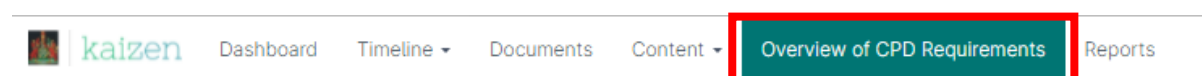
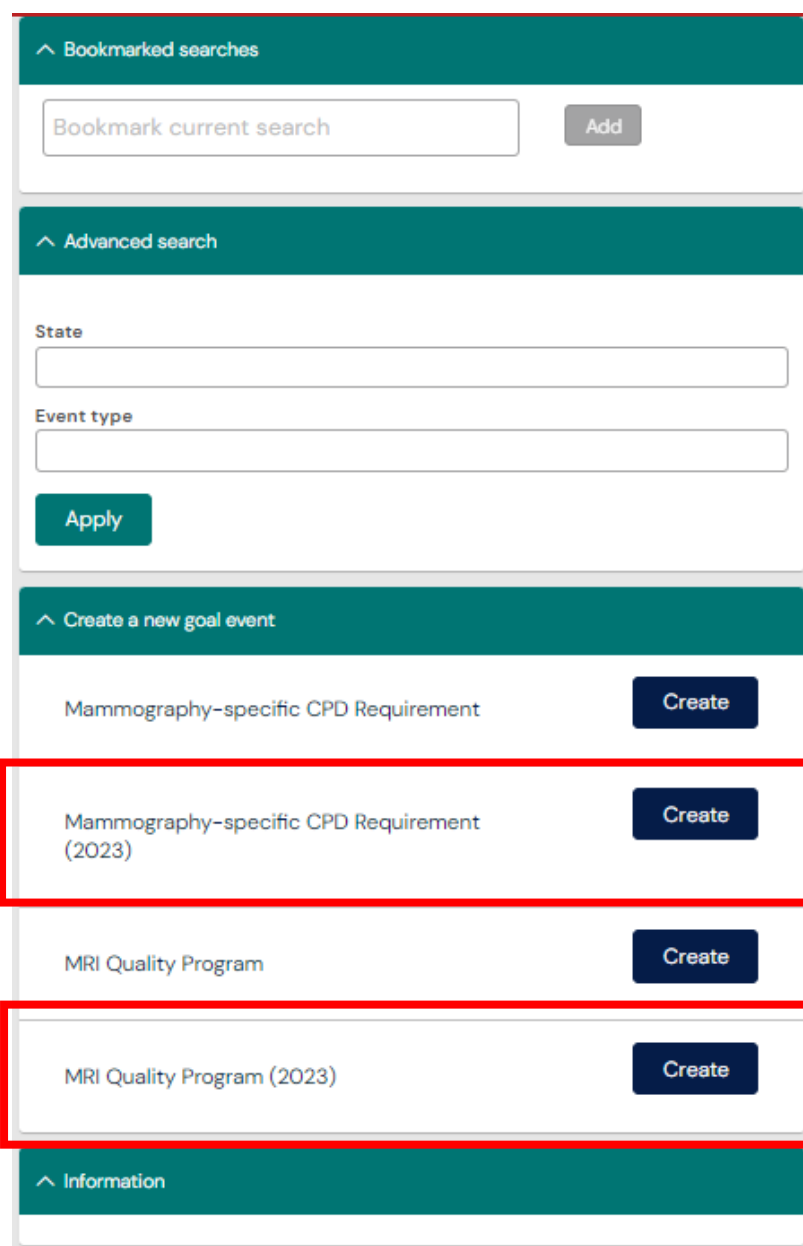


## How to turn on the Mammography-specific CPD requirement and MRI Quality Program settings – Clinical Radiology

1. To turn on the MRI or Mammography-specific CPD requirements select “*Overview of CPD Requirements*” from the top menu on your CPD ePortfolio Dashboard.



2. On the right-hand side under ‘*Create a new goal event*’ box there will be 4 options – Mammography-specific CPD Requirement (2023) and MRI Quality Program (2023) or Mammography-specific CPD Requirement and MRI Quality Program. **Please select the 2023 option/s.**

The image shows the 'Create a new goal event' section of the CPD ePortfolio Dashboard. It contains four options, each with a 'Create' button. The first option is 'Mammography-specific CPD Requirement'. The second option, 'Mammography-specific CPD Requirement (2023)', is highlighted with a red rectangular box. The third option is 'MRI Quality Program'. The fourth option, 'MRI Quality Program (2023)', is also highlighted with a red rectangular box. Below these options is an 'Information' section.

3. **Mammography** - If you need to record Mammography CPD hours for the 2023 year then you will need to turn on the Mammography-specific CPD Requirement (2023) setting. Click on 'Create' next to Mammography-specific CPD requirement (2023).

4. Using the below form please click on the field and using the calendar, set the 'Date occurred on' as 1/01/2023. Please also set the 'End date' as 31/12/2023. This sets the Mammography-specific CPD Requirement for the 2023 year.

New Mammography-specific CPD Requirement (2023)

VERSION 2 Add tags Link to Overview of CPD Requirements

Fields marked with ★ are required. LAST SAVED: TODAY AT 12:28 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

Description (optional)

5. Go to the bottom of the form and click on the 'Due date for all the goals in this section' field. Select 31/12/2023 from the calendar. Please disregard the 'Attach files' button.

Goal #1 - Mammography-specific CPD hours

Goal title  
Mammography-specific CPD hours

Goal description  
Clinical radiologists who interpret mammograms must accumulate 4 mammography-specific CPD points throughout the CPD year.

Targets  
Targets break down goals into smaller objectives. It is possible to have multiple targets attached to a single goal.

Target #1 - Mammography-specific hours

Due date for all the goals in this section ★ 31/12/2023

6. Go to the bottom of the Mammography-specific CPD requirement form and click on the green 'Submit' button. Click 'Proceed'. Your CPD profile is now set to track Mammography-specific CPD hours.

Due date for all the goals in this section ★ 31/12/2023

Attach files

Submit Save as draft

7. If you need to record MRI CPD hours for the 2023 year then you will need to turn on the MRI Quality Program (2023) setting. Please repeat steps 1 and 2 of these instructions then click on 'Create' next to MRI Quality Program (2023)

8. Using the below form please click on the field and using the calendar, set the 'Date occurred on' as 1/01/2023. Please also set the 'End date' as 31/12/2023. This sets the MRI Quality Program for the 2023 year.

New MRI Quality Program (2023)

VERSION 3 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)

9. Go to the bottom of the form and click on the 'Due date for all the goals in this section' field. Select 31/12/2023 from the calendar. Please disregard the 'Attach files' button.

Goal #1 - MRI-specific CPD hours

Goal title MRI-specific CPD hours

Goal description

Targets

Targets break down goals into smaller objectives. It is possible to have multiple targets attached to a single goal.

Target #1 - MRI-specific CPD hours

Due date for all the goals in this section ★

Attach files

10. Go to the bottom of the MRI Quality Program form and click on the green 'Submit' button. Click 'Proceed'. Your CPD profile is now set to track MRI-specific CPD hours.

Due date for all the goals in this section ★

31/12/2023

Attach files

Submit Save as draft

11. Click on Dashboard to check that the Mammography and/or MRI settings are appearing as a CPD requirement.



12. On the right-hand side of the Dashboard under 'Overview of Goals' your CPD requirements for the 2023 year will be listed. You should see 'Mammography-specific CPD hours' and/or 'MRI-specific CPD hours'.

If you have already recorded some CPD activities with Mammography or MRI-specific CPD hours you will see a percentage indicating progress towards meeting the requirement for 2023.

Overview of Goals	
	PERIOD: 2023
Measuring and Improving Outcomes	0%
Reviewing Performance and Reflecting on Practice	0%
Educational Activities	0%
Total CPD hours	0%
	PERIOD: 2023
Professional Development Plan (PDP) Requirement	0%
	PERIOD: Mammography-specific CPD hours
Mammography-specific CPD hours	0%
	PERIOD: MRI-specific CPD hours
MRI-specific CPD hours	0%

13. If you would like to record Mammography or MRI-specific CPD hours, please record the CPD activity following the ['How to Record a CPD Activity'](#) instructions.

Please note that the requirements for 2023 are:

- 4 hours of Mammography-specific CPD
- 8 hours of MRI-specific CPD

Please refer to the [2023 Clinical Radiology CPD Handbook](#) for further information regarding the CPD activity types.