

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' link is highlighted with a red box. On the right, the 'Overview of Goals' section shows a table for the year 2022:

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

Below this is a 'My Progress' section with a bar chart titled 'Total CPD Hours' showing 9 hours for the 'Measuring and Improving Outcomes' category. A table below the chart shows: 'Measuring and Improving Outcomes' with 2 hours and 'Reviewing Performance and Reflecting on Practice' with 0 hours.

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 and both contain the date '17/2/2022'. Below these is an optional 'Description' field. At the bottom, there is a dropdown menu for 'Would you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g. from your employer)?' and an 'Attach files' button.

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)

Submit Save as draft

VERSION 1 Add tags Link to Overview of CPD Requirements

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

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)

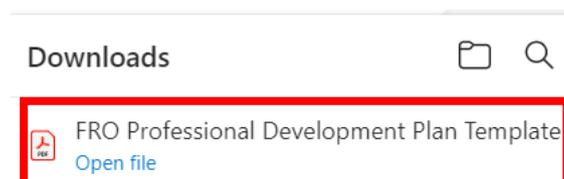
Download the resource above for completion. Click **Save as draft** in top right so that you can come back to the PDP event to complete this submission. Do not click Submit until you have completed the PDP documentation and are ready to submit it.

Next Steps

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

Attach files

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



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” in the top right corner, 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.**

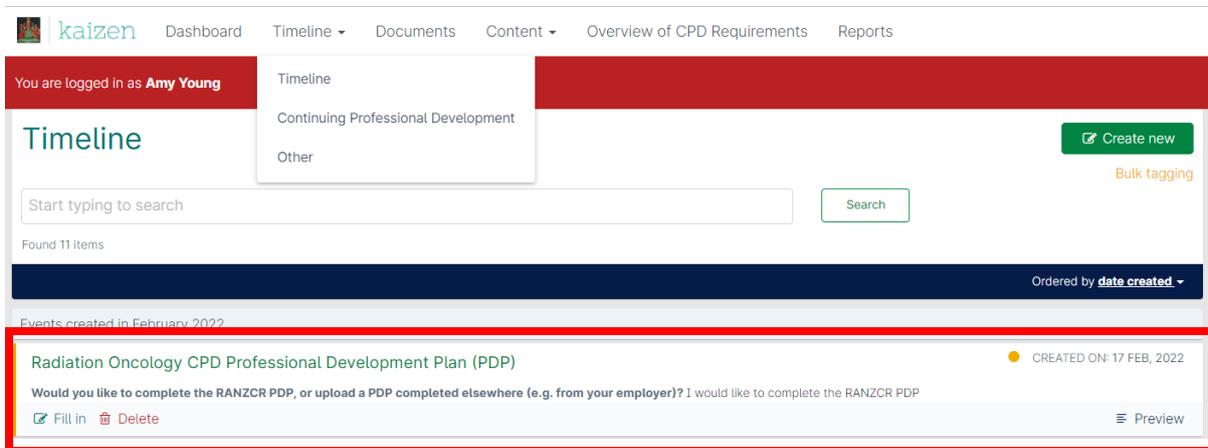
The screenshot shows the top right corner of the form with a green 'Submit' button and an orange 'Save as draft' button. The 'Save as draft' button is highlighted with a red rectangular box. Below the buttons, there are fields for 'Date occurred on' and 'End date', both set to 17/2/2022. A 'Description (optional)' text area is also visible.

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.**

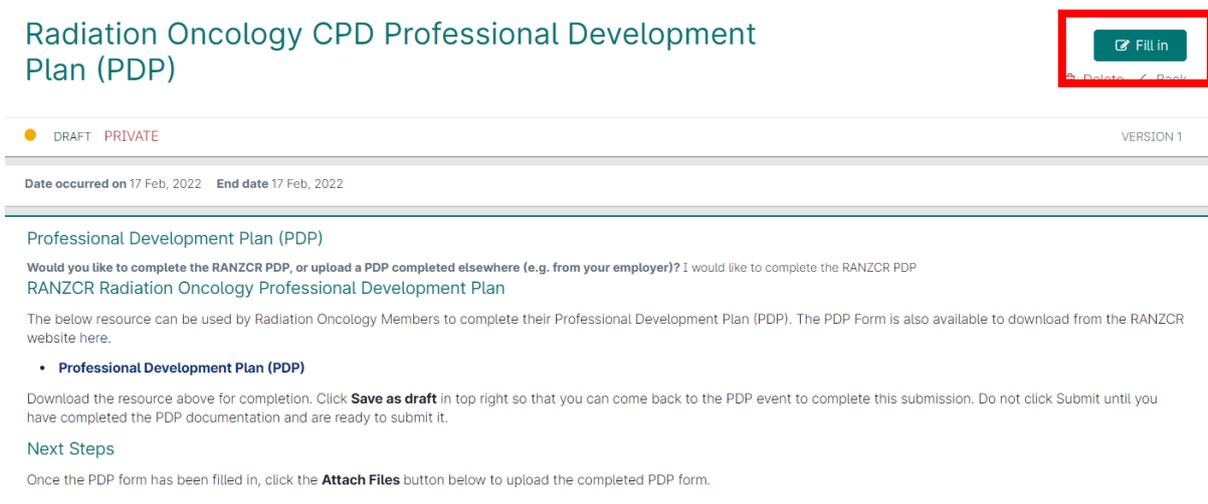
9. Once the form is completed, you are ready to submit the form and complete your PDP. To find the draft submission created in step 7 (above), click the “*timeline*” followed by “*continuing professional development*” from the menu bar at the top of the page and you can access your draft activity PDP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

The screenshot shows the Kaizen dashboard navigation menu. The 'Timeline' and 'Continuing Professional Development' options are highlighted with a red rectangular box. Below the navigation menu, the 'New Radiation Oncology CPD Professional Development Plan' form is visible, showing the 'Save as draft' button and the 'Date occurred on' and 'End date' fields.

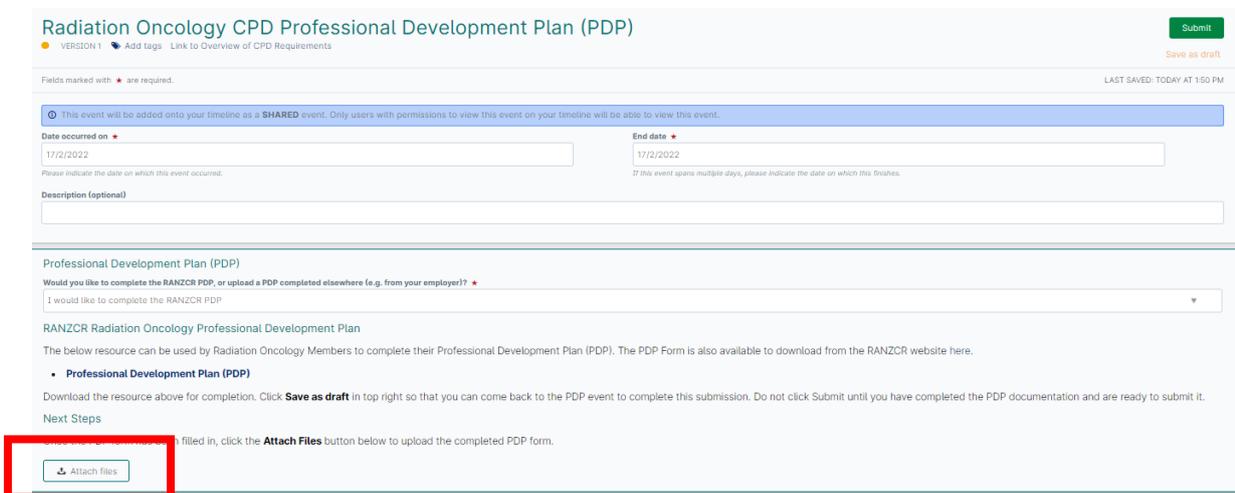
10. Your ePortfolio timeline will show all activities you have undertaken as part of your CPD. Find your drafted PDP and click on the title *“Radiation Oncology CPD Professional Development Plan (PDP)”*. **Note: you will recognise this as a draft as it shows in an orange colour on the left-hand side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



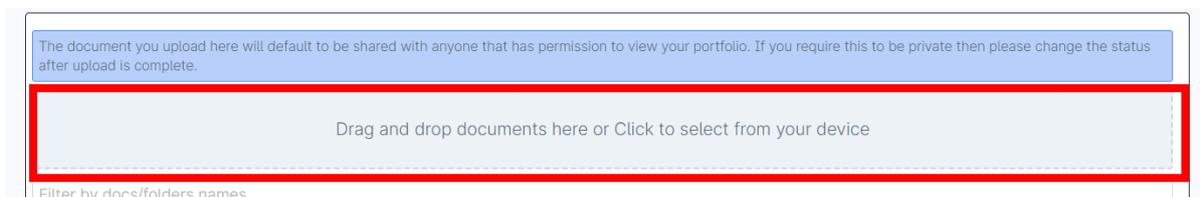
11. The below page will now open. Click the green *“fill in”* button on the top right of the screen



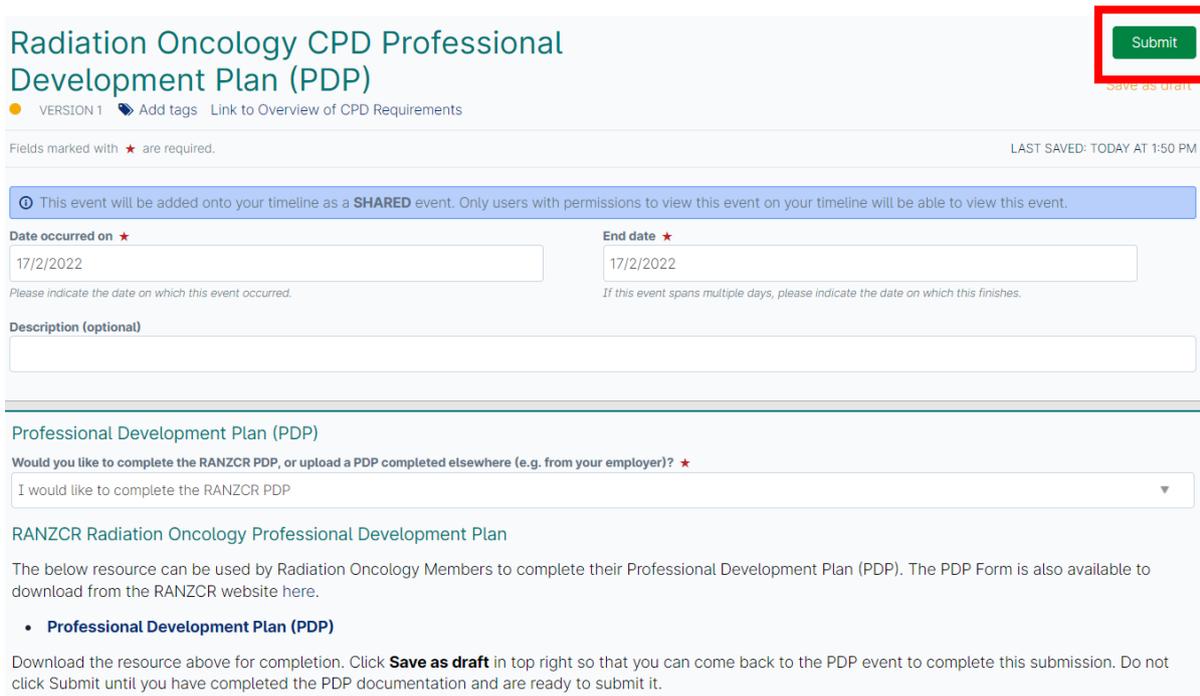
12. The below page will now open. To attach your completed PDF document, click the *“attach files”* button at the bottom left hand side of the page.



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 on the top right-hand corner of the screen.



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

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

PDP CPD Description ★
The PDP CPD description is displayed on your timeline.

Attach files

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

Filter by docs/folders names

17. After uploading your PDP document, click the green “*submit*” button on the top right-hand corner of the screen.

Radiation Oncology CPD Professional Development Plan (PDP)

VERSION 1 Add tags Link to Overview of CPD Requirements

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.