

nhra
BAHRAIN



مملكة البحرين
Kingdom of Bahrain

الهيئة الوطنية لتنظيم المهن والخدمات الصحية NATIONAL HEALTH REGULATORY AUTHORITY

Continuing Professional Development Regulations



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Article One **Definitions**

SCH:	Supreme Council of Health
NHRA:	National Health Regulatory Authority
Committee:	Committee of Continuing Professional Development
CPD :	Continuing professional development

Definition: NHRA defines Continuing Professional Development as educational activities designed to deliver up to date knowledge, health skills and new developments in medicine and health in a way that is accessible and simple to reach all health professions, including doctors/ dentists, pharmacists, nurses or allied health professionals to help them to develop their clinical skills & knowledge.

Article Two **Objectives**

The objectives include:

1. Raising the quality and efficiency of the healthcare professionals' performance in order to provide safe, timely care to the residents of Bahrain.
2. Preserving and developing the healthcare professionals' medical and scientific knowledge.
3. Ensuring healthcare professionals have access to information about the most recent developments in their specialties in order to develop their skills and expertise.

Article Three

Classification of the Organizations that Provide Continuing Professional Development Activity

A- Authorized Organizations are divided into Three Categories:

First Category: This category includes the organizations that are allowed to provide all types of activities such as major conferences, symposia, seminars, training courses, specialized workshops in addition to internal activities like lectures, seminars and general workshops according to the rules and regulations of NHRA and can award the maximum number of **30 credit hours**.

The following organizations are recognized in this category:

- 1- Scientific Health Societies
- 2- Medical & Health Colleges at governmental and private universities
- 3- Governmental Health care facilities & Hospitals
- 4- Authorized licensed training centers
- 5- Exhibition & Conference organizing companies

Second Category: This category includes general and specialized private hospitals. These hospitals can offer lectures, symposia and workshops and can award a maximum of **20 credit hours** for a single activity in addition to their internal activities. Those hospitals may also have the opportunity to participate in organizing activities to gain more credit hours such as the major conferences and symposia in conjunction with Scientific Health Societies, Health Colleges at universities and Specialist Hospitals in accordance with NHRA's rules and regulations.

Third Category: This category includes other organizations in the healthcare sector such as those represented by governmental health institutes, private health institutes licensed by NHRA, governmental health centers, specialized health centers, clinics licensed by the NHRA to provide Professional Development activities, scientific health clubs and others. These organizations are authorized to offer lectures, symposia and general workshops and can award a maximum of **10 credit hours** for a single activity.

B- Unauthorized Organizations:

The following organizations are not permitted to provide CPD activities, they include:

- 1- Medical companies and establishments such as medical equipment companies and pharmaceutical companies.
- 2- Governmental and private sectors that are not specialized in the healthcare sector.
- 3- Health and educational sectors that have not yet been licensed to practice their activity in the Kingdom of Bahrain.

Article Four

Types of Activities

A- Lecture, Symposium, Conference:

- **Lecture:** A presentation of theoretical health information on certain topics in order to develop and enhance the healthcare professional's existing knowledge in a specified timeframe.
- **Symposium:** A collection of lectures that are presented by specialist lecturers on certain topics in a specified timeframe. These lecturers are nominated by the committee that organizes this activity.

- **Conference:** A publicized scientific gathering during which various scientific papers are presented by specialists on topics and themes related to the relevant specialty. It is called 'an international conference' when specialist external organizations participate in organizing the conference or presenting the papers such as scientific societies, universities and specialist organizations in the healthcare sector from outside the Kingdom. A preparatory committee is formed besides a specialist scientific committee that refers and accepts the scientific papers and nominates the lecturers.

B- Workshop:

- **General Workshop:** A practical training on general topic outside the specialty that aims to develop the general skills of the health practitioners.
- **Specialized Workshop:** A specialist practical training for a group of health practitioners in a specialty field.

C- Internal Activity:

- An activity performed at the site of the healthcare facility for the staff of the facility itself. It may include reviewing clinical cases, studying scientific articles or giving periodical lectures as well as other similar activities.

D- External Activities:

- Activities held outside the Kingdom of Bahrain where the organizers obtain NHRA accreditation.

E- Accredited activities outside Kingdom of Bahrain

- Activities that are conducted outside the Kingdom of Bahrain and are approved by an accountable authorized body/authority.

F- Online activities:

- These are the scientific activities provided in the health care sector through electronic websites specialized in providing online educational activities in the Kingdom of Bahrain and are approved by NHRA to do so.
- The accepted annually website activities shall not exceed:
 - Five (05) hours for physicians/dentists
 - Four (04) hours for pharmacists
 - Three (03) hours for nurses
 - Two (02) hours for Allied health professionals

G. Reading activities

- Reading Article: The healthcare professional shall make a statement in which he/she states the scientific material that he/she used as references and presented to his/her colleagues.

H. Publishing Scientific Papers, Book and Chapter in Book

- **Publishing Scientific Papers Shall be counted as follows** (provided that copies of scientific papers are enclosed or evidence of publication):
 - 10 hours for the first author
 - 5 hours for the second author
 - 3 hours for the third author and those who follow

- **Publishing Book and Chapter in Book Shall be counted as follows:**

- 15 hours shall be counted for book authors provided that copies of the books are enclosed or present evidence of publication
- 10 hours shall be counted for authoring a chapter in a book provided that copies of the books are enclosed or present evidence of publication

I - Medical Audit/Accreditation/Surveyor

- 5 hours shall be counted for to conduct medical audit and/or accreditation process for the first auditor/surveyor/team leader.
- 3 hours for the rest of the auditors involved in the implementation of the audit/accreditation process.
- Half of the total calculated hours will be calculated for medical audit/accreditation workshops as this is considered as a general rather than a specialized workshop.

J - Unaccredited Activities

NHRA cannot accredit:

- 1- Any activity that is, has been, or is currently conducted without the approval of NHRA.
- 2- Any activity whereby the presenter of the specific activity demonstrates a poor understanding of the subject and / or has insufficient qualifications for that subject matter.
- 3- If the activity or scientific subject is provided by someone without a health profession background or if provided by an unlicensed organization.

- 4- Educational activities that are directed to the members of the public and have no direct relation to the health field.
- 5- The Preparatory Test Programs for Saudi, Arab board or any other Fellowship or board exam.
- 6- The activities that take the form of multiple choice questions (MCQS).

Article Five

Regulations in Approving the Activities of Organizations that Provide Continuing Professional Development & Websites

A- The organizations that arrange the activities:

- 1- The healthcare institute/organization should hold a valid facility license from the NHRA in addition to having permission to conduct training activities.
- 2- Health professional societies must be licensed by the Ministry of Labor & Social Development.
- 3- Conference and exhibition organization companies must be licensed by the Ministry of Industry & Trade.
- 4- The activities provided shall be developmental and not qualifying in their nature.
- 5- The lecturer shall be qualified and specialized in the field and has experience in the activity field.
- 6- The organization shall state in all its advertisements that the activity is approved by NHRA and shall include the attendance and lecturers, certificates, the code number and date of approval, the number of credit hours, and NHRA's logo.

- 7- The organization shall automatically register the attendee's names according to the system adopted by the NHRA.
- 8- Attendance certificates shall only be given to those who attended the full activity otherwise the actual credit hours attended by the healthcare professional should be specified.
- 9- The recommendation is to use the certificate templates already designed and proposed by NHRA that enclosed NHRA and organizer logos only, which are available electronically and can be sent to the organizers beforehand. This must be filled out in English.
- 10- The organization must adhere to the provision of the activities approved by NHRA only.
- 11- The organization must adhere to all the conditions and guidelines set out in this regulation.
- 12- Institutions that do not comply with the standards and requirements of NHRA will risk losing their approval status.

B- Websites:

1. The website creators who present the activity should be a specialized academic or has a postgraduate degree in the field of the scientific topic being presented. His rank should not be less than assistant professor or consultant in the field of specialty and his Curriculum Vitae should be published.
2. The website must be owned by the author and/ or organization.
3. To be an interactive site through which communication between the service provider and recipient is achieved.
4. There must be a supervisor responsible for the site and there has to be a clear mechanism to communicate with him.

5. Customizing computer center contains qualified human resources and technical equipment, software and technical support.
6. Provide participants with contracts from lecturers and technicians.
7. Define clear procedures for admission and registration in the system.
8. Organization should demonstrate an evaluation mechanism that proves presence of benefit to the candidate from e-learning activity after completion.
9. Clarify the maximum allowed CPD credit hours each year for each healthcare professional accordingly on the website.
10. The scientific material shall be directly related to health or health services and shall depend on the most recent scientific references and the essential periodicals in the specialty.
11. The activity should be presented in English and should be in clear scientific language.
12. The scientific material should be in the form of a scientific article along the lines of what is written in specialized scientific journals and references shall be mentioned at the end of the article.
13. The scientific material may be presented in the form of power point slides or a film provided that the material is accompanied by audio or written explanation.
14. Scientific material shall be evaluated by an independent scientific committee and members of university professors who are highly specialized in the same area of the scientific contents.
15. CPD hours are approved from external websites if they are accredited by authorized international bodies/authorities.

Article Six

Application procedure for approval of CPD activities

A- The Authorized Organizations:

- 1- Organizations requesting NHRA approval for CPD activities must fill out an application from (available on the NHRA website: www.nhra.bh)
- 2- Applications will **ONLY** be accepted electronically via CPD@nhra.bh
- 3- Organizations should have a CPD Committee/Coordinator/ Department to conduct CPD within the organization.
- 4- The activity shall be presented in English and shall be in clear scientific language with clearly stated goals and target category.
- 5- The application should be submitted electronically to NHRA as per the timelines mentioned below in order to avoid automatic rejection:
- 6-
 - Conference: six (6) months before the date of conduct.
 - Workshops and courses: three (3) months before the date of conduct.
 - Lecture or other educational activities: two (2) before the date of conduct.
- 7- Internal activities shall only be provided for one calendar year. The complete activity shall be presented for approval before the end of the year; and it shall not be implemented for any subsequent years unless a new application for approval is made to NHRA.

- 8- Organization must make a clear indication in the application form if the activity is to be conducted more than once during the year. The date and venue of the recurring activity shall be specified. Fees will be calculated once for recurring activities (provided they do not exceed 12 times per year).
- 9- No new applications will be accepted or considered for the same organizer until a decision is made regarding any current applications from the same organizer and any pending fees have been settled.
- 10- The organization shall abide by carrying out the activity in the specified time and venue. The activity can only be re-directed, postponed or cancelled after the NHRA is notified at least two weeks before the activity takes place.
- 11- All fees must be paid prior to start of any activity (see Article No. 9 of this regulation).

B- Websites:

- 1- Submit an application form to the CPD Committee at NHRA.
- 2- Fill the application for CPD approval with the all required information regarding the activity supported by appendices, references that demonstrate elements such as the competencies of the speakers, the content of the activities, and programs schedule.
- 3- Website licenses will be granted for one year only. Organization shall apply for a new approval every year and be subjected to reassessment of activates by CPD Committee.
- 4- Organization must provide a user name and password for all members of the CPD Committee for continued assessment of the scientific content of the website.
- 5- The accreditation fees must be paid and a copy of the deposit bond or electronic transfer through the system must be enclosed.

Article Seven

The Criteria for Calculating the Credit Hours

The Continuing Professional Development Committee shall study the activities according to specialty and it may seek the help of a scientific committee if necessary for the purpose of evaluation. Calculating the credit hours shall be done in the following way:

First: to calculate only half hour

1. Applied surgeries
2. General workshops not within medical/ dental fields such as presenting: health care management, hospital accreditation, audit, communication skills, and leadership,...etc.)
3. Seminars for the consultants/medical consultant discussion
4. Video presentation
5. Clinical Cases presentation
6. Individual training for trainer
7. Electronic learning: each one hour scientific material learnt through the electronic websites is equated as half CPD hour.
8. Other health professionals than dentists will consider this hands on activity half hour otherwise its advised differently by CPD Committee.

Second: to calculate only one educational hour

CPD Committee reviews all applications and might seek assistance from professional scientific body regarding scientific content, if necessary time is calculated as follows:

- 1- The maximum number of credit hours for a lecture, seminar, and or specialized workshop shall be one hour even if the lecture period exceeds that time.
- 2- The maximum numbers of hours of any continuing professional development activity is 30 hours.
- 3- Evidence-based medicine and methods of scientific research shall be counted as one hour against one teaching hour.
- 4- Dentists hands on activity will be considered one hour unless advised differently by CPD Committee.

Third: activities not eligible for educational credit hours

The following activities do not count towards educational credit hours:

1. Registration
2. Recitation of the Holy Koran
3. Opening and closing declaration
4. Launching
5. Introduction
6. Opening & closing ceremony speech
7. President's speech
8. Discussion
9. Poster presentation

10. Abstract
 11. All public activities
 12. The exam including pre- & post- educational activities exams
 13. Question & answers
 14. Coffee & lunch break
 15. Prayer Period
 16. Conclusion/wrap up /closer /recommendation
 17. Any other material content /view NOT for medical education purpose
- The activities that are presented simultaneously shall be counted as only one presentation.

Article Eight:

Criteria of Counting Credit Hours for Lecturers

- CPD hours shall be counted for the lecturer as double the period in which he gave his lecture with a maximum 30 possible hours per activity. The same activity cannot be repeated and evidence of the lecturer's participation shall be presented.

Article Nine

Accreditation Fees for Activities

1. NHRA shall procure financial fees for the accreditation of Continuing Professional Development courses according to the Decree No. 17/Year 2016 issued by SCH in accordance to the following regulations:

No.	Activity	BD
1	Accreditation CPD - Conference	500
2	Accreditation CPD - Workshop (Specialized/General)	200
3	Accreditation CPD - Lecture	50
4	Accreditation CPD - Electronic websites' activities /year	100

2. Internal activities shall be approved without procurement of fees.
3. Other activities: shall be procured for any activity not mentioned in article no. (04) in decree No. 17/Year 2016 issued by SCH according to CPD committee's classification within the same declaration.

4. The fees shall be deposited in NHRA's account according to the number of hours presented and the deposit bond shall be sent to the NHRA electronically.

Article Ten

Categories Excluded From Attaining Credit Hours from Continuing Medical Education and Continuing Professional Development Courses

1. Physicians, pharmacists and others, who are registered in training (e.g. residency training programs, PhD, or MSc,... etc.)
2. All health assistants who attended the health assistant course
3. Optical labs technicians
4. Health management technicians
5. Medical records technicians
6. Medical secretariat technicians
7. Medical equipment and health supervision technicians
8. Environmental technicians
9. Non practicing physicians
10. Students in colleges and institutes

Article Eleven

Regulations that must be observed when attending activities

1. Ensure that activity has been approved by NHRA by finding the NHRA accreditation code number, title, place, and timing of the activity on NHRA website.
2. 70% of the professionals' CPD activities should be related to professional's specialty.
3. Ensuring that the specified number of hours allocated to the type of activities illustrated by the table (Article Twelve) is met.
4. Attendance shall be for the whole period of the activity according to the period accredited by NHRA.
5. Ensuring that an attendance certificate is obtained in which the code number and date of the activity's accreditation is stated, the signature of the official approved by NHRA to conduct the activity and NHRA's logo is visible.
6. For internal activities, a letter or certificate issued by the CEO or the Head of Department that includes the number and date of approval in addition to the activity's actual attendance hours during the year.
7. Handwritten or scanned certificates will not be accepted by the NHRA.
8. The health practitioner is entitled to attend the accredited activity only once.
9. All the provisions mentioned above shall apply to attending the activities conducted outside the Kingdom of Bahrain on condition that they are offered by accredited scientific health institutions/ authorities. The healthcare professional should bring an attendance certificate that include the number of accredited hours.

Article Twelve
Continuing Professional Development Hours
required for the renewal of healthcare professionals licenses

Health care professionals seeking to renew their license must provide proof of the attainment of the minimum number of hours of continuing professional development per year according to the guidelines specified within this document.

Category	Required CME Hours per year
Physicians & Dentists	30 ties if the certificate is expired except Forensic Doctors, No BLS is Required
Pharmacists	25
Nurses	20 It is mandatory for BLS to be one of these activities if the certificate is expired
Allied Health Practitioners, Pharmacy Technicians and Dental Assistants	10

Article Thirteen

Criteria for Reserving the Dates for conferences, workshops, training courses & other medical educational activities

1. Before establishing a date for conferences, workshops, training courses & other medical educational activities, please review approved conferences and reserve through the electronic websites of CPD-NHRA by selecting the appropriate time for any of the above mentioned activity.
2. Any organization wishing to provide a similar scientific activity in the same city must ensure that there is a minimum period of three (03) months between conferences, workshops, training courses & other medical educational activities from the same specialty area.
3. The initial approval form must specify the type, title, proposed date and venue of the activity with the e-mail address for facilitation of those who intend to participate or attend.
4. The initial approval shall be sent through the organization's official e-mail address, which is approved by the NHRA.

Article Fourteen

General Instructions

1. NHRA has the right to accredit activities with the number of hours it deems appropriate and may not necessarily approve the number of suggested hours by the organizer.
2. NHRA has the right to refuse any incomplete applications; applications that are submitted after the suggested application timeframe for each activity mentioned earlier, applications made during or after the completion of the activity, or application with weak invalid scientific material.
3. No announcement shall be made about any activity except after it has been approved by NHRA.
4. NHRA is only responsible for approving the activity itself and will not communicate with any other authorities regarding any other aspect of the activity such as the booking of the venue or applications for visit permits for the speakers.
5. NHRA has the right to cancel any granted CPD approval should there be a breach from the organizer's perspective regarding what has been stipulated within the Executive Rule.

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