



Approval of Cancer Awareness and Education Materials Procedure

Document Control Stamp



Approval:

MINISTRY OF PUBLIC HEALTH
PLANNING & QUALITY
DEPARTMENT

Revision History

Revision No.	Reviewed by	Approved by	Effective Date	Remarks
00	 Amid Abu Hmaidan Division Head	 Mohammed Hamad J. Al-Thani Director	16 FEB 2021	Initial release

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1. Purpose

- 1.1. To describe the process for monitoring the cancer related awareness and/or educational material and to refuse or request the re-edition of any material that shows inaccurate data or cause confusion for the public.
- 1.2. To describe the process for building more communication channels with Health Education and Public Relation in all sectors responsible for producing cancer awareness and education material.

2. Scope

- 2.1. This procedure is applicable to all institutions, associations, agencies and individuals conducting cancer awareness and/or education to the healthcare professionals or the public
- 2.2. Following conditions are excluded from this process:
 - 2.2.1. Material used in the framework of research to explain procedures to research subjects, provided that the material was reviewed by the IRB
 - 2.2.2. Material used for patient education over specific clinical procedures within the framework of individual patient treatment.
 - 2.2.3. Conferences

3. Definition(s)

- 3.1. QCIC : Qatar Cancer Information Center
- 3.2. CIGB: Cancer Information Governance Board
- 3.3. QNCR: Qatar National Cancer Registry
- 3.4. QCIN: Qatar Cancer Information Network
- 3.5. Awareness and/or educational material: all material of any type and form, used in cancer awareness campaigns or education and training sessions.

4. Resources

- 4.1. QCIC Cancer Awareness and Education Material Application form: represents the form to be completed at the time of request of CIGB approval of any cancer awareness and education material.
- 4.2. Master file for all submissions.

5. Roles and Responsibilities

- 5.1. Requester
- 5.2. CIGB Admin Officer

5.3. CIGB Ad-Hoc Head

6. Description of Activities

- 6.1. Requester will submit the QCIC Cancer Awareness and Education Material Application Form (QF-NC-0601) to the CIGB Admin Officer.
- 6.2. The application shall be accompanied with the final version of material to be reviewed and approved, including any other documents might be requested by the CIGB
- 6.3. The request can ask for either of the following review tracks:
 - 6.3.1. Fast Track, response will be given within two working days, provided that the material is previously reviewed by one of the following panels, and that the requester shall provide documented review results:
 1. IRB
 2. Quality committee/Team
 3. Expert
 - 6.3.2. Normal Track, in the case were the material was never reviewed previously, the response will be given within 20 working days.
- 6.4. CIGB Admin Officer reviews the request to check on completeness and clarity of information requested, then adds it to the master file and generate the Material Approval request number, and sends it to the CIGB Ad-Hoc Head
- 6.5. CIGB Ad-Hoc committee will be composed of 4 members from the CIGB to review the request
- 6.6. The CIGB Ad-Hoc Head will nominate members based on their relevant expertise to the submitted awareness and/or education material.
- 6.7. The CIGB Ad-Hoc Head may directly approve, approve with comments, or reject
- 6.8. Rejection shall be clearly justified.
- 6.9. The decision of the CIGB Ad-Hoc will reach the requester through the CIGB Admin Officer
- 6.10. Decision shall reach the requester within 20 working days after the date of request.
- 6.11. Date of approval will be given. Approval is not limited in time as long as the material did not change
- 6.12. Any update or change in the material will lead to a new submission
- 6.13. Any awareness and/or education material that does not have QCIC approval will not be allowed to be used in any way
- 6.14. All institutions, associations, agencies and individuals conducting cancer awareness and/or education to the healthcare professionals using non-approved or non-reviewed material will be held responsible

7. Records

7.1. QF-NC-0601 QCIC Cancer Awareness and Education Material Approval Form

8. Appendices

8.1. None

9. Process Indicators

9.1. Delay between the time of the request and the time approval provided

10. Related Documents

10.1. CIGB requests Master File

For Requester Use

Dear QCIC Requester for approval on cancer awareness and education material,

Your request will receive our immediate attention. Our policy mandates delivery of the decision within 20 working days. Application Form to be sent to qncr@moph.gov.qa

A – Material Description

1. Status of application	<input type="checkbox"/> New – First submission <input type="checkbox"/> Updated or reviewed material	2. Material Review Plan	<input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly <input type="checkbox"/> Other, please specify:
3. Title of the material			
4. Content	<i>Please provide full content details, including references.</i>		
5. Learning Objective(s)	<ul style="list-style-type: none"> • Main Objective: Click or tap here to enter text. • Secondary objective: Click or tap here to enter text. • Other Objectives: Click or tap here to enter text. 		
6. Expected outcome(s)	<ul style="list-style-type: none"> • Main Outcome: Click or tap here to enter text. • Secondary Outcome: Click or tap here to enter text. • Other Outcome(s): Click or tap here to enter text. 		
7. Category <i>[please tick all that applies]</i>	<input type="checkbox"/> General Awareness Campaign <input type="checkbox"/> Cancer Prevention <input type="checkbox"/> Cancer Screening <input type="checkbox"/> Smoking Cessation	<input type="checkbox"/> Obesity and nutrition <input type="checkbox"/> Training on Referral of Urgent Suspected Case <input type="checkbox"/> Training on Treatment Guideline <input type="checkbox"/> Other, please specify:	
8. Target audience	<input type="checkbox"/> School <input type="checkbox"/> Workplace Education <input type="checkbox"/> Healthcare professionals <input type="checkbox"/> Other, please specify:	9. Selection criteria of the audience <i>[please tick all that applies]</i>	<input type="checkbox"/> Gender Specific <input type="checkbox"/> Age Specific <input type="checkbox"/> Healthy <input type="checkbox"/> Cancer Patients <input type="checkbox"/> Other, please specify:
10. Class of Material	<input type="checkbox"/> Awareness <input type="checkbox"/> Education	11. Type of material	<input type="checkbox"/> Printable <input type="checkbox"/> Audiovisual <input type="checkbox"/> Electronic <input type="checkbox"/> Other, please specify
12. Is this material related to the National Cancer Framework?	<input type="checkbox"/> No <input type="checkbox"/> Yes	13. <i>[If applicable]</i> Trainer(s) / Speaker(s)	Please provide complete list of speakers / trainer and CVs

R- Requester Information

Name		Institution	
Position		Email	
Signature		Date	

For QCIC Use only

C - QCIC Admin Officer

Date Received		Request Number	
Date Returned			

D - CIGB Ad-Hoc Evaluation

Evaluation of the Content	<input type="checkbox"/> information accurate and up to date <input type="checkbox"/> language is consistent with the audience <input type="checkbox"/> amount of information is appropriate to target audience <input type="checkbox"/> organization of content is logical and clear <input type="checkbox"/> consistent with the objectives <input type="checkbox"/> consistent with local culture and values <input type="checkbox"/> clear message <input type="checkbox"/> Consistent with the National Cancer Framework	Evaluation on the Type of material	<input type="checkbox"/> Appropriate to the content and audience
	Comments		

D - CIGB Ad-Hoc Head

Date Received:		Date Answered:	
Ad hoc Members Names	1.	2.	
	3.	4.	
Final Decision	<input type="checkbox"/> Approved		
	<input type="checkbox"/> Approved with comments:		
	<input type="checkbox"/> Rejected, reason:		
Ad hoc Head Name & Signature		Date	

