## Completing your Professional Development Plan (PDP) – Clinical Radiology 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.

ts - Quick Links –	Overview of Goals	
D Activity Entry		PERIO
eate for any type of CPD event	Measuring and Improving Outcomes	
	Reviewing Performance and Reflecting on	
flective Note	Practice	
eate for a more detailed reflection on an unplanned or informal learning experience	Educational Activities	
,	Total CPD hours	
rofessional Development Plan (PDP) CPD		PERIO
Create a professional development plan with goals for your CPD	Professional Development Plan (PDP)	
	Requirement	
Anaphylaxis Training Form	Anaphylaxis Training	
Complete this form to confirm you have participated in anaphylaxis training, which must be done		
every three years.	My Progress	
PD Break in Practice Request	Total CRD Hours	
	Total CPD Houre	
CPD Break in Practice Request Create a break in practice request form for extended illness, parental leave and other extenuating circumstances.	Total CPD Hours Measuring and Improving Outcomes	Educational Activit
Create a break in practice request form for extended illness, parental leave and other extenuating ircumstances.		
rreste a break in practice request form for extended illness, parental leave and other extenuating ircumstances. fulti-Source Feedback (MSF) Tool	Measuring and Improving Outcomes	
create a break in practice request form for extended illness, parental leave and other extenuating ircumstances.	Measuring and Improving Outcomes Reviewing Performance and Reflecting	
Create a break in practice request form for extended illness, parental leave and other extenuating circumstances. Multi-Source Feedback (MSF) Tool rreate the RANZCR MSF tool or to upload a workplace-based completed MSF tool.	Measuring and Improving Outcomes Reviewing Performance and Reflectin	
create a break in practice request form for extended illness, parental leave and other extenuating ircumstances. Aulti-Source Feedback (MSF) Tool create the RANZCR MSF tool or to upload a workplace-based completed MSF tool.	Measuring and Improving Outcomes Reviewing Performance and Reflectin 0.8	
Create a break in practice request form for extended illness, parental leave and other extenuating ircumstances. Aulti-Source Feedback (MSF) Tool Create the RANZCR MSF tool or to upload a workplace-based completed MSF tool.	Measuring and Improving Outcomes Reviewing Performance and Reflectin 0.8 0.6	
create a break in practice request form for extended illness, parental leave and other extenuating incumstances. Aulti-Source Feedback (MSF) Tool create the RANZCR MSF tool or to upload a workplace-based completed MSF tool. Contact the College Form create a 'Contact the College' form to be sent directly to the RANZCR CPD staff.	Measuring and Improving Outcomes Reviewing Performance and Reflectin 0.8 0.6 0.4 0.2	
Create a break in practice request form for extended illness, parental leave and other extenuating ircumstances.	Measuring and Improving Outcomes           1.0         Reviewing Performance and Reflectin           0.8         0.6           0.4         0.4	

 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.

	LAST SAVED: TODAY AT 1:
ields marked with ★ are required.	
This event will be added onto your timeline as a SHARED event. Only users were as a state of the state of	with permissions to view this event on your timeline will be able to view this event.
ate occurred on ★	End date *
/1/2023	31/12/2023
ease indicate the date on which this event occurred.	If this event spans multiple days, please indicate the date on which this finishes.
escription (optional)	
Yould you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g	z, from your employer)? ★
/ /ould you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g	g. from your employer)? *
fould you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g	g. from your employer)? *
DP CPD Description *	
Yould you like to complete the RANZCR PDP, or upload a PDP completed elsewhere (e.g         DP CPD Description *         he PDP CPD description is displayed on your timeline.         Attach files	

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

<ul> <li>VERSION 10 S Add tags Link to Overview of CPD Requirements</li> </ul>		
Fields marked with ★ are required.	LAST SAVED: TODAY AT 1:27 PM	
	nly users with permissions to view this event on your timeline will be able to view this event.	
Date occurred on *	End date *	
1/1/2023 Please indicate the date on which this event occurred.	31/12/2023 If this event spans multiple days, please indicate the date on which this finishes.	
Would you like to complete the RANZCR PDP, or upload a PDP completed else:	where (e.g. from your employer)? *	
Would you like to complete the RANZCR PDP, or upload a PDP completed else I would like to complete the RANZCR PDP	where (e.g. from your employer)? *	
I would like to complete the RANZCR PDP		

5. Once selected, the page expands to show the instructions as well as the first goal field. Complete the goal field and select add another goal as required. You do not need to add a target so do not click on the "Add goal target" button. Each goal should be entered in a different goal field so click on "Add another goal" to add additional goal fields. Examples of goals include keeping up to date with current literature, upskilling in a particular area or attending a workshop or conference. Please include 2-3 goals for the year that are specific to your practice as a radiologist.

Goal #1
Goal title *
Goal description
Targets
Targets break down goals into smaller objectives. It is possible to have multiple targets attached to a single goal.
Add goal target (optional)
+ Add another goal
In order to create and inititate these goals, please click 'start goals' below.

- 6. Once goals are listed, include a due date of 31 December in the marked field.
- 7. Once goals are finalised, select green "Start goals" button at the bottom of the page. If you are not ready to submit your plan please click 'save as draft' until you are ready to submit it.

+ Add another goal	
31/12/2023	
In order to create and inititate these goals, please click 'start goals' below.	
Start Goals Save as draft	

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

- 8. 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"*.
- 9. In the *"PDP CPD Description"* field indicate where you completed your PDP, or what format e.g. completed with employer, completed through an external provider, completed using another chosen template.

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 DDD CDD description is displayed as your limiting		
🕹 Attach files		

10. 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 aur 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
<b>A</b>

11. After uploading your PDP document, select green *"Start goals"* button at the bottom of the page.

New Clinical Radiology CPD Professional Development Plan (P	PDP)		
Fields marked with			UNSAVED CHANGES
O 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	e able to view I	his event.	
Date occurred on *		End date *	
///2023		31/12/2023	
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)			
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			v
PDP CPD Description *			
The PDP CPD description is displayed on your timeline.			
🕹 Attach files			
Start Goels Save as draft			

12. Click on *"Dashboard"* to return to the 2023 CPD Dashboard. Once your Plan is submitted the Overview of Goals section on the right-hand side of the screen should now show Professional Development Plan (PDP) Requirement as 100%.

Overview of Goals	0 -
Anaphylaxis Training	0%
	PERIOD: 2023
Measuring and Improving Outcomes	0%
Reviewing Performance and Reflecting on Practice	25%
Educational Activities	100%
Total CPD hours	39%
	PERIOD: 2023
Professional Development Plan (PDP) Requirement	100%