

Completing your Professional Development Plan (PDP) – Radiation Oncology Members

1. To enter your annual Professional Development Plan, select “*Professional Development Plan (PDP) CPD*” from the “*Quick Links*” box on your CPD ePortfolio Dashboard.

The screenshot shows the CPD ePortfolio Dashboard. On the left, under 'Events - Quick Links', the 'Professional Development Plan (PDP) CPD' option is highlighted with a red box. It includes a description: 'Create a professional development plan with goals for your CPD'. Below this are other options like 'CPD Activity Entry', 'Reflective Note', 'CPD Break in Practice Request', 'Multi-Source Feedback (MSF) Tool', and 'Contact the College Form'. On the right, the 'Overview of Goals' section shows a table of goals and their progress for the period 2022. The 'My Progress' section shows a bar chart of 'Total CPD Hours' and a table of 'CPD Category' progress.

Goal	Progress
Measuring and Improving Outcomes	2
Reviewing Performance and Reflecting on Practice	0
Educational Activities	7
Total CPD hours	18%

CPD Category	Hours
Measuring and Improving Outcomes	2
Reviewing Performance and Reflecting on Practice	0

2. Enter the date you are completing your PDP in the “*date occurred on*” field and the same date in the “*end date*” field. Please use calendar year dates of 1 January to 31 December. The “*description*” field is optional.

The screenshot shows the 'New Radiation Oncology CPD Professional Development Plan (PDP)' form. The 'Date occurred on' and 'End date' fields are highlighted with a red box. The 'Date occurred on' field contains '17/2/2022' and the 'End date' field contains '17/2/2022'. Below these fields is a 'Description (optional)' field. The form also includes a 'Submit' button, a 'Save as draft' link, and a 'LAST SAVED: UNSAVED' status. A note at the top 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.'

Date occurred on ★ 17/2/2022
Please indicate the date on which this event occurred.

End date ★ 17/2/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

3. There are two options available for completing your annual PDP

Option 1 – Using the RANZCR PDP template

4. You can complete your PDP using the online form in the CPD ePortfolio by *selecting “I would like to complete the RANZCR PDP”* from the drop-down list. In the *“PDP description”* field, type *“completing RANZCR PDP”*. This assists the College with data collection

New Radiation Oncology CPD Professional Development Plan (PDP)

VERSION 1 Add tags Link to Overview of CPD Requirements

Submit Save as draft

Fields marked with ★ are required. LAST SAVED: UNSAVED

ⓘ 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.

Date occurred on ★ 17/2/2022

End date ★ 17/2/2022

Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Professional Development Plan (PDP)

Would you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g. from your employer)? ★

I would like to complete the RANZCR PDP

I would like to upload a PDP completed elsewhere

5. Once selected, the page expands to show the instructions to download a copy of the Radiation Oncology Professional Development Plan. To download the PDP template, click the text highlighted below *“Professional Development Plan (PDP)”*

Professional Development Plan (PDP)

Would you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g. from your employer)? ★

I would like to complete the RANZCR PDP

RANZCR Radiation Oncology Professional Development Plan

To complete the RANZCR Professional Development Plan (PDP):

1. Download the **Professional Development Plan (PDP)** template onto your device. The PDP Form is also available to download from the RANZCR website [here](#)
2. Complete the PDP template and then upload it to this form using the **Attach Files** button below
3. Fill in the Claim CPD Hours section
4. Click the **Submit** button when you are ready to submit.

Claim CPD Hours

You can claim a maximum of 2 CPD hours for this activity. 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.

Professional Development Plan (PDP) – Number of hours

6. This will open the downloads pop up on your browser or device and a PDF document titled *“Continuing Professional Development Plan (CPD) Plan Template”* will be displayed. Click link.

Downloads



Note: depending on the browser and device setting you use, the PDF pop up may display differently on your device.

7. Once the PDF document is downloaded for completion, click “*save as draft*” at the bottom of the page, so that you can come back to the PDP event to complete the submission. **Note: do not click submit until you have filled out the PDP documentation.**

Example of evidence:

- Completed Professional Development Plan template.

Attach files

Submit Save as draft

8. You can now complete the PDF document you have downloaded, in your own time. **Note: the PDF forms have editable text fields, you can type your responses and save the form on your device until it is completed.**

9. Once the form is completed, you are ready to submit the form and complete your PDP. To find the draft submission created in step 7 (above), click the “*timeline*” followed by “*continuing professional development*” from the menu bar at the top of the page and you can access your draft activity PDP form.

kaizen Dashboard Timeline Documents Content Overview of CPD Requirements Reports

You are logged in as Amy Young

Timeline
Continuing Professional Development
Other

New Radiation Oncology Professional Development Plan

Submit Save as draft

VERSION 1 Add tags Link to Overview of CPD Requirements

Fields marked with ★ are required. LAST SAVED: TODAY AT 1:48 PM

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.

Date occurred on ★ 17/2/2022 End date ★ 17/2/2022

Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Professional Development Plan (PDP)

Would you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g. from your employer)? ★

I would like to complete the RANZCR PDP

RANZCR Radiation Oncology Professional Development Plan

The below resource can be used by Radiation Oncology Members to complete their Professional Development Plan (PDP). The PDP Form is also available to download from the RANZCR website here.

- Professional Development Plan (PDP)

10. Your ePortfolio timeline will show all activities you have undertaken as part of your CPD. Find your drafted PDP and click on the title “*Radiation Oncology CPD Professional Development Plan (PDP)*”. **Note: you will recognise this as a draft as it shows in an orange colour on the left-hand side of the page and has an orange dot. When complete, these change colour to green.**

kaizen Dashboard Timeline Documents Content Overview of CPD Requirements Reports

You are logged in as Amy Young

Timeline

Continuing Professional Development

Other

Create new

Bulk tagging

Start typing to search

Search

Found 11 items

Ordered by date created

Events created in February 2022

Radiation Oncology CPD Professional Development Plan (PDP)

CREATED ON: 17 FEB, 2022

Would you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g. from your employer)? I would like to complete the RANZCR PDP

Fill in Delete Preview

11. The below page will now open. Click the green “fill in” button on the top right of the screen

Radiation Oncology CPD Professional Development Plan (PDP)

Fill in

DELETE BACK

DRAFT PRIVATE

VERSION 1

Date occurred on 17 Feb, 2022 End date 17 Feb, 2022

Professional Development Plan (PDP)

Would you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g. from your employer)? I would like to complete the RANZCR PDP

RANZCR Radiation Oncology Professional Development Plan

The below resource can be used by Radiation Oncology Members to complete their Professional Development Plan (PDP). The PDP Form is also available to download from the RANZCR website here.

- Professional Development Plan (PDP)

Download the resource above for completion. Click **Save as draft** in top right so that you can come back to the PDP event to complete this submission. Do not click Submit until you have completed the PDP documentation and are ready to submit it.

Next Steps

Once the PDP form has been filled in, click the **Attach Files** button below to upload the completed PDP form.

12. The below page will now open. To attach your completed PDF document, click the “attach files” button at the bottom left hand side of the page.

Radiation Oncology CPD Professional Development Plan (PDP)

VERSION 1 Add tags Link to Overview of CPD Requirements

Submit

Save as draft

Fields marked with * are required.

LAST SAVED: TODAY AT 1:50 PM

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.

Date occurred on * 17/2/2022

Please indicate the date on which this event occurred.

End date * 17/2/2022

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Professional Development Plan (PDP)

Would you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g. from your employer)? *

I would like to complete the RANZCR PDP

RANZCR Radiation Oncology Professional Development Plan

The below resource can be used by Radiation Oncology Members to complete their Professional Development Plan (PDP). The PDP Form is also available to download from the RANZCR website here.

- Professional Development Plan (PDP)

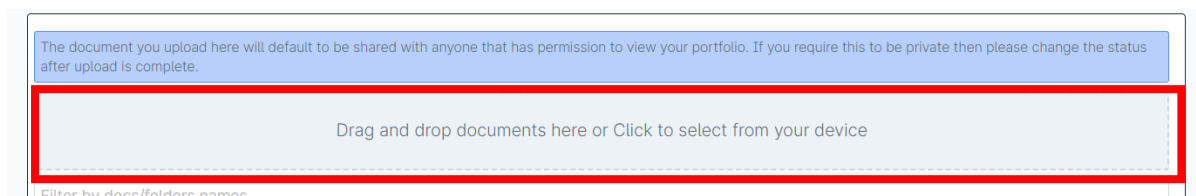
Download the resource above for completion. Click **Save as draft** in top right so that you can come back to the PDP event to complete this submission. Do not click Submit until you have completed the PDP documentation and are ready to submit it.

Next Steps

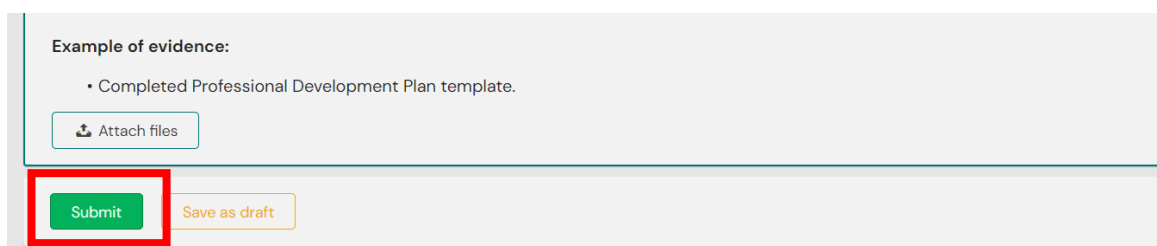
Once the PDP form has been filled in, click the **Attach Files** button below to upload the completed PDP form.

Attach files

13. You can attach the relevant file either by dragging and dropping the file in the indicated area or click the grey shaded area to choose from your files.



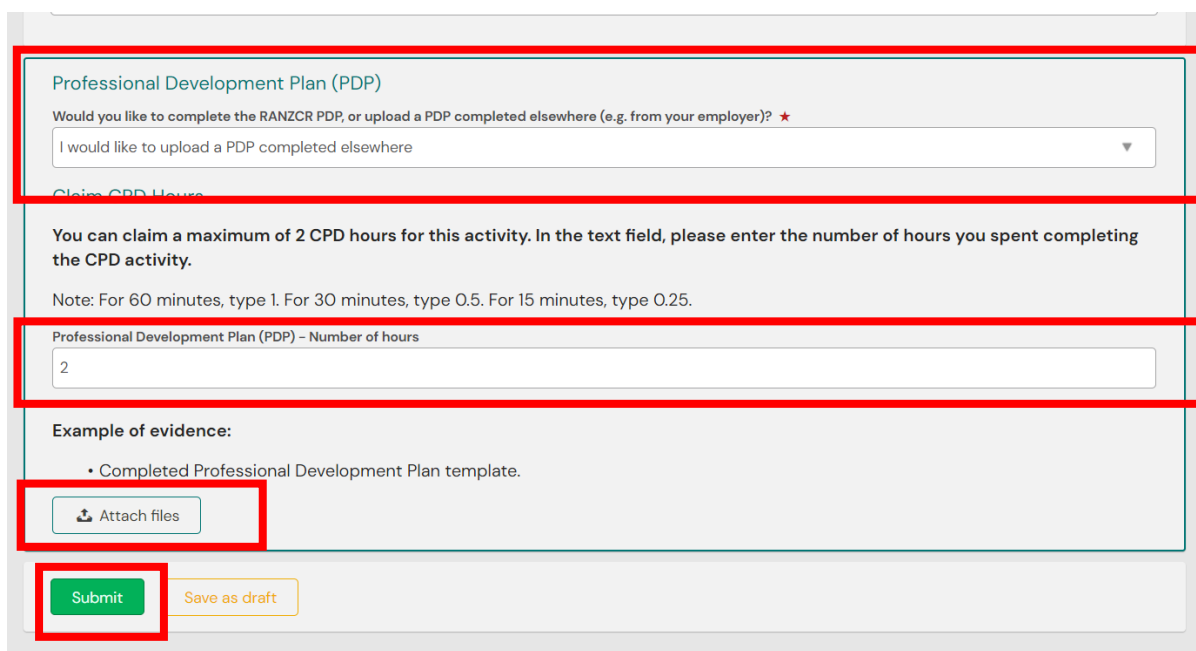
14. After uploading your PDP document, click the green “submit” button at the bottom of the screen.



Note: If you would like to claim CPD hours for completing your PDP please complete a CPD activity entry and claim the CPD activity type as ‘*Professional Development Plan (PDP)*’

Option 2 – using a copy of your own PDP (e.g. from an employer, external provider)

15. You can upload a copy of your own PDP that you may have completed as part of your employer’s annual performance appraisal process, an external provider, or by using another suitable PDP template. To upload your own PDP, select “*I would like to upload a PDP completed elsewhere*”.



16. Then click “attach file” button and attach the relevant file either by dragging and dropping the file in the indicated area, or click the grey shaded area to choose from your files

17. After uploading your PDP document, click the green “submit” button at the bottom of the screen.