9.1. Regular morning meetings, endorsements, ward rounds and case revisions.
- 9.2. Departmental or medical society internal meetings.
- 9.3. Community and patient awareness sessions.
- 9.4. Public directed activities.
- 9.5. Software skills training.
- 9.6. Induction and orientation programs.
- 9.7. Basic product training and product-specific knowledge.

## 10. RECOMMENDATION SIX: Verification and Review

- 10.1. All submitted professional's CPD profiles will be subject to auditing by the health regulation department (HRD).
- 10.2. The licensed healthcare professional is responsible to maintain and retain original authenticated records of all completed continuing educational activities for a period of at least three (3) years.

## 11. RECOMMENDATIONS SEVEN: Exemption from CPD Requirements

Exemption from CPD requirements will be granted to the following categories:

- 11.1. Interns and Residents.
- 11.2. Non-practicing healthcare professionals.

11.3. Completion of recognized higher education program in the related field (Certifications, Master or PhD degree, etc.). CPD exemption will be limited to the period of study (e.g. one year diploma will exempt the professional from one year CPD requirements).

## **12. RECOMMENDATION EIGHT: Not Fulfilling the CPD Requirement**

12.1. Healthcare professionals, who are not able to achieve the required CPD points in a year, shall submit a valid reason for the same to the HRD.

12.2. Upon HRD approval, the healthcare professional will be allowed to add the unmet points to the following year CPD requirement points. (e.g. if a nurse could not meet 5 credit points of the total 20 points required prior to her license renewal, then the 5 points will be added to her next year's requirement, making the requirement to 25 points)

### 13. References

- Department of Health Abu Dhabi (2014). Continuing medical Education Manual.  
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## 14. Appendices

### 14.1. Appendix I: CPD Accreditation of Clinical Research/Publications

14.1.1. Healthcare professionals licensed in Dubai can claim CPD Credit Points for clinical research/publication in peer reviewed journals listed in the MEDLINE Bibliographic Database.

14.1.2. Please note that:

- Only published papers will be considered
- No credit points will be awarded for unpublished papers, under-revision papers or those on process for publication.

14.1.3. Chapter published in a text book and published by professional bodies will entitle the author/co-authors for CPD credit points. The publication should not be older than 2 years at the time claiming for credit points.

- To claim the CPD points, the licensee shall submit a copy of the chapter/book along with evidence of authorship to the DHA Medical Education Department (MED).
- MED will issue CPD certificates only for those submitted their clinical research/publications through the DHA Research Portal.
- Reviewing articles in newsletters, magazines & journals are not eligible for credit points.

## 14.2. Appendix II: CPD Accrediting Bodies Recognized by DHA

### 14.2.1. Within the United Arab Emirates:

- Dubai Health Authority (DHA)
- Ministry of Health (MOH)
- Health Authority-Abu Dhabi (HAAD)
- College of Medicine and Health Science (CMHS), UAE University
- University of Sharjah

**Note:** All CPD organized and held within the UAE should be reviewed and accredited by local authorities. International accreditation will not be considered.

### 14.2.2. Regional and International CPD accreditors recognized by DHA include, but are not restricted to, the following bodies:

#### a. Within the Gulf Cooperation Council (GCC):

- a.i. Saudi Commission for Health Specialties
- a.ii. Ministry of Health, Bahrain
- a.iii. Kuwait Institute for Medical Specialization
- a.iv. Ministry of Health, Oman
- a.v. Ministry of Health, Qatar

#### b. Internationally:

- b.i. Asia
  - Singapore Medical Council
  - Singapore Medical Council

b.ii. Canada

- Royal College of Physicians and Surgeons of Canada
- College of Family Physician of Canada

b.iii. Europe

- European Union of Medical Specialists - European Accreditation  
Council for Continuing Medical Education (UEMS-EACCME)

b.iv. UK

- Royal Colleges of Physicians and Surgeons, UK
- British Medical Journal, UK

b.v. USA

- American Council of Continuing Medical Education
- American College of Family Physicians
- American Nurses Credentialing Centre (ANCC)
- American Dental Association (ADA)
- Academy of General Dentistry, USA
- American Council on Pharmaceutical Education (ACPE)
- American Psychological Association
- American Society for Clinical Laboratory Science (ASCLS)
- Commission on Dietetic Registration (CDR)
- American Occupational Therapy Association (AOTA)