

## 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 completed in two parts. First complete the **Anaphylaxis Training Form**, secondly complete a **CPD Activity Form** to claim CPD hours for the anaphylaxis training.

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)”**.

The screenshot shows the 'Clinical Radiology CPD Dashboard (2023)' interface. A red box highlights the dashboard title. Below it, the 'Events - Quick Links' section is visible, containing options for 'CPD Activity Entry', 'Reflective Note', and 'Professional Development Plan (PDP) CPD'. The 'My Progress' section on the right shows a bar chart for 'Total CPD Hours' with categories: Measuring and Improving Outcomes, Educational Activities, and Reviewing Performance and Reflecting on Practice.

### Anaphylaxis Training Form

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

This screenshot shows the 'Events - Quick Links' section of the dashboard. A red box highlights the 'Anaphylaxis Training Form' option, which includes the instruction: 'Complete this form to confirm you have participated in anaphylaxis training, which must be done every three years.' Other options include 'CPD Activity Entry', 'Reflective Note', 'Professional Development Plan (PDP) CPD', and 'CPD Break in Practice Request'.

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

The screenshot shows the 'CPD Activity Entry' form. A red box highlights the 'Date occurred on' and 'End date' fields, which are marked with a red star to indicate they are required. A blue banner above the form states: 'This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.' Below the date fields is a 'Description (optional)' text area.

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

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”.

**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

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

Attach files

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

6. Press the submit button.

NOTE: If anaphylaxis training was completed in 2022, there is no need to complete a CPD activity entry, only complete a CPD activity entry if training took place in 2023.

### CPD Activity Entry

1. Select “*CPD Activity Entry*” from the “*Events – Quick Links*” box on your CPD ePortfolio Dashboard.
2. Fill in the form with the dates, Activity title, Completion date, and Description.
3. For the **CPD Activity Type**, depending on whether the course was or online or in person you may claim it under “*Web-based learning*” OR “*Practical skills workshop*”.

CPD Activity Type ★

– Web-based learning  
Educational Activities » Self-directed learning

OR

CPD Activity Type ★

– Practical skills workshops  
Educational Activities » Attendance at conferences and meetings

**In the text field, please 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.

Practical skills workshops – Number of hours ★

4. Add the number of hours, then click “No” for claiming MRI/Mammography hours.
5. Click on attach files - if you have already added the certificate it will be in the list and you can link it.
6. Press the submit button.

NOTE: For more detailed instructions on how to complete a CPD activity entry go to [How to enter a CPD activity](#)