

# **Continuing Professional Development (CPD) Guideline**

**Health Regulation Department  
Dubai Health Authority**

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## 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 health care 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.

Health Regulation Department  
Dubai Health Authority

## Definitions

**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.

## Acronyms

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

## 1. Introduction

1.1. Continuing Professional Development (CPD) is a broader term covering 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).

## 2. Purpose of Engaging Professionals in CPD

### 2.1. Benefits to the Patient:

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

### 2.2. Benefits to the Professional:

2.2.1. Improves confidence in delivery of professional service.

2.2.2. Promotes and maintains competence to practise.

2.2.3. Improves satisfaction with work role.

2.2.4. Promotes lifelong learning.

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

2.2.6. Enhances career opportunities.

### 2.3. Benefits to the organization:

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

2.3.2. Improves inter-professional working.

2.3.3. Meets organizational objectives.

2.3.4. Improves staff motivation and morale.

2.3.5. Contributes to Quality Assurance.

## 3. Role of Employers and Organizations

3.1. The intent of CPD is to ensure that health facilities and healthcare professionals take equal responsibilities for maintaining the skills, performance and competence required to provide quality healthcare.

- 3.2. Health care facilities and their employees should recognize the benefits of CPD for healthcare professionals and shall allow enough resources to carry out CPD activities.
- 3.3. Resources, such as time to attend CPD activities and access to on-site educational facilities, should be available to all healthcare professionals.

#### 4. 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

#### 5. CPD Activities

- 5.1. 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.
- 5.2. 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.
- 5.3. Examples of CPD activities accepted for re-licensure include, but not limited to:

- 5.3.1. Open live activities targeting participants from different organizations, such as open courses, seminars, symposia, meetings, conferences, etc.
- 5.3.2. 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.
- 5.3.3. Self-study activities such as accredited distance learning programs with verifiable self-assessment (e.g. Medscape/e-Medicine, BMJ Learning, etc.).
- 5.3.4. Publication in peer reviewed journals (*please refer to appendix II*).

## 6. Important points to consider

- 6.1. Only 30% of the CPD points required per year can be gained from the on-line CPD programmes.
- 6.2. Completion certificate for online activities will be accepted only from CPD accredited bodies recognised by DHA (*please refer to appendix I*).
- 6.3. The CPD activities should take place no earlier than 12 calendar months prior to the date of application for re-licensure.
- 6.4. 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.
- 6.5. Health Regulation Department (HRD) has the discretion to approve or reject any educational event's validity or its assigned CPD-Points value.

## 7. Activities not eligible for CPD Credit Points

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

- 7.1. Regular morning meetings, endorsements, ward rounds and case revisions.
- 7.2. Departmental or medical society internal meetings.
- 7.3. Community and patient awareness sessions.
- 7.4. Public directed activities.
- 7.5. Software skills training.
- 7.6. Induction and orientation programs.
- 7.7. Basic product training and product-specific knowledge.



## **8. Submission of CPD Certificates**

- 8.1. Healthcare professionals willing to renew their professional license, certificates and evidence of attending CPD programs shall be uploaded through the online licensing system “Sheryan”.

## **9. Verification and Review**

- 9.1. All submitted professional’s CPD profiles will be subject to auditing by the health regulation department (HRD).
- 9.2. 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.

## **10. Exemption from CPD Requirements**

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

- 10.1. Interns and Residents.
- 10.2. Non-practicing healthcare professionals.
- 10.3. 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).

## **11. Not Fulfilling the CPD Requirement**

- 11.1. Health care 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.
- 11.2. Upon HRD approval, the health care 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).

## 12. Appendix

### Appendix I: CPD Accrediting Bodies Recognized by DHA

#### *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.

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

#### *Within the Gulf Cooperation Council (GCC):*

- Saudi Commission for Health Specialties
- Ministry of Health, Bahrain
- Kuwait Institute for Medical Specialization
- Ministry of Health, Oman
- Ministry of Health, Qatar

#### *Internationally:*

##### **Asia**

- Singapore Medical Council
- Medical Council of Hong Kong CME Programme

##### **Canada**

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

## Europe

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

## UK

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

## 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)
- American Society of Radiologic Technologists (ASRT)

## Appendix II: CPD Accreditation of Clinical Research/Publications

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

### 13. References

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