



## Accreditation Standards and Requirements for Specialized Professional Programs (SPP)

### Eligibility Requirements for Accreditation:

1. Accredited CPD providers must adhere to the rules and regulations of the specialized professional programs (SPP) issued by the Saudi Commission for Health Specialties through its website or one of its official approved communication channels.
2. The entity must be accredited as a CPD provider by the Saudi Commission for Health Specialties.
3. The SPP should be within the scope of health professional practice or what supports it in terms of skills and knowledge and serve the health practitioner in developing his / her professional needs.





4. The SPP admissions criteria must be clear, fair and based on the program requirements for example (Specialty, Required experience, Approval letter to join the program) and other documents that the program needs.
5. The SPP duration should not be less than 14 days and not more than a year.
6. The SPP should not be classified as the programs that grant academic degrees such as (Diploma - Fellowship - Certificate of specialization - Master's - Doctorate).

### Organization and Governance Standards:

1. The CPD provider should assign a program director to monitor the implementation of the scientific content, apply all training requirements and adherence to standards to ensure the completion of the program requirements and the award of the certificate.





2. The CPD provider must obtain a certificate of program accreditation from the Saudi Commission for Health Specialties before announcing it or accepting applications for registration.
3. Accreditation of SPP does not include obtaining continuing medical education (CME) hours.
4. The period for reviewing and accreditation of the SPP by the Scientific Content Review Committee is three months.
5. The accredited SPP are held according to the accreditation decision. When there is any modification, the CPD provider applies for modification service and pays the financial fee.
6. Determine a minimum level for assessment and obtaining the SPP certificate, with a performance level of at least 70%.
7. The certification is awarded to participants who meet the program's performance and competency standards and pass the assessment criteria.





8. When there is a need to repeat or re-accredit the SPP, the program must be complete and fulfill all the requirements of the performance reports related to the previous conduction, which includes the following:
  - Program evaluation using the form approved by the Commission.
  - The Program Self-assessment report and participants and speakers' evaluation on the appropriateness of learning methods, the resources used, and the learning outcomes acquired.
  - A detailed future development plan for the program.

### Program Management and Quality Assurance Standards:

1. The following quality assurance standards must be applied in the program:
  - The target audience learning needs are consistent with the program's learning objectives.
  - The program learning objectives must be specific, measurable, achievable, relevant and time-bound (SMART).
  - The program content should be based on recent scientific evidence.





- The program speakers should have relevant expertise, knowledge and skills to deliver the scientific content within the specific subject [s] identified.
  - The learning methods in the program should align with the learning needs and learning objectives.
  - Participants must be given the opportunity to evaluate his learning experience.
  - The presence of a theoretical or practical assessment for the participant, or both, according to the program's learning objectives.
2. The SPP must have a scientific planning committee (SPC) that includes qualified and experienced staff in the subject area accountable for the planning, developing, implementing and delivery of the program.
  3. The CPD Providers follow their SSPs through continuous evaluation and submission of reports after the establishment of each program to be reviewed by the Scientific Content Review Committee at Saudi Commission for Health Specialties.





4. The assessment process is conducted in a standardized manner in a safe environment according to the provider's standards, and the assessment is directly linked to the learning outcomes for each specific learning module.
5. Determine a period of time for the validity of the program completion certificate, in order to ensure knowledge is updated and to promote further development.
6. The program provider must keep the SPP documents and evaluation reports for a period of three years.

### Disclosure and Professional Ethics Standards:

1. The provider develops the SPP independent of commercial interests. CPD providers cannot receive guidance, either indirect or direct, on the content of the activity or on who should deliver that content. A CPD provider must ensure that the following decisions were made free of the control, and without the input or involvement, of a commercial interest or its employees:
  - Identification of learning needs





- Determination of learning objectives
  - Selection and presentation of content
  - Selection of all persons and organizations that will be in a position to control the content of the CPD
  - Selection of learning methods
  - Evaluation of the program
2. The CPD provider discloses any conflict of interest in the SPP and Product-promotion or product-specific advertisement of any type is prohibited in, or during the program.
3. A CPD provider can receive funds for SPP as commercial support from firms that produce, market, resell or distribute healthcare products used by patients with the following conditions:
- The provider appropriately manages educational funds for the SPP from any commercial interests. All funds provided by a commercial interest for an activity is commercial support. No other payments or funds from a commercial interest shall be given to the director of the activity, planning committee members, speakers or any others involved with the supported program.





- The accredited provider is ultimately responsible for all decisions related to the SPP and must ensure that a commercial supporter has no influence, direct or indirect, on the program.
  - Prior to the beginning of the SPP the provider must disclose to learners the source of all educational funds given to the program by any commercial interest.
4. Participants must be informed of who is responsible for the SSP and its accreditation through:
- The accreditation statement must appear on the SPP materials and brochures distributed by the provider.
  - In announcements if more specific information is included, such as faculty and objectives, the accreditation statement must be included.
  - Include the disclosure statement in the SPP materials that will be presented before starting the educational activities (such as in the program booklet, the slide in which the presentation opens, etc.)
  - All SPP educational materials must be free of a corporate logo, trade name or a product-group message of a defined commercial interest.







## Service Fees:

Service	Fees
Administrative Fees for Studying the Application	1000 SAR
Accreditation A Specialized Professional Program	10000 SAR
Modify the Information of An Accredited Specialized Professional Program	300 SAR
Modifying the Content of An Accredited Specialized Professional Program	1000 SAR

