

How to enter a CPD activity – Clinical Radiology and Radiation Oncology

1. To enter a CPD activity, select “CPD Activity Entry” 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 'CPD Activity Entry' option is highlighted with a red box. Below it are other options like 'Reflective Note', 'Professional Development Plan (PDP) CPD', 'CPD Break in Practice Request', and 'Multi-Source Feedback (MSF) Tool'. On the right, the 'Overview of Goals' section shows a table for the year 2022 with categories and their respective hours and percentages. Below that, the 'My Progress' section features a bar chart titled 'Total CPD Hours' showing 2 hours for 'Measuring and Improving Outcomes' and 7 hours for 'Reviewing Performance and Reflecting on Practice', totaling 9 hours.

CPD Category	Hours	Percentage
Measuring and Improving Outcomes	2	18%
Reviewing Performance and Reflecting on Practice	7	
Total CPD hours	9	

2. Enter the date you are completing this form in the “date occurred on” field and the “end date” field. The “description” field is optional.

The screenshot shows the CPD activity entry form. At the top, it says 'Fields marked with * are required.' and 'LAST SAVED: TODAY AT 11:42 AM'. Below that, a blue banner indicates the event will be added to the timeline as a SHARED event. The 'Date occurred on' and 'End date' fields are highlighted with a red box. Below these fields is a 'Description (optional)' field.

3. Using the below form, enter an “Activity Title”, “Completion Date” and “Description of CPD Activity” in the corresponding fields. Examples of activity titles include RANZCR ASM, online learning, SIG governance meeting etc.

The completion date is the date the activity was completed.

The description of CPD Activity could include “attended RANZCR ASM in Adelaide 2022”, “attended RANZCR committee meeting” etc. Describe the CPD activity in a few words.

The screenshot shows the CPD activity entry form with three main fields: 'Activity Title', 'Completion Date', and 'Description of CPD Activity'. Each field has a red asterisk indicating it is required. Below the 'Description of CPD Activity' field, there is a small text prompt: 'Describe the detail of the activity.'

4. All CPD activity types are grouped under 3 broad categories – Educational Activities, Reviewing Performance and Reflecting on Practice and Measuring and Improving Outcomes.

CPD Activity Type ★

Search...

95 items

- > Educational Activities
- > Reviewing Performance and Reflecting on Practice
- > Measuring and Improving Outcomes

Would you like to claim MRI/Mammography Program hours for this activity? ★

Attach files

By clicking on the wording of the high-level category types it will drop down the sub categories that sit under them (shown below). e.g. click on the wording “*Educational Activities*”, “*Reviewing Performance and Reflecting on Practice*” or “*Measuring and Improving Outcomes*”. **Note: do not click the square check box.**

CPD Activity Type ★

Search...

- Educational Activities**
 - > Professional and clinical governance
 - > Accreditation
 - > Participation in International Governance Activities
 - > Teaching, training and supervision
 - > Examining
 - > Self-directed learning
 - > Research
 - > Publications and presentations
 - > Attendance at conferences and meetings
- Reviewing Performance and Reflecting on Practice**
 - > Participation in International Governance activities
 - > Maintenance of professional standards
 - > Professional and clinical governance
 - > Self-directed learning
 - Formal evaluation of self/peer performance
- Measuring and Improving Outcomes**
 - Audit
 - Multidisciplinary team meetings
 - Participation in other clinical governance activities
 - > Clinical outcome related research

From here, if you click on the wording of the sub groups that have appeared, you will find all activity types corresponding to the sub group.

Taking “*Educational Activities*” as an example, if I am wanting to record attendance at a conference, click on “*attendance at conference and meetings*”. **Note: do not click the square check box.**

CPD Activity Type ★

Search...

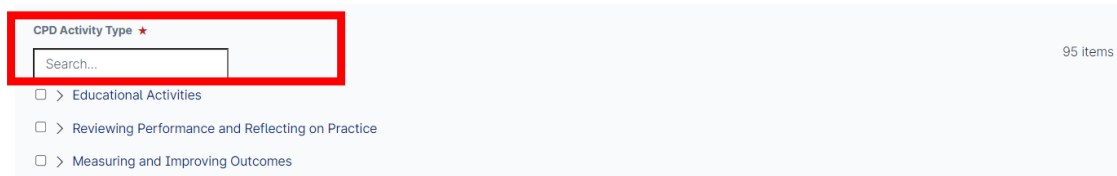
- Educational Activities**
 - > Professional and clinical governance
 - > Accreditation
 - > Participation in International Governance Activities
 - > Teaching, training and supervision
 - > Examining
 - > Self-directed learning
 - > Research
 - > Publications and presentations
 - > Attendance at conferences and meetings

After choosing the sub category, the related CPD activity types are displayed (shown below) then select the activity type you are wanting to claim. For example, for attendance at a conference, select the square check box next to “*conference attendance*” and a tick in the box will appear.

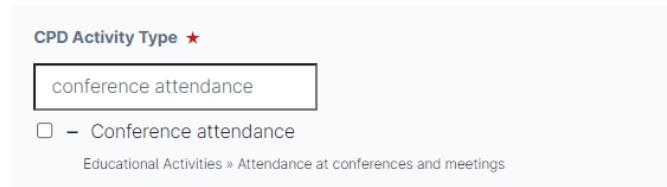
Attendance at conferences and meetings

- Conference attendance
- In-house educational or clinical meetings
- Medical professional courses
- Practical skills workshops
- ASM principal scientific convener
- ASM co-convener
- Reviewer of abstract for the ASM
- Member of ASM organising committee
- Session convener for ASM
- Principal scientific convener of meeting (other than ASM)
- Co-convener of meeting (other than ASM)
- Member of organising committee of meeting (other than ASM)
- Reviewer of abstract for meeting (other than ASM)
- Session convener for meeting (other than ASM)
- Formal peer review of manuscript
- Member of editorial board
- Editor of journal

Alternatively, you can use the search box to find the CPD activity you are wanting to record.



Using the example of attending a conference, if you type “*conference attendance*” in the search box, this will be displayed. Then click the square text box to select this activity type. You will also note that below the search result it shows the high-level category and sub category this activity sits under – Educational Activities > Attendance at Conferences and meetings



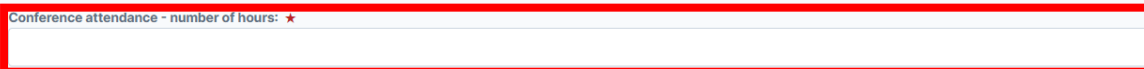
If you are unsure what category the activity you are trying to claim sits under, please refer to the relevant CPD Handbook – [click here](#) for Clinical Radiology or [click here](#) for Radiation Oncology.

Tip: you can also search the drop-down lists for the activity you are looking for by clicking on the text to expand the lists. Only click the square check box when you are selecting an activity type rather than sub category.

5. Once a CPD activity is selected, scroll down and enter the number of hours you spent completing the CPD activity. **Note: for 60 minutes or 1 hour, type 1, for 30 mins type 0.5, for 15 mins type 0.25.**

In the text field, please enter the number of hours you spent completing the CPD activity.

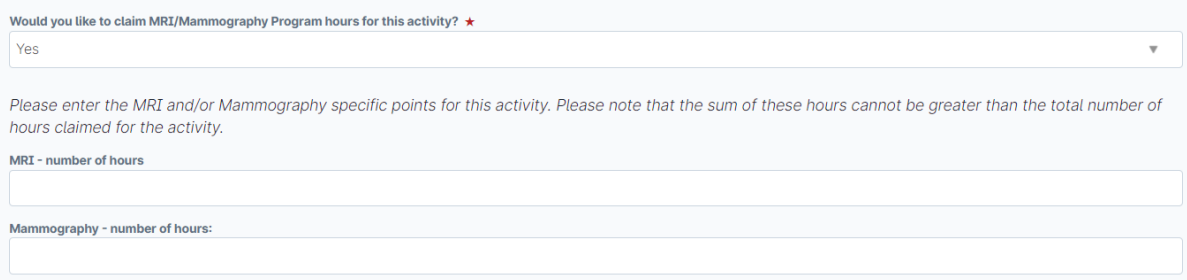
Note: For 60 minutes, type 1. For 30 minutes, type 0.5. For 15 minutes, type 0.25.



6. If you claim MRI/Mammography program hours, you can indicate which CPD activities you are claiming these hours for by selecting ‘yes’ in the “*Would you like to claim MRI/Mammography program hours for this activity?*” field and type the number of hours in the corresponding field.

Note: the sum of mammography and/or MRI hours cannot be greater than the total number of hours claimed for the activity

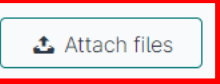
Note: for 60 minutes or 1 hour, type 1, for 30 mins type 0.5, for 15 mins type 0.25.



7. At the end of the form, you can upload your evidence for the activity you are claiming by selecting the “*attach files*” button on the bottom left hand side of the page 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 on your device.

Evidence Required:

- Certificate of attendance
- Written confirmation of attendance from meeting organisers.



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

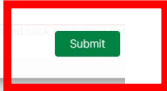
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Note: the examples of evidence required for the activity being claimed is shown. This is taken from the CPD handbook. Using the example of conference attendance, the evidence required includes: certificate of attendance or written confirmation of attendance (shown above).

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

New Clinical Radiology CPD Activity Form

[Add tags](#) [Link to Overview of CPD Requirements](#)



Description (optional)

Activity Title *

Completion Date *

Description of CPD Activity *


Describe the detail of the activity.

CPD Activity Type *

Search... 95 items

- > Educational Activities
- > Reviewing Performance and Reflecting on Practice
- > Measuring and Improving Outcomes

Would you like to claim MRI/Mammography Program hours for this activity? *



9. To check your CPD activity form has been recorded, you can find all your completed CPD activity forms in your ePortfolio timeline. Click on *“timeline”*, *“continuing professional development”* from the menu bar at the top of page and you can access your completed activity entry forms and evidence uploaded.

