

CPD Provider Reaccreditation Standards and Guidelines

General Conditions for Reaccreditation:

- CPD Provider should apply for reaccreditation 3- 6 months prior to accreditation expiry date.
- Reaccreditation requires providing self-assessment report including performance-in practice and evidence of implementation of standards.

1. Eligibility:

1. Entities eligible to be reaccredited as CPD providers in the SCFHS system shall be: (a) providers of clinical services directly to patients, (b) organizations that have as their primary mission the education of healthcare professionals, (c) organizations that have as their primary mission a fiduciary responsibility to patients, the public, or population health.

1.1 The CPD provider has an official and valid license issued by an authorized body in the field of specialty.

2.1 The CPD provider manager must be a healthcare practitioner with a valid SCFHS registration.

3.1 Manager, director, scientific committee chair, and coordinators of CPD providers shall complete the required training programs provided by the Saudi Commission for Health Specialties prior to the date of submitting the reaccreditation application.

2. Disclosure and professional ethics standards:

2. The CPD provider must attest to ensure its commitment to CPD regulations, policies, and procedures in managing the CPD activities and programs.

1.2 CPD provider should commit and comply with the conflict-of-interest disclosure standards and CPD regulations

2.2 CPD provider should commit and comply with the commercial bias disclosure standards upon provision of activities

3. Governance standards:

3. The CPD provider ensures optimal operation and management of its CPD activities.

3.1 Submit an organizational chart that presents the structure of the CPD department.

3.2 Provide a supporting document of the scientific committee formation that is responsible for reviewing the scientific content of activities and programs or provide evidence of collaboration or support from other scientific expertise, committees, societies, or specialties.

3.3 Provide CPD mission statement that reflects expected results in terms of change at the level of the individual learners (e.g., knowledge or skills or performance) and/or healthcare outcomes.

4. Standards for management and quality assurance of the CPD educational process:

4.1 The CPD activity shall be designed to address a specific learning need or gap in knowledge, skills, or performance.

1.1.4 Provide and describe the need assessment process and tools used by the CPD provider to identify the gaps and needs of learners.

4.2 The CPD provider ensures the achievement of the CPD mission statement during the previous accreditation period.

1.2.4 The CPD provider shall provide a self-assessment report for the previous accreditation period (past 3 years)

4.3 The CPD provider identifies, plans, and implements the needed or desired changes in the overall program (e.g., planners, speakers, infrastructure, methods, resources, facilities, interventions) that are required to improve the ability to achieve the CPD mission Statement.

4.3.1 Describe evaluation tools or techniques used to assess the effectiveness of CPD activities and programs.

4.3.2 Provide an analytical report of the changes achieved at the level of individual learners (e.g., knowledge, skills, or performance) and/or healthcare outcomes based on activities evaluation data.

5. Data Capacity:

5. The provider manages data ethically and professionally and has the resources and capacity to collect and report data on CPD activities and the accreditation requirements to the SCFHS and to learners as appropriate, while maintaining data privacy and learner confidentiality.

5.1 Describe the procedure for registering health practitioners in CPD activities that maintains data privacy and learner confidentiality.

5.2 Describe the mechanism used by the CPD provider (electronically or manually) to record data and verify health practitioners' participation.

6. Optional Standards for Excellence

6.1 The provider supports health professionals through encouragement and facilitation of learning and development

6.1.1 Describe how the CPD provider supports their health practitioners in their learning process to meet their goals, enhance their career, and expand their growth.

6.2. The provider takes part in innovative initiatives regarding community responsibility towards health education

6.2.1 Describe the educational initiatives that the CPD provider takes part in towards other health practitioners in the community excluding initiatives towards their employees.

6.3. The provider has conducted activities during the past 3 years that have directly affected and improved patient outcome

6.3.1 Describe and provide evidence of one or more CPD activity that has shown an improvement in patient health outcome.



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