



**Directorate General of Private Health  
Establishments –  
Continuing Professional Development  
Procedure**

Doc. No: MoH/DGPHE/SOP/001/Vers.02  
Effective Date: Jan 2022  
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**Institution Name: Directorate General of Private Health Establishments**

**Document Title: Continuing Professional Development Procedures**

**Approval Process**

	Name	Title	Institution	Date	Signature
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**Acknowledgement**

**DGPHE would like to thank and appreciate the great efforts of all the staff from different departments and directorates within the Ministry of Health who participated in writing up this SoP and in particular the following staff:**

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**Acronyms:**

CME	Continuing medical education
CPD	Continuing professional development
DGPHE	Directorate General of Private Health Establishments
HoD	Head of department
HoS	Head of section
MoH	Ministry of Health, Oman
PHE	Private Health Establishments
SOP	Procedure



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**1. Introduction**

The DGPHE provides this document as a functional guidance to standardize the format and the procedure for managing Continuing Professional Development activities related to the employees within the DGPHE and the PHE staff.

**2. Scope**

This document is applicable to activities organized by the DGPHE or PHE staff within their institutions.

**3. Purpose**

3.1 To provide guidelines for carrying out the activities related to the Continuing Professional Development

3.2 To ensure that all PHE follow a recognized standardized framework and process.

**4. Definitions**

4.1 Institution: is an organization, establishment, foundation, society devoted to the promotion of a particular cause or program e.g universities, hospitals, directorates (Douglas, 2010).

4.2 Institutional Document: is any document related/ applied to the institutional level.

4.3 National Documents: is any document applied to the national level.

4.4 Policy: is the basic principle, by which a government is guided, it declares objectives of the institute.

4.5 Procedure: is the established steps to be followed routinely in order to ensure that the outcome and values expressed in the policy are achieved (Athabasca University, 2009).

4.6 Process: It is a set of mandatory step by step, detailed action required to successfully accomplish a task.

4.7 Review: is a process of going over a subject or document again and again to correct it and make it valid.

4.8 Revision: is a process of re-reading or reviewing a document periodically for updating purpose.



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- 4.9 Storage/Archiving: Options to maintain system files via data storage hardware, utilizing one or several distributed location.
- 4.10 Version: Refers to the status the document currently at with regard to the number of times the document has been revised.



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**5. Procedures:**

**Organizing a CME Activity by DGPHE for the PHE staff**

- 1- HoS Sends/collects assessment forms and internal memos or receives recommendations (written or verbal) based on the inspection reports by the central audit team
- 2- HoS establish an annual CME plan
- 3- HoS Forward the plan to HoD
- 4- Approval by HoD
- 5- HoS Send Letter to Directorate of Human Resources (HR) and their training centre section in the MoH head quarter through the HoD.
- 6- The HR Directorate reviews , approves and budgets the plan
- 7- If rejected goes back to HoS for changes
- 8- If approved HoS applys throw Hakeen website to OMSB to acquiring credit hours prior to 4 weeks of the work shop
- 9- Conduction of workshop and issuing of attendance certificate
- 10- Distribution and collection of the activity evaluation form and the speakers evaluation forms form the attendees by HoS
- 11- Preparing Work shop report by HoS and forwarding to HoD and OMSB

**Annual Employees CPD Activities**

- 1- Nomination of employees is based on who didn't attend a workshop in the last 2-3 years
- 2- The nominees are allocated to the programs in which they meet the requirements of attendance
- 3- Forward to HoD for comments
- 4- Approval acquired from DG if rejected goes back to HoS for rectifying
- 5- Notification to employees of the courses they will attend: Date/Time/Duration/Place
- 6- Respected employees fill the forms of commitment to attend the course
- 7- Forms are forwarded to the training centre in the MoH by HoS using Al Barwa



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**Approving a CME Activity conducted by a PHE**

- 1- PHE staff representative needs to sign up to Hakeem website where he can apply online for their CMEs accreditation ( 30 working days prior to the event)
- 2- The HoS can review the application through the website either approve or reject for rectification
- 3- The approved application will automatically be sent through the system to OMSB to issue the credit points

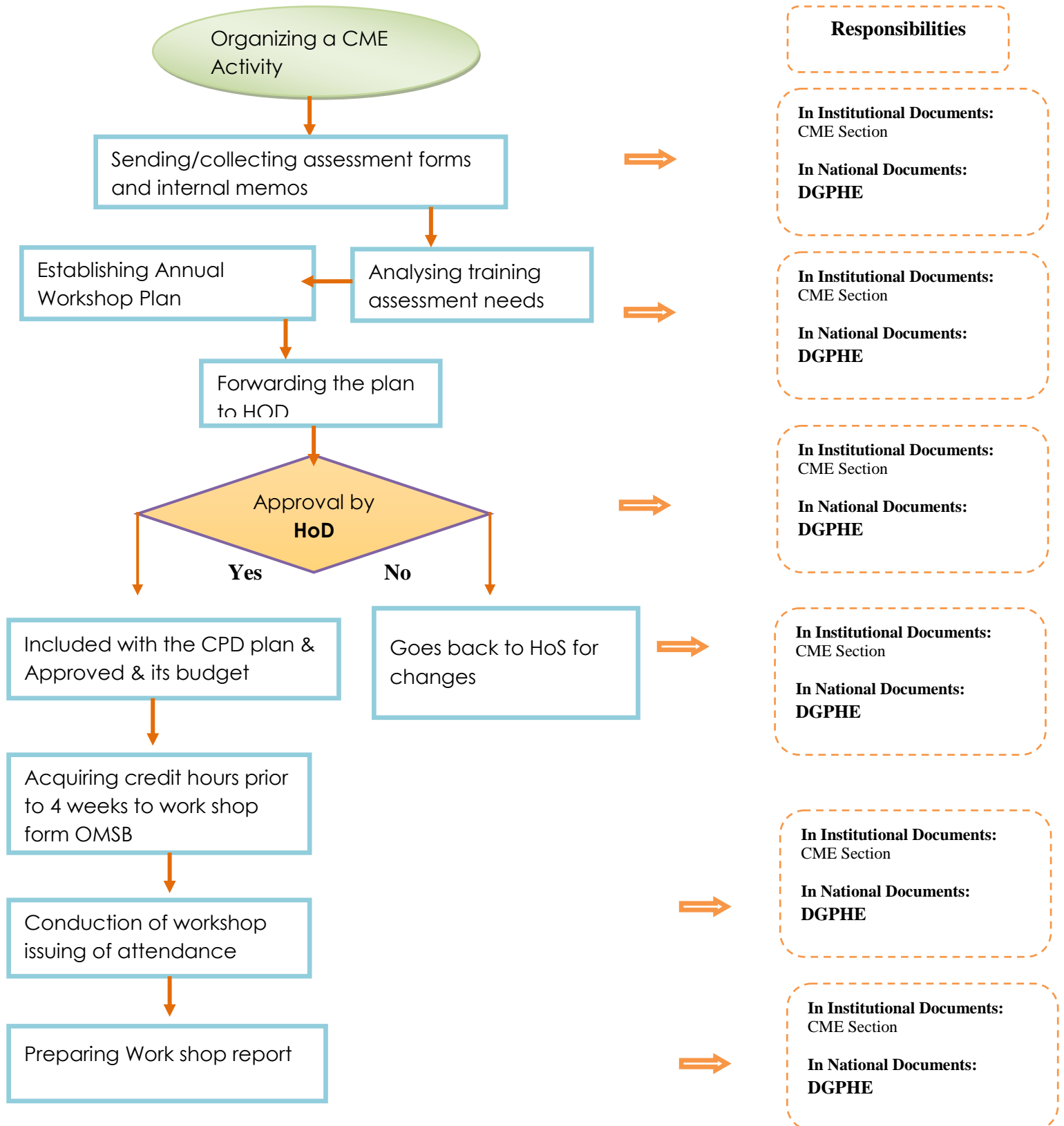




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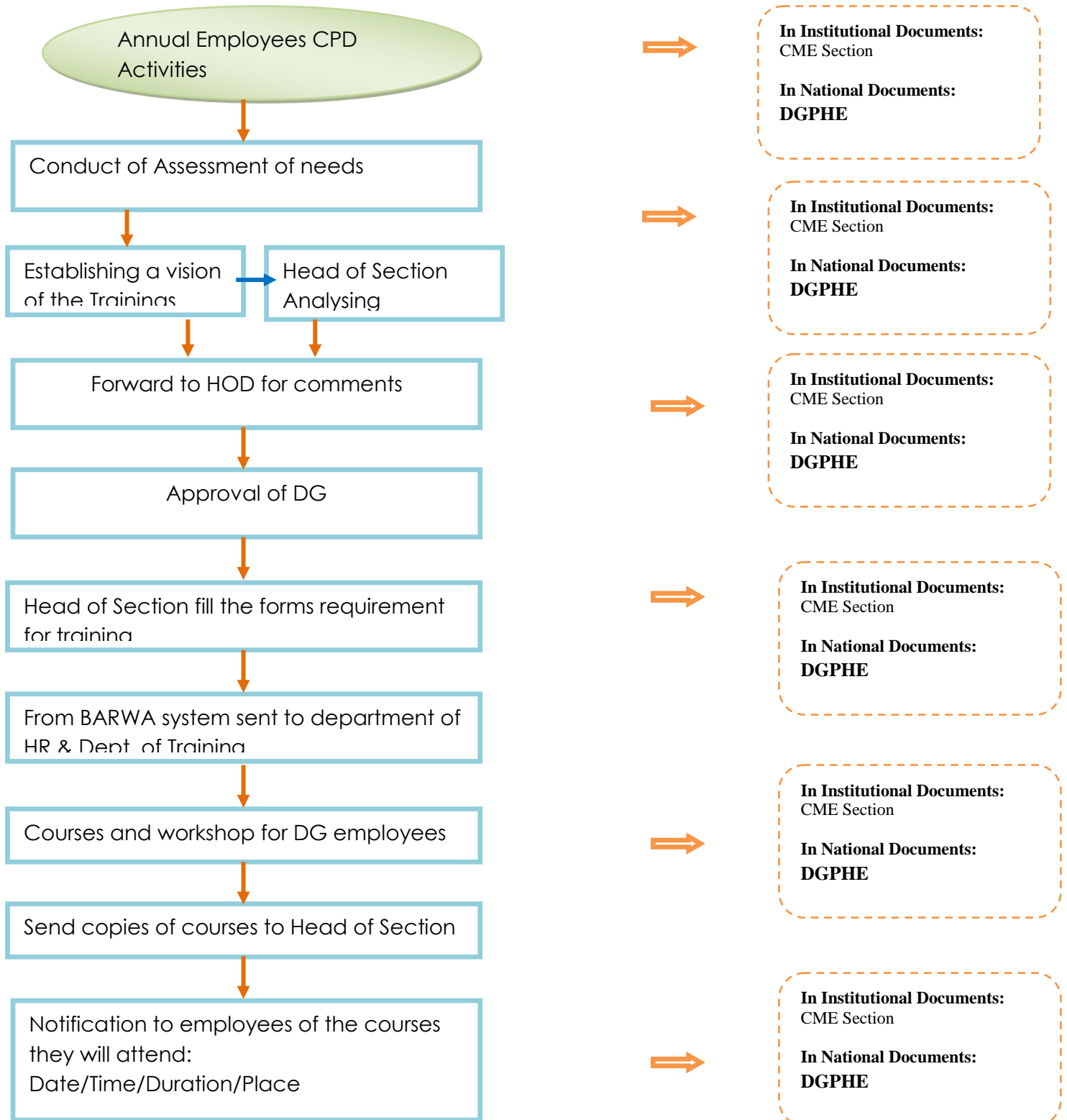
## Procedures





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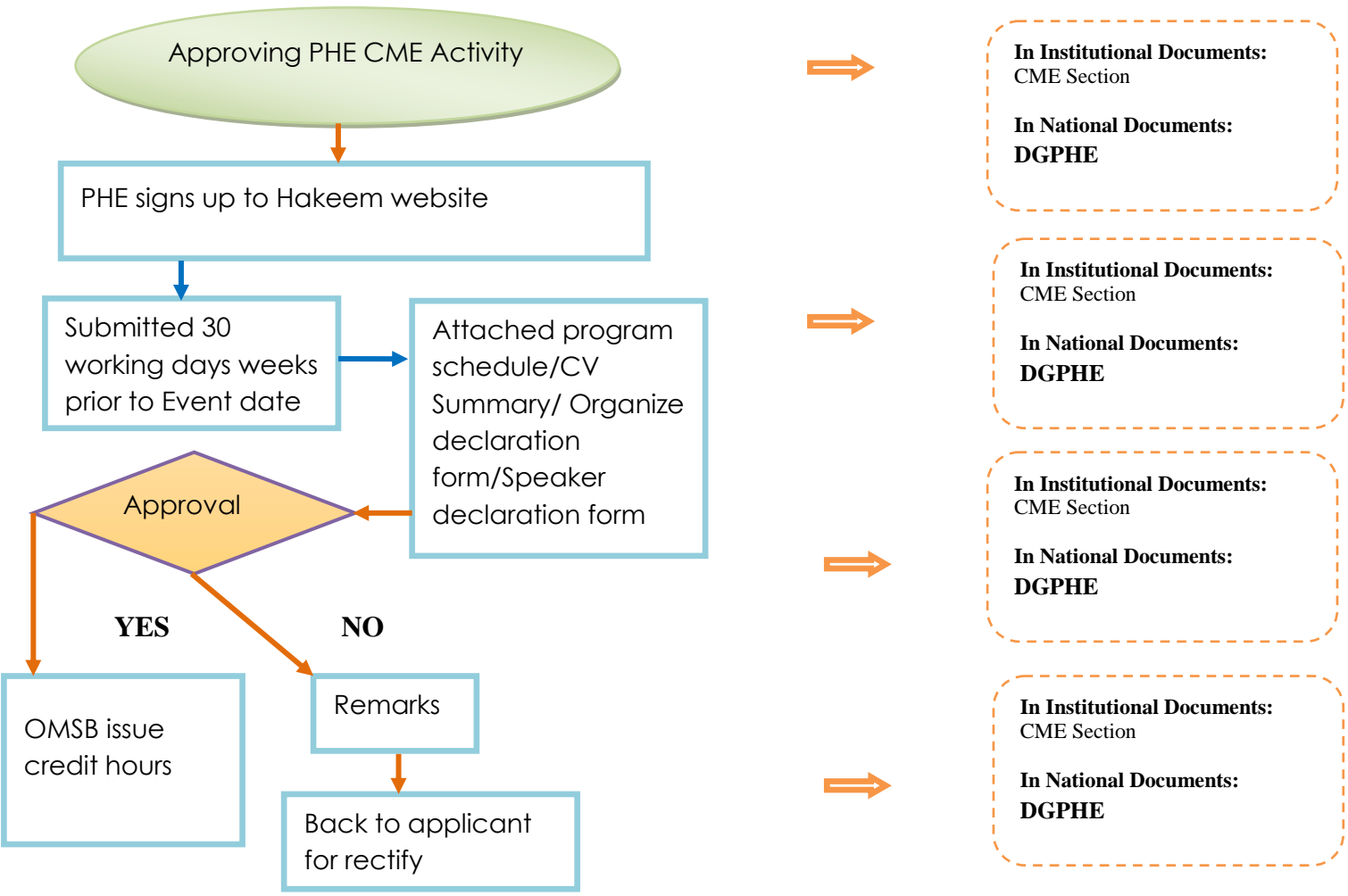
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**6. Responsibilities**

- 1.1 Responsibilities are mentioned above in the 6.0 procedure for each activity in the DGPHE while performing this procedure
- 1.2 Rawan Al Amri – Head of Section
- 1.3 Dr Munira Al Hashmi – Head of Quality Control and Patient Safety Department
- 1.4 Mr Bader Al Jabri – DG of DGPHE

**7. Document History and Version Control**

<b>Document History and Version Control</b>			
<b>Version</b>	<b>Description of Amendment</b>	<b>Author</b>	<b>Review Date</b>
01	Initial Release	Rawan Said Al Amri Head of CPD section DGPHE	Feb /2020
02	Review version	Rawan Said Al Amri Head of CPD section DGPHE	Jan 2022
<b>Written by</b>		<b>Reviewed by</b>	<b>Approved by</b>
Rawan Said Al Amri		DGPHE team	Mr Bader Al Jabri



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**8. Related Documents:**

8.1 Directorate of Human Resources forms

**9. References:**

<b>Title of book/ journal/ articles/ Website</b>	<b>Author</b>	<b>Year of publication</b>	<b>Page</b>
No references used			