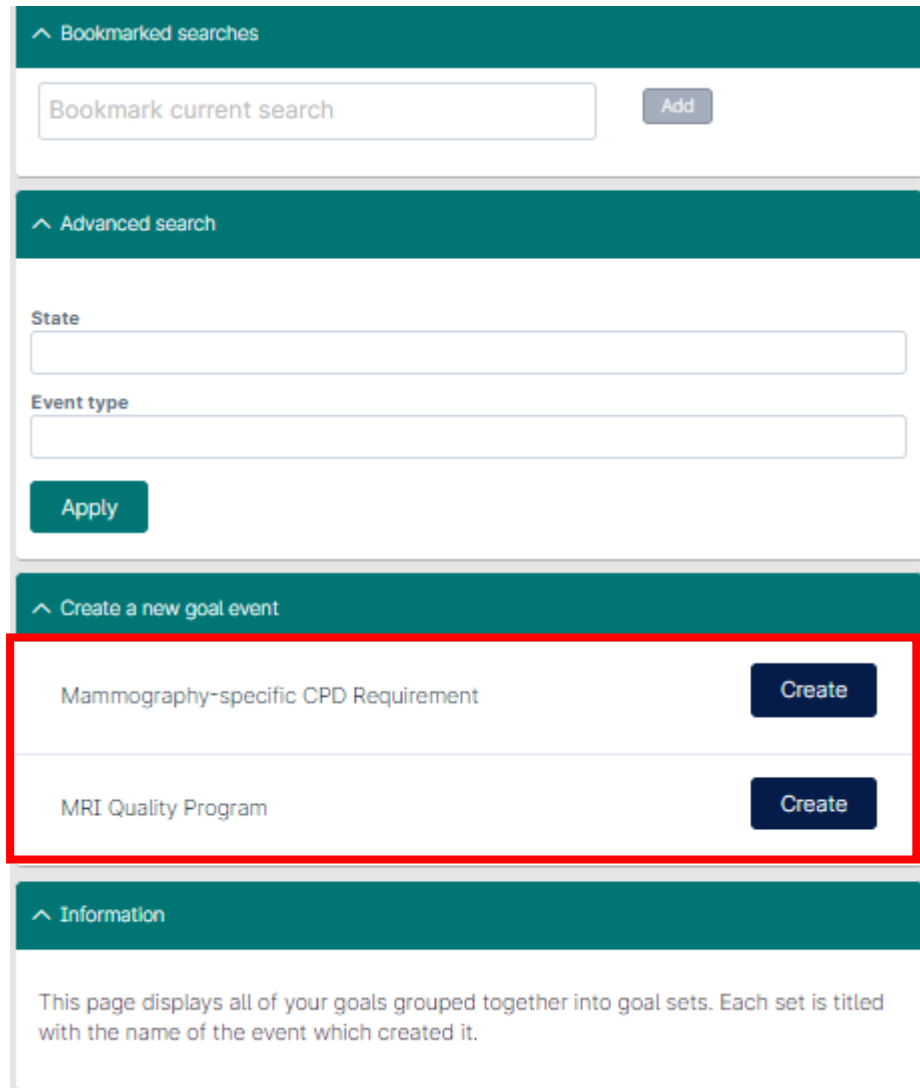


## How to turn on the Mammography-specific CPD requirement and MRI Quality Program settings – Clinical Radiology

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 2 options – Mammography-specific CPD requirement and MRI Quality Program.

A screenshot of the 'Create a new goal event' section in the CPD ePortfolio Dashboard. The section is titled 'Create a new goal event' and contains two options: 'Mammography-specific CPD Requirement' and 'MRI Quality Program'. Each option has a 'Create' button next to it. The entire 'Create a new goal event' section is highlighted with a red rectangular box. Above this section are sections for 'Bookmarked searches' and 'Advanced search'.

3. If you need to record Mammography CPD hours for the 2022 year then you will need to turn on the Mammography-specific CPD Requirement setting. Click on ‘*Create*’ next to Mammography-specific CPD requirement.

4. Using the below form please click on the field and using the calendar, set the 'Date occurred on' as 1/01/2022. Please also set the 'End date' as 31/12/2022. This sets the Mammography-specific CPD Requirement for the 2022 year.

**New Mammography-specific CPD Requirement**  
VERSION 7 Add tags Link to Overview of CPD Requirements

Fields marked with ★ are required.

ⓘ 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** ★ 1/1/2022 **End date** ★ 31/12/2022

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)

5. Go to the bottom of the form and click on the 'Due date for all the goals in this section' field. Select 31/12/2022 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** ★ 31/12/2022

Attach files

6. Go to the top 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.

**New Mammography-specific CPD Requirement**  
VERSION 7 Add tags Link to Overview of CPD Requirements

Submit

7. If you need to record MRI CPD hours for the 2022 year then you will need to turn on the MRI Quality Program setting. Please repeat steps 1 and 2 of these instructions then click on 'Create' next to MRI Quality Program

8. Using the below form please click on the field and using the calendar, set the 'Date occurred on' as 1/01/2022. Please also set the 'End date' as 31/12/2022. This sets the MRI Quality Program for the 2022 year.

**New MRI Quality Program**  
● VERSION 3 Add tags Link to Overview of CPD Requirements

Fields marked with ★ are required.

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 ★**  
1/1/2022

**End date ★**  
31/12/2022

Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

9. Go to the bottom of the form and click on the 'Due date for all the goals in this section' field. Select 31/12/2022 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 ★**  
31/12/2022

Attach files

10. Go to the top 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.

**New MRI Quality Program**  
● VERSION 3 Add tags Link to Overview of CPD Requirements

Submit

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

kaizen Dashboard Timeline Documents Content Overview of CPD Requirements Reports

12. On the right-hand side of the Dashboard under 'Overview of Goals' your CPD requirements for the 2022 year will be listed. You should see 'Mammography-specific CPD hours' and '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 requirements for 2022.

Overview of Goals		Period: 2022
Measuring and Improving Outcomes		0
Reviewing Performance and Reflecting on Practice		0
Educational Activities		9.5
Total CPD hours		19%
Mammography-specific CPD hours		Period: Mammography-specific CPD hours
		100%
MRI-specific CPD hours		Period: 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 2022 are:

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

Please refer to the [2022 Clinical Radiology CPD Handbook](#) for further information regarding the CPD activity types.