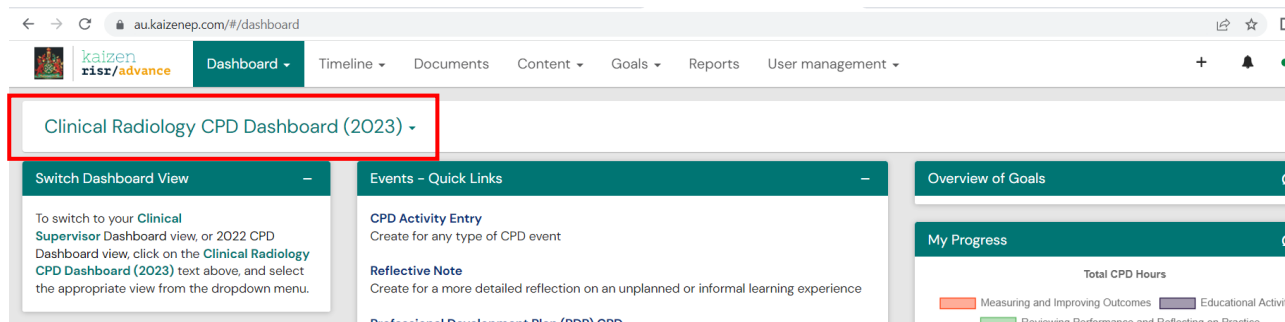**How to enter your Anaphylaxis Requirement – Clinical Radiology**

Anaphylaxis Training is a mandatory CPD requirement once every three years for all Clinical Radiologists, even when working exclusively in teleradiology.

Adding your anaphylaxis training to ePortfolio is a single form where you can enter the course details and CPD hours.

Go to your CPD ePortfolio Dashboard and ensure that you are on the Clinical Radiologist CPD Dashboard for the current year e.g. "**Clinical Radiology CPD Dashboard (2023)**".

Anaphylaxis Training Form

1. Select "*Anaphylaxis Training Form*" from the "*Events - Quick Links*" box on your CPD ePortfolio Dashboard.

2. Enter the date that you completed your anaphylaxis training – *Date occurred on* and *End date* may be the same date.

3. You may add a description of the course, this is optional.

4. Click on the box under "*I can confirm that I have completed an anaphylaxis training course that complies with the RANZCR Clinical Radiology CPD program*" and choose "*Yes*".

5. Add *Anaphylaxis course name*, *Course Provider*, and *Date of course completion*. Add notes if you would like to.

Anaphylaxis Training

As a requirement of the Royal Australian and New Zealand College of Radiologist' Clinical Radiology CPD Program, all clinical radiology members must undertake anaphylaxis training every three years.

I can confirm that I have completed an anaphylaxis training course that complies with the RANZCR Clinical Radiology CPD program. ★

Anaphylaxis Course Name ★

Course Provider ★

Date of course completion ★

d/m/yyyy

Notes

6. Next click on the box beneath "*Did you attend the activity in person or online?*" and choose the appropriate option.

Claim CPD Hours

You can claim CPD hours for this activity. Select the delivery method and then enter the number of hours you spent completing the CPD activity.

Note: For 60 minutes, type 1. For 30 minutes, type 0.5. For 15 minutes, type 0.25.

Did you attend the activity in person or online?

In person

– n/a –
In person
Online

7. Add the number of hours it took to complete the activity.

Did you attend the activity in person or online?

In person

Practical skills workshops – number of hours:

Examples of evidence:

- Certificate of attendance (in person or online attendance)
- Written confirmation of attendance from Workshop organisers (in person attendance)
- List of the names and completion dates of web-based CPD activities (online attendance).

⬆ Attach files

Submit   Save as draft

8. Click on "*Attach files*" to upload your Certificate or other evidence by clicking on "*Drag and drop documents here or Click to select from your device*".

Click the **Attach files** button to upload evidence of your course completion.

⬆ Hide file browser

The document you upload here will default to be shared with anyone that has permission to view your portfolio. If you require this to be private then please change the status after upload is complete.

Drag and drop documents here or Click to select from your device

9. Click on the green **Submit** button.

This completes the form and automatically adds the number of CPD hours as a CPD activity. On your Dashboard, Anaphylaxis Training will show as 100% in your Overview of Goals.