

The Federation of the Royal College of Physicians of the UK

CPD DIARY

Quick Start Guidelines

New Features

2010 - 2011

- ✓ Left hand navigation menu
- ✓ Style of Reflection Report
- ✓ Year complete status
- ✓ Appraisal Report
- ✓ Summary Screen
- ✓ Development needs report

LEFT HAND NAVIGATION MENU - This allows different navigation options within a year.

SUMMARY

This page provides a summary of your annual CPD, this includes your Credits Achieved, Annual Reflections and Development Needs. *(Annual Reflections and Development Needs only applies to 2010-2011 year).*

DIARY

The Diary page lists the CPD activities you have added to your diary.

- Activities are listed in chronological order.
- Activities can be sorted by Date, Title, Class, Category, or Type by clicking on the heading.
- Activities can be edited and removed.

ANNUAL REFLECTION *(only applies to 2010-2011 year)*

This page provides a record of **your 3 Annual Reflection questions**. All questions must be answered for your CPD for the year to be complete

DEVELOPMENT NEEDS *(only applies to 2010-2011 year)*

This page displays your Development Needs for the year. There are two types of development needs, those that are agreed in your appraisal as part of your Personal Development Plan (PDP) and those that come up during the year. Saved Development Needs will appear when adding an activity and can be linked to that activity.

APPRAISAL REPORT

This page displays your CPD entries, Credits Achieved, Annual Reflection and Development Needs for the annual CPD year cycle. Activities are listed in chronological order. This is your CPD certificate. *(Annual Reflections and Development Needs only applies to 2010-2011 year)*

REFLECTION REPORT

Summary of Activities with Reflections for the year

DEVELOPMENT NEEDS REPORT *(only applies to 2010-2011 year)*

This report links your CPD activities with the associated Development Needs.

MAIN TABS

ADD APPROVED ENTRY

Here you are able to search for and add approved activities and approved distance learning activities to your CPD Diary. When adding an **Approved RCP activity** you are able to search by keyword, date, activity code or speciality.

ADD SELF CERTIFIED ENTRY

Here you are able to add a Self-Certified activity. A **self-certified activity** is an unlisted external, internal, exemption or personal activity. You are able to claim a maximum of 6 credits per day (equal to 1 credit per 1 hour of learning).

CREDITS ACHIEVED

The Credits achieved tab outlines annual **credits achieved** as well as your **5-year cycle**. You are also able to view and **print** your **certificates**

HELP

FAQ's, CPD user password, CPD scheme guide and Federation contact details

ACCESSING YOUR ONLINE CPD DIARY - LOGIN AND PASSWORDS

Your Code number/username and password for the CPD Diary will remain unchanged unless forgotten.

The [forgotten password](#) link will generate a new password which is sent to your registered email address. You will then be required to create a memorable, password for your own use.

FAQ'S

HOW DO I ADD A RCP APPROVED ACTIVITY?

- To search/add an RCP **Approved Activity**:
 - Search for your activity by using **one** of the search fields. (Keyword/Code, Date, etc). Results are displayed in chronological order.
 - Select the activity by clicking on the Add button or the Title to view the activity details.
 - Complete **Development Needs, Reflection** and **Feedback** tabs, then click Finish.
(Development Needs only applies to 2010-2011 year)

HOW DO I ADD A DISTANCE LEARNING ACTIVITY?

- To search for an **Approved Distance Learning** activity:
 - Activities are listed in chronological order
 - Select the activity by clicking on the Add button or the Title to view the activity details.
 - Complete **Development Needs, Reflection** and **Feedback** tabs, then click Finish.
(Development Needs only applies to 2010-2011 year)

Please note activity credits will not be attributed unless all activity requirements are completed.

HOW DO I ADD A SELF-CERTIFIED ACTIVITY?

A **self-certified activity** is an unlisted external, internal, exemption or personal activity.

- To add a self-certified activity:
 - Choose the type of self-certified activity: Clinical, Non-Clinical, Distance Learning, MRCP, or Exemption
 - Enter a start date
 - Enter Title of activity and activity details
 - Enter credits claimed
 - Choose the specific activity
 - Press '**Add this Activity to your Diary**'
 - Complete **Development Needs** and **Reflection**, then click Finish.
(Development Needs only applies to 2010-2011 year)

HOW DO I EDIT OR REMOVE AN ACTIVITY?

- Activities can be edited or removed.
 - To edit an activity click on the title of the activity or the evaluate button from the Diary page.
 - To remove an activity click on the Remove button from the Diary page.

HOW DO I PRINT MY CERTIFICATE?

- Click on the **Credits achieved** tab.
- Click **Certificate** next to the relevant year.
- Print your CPD Diary certificate
Or
- Click on **Appraisal Report**, we recommend you take this to your appraisal.
- Print your CPD certificate

HOW DO I CHANGE MY PASSWORD?

- Click on the **Help** tab
- Click **Change password**