

## 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. On the right, the 'Overview of Goals' section shows progress for 2023, and the 'My Progress' section shows a bar chart for Total CPD Hours.

Category	Progress
Measuring and Improving Outcomes	0%
Reviewing Performance and Reflecting on Practice	0%
Educational Activities	0%
Total CPD hours	0%

  

Category	Progress
Professional Development Plan (PDP) Requirement	0%
Anaphylaxis Training	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. The 'Date occurred on' field contains '1/1/2023' and the 'End date' field contains '31/12/2023'. Below these fields is a large text area for the 'Description (optional)'. At the bottom, there are buttons for 'Start Goals' and 'Save as draft'.

Fields marked with \* are required.

LAST SAVED: TODAY AT 1:25 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 \* 1/1/2023

End date \* 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)? \*

PDP CPD Description \*

The PDP CPD description is displayed on your timeline.

Attach files

Start Goals Save as draft

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)

VERSION 10 Add tags Link to Overview of CPD Requirements

Fields marked with ★ are required. LAST SAVED: TODAY AT 1:27 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 ★ 1/1/2023  
Please indicate the date on which this event occurred.

End date ★ 31/12/2023  
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

PDP CPD Description ★

The PDP CPD description is displayed on your timeline.

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

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 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.

**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.

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

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

New Clinical Radiology CPD Professional Development Plan (PDP)

VERSION ID Add tags Link to Overview of CPD Requirements

Fields marked with \* are required. UNSAVED CHANGES

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 \* 1/1/2023  
Please indicate the date on which this event occurred.

End date \* 31/12/2023  
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

PDP CPD Description \*

The PDP CPD description is displayed on your timeline.

Attach files

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