

# CPD Accreditation Policy and Procedures

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## 1. Introduction

Medicine undergoes continuous change and development affecting the health care provision as a whole. Hence, continuing education is essential to the maintenance and provision of high standards of health care for individuals, families and communities. Healthcare professionals are encouraged to pursue educational and training activities tailored to their scope of practice, and based on their professional needs and competencies. The educational and training activities have to continue to evolve and adopt the quality standard for continuing professional development (CPD) that include the acquisition of new knowledge, skills, and attitudes to enable competent practice. Continuing professional development (CPD) is a process of lifelong learning; in practice supporting staff development, and equipping the healthcare workforce with the required knowledge and skills to safely and effectively provide care.

Our mission at Dubai Health Authority is to ensure that the health services provided in the Emirate of Dubai are of an international standard. To achieve that, CPD accreditation by Dubai Health Authority (DHA) was developed to ensure that health services and educational plans are better positioned to meet the demand for better healthcare services, now and in the future. Therefore, DHA Accreditation was established [to ensure that the programs available to Dubai's healthcare providers satisfy the educational and quality standards. This will assist health care professionals to keep abreast of the developments in their specialties and related fields and ultimately enable them to provide the targeted level of health care to the patients and the community.

## 2. Purpose & Scope

- Encourage the provision of high quality training programs.
- Assure participants of program compliance with standards.
- Aid in the utilization of CPD for re-licensure purposes.
- Facilitate reciprocity of credit points with local, regional, and international accreditation bodies.
- Ensure the transparency and standardization of the DHA-CPD accreditation system, including defining a clear system for grievances and appeals.
- Ensure that the educational materials are with free or minimal commercial bias.
- To become a benchmark international CPD accreditation standard.

## 3. Policy Statement

- This policy applies to all CPD Providers approaching DHA for the accreditation of their educational programs.
- This policy is applicable to both local and international CPD programs, whether live or enduring.
- MED is the only body in DHA that is authorized to grant CPD accreditation.

## 4. Abbreviations

- CME: Continuing Medical Education
- CPD: Continuing Professional Development
- DHA: Dubai Health Authority
- MED: Department of Medical Education

## 5. Definitions

- **Accreditation:** is a type of quality assurance process, under which the educational services and operations of an educational programs are evaluated by an established body to determine if applicable standards are met.
- **Continuing Professional Development (CPD):** is the systematic maintenance, improvement and broadening of knowledge, experience and skills, and the development of personal qualities helpful in the execution of professional duties throughout a career. It has been referred in the past as Continuing Medical Education (CME), Continuing Nursing Education (CNE), Continuing Midwifery Education (CME), Continuing Professional Education (CPE) or Continuing Education (CE).

- **Commercial Interest:** is any entity producing, marketing, re-selling, or distributing products or services consumed by end users.
- **Commercial Support:** is a financial or in-kind contribution given by a Commercial Interest, which is used to pay all or part of the costs of a CPD program.
- **Enduring CPD:** CPD that does not require the direct interaction between the participants and the faculty (e.g. on-line CPD, videos, audio programs, TV programs, etc.)
- **Live CPD:** CPD that requires the direct interaction between the participants and the faculty (e.g. lectures conferences, workshops, etc.)
- **CPD Provider:** An organizer for CPD that has been evaluated by DHA-Accreditation and be able to provide professionals with high-quality scientific educational programs.

## 6. Benefits of CPD Accreditation

- **For healthcare professionals:**
  - Develop the knowledge and skills of healthcare professionals at all levels.
  - Continuous acquisition of new knowledge, skills, and behaviours needed for competent practice.
  - Revalidation or recertification of practitioners, whereby the practitioner demonstrates active involvement in continuing professional development.
  - Demonstrate commitment to the profession.
- **For institutions/organizations/CPD providers:**
  - Create an innovative and dynamic culture.
  - Support staff development and equip the healthcare workforce with required knowledge and skills to effectively and safely provide care.
  - Encourage and foster continued learning and concurrently ensure that institutions meet their obligations in protecting public safety.

## 7. CPD Events Category

- **Category A:** includes open live activities targeting participants from different organizations. Examples include open courses, seminars, symposia, meetings, conferences, teleconference CPD, etc.
- **Category B:** includes 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.
- **Category C:** includes self study activities (including, but not limited to the following):

- Accredited distance-learning programs with verifiable self-assessment (e.g. Medscape/eMedicine, BMJ Learning, etc.)
- Publication in peer reviewed journals
- Documents / e-Documents (e.g. print, CD Rom, or web based materials, possibly based on a curriculum, with testing or assessment)

## 8. Activities not eligible from CPD Credit Points

- Regular morning meetings, endorsements, ward rounds and case revisions.
- Departmental or medical society internal meetings
- Community and patient awareness sessions.
- Public Directed Activities.
- Software skills training.
- Induction and orientation programs.
- Basic Product Training & Product-specific knowledge.
- Academic degree programs (e.g. postgraduate certificate, diploma, master, etc.) and their preparation modules.

## 9. Guidelines for CPD program approval

In order for a CPD activity to be accredited by DHA, it needs to meet the following requirements:

- Activity design:
  - Developed by qualified instructional designers and subject matter experts.
  - Well structured and follow a logical format that promotes adult learning principles.
- Aims and Objectives:
  - Have clearly defined aims and objectives and the activity must appropriately reflect these objectives.
  - The overall objective should end with maintaining, improving and developing knowledge and skills of health care professionals.
- Content:
  - Activity titles should be reflective of the activity content.
  - Content should be current, up-to-date and based on evidence.
- Qualifications of the presenter/speaker/instructor:
  - Possess the relevant level of academic and professional qualifications, and/or relevant teaching and working experience.

- Should have an appropriate experience and expertise relevant to the activity objectives.
- Target Audience:
  - The target audience should be clearly identified and be at graduate level as a minimum.
  - Has to be one or more of the followings:
    - Physicians & Dentists.
    - Nurses.
    - Pharmacists.
    - Allied healthcare professionals (e.g. dietitian, physiotherapist, medical imaging, lab technologist, etc).
    - Complementary & Alternative Medicine practitioners.
    - Others like *qualified* administrative staff working under healthcare premises (CPD, but not CME).
- Duration:
  - Should not be less than 30 minutes.
  - Time spent on welcomes, introductory remarks, breaks, assessments unstructured discussion will not be qualified for CPD credits.
- Sponsorships:
  - The CPD provider is responsible to clearly and accurately disclose all sponsors names along with their influence on the content of the activity, format of the meeting and choice of speakers.
  - The selection of educational topics, speakers, and course materials must be based upon the educational needs of healthcare professionals, and must not be influenced by commercial sponsors.
  - All presenters/speakers/instructors participating in activities submitted for accreditation, should have no potential conflicts of interest or support that might cause a bias in their presentation.

## 10. Calculation of Credit Points

- Live activities (category A & B)
  - Participants
    - A maximum of one credit point is assigned to every hour the speaker spends interacting with the participants.
    - Credit points per session will be given as multiples of 0.5 points.

- Lectures that are longer than 1 hour in duration, can receive a maximum of 1 Credit point.
  - This rule may or may not apply to workshops and practical stations, depending on the nature of the activity and educational value. However, no more than 1 point per 1 hour of interaction can be granted.
- Questions and Answers should not exceed 25% of the duration of the lecture.
  - Time allocated for Questions & Answers needs to be clarified in the application documents.
- Registration, introduction, opening and closing remarks, breaks, prayer time, assessments (e.g. exams before or after the program) or any presentation without an adequate description in the application documents will not be included in the calculation of credit points.
- A maximum of 6 credit points per day may be granted (up to 8 credit points per day may be granted in exceptional circumstances, supported by good evidence).
- Educational activities of less than 30 minutes total duration are not accredited.
  - Speakers/Instructors
    - Speakers/Instructors are granted double the number of credit hours allotted to their own particular presentation.
    - A maximum of 30 credit points can be granted by speakers/instructors in one program.
    - Credit points can be claimed once annually for speakers/instructors in identical programs irrespective of the number of repetitions
  - Self study activities (category C)
    - Have to be directly related to health and health services and to adopt the latest scientific references and periodicals in a specific specialty.
    - CPD provider will be responsible to show evidence on the scientific content and materials used to design the activity
      - Audio & Video/ On-line
        - Similar calculation methods to the Live Programs are used.
        - Content should be designed and evaluation by a known and acceptable academic body specialized in healthcare.
        - The website and its contents have to be fully owned by the provider.



- Testing of participant knowledge/understanding is required and should be designed by a qualified body.
- The website should assign a supervisor to facilitate communication with participants and to handle any technical related issues.
- Presence of a mechanism to ensure and demonstrate actual participation and achievement of the learning objectives.
- The program has to be submitted for accreditation/re-accreditation each year. However, the educational product content has to be re-evaluated by the provider every 3 years as a minimum.
- Publications:
  - Publishing articles are acceptable in peer reviewed journals included in the MEDLINE Bibliographic Database.
  - A maximum of 10 points may be awarded to the lead author and 5 points for secondary authorship for each publication.
- Documents / e-Documents:
  - Every 200 words is equivalent to 1 minute.
  - Every diagram is equivalent to 5 minutes
    - A max of 50% of the credit points can be gained from images/diagrams.
  - A maximum of 1 credit point is awarded for completion of each designated document/e-document.
  - The content should be designed by known and acceptable academic body specialized in health.
  - Testing of participant knowledge/understanding is required by qualified body
  - The program has to be submitted for accreditation each year.
- DHA preserves the right to grant number of credits based on what has been approved by the accreditation committee and not necessarily as it is received from the provider.

## 11. Application for CPD Accreditation

- The completed application should be submitted, with all the necessary supporting documents, 4 weeks before the starting date of the educational Program.
  - Urgent applications *may* be accepted at an extra fee, however by no less than 7 working days before the starting date of the educational Program.
  - No program will be accredited retrospectively or during the period of conducting the program.
- Supporting Documents
  - Correctly filled application form (typed).
  - Detailed and clear program agenda, including start and end times of each part of the educational program. Breaks and registration times should also be clarified in the program.
  - An abstract detailing the contents of each of the parts along with all presentation slides are mandatory.
  - Up to date speakers' CVs/Resumes.
  - Signed declaration form, by all the speakers/instructors confirming the absence of commercial bias (otherwise, that particular presentation will be discredited).
  - Details about the organization seeking accreditation by submitting:
    - Copy of a Valid UAE trade license.
    - Signed CPD Provider declaration on the disclosure form.
  - Sample certificate of attendance.
  - Copy of the brochure, flyer and invitation if available.
  - Copy of the approval letter is required if the event is accredited by another organization or accreditation body.
- Applications are accepted as hard copies or by e-mail.
- The applicant can expect to receive an answer regarding the decision of the accreditation committee within 14 *working days* of submitting the application.
  - For urgent applications, the duration for a reply will be a minimum of 5 working days.
  - On rare occasions, the process may take longer; depending on the assessment of DHA Accreditation committee, sub-committees, or advisors.
- DHA has the right to reject requests that are incomplete, are beyond the scope of CPD, sent after the specified period for submission, received during or after the establishment of activity, failed to meet the required conditions, or included weak scientific content.

## 12. CPD Providers

- CPD Provider should meet the following requirements in order to be acceptable to apply for DHA Accreditation:
  - The organization should have a history of delivering at least 4 accredited CPD activities per year with a minimum of 10 attendees per Program.
    - The above mentioned CPD activities should have been obtained in association with an already registered CPD Provider or any other recognized accredited bodies.
  - The organization should be legally recognized and allowed to work in the UAE.
    - Examples are educational institution, a district health board, governmental or private hospitals, registered society, educational unit/ committee and training centre specialized in health fields.
    - Accreditation requests from organizations that are not specialized in health fields or from proprietary healthcare related entities such as pharmaceutical companies or medical equipment companies will not be acceptable.
  - Sufficient educational expertise to develop and manage CPD activities, and have a designated person responsible for CPD activities.
  - The organization should be in good standing i.e. does not have complaints or disciplinary actions against it in the last 6 months.
- CPD Provider responsibilities:
  - Assure the availability of proper and appropriate premises for administration and delivery of the educational program.
  - Declare in advertisement materials that the program received accreditation from DHA once a written approval has been received only.
  - Ensure participant attendance of the educational sessions, in order to be eligible to receive the assigned credit hours (as detailed in other parts of this policy).
  - Register the names of attendees and keep records of the attendance and the evaluation forms for no less than 3 year.
  - Timely submission of the required post-activity documents to CPD-Accreditation after the end of each program.
  - Ensure the compliance of the educational activities with the rules and regulations detailed in this policy.
  - Ensure that the Program is educational and non-promotional and that the supporting Commercial Interest will play no role in the design or conduct of the program.
  - Issue a certificate of attendance for the delegates and lecturers.

### 13. Fees

- All applications submitted for CPD accreditation are subjected to the fees charges as followings:

Fee	Amount	Comments
Short program (duration of two hours or less)	DHS 200/- per program	Paid to process and consider the submitted accreditation request
Program longer than 2 hrs duration	DHS 500/- per day	Paid to process and consider the submitted accreditation request
Urgent processing fees (have to be submitted at least 7 working days before the program)	DHS 2000/- per application Plus fees applied for the duration of the program	Paid to process and consider the submitted accreditation request

- All fees are non-refundable and non-transferable under any circumstances.
- CPD Providers are responsible for payment of all fees and submission of all required documents 4 weeks (or 7 working days for an urgent processing request) before the effective date of the program. Failure to do so will result in rejection of the accreditation request.
- Fees payment does not necessary indicate eligibility of receiving the CPD accreditation which is subjected to the assessment and evaluation according to DHA guideline.
- Payment has to be received in Cash at the following address:  
Room C3,  
Professional Development Centre (Training Centre formerly),  
Department of Medical Education,  
Dubai Health Authority

## 14. General Principles

- Any changes in the program after granting accreditation need to be reported for re-accreditation, with the appropriate re-accreditation fee and form.
  - Non-compliance with this may subject the CPD Provider to significant financial and administrative penalties. Re-accreditation requests are treated by DHA Accreditation.
- Changing in accredited program schedule, place or date should be reported at least two weeks before conducting the activity.
- Announcements of CPD accreditation by DHA (with or without the number of credit points) can only take place after the written confirmation of accreditation by DHA-Accreditation.
- Late entry into the educational Program.
  - Attendance of at least 75% of the educational program is mandatory to receive the credit hours assigned.
  - For multi-session programs, where accreditation is based on session basis, this rule applies session by session.
- The CPD Provider should submit the post-activity report, including a copy of attendance record and evaluation summaries, within 30 working days of the end of the educational Program.
- Applications from Individual course deliverers will not be accepted unless submitted through a registered CPD Provider with DHA accreditation.
- Programs organized or sponsored by organizations that go against DHA health recommendations shall not be accepted (e.g. Tobacco companies, etc.).
- Awarded credit points are valid for one calendar year only and each program has to be submitted for re-accreditation each year.
- CPD provider may utilize same credit points and accreditation number for repeated activities provided that DHA accreditation has been informed and approval has been received.
- International Accreditation, from recognized bodies, can be accepted only if the event was conducted physically outside the UAE.
  - All events organized and conducted in the UAE should be reviewed and accredited by acceptable local authorities.
- DHA will not take part in the direction of letters on behalf of any other party to invite people or bring in lecturers from outside.
- The organizer is committed to conduct the approved activity in space and time allotted and not returned, delayed or making any changes in content for any reason without

notifying DHA accreditation at least 2 weeks before the start date of the activity in advance.

- DHA recommends the use of certificates designed and proposed on the website for the delegates and lecturers.
- If the country where the activity takes place has a national regulatory body that grants accreditation then the final decision concerning accreditation of each activity remains the decision of that national regulatory body.

## 15. Certificates

- The CPD Credits certificate should include attendee's name, name of the provider, name of the program, date, time and location of the program, number of verifiable CPD credits provided by DHA-Accreditation and signature of course director and /or supervisor representing the scientific organizing committee of the program.
- Approval for accreditation does not imply authorization to use the DHA logo or name in any association with the activity, including activity materials other than the authorized credit statements mentioned below.
- Accreditation statement:
  - The following statement should be stated clearly in the provided certificate :
    - For the attendees "This Program is awarded (numbers) CPD Credit points by Dubai Health Authority (DHA accreditation No.)" should be stated clearly in the provided attendance certificate.
    - For the speakers "(numbers) CPD Credit hours were awarded - DHA accreditation No. Faculty-).
  - The CPD Provider may issue other certificates (e.g. Appreciation Certificate or Attendance Certificate) that do not mention CPD or DHA using Commercial Interest logos.

## 16. Commercial Support & Sponsorship

- All CPD activities must be free of commercial bias towards a particular service, product, therapy or company
- All speakers/presenters participating in CPD activity should have no potential conflicts of interest or support that might cause a bias in their presentation.
  - All speakers are responsible to convey and resolve to DHA accreditation and to the participants, as well, any competing interests with respect to information being presented.

- When commercial exhibits are accompanying the CPD Program, arrangements for the commercial exhibition shall not influence planning, nor interfere with the presented educational material.
- No promotional activity or material shall be held in concurrent or contiguous with the CPD program schedule. It has to be separated clearly from the scientific program and it will not be recognized for credits
- The only form of promotion permitted is the acknowledgement that the company has contributed to the educational program by provision of a grant.
  - however this must be done without specific mention of the commercial specific services or products
- Declaration of support/sponsorship by the relevant commercial body may be presented on pre-event announcements and brochures. This may include using the logo of the commercial organization.
  - However, no drug or product advertisement should appear on or with any of the written materials (preliminary or final programs, brochures, or advance notifications) for the event.
  - Commercial displays (like banners with products name) may not be placed in the same room with or during conducting the educational activities.
  - Representatives of commercial interests must not engage in sales or promotional activities during the scientific activity.
- Generic names should be used rather than trade names in all presentations and written educational materials. When trade names are employed, it is preferable to use the trade names of several companies rather than that of a single commercial sponsor.
  - Presented materials must give a balanced view of all relevant therapeutic options available rather than one particular option.
- The selection of educational topics, speakers, and course materials should be based upon the educational needs of healthcare professionals and must not be influenced by commercial sponsors.

## 17. Quality Assurance

- The accreditation form should be completed promptly and submitted along with the required documents.
- CPD Providers should ensure the conduction of educational activities by qualified and experienced speakers
- Advertising and promotion of CPD activities must clearly show the educational objectives of the Program; the nature of the audience that may benefit from the

- Program; the cost of the Program to the participant, the items covered by the cost and the amount of CPD credit that can be earned in compliance with DHA accreditation guideline.
- The presented materials should be based on independent, evidence based, accurate and up to date information.
  - Random Inspections
    - Representative of DHA Accreditation has the right to randomly inspect/attend accredited CPD activities without any prior notification, for the purposes of ensuring quality and compliance with the guidelines.
  - Providers of accredited CPD activities should submit a short report of each Program to the DHA Accreditation including a sample of the evaluation form used, evaluation summary and attendance sheet.
    - Provider must keep records for at least 3 yrs.
  - DHA Accreditation fully supports and recognizes the participation of practitioners in accredited CPD activities in order to promote and maintain the highest standards of health care to patients and the community at large

## 18. Violations

- A provider who fails to disclose relevant information regarding any sponsorship may be barred from applying for accreditation in the future, and/or become subject to financial penalties and potentially legal action.
- DHA Accreditation reserves the right to cancel/suspend privileges for current/future activities organized by any CPD Provider involved in the planning of activities that do not comply with this policy's guidelines.
- Advertisement violation: the CPD Provider will be considered to have committed an advertisement violation if any of the above rules regarding advertising for CPD activities has been violated. Examples include, but are not limited to the unapproved use of the DHA name or logo, or the provision of false information on the advertisement.
  - Using **DHA and Dubai Government name and logo** should be only after obtaining official permission from the Institutional Media & Marketing department at the DHA.
- Program Management violation: the CPD Provider will be considered to have committed a program management violation if any of the above rules regarding program planning, design or implementation are violated. Examples include, but are not limited to changing the duration or content of the program, or any non-compliance with the Commercial Support & Sponsorship guidelines.



- Failure to provide the required post program necessary documents within 30 working days.
- Providing CPD certificate to someone who didn't attend or partially attended the activity.
- Issuing CPD certificates which are not in compliance with DHA accreditation rules about CPD certificates.
- If the CPD Provider commits more than one violation in the same program, more than one penalty fee may be charged.
- The provider will be given the opportunity to present his views and explanations in writing, within 7 working days from receiving violation letter, prior to place occurred violation in the provider's profile.

## 19. Complaints

- All complaints must be submitted in writing and signed by the CPD Provider.
- Complaints should be supported by documents where possible. DHA Accreditation may require additional material and documents from the CPD Provider, if they determine that the materials they have are insufficient, to judge the complaints properly.
- Complaints/inquiries will be considered only if received within 10 working days of the received reply from the Accreditation office about the status of the Program.

## 20. Procedures & Responsibilities

No.	Description	Responsibility
1.	Fill CPD Program Application Form and pay the required fees.	CPD Provider
2.	Submit CPD Program Application Form with the necessary documents and payments slips.	CPD Provider
3.	Receive the documents and forward it to the office	Accreditation Secretary
4.	Review the submitted application and related documents	Accreditation committee members
5.	CPD Providers with <b>successful</b> applications will be notified about the status of their applications and number of provided CPD credit hours.  CPD Providers with <b>unsuccessful</b> applications will be informed about the reason for rejection.	Accreditation Secretary
6.	Submit all post CPD Program report and documents to DHA Accreditation.	CPD Provider

## 21. Forms & Templates

- CPD Program Accreditation Application form
- Speaker Declaration form
- CPD Provider Declaration on Disclosure form.
- Sample CPD Certificate for attendees
- Sample CPD Certificate for speakers
- Sample Evaluation Form
- Attendance Sheet Spreadsheet template

## Application Form for Accreditation of CPD

### Program Detail:

Program Title:			
Program Date:			
Program Timings:	From:	To:	
Program Venue & address:			
Description of the Program: (Please tick all the relevant & attach copy of the program and the speakers CV)			
<input type="checkbox"/> Lecture	<input type="checkbox"/> Video stations	<input type="checkbox"/> Online activities	
<input type="checkbox"/> Practical stations	<input type="checkbox"/> Conference	<input type="checkbox"/> Teleconference	
<input type="checkbox"/> Workshops	<input type="checkbox"/> Others, Please Specify:		
Target Audience:			
<input type="checkbox"/> Physicians/Dentists	<input type="checkbox"/> Nurses	<input type="checkbox"/> Pharmacists	<input type="checkbox"/> Allied Health Professions
<input type="checkbox"/> Others (Please Specify):			
Field of specialty or subject area:			
Aim(s) and learning outcome(s) of the program:			
Have you applied for accreditation of your program with other entities?			
<input type="checkbox"/> Yes			
<input type="checkbox"/> No			
If yes, please specify the reason and your application status:			

### Applicants detail:

<u>Organization</u> seeking accreditation:			
Part of DHA: <input type="checkbox"/> Yes			
<input type="checkbox"/> No			
If yes, was the program approved by Education Unit/Committee in your facility: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Activity Contact Person:	Telephone #:		
Title:	Mobile #:		
	Fax:		
	Email:		
Sponsor Name(s):			
Influence of Sponsor(s) on the followings:			
* Level of control on content of activity:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
* Level of control over format of meeting:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
* Selection and choice of speakers:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

\* Grade 1 – No control; Grade 2 – Some control; Grade 3 – Full control.

**Please, go through the checklist to ensure that your application is complete.**

### What to include with your application:

- Completed application form.
- Enough submission time
- Agenda of the program
- Presentations abstract/Outline
- Biography of the speakers
- Speaker Declaration Form
- Application fee
- the completed application should be submitted, with all the necessary supporting documents, 4 weeks before the starting date of the educational program.
- include start and end times of each part of the educational program, registration, breaks, and Q&A times.
- an abstract or an outline detailing the contents of each of the parts/ presentations is mandatory.
- summary of Professional Biography of speakers
- should be filled by speaker(s) for each presentation in the program
- must be received before the application is reviewed. Cash payment should be in Room C3 of PDC centre at Department of Medical Education. Cheques are not accepted.  
200 DHS for short program (2 hrs in duration or less).  
500 DHS per day for programs longer than 2 hrs in duration.

Please, submit the completed application form with the required documents and payment to:

Mail to:  
Professional Development Centre  
Medical Education Department (MED)  
Dubai Health Authority (DHA)  
P.O.Box: 4545  
Tel: 04- 2191817  
Fax: 04-3113275

OR

E-mail to:  
Scan all documents  
and send them to:  
[Accreditation@Dha.gov.a](mailto:Accreditation@Dha.gov.a)

Accreditation Number:

**For MED use only:**

Receiving Date:
Reference Number:
Remarks: <input type="checkbox"/> Agenda of the program <input type="checkbox"/> Outline of the presented material/Presentation Slides <input type="checkbox"/> Professional Biography of the speakers with declaration form <input type="checkbox"/> Enough submission date <input type="checkbox"/> Application fees

**Approval / Rejection**

Accreditation granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer:
No of credit points: CPD credit point(s)	Date:
Reason if rejected:	
Accreditation Number:	

## Presentation/Speaker Declaration Form

This form has to be filled for each presentation in a program requesting accreditation from DHA:

General Information		
CPD Program Name:	Program Date:	Location:
Speaker Name:		
Presentation Title:	Presentation Date:	Presentation Time: From: To:
Speaker's contact number:	E-Mail Address:	
Outline/Abstract of the presentation: • • • • •		

Please tick the related box:

Statement	Agree	Disagree
The content and/or presentation of the information with which I am involved will promote quality & improvements in practice and will not promote a specific proprietary business interest of a commercial interest. Content for this activity, including any presentation of therapeutic options, will be well-balanced, evidence-based and unbiased.	<input type="checkbox"/>	<input type="checkbox"/>
I am not representing any material which interfere with copyright infringement Or if I do so, I have requested and/or obtained permission from copyright holder(s) to reproduce/copy, from their work, the portions of my presentation that are protected by copyright laws. I acknowledge that DHA Accreditation will not be held legally responsible for any misrepresentation on my part regarding copyright infringement.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that DHA Accreditation may need to review my presentation and/or content prior to the activity, and I will provide educational content and resources in advance as requested	<input type="checkbox"/>	<input type="checkbox"/>
If I am presenting at a live event, I understand that a DHA Accreditation member may be attending the event to ensure that my presentation is educational, and not promotional, in nature.	<input type="checkbox"/>	<input type="checkbox"/>
If I am discussing specific products or services, I will use generic names to the extent possible. If I need to use trade names, I will use trade names from several companies when available, and not just trade names from any single company.	<input type="checkbox"/>	<input type="checkbox"/>
If I have been trained or utilized by a commercial entity or its agent as a speaker for any commercial interest, the promotional aspects of that presentation will not be included in any way with/within this activity.	<input type="checkbox"/>	<input type="checkbox"/>
If I am presenting research funded by a commercial company, the information presented will be based on generally accepted scientific principles and methods, and will not promote the commercial interest of the funding company.	<input type="checkbox"/>	<input type="checkbox"/>

**I have carefully read and declare that I am the above mentioned speaker and I have filled this form to the best of my ability.**

**Signature**

**Date**

## CPD Provider Declaration on disclosure

As a registered CPD provider with Dubai Health Authority and in compliance with DHA accreditation guidelines, we declare that:

- All scientific programs of the course were developed under our supervision and responsibility, that it is scientifically balanced and without bias.
- All speakers/presenters participating in our activities have no potential conflicts of interest or support that might cause a bias in their presentation and all of activities are free of commercial interest.
- We are Responsible for ensuring that all potential conflicts of interest relevant to the presentation/event are declared to the audience prior to the CPD activities.
- DHA accreditation office should be informed of any source of commercial funding received by CPD providers.
- All printed material related to CPD activities does bear the DHA Accreditation statement in accordance with the relevant disclaimer.
- Approval for accreditation does not imply our authorization to use the DHA logo or name in any association with the activity, including activity materials other than the authorized credit statement.
- We accept responsibility for the payment of all fees to DHA accreditation office as a CPD provider and as supervisor of different CPD activities.
- The amount paid for program accreditation is non-refundable and non-transferable, irrespective of conducting the program.
- Declaration of support/sponsorship by the relevant commercial body may be presented on pre-event announcements and brochures. This may include using the logo of the commercial organization.

On behalf of CPD Provider,

Name:

Position:

Organisation:

Program Title:

Official Stamp:

Date:

# Certificate of Attendance

*Presented to*

*Participant Name*

*For attending the*

*Event Name*

*Organized by organizer Name*

*on Date*

*at Venue*

*This activity was awarded (...) CPD Credit Points (DHA Accreditation No....)*

*Signature*  
*Name*  
*Course director*  
*Post/Organization*

*Signature*  
*Name*  
*Course Coordinator*  
*Post/Organization*

*Signature*  
*Name*  
-----  
*Post/Organization*



## Course/Presentation Evaluation Form

Course Title \_\_\_\_\_ Course Date \_\_\_\_\_ Your Unit [optional] \_\_\_\_\_

Please Tick the appropriate response:

<b>Course Organization</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
1. Course registration procedure was clear to me				
2. The Location was easily accessible				
3. The facilities and activity atmosphere were convenient				
4. The instructional materials used during the course were appropriate				
5. The program was well organized in general				

<b>Course Content</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
6. Learning objectives were clearly stated and met				
7. Content was informative and useful				
8. Content was relevant to my specialty area				
9. The course enhanced my ability to apply learning objectives to my practice				
10. Content was presented at an appropriate level of understanding				

<b>Instructors and Presentations</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
11. The Presentations flowed in a logical sequence				
12. Reading Materials were useful				
13. The instructors ,in general, were knowledgeable and				

## Course/Presentation Evaluation Form

organized				
14. The instructors, in general, Exhibited respect and concern				
15. The instructors applied recent research finding and evidence based protocol into the course				
16. The amount of interaction and time were sufficient				

<b>Pre &amp; Post Knowledge Assessment</b> (if applicable)	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
17. The assessment criteria was clearly defined and appropriate				
18. The assessment methods were appropriate.				
19. I received adequate feedback on my performance				

<b>20. Overall Course Evaluation</b>			
<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

21. Additional Comments and suggestions:

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**Thank you for your participation in this survey**

