



Egyptian Health Council

The Higher Committee for Continuing Professional Development

General rules and standards For Continuing Professional Development (CPD) activities for Medical Graduates:

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❖ Key Terms and Definitions:

Used Terminologies:

- **Continuous Medical Education (CME):** Includes educational activities aimed at preserving or enhancing the knowledge, skills, and professional behaviors of physicians.
- **Continuous Professional Development (CPD):** Encompasses professional activities to develop healthcare practitioners with the necessary knowledge, skills, and professional attitudes required in their professional lives. It also includes management, team building and management, medical team and communication skills, technology, teaching, and accountability.
- **Interchangeable Use of Terms:** Although the terms "Continuous Professional Development" and "Continuous Medical Education" can be used interchangeably, most studies define "Continuous Medical Education" as a component of "Continuous Professional Development." "Continuous Medical Education" is considered part of a broader term known as "Continuous Professional Development."
- **Higher Committee for Continuous Professional Development in the Field of Human Medicine:** It is a committee affiliated with the Egyptian Health Council responsible for assisting in setting general regulations and rules for professional licensing and renewal, in coordination with the relevant authorities at the Ministry of Health and Population, and developing continuous professional development programs (referred to hereinafter as the Committee). The committee aims to ensure the existence of advanced professional educational and training programs that align with quality and safety standards in healthcare services provided to Egyptians, and monitors developments in medical specialties.
- **Physician Professional Registration:** Professional registration means the inclusion of the physician's name in a professional register confirming their eligibility to practice medicine. Registration also includes regular information updates.
- **Physician Professional Licensing:** It is the process of granting a professional license to a physician to practice medicine. This procedure includes evaluating the qualifications, training, and medical experiences of the physician, and verifying their adherence to professional standards and ethics.



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- **Licensing Requirements:** These are the standards and regulations that must be met by the physician to qualify for a professional practice license. These requirements include education, clinical training, examinations, and compliance with professional ethics according to regulated rules.

Physician License Renewal: Means submitting a request to renew the license before the expiration of the current license, according to regulated rules. This requires updating information and compliance with renewal requirements, which include continuous education, training, and participation in continuous professional development activities.

- **Accreditation of Physician License Renewal Requirements:** Recognizing the validity and suitability of the requirements for obtaining or renewing a physician's professional practice license by the Egyptian Health Council and the Minister of Health and Population.
- **Institutional Accreditation:** It is the official recognition granted to a provider of professional development services after evaluating their documents and performance according to quality and education standards, and other standards specified by the Egyptian Health Council.
- **Activity:** It is an educational event or activity targeting medical practitioners based on specific needs, aiming to achieve educational objectives. The activity is evaluated to ensure meeting the needs of continuous professional development.
- **Clinical Audit:** It is a process involving systematic review of clinical care, and application of changes according to clear standards, with the aim of improving the quality of patient care and outcomes.
- **General Assurance of Examination and Review:** It is an evaluation of a person, institution, process, activity, or program conducted according to specific standards to verify the accuracy and validity of their information and internal controls.
- **Professional Assessment:** It is the measurement of the professional performance of an individual at a certain point in time compared to specific standards, conducted according to relevant curricula, and can lead to the identification of an assessment scale.



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- **Professional Evaluation:** It is an evaluation followed by procedures to improve professional performance.
- **Blended Learning:** It is an educational program that integrates mandatory face-to-face learning with completion of distance learning component associated with it.
- **Competency / Competencies:** Include knowledge, skills, attitudes, behaviors, and performance, and the effectiveness of continuous professional development activity can be evaluated by documenting a change in competencies, while considering the quality of healthcare fundamentals.
- **Knowledge:** It means awareness of facts and theoretical or practical understanding of a specific subject and is considered part of competency.
- **Medical Knowledge:** Represents understanding and knowledge about matters related to medical sciences and healthcare. This knowledge includes scientific understanding of human anatomy and physiology, diseases and their treatments, and how to diagnose various health conditions. Individuals typically acquire medical knowledge through medical education in medical colleges, then through professional training or practical experience in healthcare fields.
- **Medical Skills:** Are a set of capabilities and knowledge acquired by physicians to provide high-quality healthcare. These skills include clinical skills in examining and diagnosing patients, good communication with patients and the medical team, and making appropriate clinical decisions. It also includes effective analysis skills for medical information and the ability to manage pressure and make ethical decisions in the field of medicine.
- **Professionalism:** Refers to a set of values, behaviors, and communications that demonstrate the community's confidence in practitioners of this profession.
- **Professionalism in Medical Practice:** It means behaving and acting in a manner that reflects the expected ethical and professional standards in the field of medicine; it is defined as: the ability to carry out healthcare duties professionally and ethically. Professionalism in medical practice includes possessing the necessary medical knowledge and skills, adhering to medical ethics and professional behavior rules, and effective interaction with patients and other healthcare teams.



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- **Knowledge and Skills:** Possession of a high level of medical knowledge and essential clinical skills necessary for providing high-quality healthcare.
- **Ethics and Professional Behavior:** Commitment to professional ethics principles and medical values, such as medical confidentiality, patient privacy and protection, and full respect for patient rights, while avoiding discrimination.
- **Effective communication** with patients and other medical teams, and understanding patient needs.
- **Continuous updating:** keeping up with developments in the medical field, continuous learning, and training to improve clinical practice and provide better healthcare.
- **Informed decision-making:** making informed medical decisions based on scientific evidence and established treatment pathways, while respecting patient preferences.
- **Human interaction:** the ability to interact empathetically and supportively with patients, understanding the human aspects of healthcare.
- **Continuous Development Program:** a set of tools and activities that support continuous professional development, enabling participants to plan, document, and self-assess their activities.
- **Certificate of Completion of Specialty Training (CCST):** The certificate obtained upon successful completion of a specialty training program, which has been approved by the relevant authorities.
- **Organizing Committee/Scientific Committee:** The individuals responsible for designing and organizing the event, including selecting trainers and preparing content.
- **Conference Handbook:** The official publication containing the scientific program of the conference, including the schedule of scientific lectures, speakers and trainers, workshops, as well as a list of commercial sponsors and promotional activities.
- **Curriculum:** a document outlining the objectives, content, experiences, outcomes, and processes of an educational program.



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- **E-learning Materials:** a type of education using electronic technologies to access continuous educational content at a convenient time for learners.
- **Continuing Medical Education (CME) Activity Unit:** a unit equivalent to one hour of educational activity, which can be converted to the CME unit per country, as the relationship between actual time and the CME unit varies from one country to another.
- **Accredited Trainers:** They are a group of speakers and educational content providers accredited by the Egyptian Health Council.
- **Learning Objective:** The expected educational outcome of a specific educational activity, related to the skills, knowledge, and behaviors acquired by participants.
- **Learning Methodology:** The type of teaching method used to deliver continuous professional development activities.
- **Live Educational Event:** An event aimed at providing educational materials to physicians, including in-person or remote attendance, such as seminars, lectures, workshops, and courses.
- **Accredited Activities:** Activities accredited by the Egyptian Health Council or recognized foreign accrediting bodies.
- **Needs Assessment:** The process of collecting and analyzing data to identify the need for a specific educational/training activity and prioritize development activities.
- **Outcome:** Represents the evaluative outputs resulting from participation in continuous professional development activities.
- **Peer Review:** The process of reviewing educational/scientific materials or any other relevant materials related to a physician's professional activity by other experts in the same professional field.
- **Accreditation Cycle:** a specified period according to regulations, laws, rules, and standards set by the Egyptian Health Council.



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- **Non-Compliance with Continuous Professional Development Requirements:** Failure of a participant in a continuous professional development program to achieve at least (250 accredited hours) distributed over a minimum of 3 years by the end of a (5-year) cycle allocated for renewing the professional practice license.
- **Subsidiary Specialized Committee:** a committee derived from the Higher Committee for Continuous Professional Development for Human Medicine, issuing decisions by the board of directors, tasked with reviewing requests within its scope of work and presenting its recommendations to the board of directors for action.
- **Governing Texts:** The Law Establishing and Regulating the Egyptian Health Council No. (12) of 2022 and its executive regulations issued by the Prime Minister's decision No. (3798) of 2023, relevant laws and decisions, and decisions issued by the board of directors of the Egyptian Health Council.



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Administrative Procedures:

❖ Obtaining a License to Practice Medicine for the First Time:

- Registration rules for doctors required to be registered for the first time in the records of the Egyptian Health Council and the Ministry of Health and Population:
 1. Registration procedures for the **National Exam for Medical Practice (EMLE)**, in case of success, are considered sufficient for registration with the Egyptian Health Council, and successful candidates must complete the procedures to obtain a practice license from the competent Authority at the Ministry of Health and Population.
 2. In the case of a **non-Egyptian doctor** "when applying for registration in postgraduate studies": the regulations of the central administration for non-governmental medical institutions and licensing are followed when obtaining a practice license for non-Egyptian doctors.
- After electronically fulfilling the following requirements, the Egyptian Health Council directs them to the licensing authorities:
 1. Statement of Passing the **National Exam for Medical Practice (EMLE)** is conducted to assess the level of medical knowledge for doctors applying for the first time.
 2. The doctor must provide to the licensing authority evidence of obtaining **Basic Life Support** training from an entity accredited by the Egyptian Health Council or an entity affiliated with the Higher Council of University Hospitals.



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❖ **Renewal of Medical Practice License for Doctors and Accreditation:**

The license is renewed by the licensing authorities after fulfilling the following requirements:

✓ **General requirements for all doctors:**

1. **Basic Life Support** Certificate from an entity accredited by the Egyptian Health Council.
2. Certificate of completing a training course in **quality and accreditation of health institutions** from the General Authority for Accreditation and Health Regulation (GAHAR).
3. **Self-Development Plan** filled out by the doctor, according to the model prepared by the Egyptian Health Council, to outline the doctor's self-development plan, and to be discussed by a committee consisting of some of the applying doctors. The form must be completed with the knowledge of the Egyptian Health Council.

✓ **Special Requirements According to Specialties for Specialists and Consultants; Instead of Basic Life Support Certificate:**

- **Requirements for Specialists and Consultants in Internal Medicine:** A certificate from an entity accredited by the Egyptian Health Council for completing the Advanced Cardiopulmonary Resuscitation Course (ACPR).
- **Requirements for Specialists and Consultants in Surgical Specialties:** A certificate from an entity accredited by the Egyptian Health Council for completing the Advanced Trauma Life Support Course (ATLS).

Approved Continuing Professional Development (CPD) Points by the Egyptian Health Council:

Human medical practitioners must obtain **(250 approved points)** during the assessment cycle **(5 years)**, distributed over at least three years.

- It should be noted that if the required CPD hours are not completed after the allowed period (5 years), the applicant is granted a maximum extension of one year to complete the necessary hours. The time left for study in each case should be determined as follows: (two months - four months), and so on. "All subject to compliance with the laws and regulations governing this matter."



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❖ Categories of Educational and Training Activities for CPD, and Approved Hours:

These activities include the following:

• Public Learning Activities:

- Live Educational Event: An educational effectiveness aimed at providing educational materials for medical practitioners, requiring participants' presence at the event venue or remote participation through various communication means. Examples include conferences, courses, workshops, lectures, seminars, journal clubs, and training, among others.

Note:

The webinar event should not exceed 50% of the approved hours provided to fulfill the requirements for CPD or exceed 75% for those working in remote areas.

- Blended Learning: An educational approach that combines online educational materials with traditional classroom-based methods. Blended learning requires the physical presence of both the teacher and the student, with some elements allowing student control over time, place, path, or pace. The program must be accredited by the Egyptian Health Council for all its components, whether face-to-face or virtual.
- Online Webinars: live educational event broadcasted directly over the internet, allowing attendees to participate and engage with questions and answers, ensuring that all trainers are accredited by the Egyptian Health Council.

These Learning Activities include:

Classification of conferences and workshops:

- International Conferences: These are global, continental, or regional conferences held within or outside Egypt and accredited by the Egyptian Health Council or a body recognized by the Egyptian Health Council.

The following conditions must be met for conference participation:

1. Participants in the conference events must include both Egyptians and foreigners.
2. The scientific committee must include foreign members alongside Egyptians.
3. When selecting the peer reviewing committee, at least one member must hold an assistant professorship.



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4. The conference must have a scientific website in both Arabic and English, where all scientific activities listed on the conference agenda and the fees for scientific or research participation, whether for Egyptians or foreigners, are announced.
 5. All research papers presented at the conference must be submitted through the conference website, with all submission system requirements and evaluation criteria available on the scientific committee's website.
- **Specialized Local Conferences:** These are local conferences in a single medical specialty conducted by Egyptian speakers and accredited by the Egyptian Health Council. Research presented at these conferences must be peer-reviewed by their scientific committees, and abstracts must be included in the conference proceedings booklet.
 - **General Local Conferences:** These are local conferences covering more than one medical specialty conducted by Egyptian speakers and accredited by the Egyptian Health Council. Research presented at these conferences must be peer-reviewed by their scientific committees, and abstracts must be included in the conference proceedings booklet.
 - **International Workshops:** These workshops are conducted by foreign speakers and accredited by the Egyptian Health Council or a body recognized by the Egyptian Health Council.
 - **Local Workshops:** These workshops are conducted by Egyptian speakers and accredited by the Egyptian Health Council or a body recognized by the Egyptian Health Council.



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• Self-Learning Activities:

1. Approved activities within professional educational and training programs affiliated with certificates: which are accredited for a specified number of hours within the training program associated with a **Master's, PhD, Board, Fellowship, or Higher Professional Diploma** in a specific specialty. The professional training activity must be clearly accredited and defined (in terms of needs, learning methodology, and curriculum) within the specified period on the certificate's regulations. If the training period exceeds the specified period, additional CPD hours must be completed through other CPD activities.
2. E-learning Materials: This refers to learning through electronic technologies to access continuous educational content at a convenient time for learners. It mostly refers to a course or program delivered online, provided it complies with the general requirements for CPD (such as platforms like Coursera, LinkedIn, and other self-learning electronic platforms).
3. Blended Learning: A program that combines mandatory participation in a "live educational event" and completion of the associated e-learning component. The program must be accredited by the Egyptian Health Council for all its components, whether face-to-face or virtual (such as medical courses held in theoretical parts and hands-on parts, divided into virtual and in-person sections).
4. Directed Professional Reading: A special type of e-learning that can also be provided in printed form, involving reading medical articles or books and engaging with medical materials with suitable educational content, prepared in an educational manner and containing questions that practitioners must answer as evidence of learning. The applicant can discuss with a specialist to ensure learning outcomes if there is no examination result or passing certificate (such as reference articles approved by CPD authorities in medical journals).



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5. Scientific Publishing, Peer Review, and Contribution to Clinical Practice Development: Such as publications in scientific journals, peer review of published articles, participation in authoring a chapter or book in the specialty published by a recognized international or local publishing house, or participation in clinical practice development, or acceptance of a presentation or research paper presented at an event accredited by the Egyptian Health Council. In all cases, the committee has the right to verify through the means it deems necessary to ensure that the activity has high educational value

- Evaluation Activities:

Academic and Professional Examinations: Participation in academic examination committees for programs accredited by the Supreme Council of Universities and professional examinations accredited by the Egyptian Health Council or the National Authority for Quality Assurance and Accreditation.

Self-Evaluation, Quality, and Accreditation Activities: Aimed at improving patient care through self-assessment of work methods, peer review compared to external standards, evaluation of differences, development of strategies to improve daily work, testing new strategies, exchanging scientific experiences and results, such as quality programs overseen by the General Authority for Accreditation and Health Care Regulation and the National Authority for Quality Assurance in Education.



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❖ THE GENERAL FRAMEWORK FOR CONTINUOUS PROFESSIONAL DEVELOPMENT ACTIVITIES: (CPD)

	Activity	Example	Notes
Group 1: Learning Activities	<p>Group activities previously accredited by the Egyptian Health Council or an accrediting body recognized by the council, requiring participants' presence at the event location or remote communication with them through various means of communication.</p>	<p>Conferences, workshops, lectures, seminars, journal clubs, and accredited training hours.</p>	<ul style="list-style-type: none"> - 2 accredited points per hour of attendance at an international conference, up to 30 points per conference. - 1 accredited point per hour of attendance at a specialized local conference, up to 20 points per conference. - 1/2 accredited point per hour of attendance at a non-specialized local conference, up to 15 points per conference. - 1 accredited point per hour in international workshops, up to 20 points per workshop. - 1/2 accredited point per hour in local workshops, up to 15 points per workshop. - The speaker receives double the accredited points for the session, up to 10 additional points per conference.



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Group 2: Self Education Programs	<p>Self-Education: Accredited activities with specific hours, provided that the Egyptian Health Council is provided with a certificate of completion of the basic accredited training for the specialty (CCST)</p>	<ul style="list-style-type: none"> - Training program leading to a master's, doctoral, board, fellowship, or higher professional diploma in a specific specialty. - Accredited training programs during enrollment in a master's, doctoral, or fellowship program. 	<ul style="list-style-type: none"> - 50 accredited points per academic year. - 10 Points.
	<p>Directed Professional Reading on accredited websites with training hours (the trainee must provide evidence to pass the training)</p>	<ul style="list-style-type: none"> - Reading a medical book - Reading guidance manual from the Egyptian Health Council website - Reading a chapter in a medical book - Reading a medical journal issue - Reading an article in a medical journal. 	<ul style="list-style-type: none"> - 8 accredited Points - Points are automatically calculated - 2 accredited Points - 2 accredited Points - 1 accredited Point
	<p>Scientific Publishing and Reviewing</p>	<ul style="list-style-type: none"> - International publishing - Local publishing - International reviewing - Local reviewing - Participation in the authoring of a scientific book 	<ul style="list-style-type: none"> - 25 accredited points - 10 accredited points - 10 accredited points - 5 accredited points - 5 accredited points



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Group 3: evaluation and Assessment	Cognitive Assessment	Participation in academic examinations for programs accredited by the Supreme Council of Universities and professional examinations accredited by the Egyptian Health Council, Al-Azhar University, and similar authority.	- 2 accredited points per hour
	Self-Assessment, Quality, and Accreditation	Participation in quality programs such as activities supervised by the General Authority for Accreditation and Health Regulation and the National Authority for Quality Assurance of Education.	- 2 accredited points per hour

▪ **Activities not eligible for Continuous Professional Development (CPD) points accreditation:**

- Activities submitted for accreditation during or after their occurrence.
- If it turns out that the lecturer is not specialized or qualified in the topics of the lectures or lacks sufficient experience.
- Preparatory programs for academic, Egyptian, Arab, or international professional certificates.
- Regular morning meetings and patient rounds.
- Internal department meetings, case discussions, and activities directed at the public.
- Community and patient awareness sessions.
- Sponsored scientific sessions with promotional nature.



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❖ **Institutional Accreditation:**

Qualified Entities for Accreditation Application:

- Any entity or organization that has a regular and recurrent program for Continuous Professional Development (CPD) activities in the field of human medicine has the right to apply for accreditation, provided that it does not have a commercial interest that affects the content, faculty, coordination with sponsoring entities, or cases of conflict of interest. Accreditation will not be considered in such cases.

-Accreditation for presenting CPD activities is valid for four years and can be renewed after updating and reviewing each time. Applications for accreditation renewal must be submitted at least six months before the expiration.

Entities wishing to apply for accreditation must meet the following criteria set by the Higher Committee for Continuous Professional Development of Human Medicine at the Egyptian Health Council:

- The entity must be legally recognized. Examples include:

1- Higher education institutions and other institutions awarding educational and vocational training certificates (medical faculties at Egyptian universities, Al-Azhar University, armed forces, police).

- Governmental bodies.
- Medical associations.
- Healthcare facilities (hospitals, administrations, medical centers, etc.).
- Companies specialized in providing CPD services, provided that they have the necessary documents from the relevant authorities.



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2- Sufficient educational experience in the subject of CPD activity/activities offered by the entity applying for accreditation.

3- Availability of accredited trainers for CPD activities within the applying entity.

4- Submission of at least one training program for programmatic accreditation.

5- Passing the examination and review process: The committee conducts an examination and review process of the applying entity to ensure compliance with the CPD regulations and standards.

❖ **Accredited CPD Program Trainers:**

Accreditation for CPD activity trainers is valid for four Gregorian years, and renewal is possible after updating and reviewing each time by the committee.

The following conditions must be met by trainers to be accredited by the Egyptian Health Council:

1. Hold a professional license (if required for practicing their profession).
2. Hold a higher degree in the specialty in which they provide training, and a Ph.D. degree in case of training for a specialized medical program.
3. Hold a Master's degree, Egyptian fellowship, or any equivalent certificates, provided they have completed a trainer qualification course accredited by the Egyptian Health Council.
4. Submit a curriculum vitae accompanied by scientific and training experiences in the field they are applying for.



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❖ Programmatic Accreditation:

Steps for Accreditation of Continuous Professional Development (CPD) Activities:

Entities accredited as providers of CPD activities are required to prepare a **comprehensive electronic and printed file for each activity in the field of human medicine**, to be submitted for accreditation to the Egyptian Health Council, according to the prepared templates by the committee, indicating:

1- Pre-Activity Commitments:

1. Providing a brief description of the presenting entity/institution for the activity, along with its accreditation number from the Egyptian Health Council.
2. Submitting the names, qualifications, and positions of the trainers and their accreditation status by the Egyptian Health Council.
3. Providing contact information for all members of the scientific committee responsible for organizing the activity (email - phone), ensuring that this person is not an employee of the commercial sponsor or educational company of the activity, if any.
4. Providing detailed information about the duration of direct educational activity, the intended training objectives, participant and program evaluation methods.
5. Specifying methods for monitoring participant attendance during the activity.
6. Acknowledging that program promotion will only be done with written approval from the Egyptian Health Council, in case of program accreditation.
7. Submitting written statements about any conflicts of interest for all members of the scientific committee and trainers.
8. Stakeholders must be excluded from preparing the scientific program, and no representatives of sponsors are allowed to participate in program design or teaching.
9. Providing a declaration indicating that the CPD program is non-promotional, and that the supporting commercial entity (if any) will not interfere in the design or implementation of this program.



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2- Commitments During Activity Execution:

- **Adhering to the rules** of commercial support and sponsorship, program activity booklet, website, exhibition if any, as specified in these rules and standards.
- Registering attendance names and maintaining attendance records and evaluation forms for the activity.
- The entity providing CPD programs and activities is allowed to use the Egyptian Health Council accreditation logo on materials related to the activity after issuing the accreditation document, provided that no commercial logo accompanies it.
- The logo **cannot be used** in notifications, advertisements, or promotions for any other activities other than those specified in the Egyptian Health Council accreditation document, and this accreditation cannot be transferred to any other activity.

3-Post-Activity Commitments:

The documents related to the activity must be submitted to the Egyptian Health Council within thirty days of the activity's completion, including:

- A copy of the activity program booklet.
- A list of attendees and their email addresses.
- A copy of the attendance certificate (consistent with the proposed version on the Egyptian Health Council website) for both trainees and trainers, along with any other certificates (such as appreciation certificates), ensuring no commercial logos are used.
- Evaluation feedback forms from participants, including the extent to which educational objectives were met.
- Submission of a summary report on the activity, outlining any shortcomings encountered.
- Activity documents must be retained for four years and provided to the Egyptian Health Council upon request.



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4- Conditions for Commercial Support and Sponsorship:

- Educational materials, presenters, and course content should be selected based on the educational needs of human physicians, unaffected by commercial sponsors.
- All educational materials must be free from any form of advertising, bias towards a service, product, treatment, or specific company.
- Scientific names should be used instead of brand names in all educational materials and lectures.
- Scientific materials included in the activity should provide a balanced view of all available therapeutic alternatives rather than being limited to a specific choice.
- Acknowledgment of commercial sponsorship is only permitted if the commercial sponsor contributed to the educational program through a grant without specifically mentioning commercial products or services.
- For sponsored symposia, details (title, presenters, sessions, sponsoring entities, etc.) should be published in a separate section after the scientific program.
- Clear distinction must be made between all advertising materials (including exhibitor lists) and educational and scientific components of the program, and they should be identified separately.

If the support is in the form of materials or tools used for practical workshops (such as equipment, supplies, surgical tools, etc.), providers of Continuous Professional Development (CPD) programs must include a statement in the program to inform participants of similar tools that can be used, different from those available in the activity.



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5- Conditions for Activity Program Booklet:

- Company names and advertisements should not appear alongside scientific and educational information.
- The activity program booklet must contain a section with all educational and scientific information (such as: president's message, invitation, scope of the activity, organizing committee and scientific committees, list of speakers, scientific program, etc.), and a separate section for all other information (such as registration, website, and sponsor names).
- Acknowledgment of sponsors should be limited to one page in the activity program booklet.
- Commercial advertisements or sponsor names should not be published in the vicinity of the Egyptian Health Council accreditation document for the activity or on the second page (direct cover) and within the first section (educational/scientific information) of the program booklet.
- Logos and sponsor names should not be placed on the front cover of the program booklet.

6- Conditions for Activity Website:

- Industry names/logos should not appear alongside educational and scientific information.
- Sponsor logos, names, and advertisements should not appear on the homepage or on any pages containing scientific or professional information and should be placed under a separate tab dedicated to sponsors.
- No commercial logos should be present in the Egyptian Health Council accreditation document for the activity.



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7- Exhibition Conditions:

- If the CPD activity includes a trade exhibition, exhibition arrangements should not affect the planning or interfere with the educational materials provided.
- Representatives of commercial interests should not engage in promotional activities or sales during the scientific activity.
- Commercial displays (such as banners displaying product names or awards) should not be placed inside educational or training activity halls.
- Support/sponsorship announcements may be presented by the relevant commercial entity in pre-activity advertisements, including the use of the commercial entity's logo.
- No product or medication advertisements should appear on any written materials (such as preliminary or final programs, booklets, or pre-event notifications) for the activity.



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❖ Certificates Issued:

1. Continuous Professional Development (CPD) Accreditation Certificate issued by the service provider:

- CPD certificates must include the following:

1. Trainee's name, program provider's name, program name, date, time, and location of the program, and the number of accredited points.
 2. Signature of the course supervisor and the scientific supervisor representing the organizing scientific committee.
 3. Date and validity period of accreditation and the accreditation logo of the Egyptian Health Council.
 4. Number of accredited CPD points for trainees and speakers, and the accreditation number from the Egyptian Health Council.
- Service providers of continuous professional development activities may issue other certificates, subject to committee approval, besides CPD certificates (e.g., appreciation certificates), provided they are not used as commercial logos.

2. Accreditation Certificate from an Entity or Institution to Provide Continuous Professional Development (CPD) Programs issued by the Egyptian Health Council:

- The accreditation certificate from an entity or institution to provide CPD programs includes the name of the entity, its legal representative before the Egyptian Health Council, the title of the accredited program(s), accreditation number, and date of validity. The certificate also includes the logo and accreditation of the Egyptian Health Council.



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3. Trainer Accreditation Certificate for CPD Program issued by the Egyptian Health Council:

- The trainer accreditation certificate for CPD programs includes the trainer's name, the accredited institution under the Egyptian Health Council, the date of accreditation validity, the trainer's signature, and the logo of the Egyptian Health Council.
- The Egyptian Health Council enables the issuance of a certificate indicating the number of training hours and the content of the training for registered physicians with the Egyptian Health Council upon request. This certificate includes training activities up to the date of its issuance by the Council.

❖ Quality Assurance, Inspection, and Review:

- In order to ensure quality and compliance with the provisions outlined in these rules and standards, the committee or designated individuals may conduct random sampling of files for activities submitted by applicants for the renewal of professional practice licenses, or perform inspections of the standards of continuous professional development (CPD) activities submitted for accreditation, or examine the accreditation data of trainers or files of entities providing CPD services that are accredited by them, without prior notice.
- The committee has the right to request discussions with applicants for license renewal, trainers, or providers of CPD activities, in order to verify the accuracy of the submitted data or to dispatch monitors for the activities and events, and to use all available means to ensure the most comprehensive examination and review process.
- The Egyptian Health Council will provide a service to respond to inquiries regarding "Continuous Professional Development" activities through its official website.



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❖ **Violations:**

In case of violations or breaches, the Egyptian Health Council has the right to cancel, suspend, or revoke the accreditation of current or future programs or activities organized by any provider of Continuous Professional Development (CPD) programs. This includes the cancellation, suspension, or revocation of accreditation for activity providers, trainers, and other measures as determined according to the nature of each violation or breach. These actions may extend to prohibiting future dealings with the violator and other measures prescribed by the competent authority of the council (e.g., publication on the official website of violations and decisions taken against them), for those engaged in planning or conducting CPD activities that are not in compliance with these pre-established rules and standards.

CPD activity providers also have the right to submit their grievances in writing regarding the violation addressed to them within one month of being notified, and the decision regarding this violation.

- **Description of Violations:**
- Submitting forged or false data in the accreditation application.
- Violation of the provisions of these rules regarding advertising CPD activities.
- Violation of the provisions of these rules regarding program planning, design, or execution.
- Issuing CPD activity certificates that do not comply with the council's accreditation rules.
- Providing attendance certificates for CPD activities to individuals who did not attend the activity.
- Failure to submit CPD activity documents within thirty days after its completion.



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❖ Complaints and Appeals:

Complaints and appeals should be submitted in writing to the relevant subcommittee of the council, signed by the applicant, whether they are a trainee, trainer, or provider of Continuous Professional Development (CPD) activities, supported by documents regarding the subject of the complaint. Complaints or appeals will not be considered until a response is received from the committee referred to in the complaint subject, and the status of the complainant, within one month from the date of filing the complaint or appeal, and they must be dealt with promptly.

❖ Conflict of Interest:

Members of the higher committee for Continuous Professional Development (CPD) for human medicine are prohibited, individually or collectively, from establishing, managing, or supervising entities providing training for the purpose of CPD.

❖ Fees for Services and Administrative Expenses:

- The fees specified in Article No. (38) of the Prime Minister's Decision No. (3798) of 2023, regarding the issuance of the executive regulations of the law establishing and regulating the Egyptian Health Council issued by Law No. (12) of 2022, are applied.
- Unless otherwise specified in the referenced decision, administrative expenses for the activities carried out by the higher committee for Continuous Professional Development (CPD) for human medicine are determined as outlined in the attached table, by a decision of the board of directors, and subject to the procedures prescribed in this regard.
- **Fee schedules attached to the executive regulations of the law establishing and regulating the Egyptian Health Council issued by Law No. 12 of 2022.**
- The attached table specifies the administrative expenses for the activities performed by the committee:



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<u>Required Service</u>	<u>Estimated Fee</u>	<u>Duration</u>
<u>Institutional Accreditation</u>		
1. Reviewing the application documents for institutional accreditation	Five thousand Egyptian pounds	FOUR YEARS
2. Evaluation visit by the committee	Twenty thousand Egyptian pounds	
3. Quality assurance and monitoring team visit (Minimum once annually, maximum twice annually)	Twenty thousand Egyptian pounds	
<u>Programmatic accreditation</u>		
1. Inspection of documents and monitoring of an international conference	20,000 Egyptian pounds	ONE YEAR
2. Inspection of documents and monitoring of a local conference	15,000 Egyptian pounds	
3. Inspection of documents and monitoring of an international workshop	10,000 Egyptian pounds	
4. Inspection of documents and monitoring of a local workshop	5,000 Egyptian pounds	
5. Inspection of documents and monitoring of a training course	2,500 Egyptian pounds	
6. The official logo of the Egyptian Health Council on each certificate	50 Egyptian pounds	
<u>Accreditation of Trainers</u>		
Examination and accreditation of application documents for accreditation	1 thousand Egyptian pounds	FOUR YEARS
<u>Renewal of professional practice license</u>		
Reviewing and accreditation of application requirements for renewing the professional practice license	Five hundred Egyptian pounds	FIVE YEARS



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- Professional Certificate Accreditation Fees:

Type of Fee	Fee Categories
Accreditation of professional certificates issued by granting entities for all trainees for universities and governmental entities.	2000 Egyptian Pounds
Accreditation of professional certificates issued by granting entities for all trainees for private universities and non-profit civil society organizations	4000 Egyptian Pounds
Accreditation of professional certificates issued by granting entities for all trainees for universities and private entities	10000 Egyptian Pounds

- Accreditation Fees for Continuous Health and Professional Training Programs:

Fee	Value for Government	Value for Private
	Entities	Entities
	1000 Egyptian Pounds	3000 Egyptian Pounds
Accreditation of Continuous Health and Professional Training Programs for training programs in medical specialties per accredited hour.	Maximum of 80000 Egyptian Pounds, according to the fee per fractional hour equivalent to the fee for a full hour	



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▪ **Accreditation Fees for Training Facilities:**

Type of Fee	Specified Value
Accreditation Fees for Health Training Facilities and Licensing for Continuous Medical Education Programs for Universities and Government Entities	<u>1000</u> Egyptian Pound
Accreditation Fees for Health Training Facilities and Licensing for Continuous Medical Education Programs for Private Universities and Non-Profit Civil Society Organizations	<u>3000</u> Egyptian Pounds
Accreditation Fees for Health Training Facilities and Licensing for Continuous Medical Education Programs for Universities and Private Entities	<u>10000</u> Egyptian Pounds

❖ **Amendments and Additions:**

The board of directors may amend some provisions of these general rules and standards or add new provisions, if necessary, based on a recommendation proposed by the higher committee. This proposal shall be submitted and approved by the board of directors for approval of the amendment or addition.