

## 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.

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. Below it 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 for the year 2022:

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

Below this is a 'My Progress' section with a bar chart titled 'Total CPD Hours' showing 2 hours for 'Measuring and Improving Outcomes' and 7 hours for 'Educational Activities', totaling 9 hours. A table below the chart shows the breakdown: 'Measuring and Improving Outcomes' (2) and '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 Clinical Radiology 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 15/2/2022. Below these fields is a 'Description (optional)' field. At the bottom of the form, 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)?', a 'PDP CPD Description' field, 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 Clinical Radiology CPD Professional Development Plan (PDP)

Start Goals Save as draft

VERSION 9 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 ★ 15/2/2022 End date ★ 15/2/2022

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)

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

The PDP CPD description is displayed on your timeline.

Attach files

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. Once goals are listed, include a due date in the marked field. You do not need to add a target so do not click on the *“Add goal target”* button.

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

Due date for all the goals in this section ★

In order to create and initiate these goals, please click 'start goals' below.

6. Once goals are finalised, select green “Start goals” button on the top right-hand corner of the page

New Clinical Radiology CPD Professional Development Plan (PDP)

Add tags Link to Overview of CPD Requirements

With whom has this plan been discussed?

Custom goals

Here you are able to create a set of custom goals. Enter a goal title to begin and then optionally attach a target for this goal.

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

Due date for all the goals in this section \*

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

7. 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”.

8. 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 PDP CPD description is displayed on your timeline.

Attach files

9. 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

Home icon

10. After uploading your PDP document, click the green “start goals” button on the top right-hand corner of the screen.

## New Clinical Radiology CPD Professional Development Plan (PDP)

VERSION 9 Add tags Link to Overview of CPD Requirements Start Goals  
Save as draft

Fields marked with ★ are required. LAST SAVED: TODAY AT 3:04 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.

<b>Date occurred on</b> ★	<b>End date</b> ★
<input type="text" value="17/2/2022"/>	<input type="text" value="17/2/2022"/>
<small>Please indicate the date on which this event occurred.</small>	<small>If this event spans multiple days, please indicate the date on which this finishes.</small>

**Description (optional)**

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**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.

⚠ This field is required

Hide file browser