CPD Provider Accreditation Standards

Eligibility & Admission Standards

1. CPD provider must have an official and valid license issued by an authorized body in the field of specialty.
2. CPD provider's manager must be a registered healthcare practitioner.
3. CPD provider must form a scientific committee responsible for reviewing the scientific content of the provider's activities and programs. Or Provider can collaborate with external scientific experts, committees, and societies according to the field of specialization.
4. CPD provider's manager and coordinators must attend and pass the training programs provided by SCFHS.

Disclosures and Professional Ethics Standards

5. CPD provider must commit to comply with the standards and requirements of the CPD provider accreditation per the provisions stipulated in the CPD regulations and executive rules.
6. CPD provider must commit to comply with the CPD Code of Ethics.
7. CPD provider must commit to disclose any conflict of interest and commercial support according to provisions detailed in the discloser form.
8. CPD provider must commit to comply with the provision in the third-party delegation form to manage the educational process and provide this form if needed.

Regulatory Standards

9. CPD provider must have a CPD vision and mission.
10. CPD provider must have a proper organizational structure that directly manages and supports CPD activities and programs.
11. CPD provider must provide policies and procedures for managing the training processes along with the operational requirements, as follows:
    I. Method of managing trainers' data, scientific backgrounds, and communication channels.
    II. Financial and administrative resources and regulations related to managing the training process.
    III. List of the CPD provider's training equipment and tools that match the training process requirements.
    IV. Security and safety instructions should be provided and clearly communicated to employees and trainees.
12. CPD provider must describe their internal educational environment that facilitates the application of different learning methods for CPD activities or provide a mechanism for using alternative environments compatible to conduct the CPD activities and programs.
13. CPD provider must describe the process followed to announce its activities and programs, to register health practitioners, and to verify their attendance.
14. CPD provider must provide the mechanism followed for monitoring and periodic review of all aspects of CPD provider's process.
15. CPD provider must provide the methods and channels used to communicate and respond to health practitioners.

Standards for Training Process Management and Quality Assurance

16. CPD provider must use up to date and evidence-based tools and methods to assess the training needs.
17. CPD provider must provide and describe the evaluation process followed by the trainees to evaluate the scientific content and the training processes overall.
18. CPD provider must describe the method followed to provide information of the training process electronically and provide their website if available.
19. CPD provider must describe the method followed to select speakers and ensure their competency, to participate in their activities and programs.
20. CPD provider must evaluate the speakers on a regular basis based on specific standards in addition to providing feedback to the speakers to improve their performance.