



Royal College of
Paediatrics and Child Health

Leading the way in Children's Health

ONLINE CPD DIARY

USER GUIDE

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HOME SCREEN

MENU

Hover the cursor over the tabs on the blue bar across the screen to discover the possibilities the online CPD diary system offers

HOME

Navigate to this screen

MY DETAILS

Amend you password, email, etc

DIARY **ACTIVITIES** **PLANNING** **RESOURCES** **REFLECTIVE NOTES** **REPORTS** **HELP**

HOME **MY DETAILS**

You are logged in as Karim Szczubby. Logout

MY DETAILS
Name: Karim Szczubby
Your diary started on: 10/08/2008

ALERTS

- RCPCH Annual Conference 2012** sent a month ago
The UK's leading Paediatrics and Child Health Conference
<http://www.rcpch.ac.uk/events/annual-conference>
- Non Member CPD Fee Increase** sent a few months ago
The RCPCH is increasing the annual online CPD diary fee for NON MEMBERS from January 2012 to £130.00.
Your annual subscription will be automatically requested via email from the CPD diary at the ...
- Patient Identifiable Information (PII)** sent 9 months ago
PII must not be recorded in the online CPD diaries.
General principles that need to be followed when handling patient data are set out in the [Caldicott Report](#) and [our website](#).

USEFUL LINKS

New Links:	Type	Added
CPD Guidelines 2011	File	21 Dec 10
CPD 'At a glance' 2011	File	21 Dec 10
CPD Diary Useful Tips	File	29 Nov 10
RCPCH Annual Conference 2012	Url	19 Jan 10
Frequently Asked Questions - CPD online diary system	File	14 Aug 09

If you have any problems or require information, please click on the [Help menu](#) or [contact us at cpd.administrators@rcpch.ac.uk](#)
After 2 hours of inactivity with the system your session will be logged out.
You can change your password by selecting the "My details" menu tab and then choosing the "Change password" option.

CPD OFFICE ACTIVITIES

Upcoming RCPCH approved CPD events:

Title	Type	Date
STeLT Course	PE	12/12/2011 09:00
Wessex Paediatric Neuroscience Study Day	CE	09/12/2011 09:00
Facing the future: Empowering Paediatricians to deliver Quality Care	PE	30/11/2011 08:00
Pursuing Better Care: Quality Improvement in Paediatrics and Child Health	PE	09/01/2012 10:00
RCPCH ANNUAL CONFERENCE	CE	22/05/2012 00:00

DIARY

NOVEMBER 2011

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				4

TASKS

outstanding tasks.

CPD OFFICE ACTIVITIES

Click to see a list of upcoming RCPCH approved activities

DIARY

Quick view of what is in your diary in current month

TASKS

List of your own entries which need reviewing

ALERTS

Information bulletins from the CPD Office

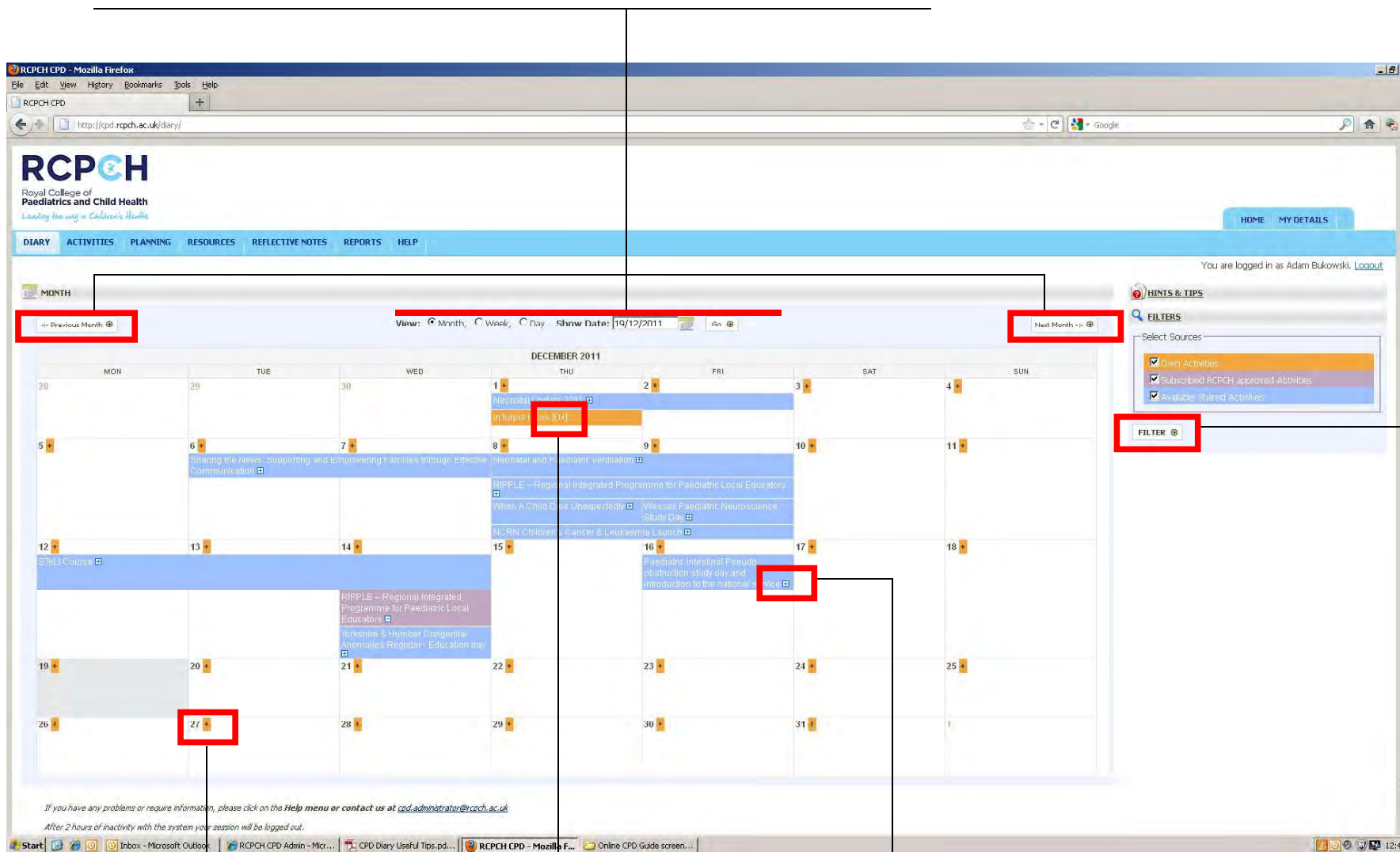
USEFUL LINKS

Important documents can be found here, as well as links to vital websites

DIARY

DIARY displays a calendar view of the current month.

Change the month, week or day view with the filters above the calendar



Use the **Source Filter** to view Own, Subscribed or Available activities

Add an activity with the black-on-orange plus button

Duplicate Own entry with the D+ link

Subscribe (ie add to your diary) to an RCPCH approved activity you attended or are planning to attend with the blue-on-white plus button

ADD AN ACTIVITY

Add activities to your online CPD diary.

Reach this view from the **ACTIVITIES** tab via the Add an activity link OR via **DIARY** where Start and End date fields will be autopopulated with the date you choose.

The screenshot shows the 'ADD ACTIVITY' form in a Mozilla Firefox browser window. The form has several sections: 'Activity' with fields for Title, Start Date, End Date, and Activity Type; 'Details' with a large text area; and a checkbox labeled 'Add CPD credits and Activity Review'. A date selection widget is highlighted with an orange box. A sidebar on the right contains 'HINTS & TIPS' and a list of activity types: CE - Clinical External, CI - Clinical Internal, CP - Clinical Personal, AE - Academic External, AI - Academic Internal, AP - Academic Personal, PE - Professional External, PI - Professional Internal, and PP - Professional Personal. The user is logged in as Adam Bukowski.

You can add activities retrospectively and review them, i.e. add credits and any other optional information instantly.

You can also add activities you plan to attend and review them after they take place.

Check this box to **review** your activity and **add credits**

continued on next page

ADD AN ACTIVITY

Add credits to your entries

Add reflection on your learning (optionally)

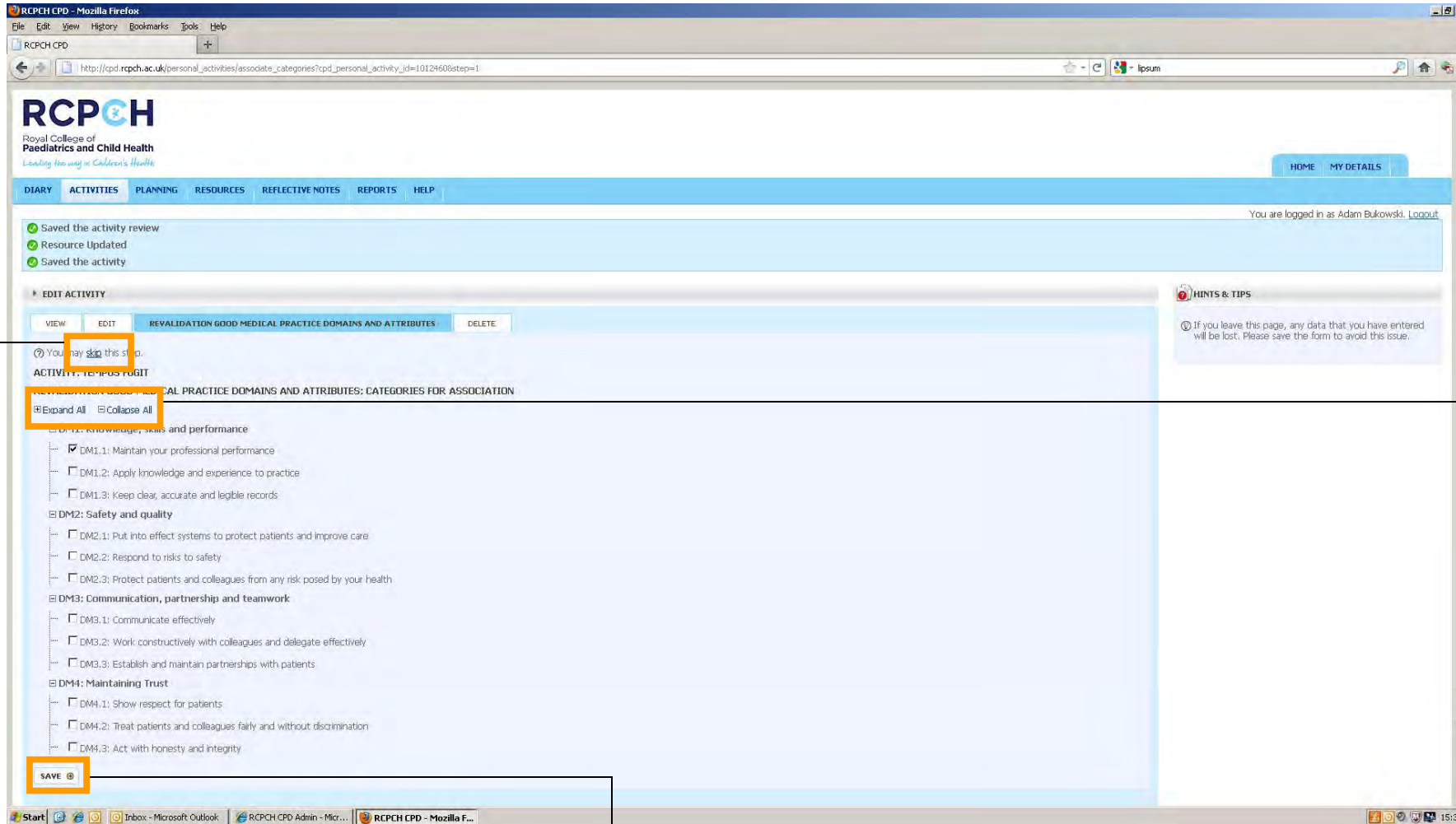
The screenshot shows the 'Add CPD credits and Activity Review' form in a Mozilla Firefox browser. The form is divided into several sections: 'Credits', 'What did you learn?', 'What was the outcome of the learning?', 'Has this experience highlighted any further learning needs?', 'Supporting Resources', and 'PDP Objectives'. A dropdown menu in the 'Credits' section is highlighted with an orange box. A large orange bracket highlights the 'What did you learn?' and 'What was the outcome of the learning?' text areas. In the 'Supporting Resources' section, the 'Create New Resource' button is highlighted with an orange box. In the 'PDP Objectives' section, the 'SAVE DETAILS' and 'SAVE AND LINK CATEGORIES' buttons are highlighted with an orange box. A right-hand sidebar contains a list of activity categories (AE, AI, AP, PE, PI, PP) and a list of help topics. The browser's address bar shows the URL 'http://cpd.rcpch.ac.uk/personal_activities/add'. The taskbar at the bottom shows the Start button and several open applications including Microsoft Outlook and Mozilla Firefox.

Attach a resource to your entry,
i.e. upload a file, add a web link or a reference description.
Create New Resource button attaches the resource to the entry
and adds it to the RESOURCES library.

Hit **SAVE DETAILS** to save your activity
Hit **SAVE AND LINK CATEGORIES** to save your activity
and link it to revalidation good medical practice domains

LINKING TO REVALIDATION DOMAINS

When you add an activity and save it with the SAVE AND LINK CATEGORIES button you can indicate if you think the activity fulfils one or more of the revalidation domains and attributes. This is currently an optional process but can help you to start to prepare for revalidation.



Use the **Expand all / Collapse All** links to see more or fewer of the categories

You can skip this step and link to a domain later

Save the activity's link to a revalidation domain

SAVE YOUR CPD RECORD AS PDFs

Save Single Activities

Click the title of any activity, scroll down and hit the **SAVE AS PDF** button

The screenshot shows the RCPCH CPD system interface in a Mozilla Firefox browser. The page title is 'VIEW ACTIVITY'. The main content area displays activity details for a specific entry. The 'Title' field contains the text '* In turpis lacus'. The 'Start Date' is '01/12/2011 09:00 (dd/mm/yyyy hh:mm)'. The 'End Date' is '01/12/2011 17:00 (dd/mm/yyyy hh:mm)'. The 'Activity Type' is 'Clinical External'. The 'Categories' section shows a radio button selected for 'Maintain your professional performance'. The 'Activity Review' section contains a paragraph of placeholder text: 'Nam eget purus turpis. Nullam ullamcorper laculis eleifend. Curabitur bibendum vestibulum enim non luctus. Etiam pretium est quis risus tempus aliquam.' The 'Credits' field shows '6.0'. The 'Learning outcomes' and 'Further learning needs' fields also contain placeholder text. The 'Supporting Resources' section has a 'Linked Resources' table with one entry: 'File' with title 'certificate'. Below this table, there is a 'PDP Objectives' section with the text 'There are no "incomplete" objective to link to'. At the bottom of the activity details, there are two buttons: 'DUPLICATE @' and 'SAVE AS PDF @'. The 'SAVE AS PDF @' button is highlighted with an orange rectangle. On the right side of the page, there is a 'HINTS & TIPS' section with several numbered tips explaining the system's functionality.

VIEW ACTIVITY

VIEW EDIT DELETE

Activity

Title * In turpis lacus

Start Date * 01/12/2011 09:00 (dd/mm/yyyy hh:mm)

End Date * 01/12/2011 17:00 (dd/mm/yyyy hh:mm)

Activity Type * Clinical External

Details

Categories Maintain your professional performance

Activity Review:

What did you learn Nam eget purus turpis. Nullam ullamcorper laculis eleifend. Curabitur bibendum vestibulum enim non luctus. Etiam pretium est quis risus tempus aliquam.

Credits * 6.0

Learning outcomes Mauris libero tellus, porttitor sit amet consequat vitae, consectetur sit amet augue. Nam commodo purus a libero mattis at acumsan odio consequat.

Further learning needs Mauris facilisis varius tellus, in tempor enim pretium eu.

Supporting Resources

Linked Resources:

Type	Title
File	certificate

PDP Objectives There are no "incomplete" objective to link to

DUPLICATE @

SAVE AS PDF @

HINTS & TIPS

ACTIVITY

① This page allows you to enter the details of an activity you have undertaken or are planning to undertake.

② Fields marked * are required and must be completed.

③ Activity types:

- ④ CE - Clinical External
- ④ CI - Clinical Internal
- ④ CP - Clinical Personal
- ④ AE - Academic External
- ④ AI - Academic Internal
- ④ AP - Academic Personal
- ④ PE - Professional External
- ④ PI - Professional Internal
- ④ PP - Professional Personal

⑤ Internal CPD Activities are defined as those that do not require study leave and involve interaction with colleagues from ones own department/unit. These include: unit clinical meetings, those involving multidisciplinary participation, grand rounds, community education sessions and clinical audit meetings.

⑥ External CPD Activities are defined as work involving interaction with colleagues outside the individual's own department and usually requiring study leave. This includes organised meetings and courses, as well as personal visits to outside institutions to acquire new skills.

⑦ Personal CPD describes activities occurring outside formal programmes and, usually, privately. An example is the reflective note. Other activities include the preparation of teaching materials and writing articles.

⑧ **View examples** of External, Internal and Personal activities which qualify for CPD.

⑨ Setting dates does not automatically calculate credits. You must use credits box.

⑩ You may only add credits and a review of your activities once they have occurred.

⑪ Categories relates to Revalidation standards set by GMC and RCPCH.

You can click the title from the DIARY view or from the List Own and Subscribed Activities from the ACTIVITIES tab.

SAVE YOUR CPD RECORD AS PDFs

Save Multiple Activities

From ACTIVITIES tab go to LIST OWN & SUBSCRIBED ACTIVITIES and check the boxes in the Action(s) column to select activities for your PDF book

The screenshot shows the RCPCH CPD website interface. At the top, there is a navigation menu with tabs for DIARY, ACTIVITIES, PLANNING, RESOURCES, REFLECTIVE NOTES, REPORTS, and HELP. The user is logged in as Adam Bukowski. The main content area displays a table titled "OWN AND SUBSCRIBED RCPCH APPROVED ACTIVITIES". The table has columns for Start Date, End Date, Type, Credits, Origin, What did you learn?, Review, and Action(s). A pagination control at the top left of the table shows "1 2 > 30 Records". On the right side, there is a "FILTERS" sidebar with sections for "Filter by Keywords:", "Filter by Origin:", and "Filter by dates:". The "Filter by dates:" section includes "From:" and "To:" fields with date pickers. A "FILTER" button is at the bottom of the sidebar.

Start Date	End Date	Type	Credits	Origin	What did you learn?	Review	Action(s)
01/12/2011 09:00	01/12/2011 17:00	CE	6.0	Own	Nam eget purus turpis. Nullam ullamcorper iaculis eleifend. Curabitur bibendum vestibulum enim non luctus. Etiam pretium est quis risus tempus ...	Reviewed	<input checked="" type="checkbox"/> Duplicate
25/11/2011 09:15	25/11/2011 16:30	CE	4.5	RCPCH Approved	Præsent ac fringilla mauris. Nunc accumsan libero sed lorem facilis sit amet faucibus sem commodo.	Reviewed	<input checked="" type="checkbox"/>
18/11/2011 09:30	18/11/2011 16:45	PE	4.5	RCPCH Approved	Sed lacinia molestie imperdiet.	Reviewed	<input checked="" type="checkbox"/>
16/11/2011 09:00	16/11/2011 16:00	CE		RCPCH Approved			<input checked="" type="checkbox"/>
15/11/2011 09:00	15/11/2011 17:00	CE	6.0	RCPCH Approved	Sed lacinia molestie imperdiet. Sed lacinia molestie imperdiet. Sed lacinia molestie imperdiet.	Reviewed	<input checked="" type="checkbox"/>
09/11/2011 09:30	09/11/2011 16:15	CE		RCPCH Approved			<input type="checkbox"/>
07/11/2011 10:30	07/11/2011 17:00	CE		RCPCH Approved			<input type="checkbox"/>
18/10/2011 09:00	18/10/2011 16:30	CE		RCPCH Approved			<input type="checkbox"/>
11/10/2011 08:45	12/10/2011 16:45	CE	11.5	RCPCH Approved	In magna lacus, laoreet vitae lobortis a, bibendum a nisi. Curabitur sed iaculis sapien, Quisque pharetra ultrices leo et cursus.	Reviewed	<input type="checkbox"/>
06/10/2011 09:00	07/10/2011 16:40	CE		RCPCH Approved			<input type="checkbox"/>
04/10/2011 09:30	04/10/2011 16:25	PE		RCPCH Approved			<input type="checkbox"/>
30/09/2011 09:00	30/09/2011 16:30	CE		RCPCH Approved			<input type="checkbox"/>
29/09/2011 09:30	29/09/2011 16:15	CE		RCPCH Approved			<input type="checkbox"/>
27/09/2011 09:30	27/09/2011 16:00	CE		RCPCH Approved			<input type="checkbox"/>
22/09/2011 09:00	23/09/2011 15:15	CE		RCPCH Approved			<input type="checkbox"/>
21/09/2011 13:00	21/09/2011 17:00	CE		RCPCH Approved			<input type="checkbox"/>
16/09/2011 09:00	16/09/2011 16:15	CE		RCPCH Approved			<input type="checkbox"/>
12/09/2011 09:30	13/09/2011 14:00	CE		RCPCH Approved			<input type="checkbox"/>
08/09/2011	09/09/2011	CE		RCPCH			<input type="checkbox"/>

FILTERS

Keywords search function allows you to look for activities with particular words/phrases

Filter by dates: filter to create a list of activities for a given period

Use the **drop-down box** above and below the **Title** column to view more than 30 activities on one screen

continued on next page

SAVE YOUR CPD RECORD AS PDFs

Once you make your selection, scroll down and hit the **SAVE PDF BOOK** button

The screenshot shows a web browser window displaying a list of CPD activities. The activities are listed in a table with columns for title, dates, category, and status. At the bottom of the page, there is a 'SAVE PDF BOOK' button and a 'Toggle All' button, both highlighted with orange boxes. The 'Toggle All' button is used to check all activities in the list.

Activity Title	Start Date	End Date	Category	Status
Child Health Promotion Induction Course	06/10/2011 09:00	07/10/2011 16:40	CE	RCPCH Approved
Equal Opportunities in Medicine: Workforce Planning and Flexible Working	04/10/2011 09:30	04/10/2011 16:25	PE	RCPCH Approved
Nephrology for General Paediatricians	30/09/2011 09:00	30/09/2011 16:30	CE	RCPCH Approved
North West ADHD Study Day	29/09/2011 09:30	29/09/2011 16:15	CE	RCPCH Approved
ADHD Study Day	27/09/2011 09:30	27/09/2011 16:00	CE	RCPCH Approved
British Society of Paediatric and Adolescent Rheumatology Annual Meeting	22/09/2011 09:00	23/09/2011 15:15	CE	RCPCH Approved
Antenatally diagnosed fetal anomalies: How do we proceed?	21/09/2011 13:00	21/09/2011 17:00	CE	RCPCH Approved
Paediatric MS – research and clinical update	16/09/2011 09:00	16/09/2011 16:15	CE	RCPCH Approved
NATIONAL PAEDIATRIC AND ADOLESCENT DIABETES SYMPOSIUM	12/09/2011 09:30	13/09/2011 14:00	CE	RCPCH Approved
REASON 2011	09/09/2011 08:30	09/09/2011 16:15	CE	RCPCH Approved
Advanced Simulation Instructor Training Course	22/08/2011 10:30	22/08/2011 17:00	CE	RCPCH Approved
Reflective Note: Praesent ac finilla mauris. Nunc accumsan libero	09/08/2011 10:00	09/08/2011 11:00	CE 1.0	Own
X-ray round	09/00/2011 10:00	09/00/2011 11:00	CI 1.0	Own
Advanced Simulation Instructor Training Course	25/07/2011 10:30	25/07/2011 17:00	CE	RCPCH Approved
CHILDREN & YOUNG PEOPLE'S HAEMATOLOGY & ONCOLOGY SHARED CARE STUDY DAY 2011	20/07/2011 08:30	20/07/2011 16:45	CE	RCPCH Approved
7th Course in Practical Parenteral Nutrition in Paediatrics	14/07/2011 09:30	15/07/2011 16:15	CE	RCPCH Approved
Update For Named And Designated Professionals In Health	13/07/2011 09:30	13/07/2011 16:30	CE	RCPCH Approved
Child and Adolescent Diabetes Module	27/06/2011 09:30	01/07/2011 16:00	CC	RCPCH Approved
Perinatal Medicine 2011	15/06/2011 11:30	17/06/2011 17:00	CE 16.5	RCPCH Approved
Launch Event of the Scottish Paediatric & Adult Haemoglobinopathies Managed Clinical Network	13/06/2011 10:00	13/06/2011 15:30	CE 3.0	RCPCH Approved
5th Annual Food Allergy Study Day	08/06/2011 09:30	08/06/2011 16:30	CE 4.5	RCPCH Approved

Use the **Toggle All** button to check all the activities that you can see

NOTE: the PDF book is **interactive** - click a title in the contents pages and the view will move to that activity.

SUMMARY CERTIFICATE PRINTOUT

You can **create a pdf summary certificate** of your CPD credits.
You can then **save it or print it**.
Go to the **REPORTS** tab and choose **SUMMARY**.

Completed CPD Credits since the start of your online CPD diary (01/01/2010): 274.5 Credits

SUMMARY OF CREDITS AND NUMBER FOR REVIEWED ACTIVITIES

Activities	Number	Credits
Own Activities	8	18.0
CPD Office Activities	29	256.5
Total	37	274.5

SUMMARY OF EXTERNAL, CLINICAL, AND TOTAL CREDITS FOR LAST 365 DAYS (AND X5, OR FOR THE STRETCH OF YOUR RECORDS)

	Past Year	Past 5 Years
External Credits	271.5	271.5
Clinical Credits	264	265
Total Credits	273.5	274.5

NB: The totals above may require 2 hours to refresh after new entries are made.

UNREVIEWED ACTIVITIES

There are no unreviewed activities.

CONTINUING PROFESSIONAL DEVELOPMENT AUDIT

Audit Year	Status	Supporting File
2010	Not Audited	
2011	Not Audited	

Total Records: 2

SPECIAL CIRCUMSTANCES

You have not recorded any Special Circumstances.

PRINT CERTIFICATE

Start Date: January 2010
End Date: December 2011

PRINT CERTIFICATE (PDF)

If you are unable to Open the pdf, please use the Save option first and then open it from your computer directly.

If you have any problems or require information, please click on the **help** menu or **contact us** at cpd.administrator@rcpch.ac.uk

After 2 hours of inactivity with the system your session will be logged out.

You can change your password by selecting the "My details" menu tab and then choosing the "Change password" option.

Choose the period you wish the certificate to show and hit the **PRINT CERTIFICATE (PDF)** button

REVALIDATION DOMAINS SUMMARY PRINTOUT

You can **create a pdf report of the revalidation good medical practice domains and attributes** that you linked your entries to. You can then **save it or print it**.

Go to the REPORTS tab and choose REVALIDATION DOMAINS SUMMARY.

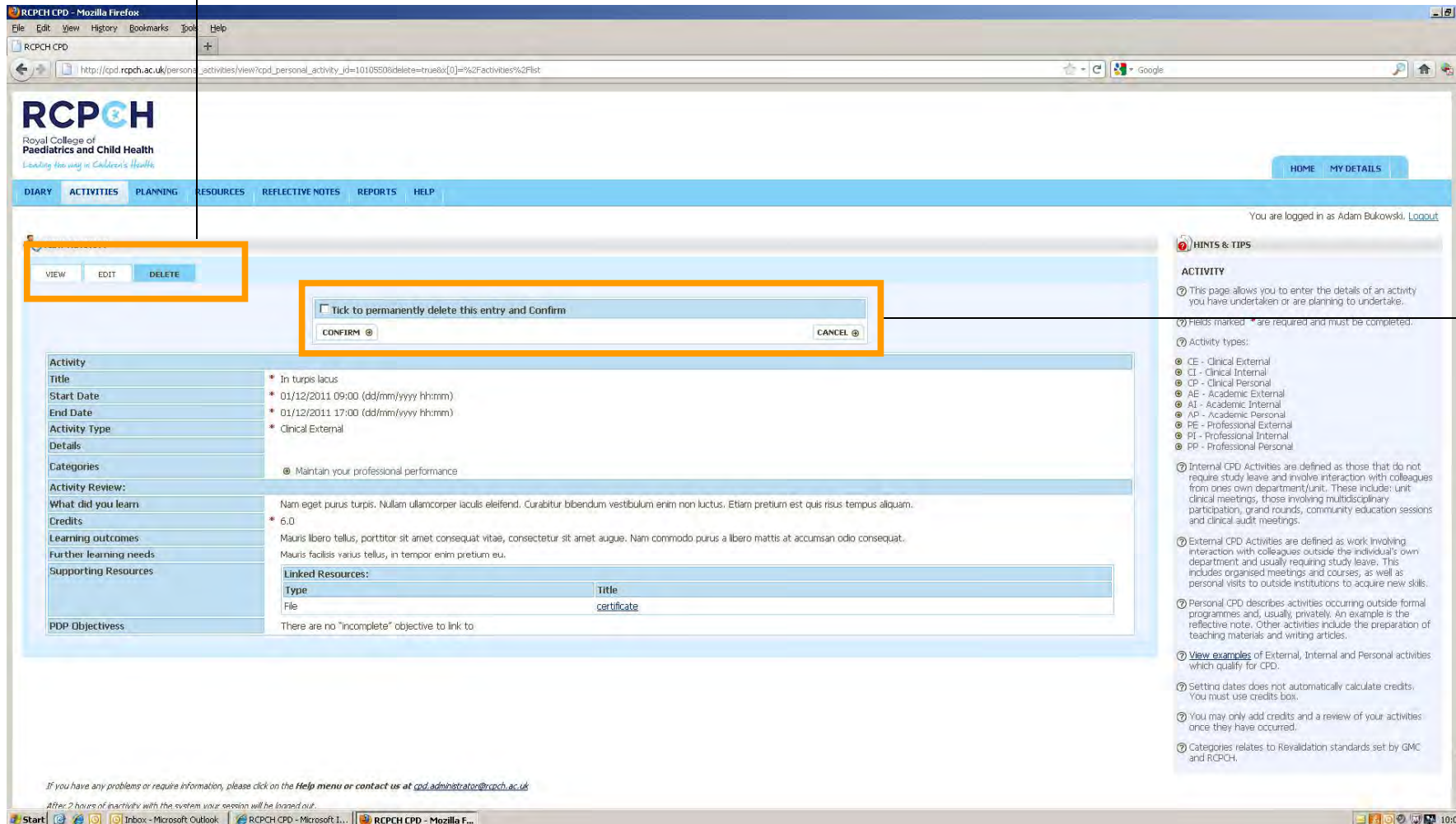
The screenshot shows the RCPCH CPD website interface. The main content area displays the 'REVALIDATION GOOD MEDICAL PRACTICE DOMAINS AND ATTRIBUTES FRAMEWORK' with a tree view of domains (DM1, DM2, DM3, DM4) and their sub-attributes. A sidebar on the right contains a 'FILTERS' section with checkboxes for 'Personal Resources', 'Subscribed RCPCH approved Activities', and 'Own Activities', along with date selection fields. At the bottom left, a 'PRINT CERTIFICATE' button is highlighted with a red box, and below it is a 'PRINT CERTIFICATE (PDF)' button. The browser's address bar shows 'http://cpd.rcpch.ac.uk/reports/categories'.

FILTERS let you choose types of activities and the period for your summary to show

Hit the **PRINT CERTIFICATE (PDF)** button to create your summary

DELETE ACTIVITIES

To delete a single activity click on its title and choose the DELETE tab



Check the box and hit **CONFIRM** to delete the activity

Hit **CANCEL** to leave this screen

DELETE ACTIVITIES

To **delete multiple activities** click the **ACTIVITIES** tab and choose **LIST OWN AND SUBSCRIBED ACTIVITIES**

The screenshot shows the RCPCH CPD web application interface. At the top, there is a navigation menu with tabs: DIARY, **ACTIVITIES**, PLANNING, RESOURCES, REFLECTIVE NOTES, REPORTS, and HELP. Below the navigation, there is a message: "Removed the link to this activity from your diary". The main content area is titled "OWN AND SUBSCRIBED RCPCH APPROVED ACTIVITIES" and contains a table of activities. The table has columns for Title, Start Date, End Date, Type, Credits, Origin, What did you learn?, Review, and Action(s). The Action(s) column contains checkboxes and "Duplicate" links. At the bottom of the table, there is a "Total Records: 13" label. Below the table, there is a "Select action:" dropdown menu with options: "Delete", "No Action", and "Selected Resources". To the right of the dropdown are "APPLY" and "SAVE" buttons. At the bottom right of the table area, there is a "Toggle All" button. On the right side of the page, there is a "FILTERS" panel with sections for "Filter by Keywords:", "Filter by Origin:", and "Filter by dates:". The "Delete" action and the "Toggle All" button are highlighted with orange boxes. A "HINTS & TIPS" panel is also visible on the right side of the page.

Title	Start Date	End Date	Type	Credits	Origin	What did you learn?	Review	Action(s)
TEMPUS FUGIT	06/12/2011 10:00	06/12/2011 16:00	CE	3.5	Owri	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed ac accumsan tortor.	Reviewed	<input type="checkbox"/> Duplicate
In turpis lacus	01/12/2011 09:00	01/12/2011 17:00	CE	6.0	Owri	Nam eget purus turpis. Nullam ullamcorper iaculis eleifendi. Curabitur bibendum vestibulum enim non luctus. Etiam pretium est quis risus tempus ...	Reviewed	<input type="checkbox"/> Duplicate
teertantational	01/12/2011 00:00	01/12/2011 00:00	CE	1.5	Owri		Reviewed	<input checked="" type="checkbox"/> Duplicate
Child Health Promotion Induction Course	06/10/2011 09:00	07/10/2011 16:40	CE	12.0	RCPCH Approved		Reviewed	<input checked="" type="checkbox"/>
Reflective Note: Praesent ac fringilla mauris. Nunc accumsan libero	09/08/2011 10:00	09/08/2011 11:00	CE	1.0	Owri	Pellentesque id magna eget eros molestie malesuada. Sed scelerisque dolor ac tortor aliquam et scelerisque dui placerat.	Reviewed	<input checked="" type="checkbox"/>
X ray round	09/08/2011 10:00	09/08/2011 11:00	CI	1.0	Owri		Reviewed	<input type="checkbox"/> Duplicate
ADHD East Midlands Study Day	20/05/2011 09:30	20/05/2011 16:15	CE	5.0	RCPCH Approved		Reviewed	<input type="checkbox"/>
X ray round	10/05/2011 10:00	10/05/2011 11:00	CI	1.0	Owri	Aliquam erat volutpat.	Reviewed	<input type="checkbox"/> Duplicate
Study day	05/04/2011 10:00	05/04/2011 10:00	CE	3.0	Owri	Mauris facilis varius tellus, in tempor enim pretium eu.	Reviewed	<input type="checkbox"/> Duplicate
X ray round	05/04/2011 00:00	05/04/2011 00:00	CI	3.0	Owri		Reviewed	<input type="checkbox"/> Duplicate
RCPCH Annual Conference	05/04/2011 00:00	07/04/2011 00:00	CE	18.0	RCPCH Approved	ellentesque turpis dolor, consequat quis condimentum eget	Reviewed	<input type="checkbox"/>
GENERAL PAEDIATRIC UPDATE	16/03/2011 09:00	16/03/2011 16:30	CE	5.5	RCPCH Approved		Reviewed	<input type="checkbox"/>
X ray round	08/06/2010 09:00	08/06/2010 10:00	CI	1.0	Owri	Aliquam erat volutpat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.	Reviewed	<input type="checkbox"/> Duplicate

Check the activities you wish to delete

FILTERS let you see a selection of your diary entries

Use the **Toggle All** button to check all the activities you see

Choose the **Delete** action and hit the **APPLY** button to delete the activities checked in the Action(s) column

DELETE ACTIVITIES

To **remove an RCPCH approved activity** from your diary click its title and hit the **Unsubscribe** button

The screenshot shows a web browser window displaying the RCPCH CPD Office Activity page. The page is titled "RCPCH CPD - Mozilla Firefox" and shows the RCPCH logo and navigation menu. The main content area displays "CPD OFFICE ACTIVITY" with a "VIEW" button selected. The activity details are as follows:

Activity Details:	
Title	ADHD East Midlands Study Day
Start Date	Friday 20th May 2011 09:30
End Date	Friday 20th May 2011 16:15
Activity Type	Clinical External
Origin	RCPCH Approved
Organiser	Flynn Pharma Ltd
Contact	Adam Gwilt, Flynn Pharma Ltd adam.gwilt@flynnpharma.com +44 (0)1438 727 622 (p)
Details	visit the webpage for details
More details	https://www.universalmeeetings.com/flynn/EastMidlandsStudyDay/
Address	-
Categories	<input checked="" type="checkbox"/> Maintain your professional performance
Resources	none
Activity Review:	
What did you learn	
Credits	+ 5.0
Learning outcomes	
Further learning needs	
Supporting Resources	No Resources linked to
PDP Objectives	There are no "incomplete" objective to link to
SAVE AS PDF	

Below the activity details, there is a "SUBSCRIBED" status and a highlighted "UNSUBSCRIBE" button. The text "You are subscribed to this CPD Office Activity." is visible above the button. At the bottom of the page, there is a footer with contact information and a session timeout warning.

DUPLICATE AN ACTIVITY

This functionality allows you to **copy your own entries**. Go to LIST OWN AND SUBSCRIBED ACTIVITIES from the ACTIVITIES tab and hit the **Duplicate** link

The screenshot shows the RCPCH CPD web application interface. The main content area displays a table titled "OWN AND SUBSCRIBED RCPCH APPROVED ACTIVITIES". The table has columns for Title, Start Date, End Date, Type, Credits, Origin, What did you learn?, Review, and Action(s). Each row represents an activity, and the "Action(s)" column contains a "Duplicate" link. The table lists 13 activities, including "TEMPUS FUGIT", "In turpis lacus", "teertantational", "Child Health Promotion Induction Course", "Reflective Note: Praesent ac fringilla mauris. Nunc accumsan libero", "X ray round", "ADHD East Midlands Study Day", "Study day", "RCPCH Annual Conference", and "GENERAL PAEDIATRIC UPDATE".

Title	Start Date	End Date	Type	Credits	Origin	What did you learn?	Review	Action(s)
TEMPUS FUGIT	06/12/2011 10:00	06/12/2011 16:00	CE	3.5	Own	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed ac accumsan tortor.	Reviewed	<input type="checkbox"/> Duplicate
In turpis lacus	01/12/2011 09:00	01/12/2011 17:00	CE	6.0	Own	Nam eget purus turpis. Nullam ullamcorper iaculis eleifend. Curabitur bibendum vestibulum enim non luctus. Etiam pretium est quis risus tempus ...	Reviewed	<input type="checkbox"/> Duplicate
teertantational	01/12/2011 00:00	01/12/2011 00:00	CE	1.5	Own		Reviewed	<input type="checkbox"/> Duplicate
Child Health Promotion Induction Course	06/10/2011 09:00	07/10/2011 16:40	CE	12.0	RCPCH Approved		Reviewed	<input type="checkbox"/>
Reflective Note: Praesent ac fringilla mauris. Nunc accumsan libero	09/08/2011 10:00	09/08/2011 11:00	CE	1.0	Own	Pellentesque id magna eget eros molestie malesuada. Sed scelerisque dolor ac tortor aliquam et scelerisque dui placerat.	Reviewed	<input type="checkbox"/>
X ray round	09/08/2011 10:00	09/08/2011 11:00	CI	1.0	Own		Reviewed	<input type="checkbox"/> Duplicate
ADHD East Midlands Study Day	20/05/2011 09:30	20/05/2011 16:15	CE	5.0	RCPCH Approved		Reviewed	<input type="checkbox"/>
X ray round	10/05/2011 10:00	10/05/2011 11:00	CI	1.0	Own	Aliquam erat volutpat.	Reviewed	<input type="checkbox"/> Duplicate
Study day	05/04/2011 10:00	05/04/2011 16:00	CE	3.0	Own	Mauris facilis varius tellus, in tempor enim pretium eu.	Reviewed	<input type="checkbox"/> Duplicate
X ray round	05/04/2011 00:00	05/04/2011 00:00	CI	3.0	Own		Reviewed	<input type="checkbox"/> Duplicate
RCPCH Annual Conference	05/04/2011 00:00	07/04/2011 00:00	CE	18.0	RCPCH Approved	ellentesque turpis dolor, consequat quis condimentum eget	Reviewed	<input type="checkbox"/>
GENERAL PAEDIATRIC UPDATE	16/03/2011 09:00	16/03/2011 16:30	CE	5.5	RCPCH Approved		Reviewed	<input type="checkbox"/>
X ray round	08/06/2010 09:00	08/06/2010 10:00	CI	1.0	Own	Aliquam erat volutpat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.	Reviewed	<input type="checkbox"/> Duplicate

At the bottom of the table, it says "Total Records: 13". Below the table, there is a section for "Apply an action to the results:" with a dropdown menu set to "No Action" and buttons for "APPLY", "SAVE PDF BOOK", and "Toggle All".

This functionality carries over the Title, Activity Type and Details of your own entries. You can also Duplicate activities from the DIARY view (see p.4) and from the view of any entry after clicking its title.

MY DETAILS

Amend your personal details from the MY DETAILS tab

The screenshot shows the RCPCH CPD website interface. At the top, the RCPCH logo is displayed with the tagline "Leading the way in Children's Health". Below the logo is a navigation menu with tabs: DIARY, ACTIVITIES, PLANNING, RESOURCES, REFLECTIVE NOTES, REPORTS, and HELP. The "MY DETAILS" tab is highlighted with an orange box. Below the navigation menu, the user is logged in as Adam Bukowski, with a "Logout" link. The main content area is divided into two sections: "USER DETAILS" and "MEMBERSHIP DETAILS".

USER DETAILS

GMC No	987987
Email	adam.szczubkowski@rcpch.ac.uk
Grade	Consultant
If Other Please enter	
Title	Dr
First Name	Adam
Last Name	Bukowski
Auth method	Local Database

[EDIT](#)

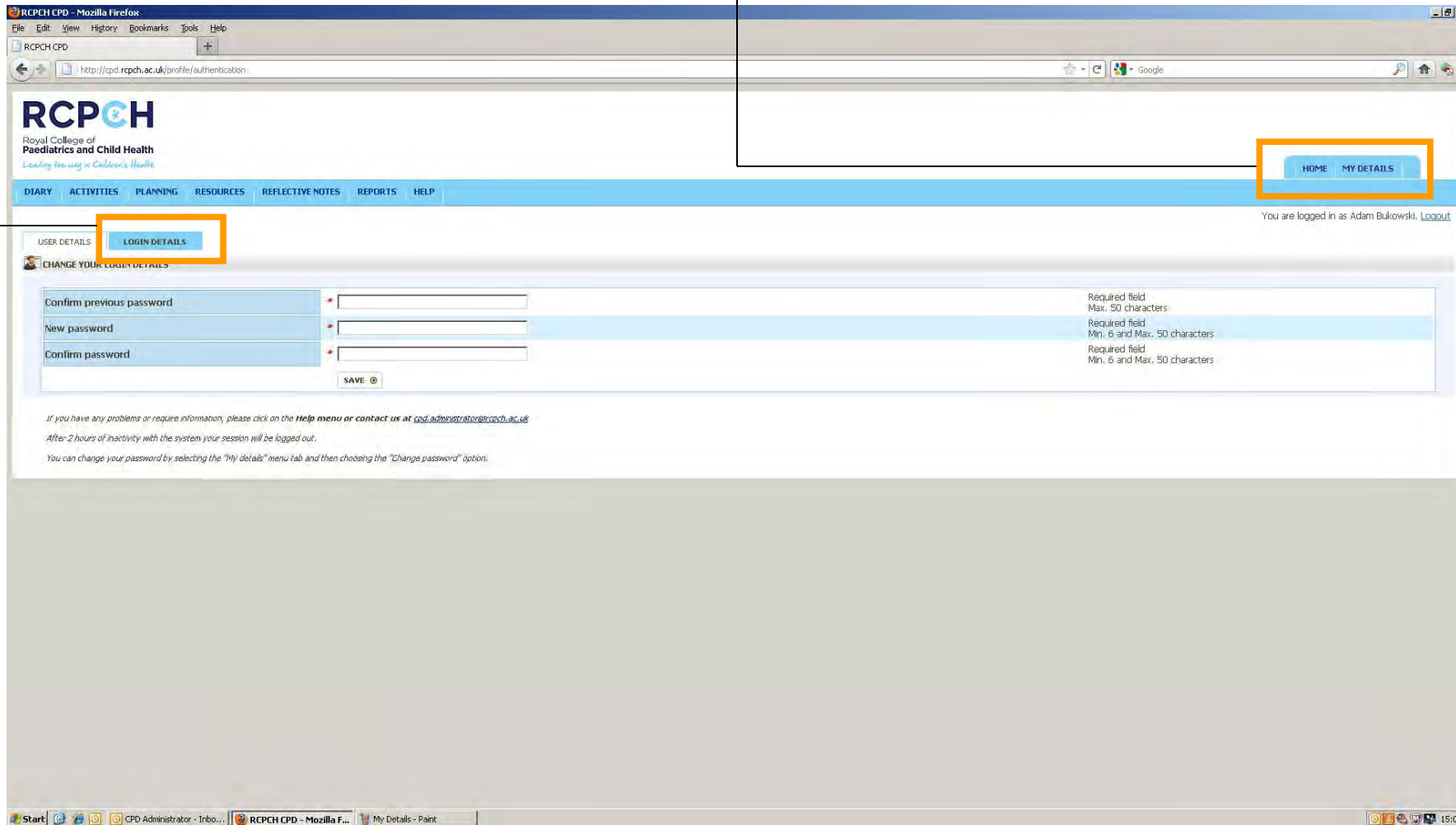
MEMBERSHIP DETAILS

Current Membership	
Membership type	RCPCH Member
Start Date	14/12/2011

If you have any problems or require information, please click on the [Help](#) menu or contact us at cpd.administrator@rcpch.ac.uk
After 2 hours of inactivity with the system your session will be logged out.
You can change your password by selecting the "My details" menu tab and then choosing the "Change password" option.

MY DETAILS

You can **change your password** from the MY DETAILS tab



Choose the **LOGIN DETAILS** tab to change your password

MY DETAILS

Add notes regarding your **Special Circumstances** such as parental leave or career break. Reach this view from the ACTIVITIES tab via the Special Circumstances link.

The screenshot shows the RCPCH CPD system interface. At the top, there is a navigation bar with tabs for DIARY, ACTIVITIES, PLANNING, RESOURCES, REFLECTIVE NOTES, REPORTS, and HELP. The user is logged in as Adam Bukowski. A message at the top indicates "Special Circumstance successfully added". The main content area is titled "SPECIAL CIRCUMSTANCES" and contains a table with the following data:

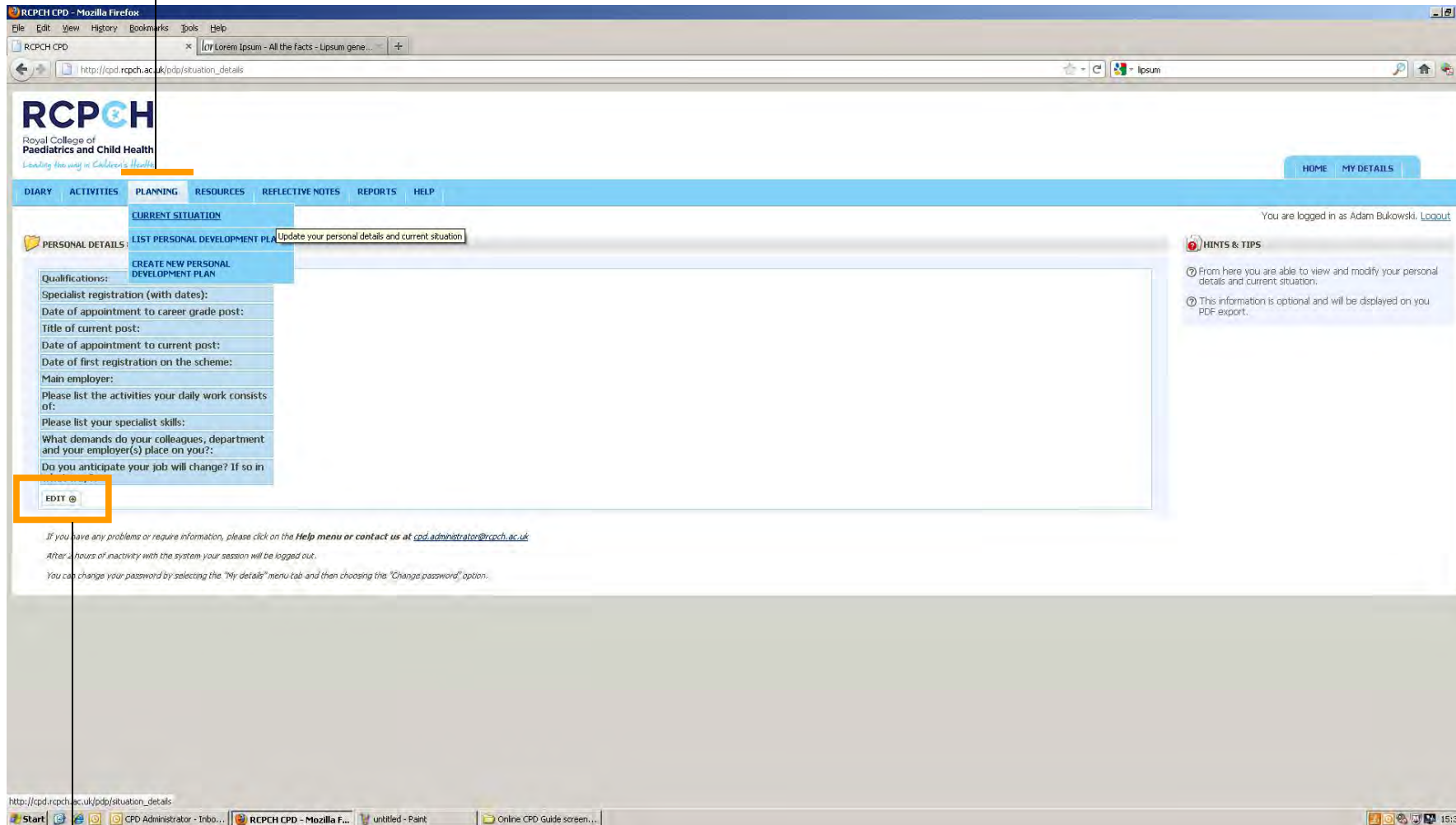
Type	Comment	Start Date	End Date	Action(s)
Career break	couple of months off for travelling to change my perspective on global poverty	01/02/2010	31/07/2010	Edit, Delete
Sick leave	fractured hip	01/03/2011	01/05/2011	Edit, Delete

Below the table, there are buttons for "UPDATE" and "ADD SPECIAL CIRCUMSTANCE NOTE". To the right of the table, there is a "HINTS & TIPS" section and a "FILTERS" section with date range inputs (From: (dd/mm/yyyy) and To: (dd/mm/yyyy)) and buttons for "FILTER" and "CLEAR".

Edit, Delete or Add
your Special
Circumstances
notes here

PERSONAL DEVELOPMENT PLAN (PDP)

Create a **PDP** which you can edit, add objectives to, and **export as a PDF file to save or print**. Start with your **Current Situation** from the PLANNING tab.



Hit the **EDIT** button to enter details of your current professional situation

PERSONAL DEVELOPMENT PLAN (PDP)

Create a new PDP, edit it, and add objectives which you can also edit and mark as complete

The screenshot shows the RCPCH CPD system interface. The top navigation bar includes 'DIARY', 'ACTIVITIES', 'PLANNING', 'RESOURCES', 'REFLECTIVE NOTES', 'REPORTS', and 'HELP'. The 'PLANNING' tab is active, and a dropdown menu shows 'CURRENT SITUATION' and 'LIST PERSONAL DEVELOPMENT PLANS'. A 'CREATE NEW PERSONAL DEVELOPMENT PLAN' button is highlighted with an orange box. Below this is a form for creating a new PDP with fields for Description, Status, Date Range, Posts Held, Responsibilities of post, What developments are anticipated, Activities planned for forthcoming year, With whom has this plan been discussed, and Has this plan been approved by your employer. Below the form is a section for 'PDP OBJECTIVES' with a table of objectives. The table has columns for 'Status' and 'Action(s)'. The 'Action(s)' column contains links for 'View', 'Edit', and 'Mark As Complete'. A 'Total Records: 2' is shown at the bottom of the table. An 'ADD OBJECTIVE' button is highlighted with an orange box. A text box on the right side of the page says 'View, Edit, and Mark objectives as complete here' with a line pointing to the 'Action(s)' column of the table.

View, Edit, and Mark objectives as complete here

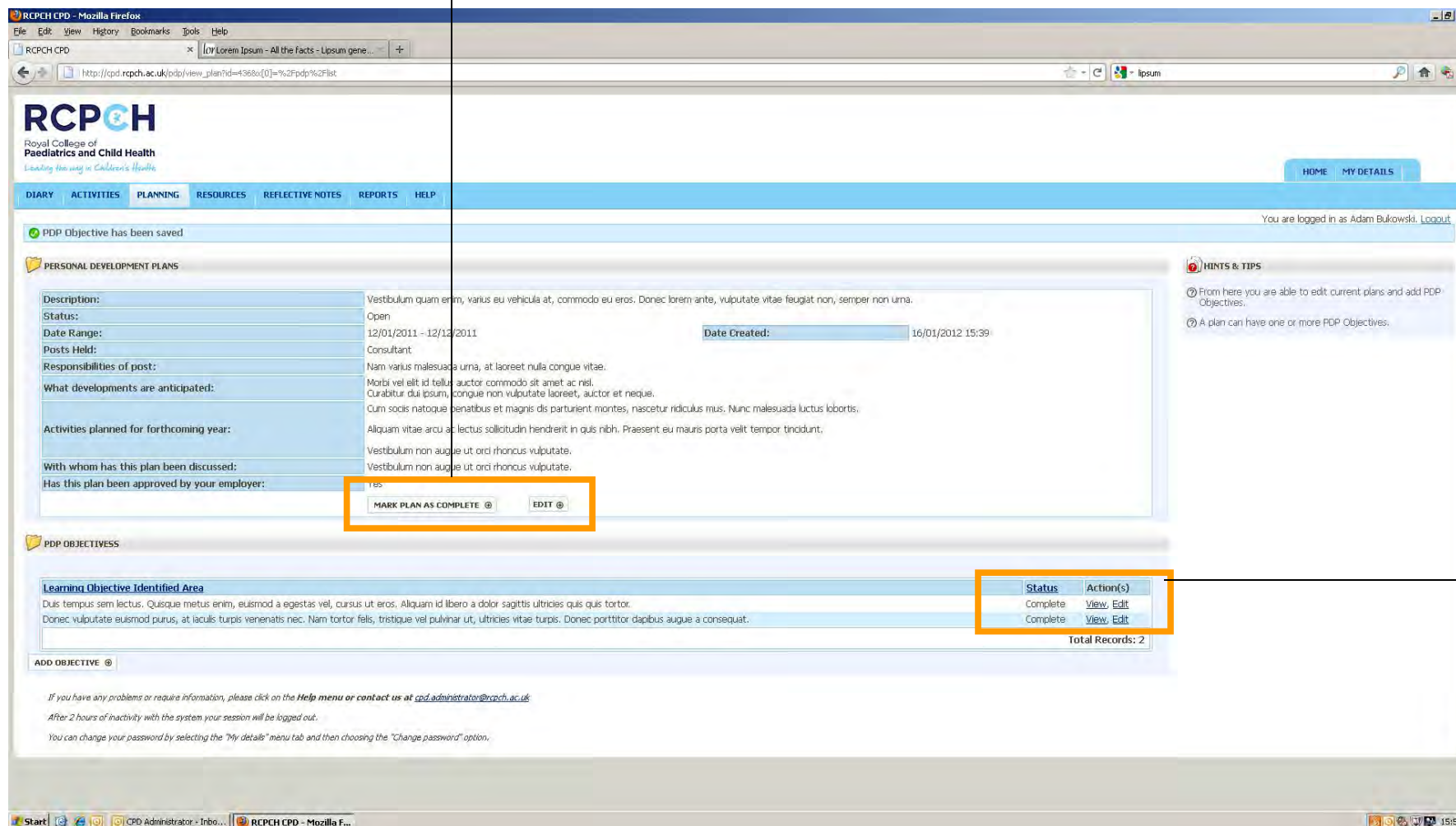
Add objectives to your PDP with this button.

TIP: These objectives can be linked with your activities.

Once you add the objectives you can link them when you review your activities.

PERSONAL DEVELOPMENT PLAN (PDP)

Mark your PDP as complete once all the objectives are complete too



Mark your objectives as **complete** here

PERSONAL DEVELOPMENT PLAN (PDP)

You can check which PDPs are open or complete.

Reach this view from the PLANNING tab via the LIST PERSONAL DEVELOPMENT PLANS link.

Export your PDP as a PDF file - save it or print it for your appraisal or revalidation needs.

PERSONAL DEVELOPMENT PLANS

Description	Start Date	End Date	Status	Action(s)
Curabitur consectetur lectus at dolor ultricies in luctus elit volutpat.	02/01/2012	10/12/2012	Open	PDF export
Vestibulum quam enim, varius eu vehicula at, commodo eu eros. Donec lorem ante, vulputate vitae feugiat non, semper non urna.	12/01/2011	12/12/2011	Complete	PDF export

Total Records: 2

HINTS & TIPS

- From here you can see a summary list of your CPD plans, current and completed.
- To view full details of a plan click on its description.
- You can arrange your plans in date or alphabetical order.

FEEDBACK

Tell us what you think: cpd@rcpch.ac.uk

More Information

www.rcpch.ac.uk/cpd

Contact Us

[Email us](mailto:cpd@rcpch.ac.uk) or call us on 0207 092 6107

