User guide to the new online CPD portfolio

Online CPD Portfolio – Homepage

- Click this green button to enter a new activity.
- This displays a running total of the credits you enter for the current CPD year.
- This section displays your five most recently entered activities, with the option to print, edit or delete.

My credit summary

- My total credits for:
  - current CPD year: 21
  - previous CPD year: 2

The CPD year runs from 1 April to 31 March. The Royal College of Pathologists recommends that participants record 10 credits per CPD year.

- View action plan
- View and submit annual return

My CPD summary

- This table displays your current 5-year CPD summary. It shows the totals after you have submitted your CPD return and it has been processed. The running total for the current CPD year is displayed in the blue tab on the left hand side under ‘My credit summary’.

- Download and print CPD statement

My revalidation

- This feature lets you create a PDF report containing supporting information you have uploaded to the online portfolio. You can email the report to a third party, i.e. for revalidation purposes.

My CPD Review

- You can create a PDF report containing your CPD activities to submit electronically to the College if selected to participate in the annual quality assurance process.

Help Centre
Online CPD Portfolio – Add an activity

This drop down menu lets you choose to enter a general CPD activity, a reflective note (i.e. for a MDT meeting), a Publication, an action plan, or a revalidation activity (i.e. feedback on your practice).

Select one of the 3 CPD categories or 4 revalidation categories. Please note: revalidation entries are only visible to medically qualified users.

These are help text icons. If you hover your cursor over them you will see help text appear.

You have the option of saving your entry as a draft to work on later. You can access it from the ‘Saved Drafts’ tab in the main navigation menu.

You may upload your supporting information by ticking this box. A browse button will appear to the right where you can select files from your computer. You can upload multiple files in various formats (e.g. Word, Excel, PDF, JPEG) by clicking the ‘Add another document’ button.

If you carried out any extra work, i.e. research as part of the CPD activity you are entering, you may tick this box to claim an additional 1 CPD credit. A further text box ‘What have you learned?’ will appear below which you should complete.
Online CPD Portfolio – Search / Edit

This page allows you to view, search and edit your entered CPD activities. The page is comprised as follows:

- Search for an activity via the two drop down boxes for Month and Year and click ‘Go’
- Use ‘Previous month’ and ‘Next month’ to scroll forwards and backwards through the calendar
- Filter your search by CPD category (Clinical, Academic, Professional) or by the four revalidation domains.
  You can tick/select more than one box at a time.
- Search by keyword (you can further filter the results with the three drop down options)
- Advanced search facility

Use the drop down boxes to select the month and year and click ‘Go’

Click on the word to display the activity in full

If there are more than 3 entries for a specific date, click on ‘More...’ to view all the entries

You can view your entries by CPD category/categories, revalidation category or action plan
Online CPD Portfolio – Saved Drafts

Draft Activities

EQA Participation
- Credits claimed: 3
- Date: 12/07/2014 - 12/07/2014
- Category: Clinical
- Tags: slides, analysis, cancer cells, liver, scheme

Revalidation entry 4
- Credits claimed: 6
- Date: 04/06/2014 - 05/06/2014
- Category: Keeping up to Date
- Tags: end statement, appraisal

This is the entry that was saved as a draft.

All entries saved as a draft will be displayed with 'draft' as in this example.

You can choose to print, edit, delete or add the entry to your portfolio. You would normally select 'edit' to complete the entry and then 'Save' it.

Click the 'Saved Drafts' tab to view the entries you started and then saved as a draft.
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This is the entry that was saved as a draft.

You can choose to print, edit, delete or add the entry to your portfolio. You would normally select 'edit' to complete the entry and then 'Save' it.
Online CPD Portfolio – Annual CPD return

Annual CPD return

The table below displays a summary of your CPD activity and allows you to send your CPD return electronically to the CPD Department.

Submit - indicates that your return has not been sent to the CPD Department. You should do this between April and June for the previous CPD year.

Resubmit - this gives you the option of resubmitting, for example, if you had previously submitted your return and then found an extra activity, you can enter the activity for the relevant year and click the 'Resubmit' button to update your record.

* Please note: When you submit (or resubmit) your CPD return please allow up to 5 working days for the return to be processed before you may view this on the website or print your CPD statement.

<table>
<thead>
<tr>
<th>CPD Year</th>
<th>Clinical</th>
<th>Academic</th>
<th>Professional</th>
<th>Total</th>
<th>Date submitted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/15</td>
<td>14</td>
<td>14</td>
<td>9</td>
<td>40</td>
<td></td>
<td>Submit</td>
</tr>
<tr>
<td>2013/14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>02/04/2014</td>
<td>Resubmit</td>
</tr>
<tr>
<td>2012/13</td>
<td>21</td>
<td>18</td>
<td>18</td>
<td>57</td>
<td></td>
<td>Submit</td>
</tr>
<tr>
<td>2011/12</td>
<td>19</td>
<td>20</td>
<td>11</td>
<td>50</td>
<td>02/04/2014</td>
<td>Resubmit</td>
</tr>
<tr>
<td>2010/11</td>
<td>30</td>
<td>18</td>
<td>11</td>
<td>59</td>
<td>04/07/2014</td>
<td>Resubmit</td>
</tr>
</tbody>
</table>
Online CPD Portfolio – Generate & print CPD report

Generate & print CPD report

Select the CPD year from the drop down option you wish to view/generate/print and click "Go"

Click 'Create PDF report'

The next page gives you the option (next to 'Action') to do one of the following:
1. Preview report (to view only)
2. Submit to RCPith (if you have been selected to participate in the CPD review)
3. Save as PDF (you can also print this off)

Click the option you wish to select and hit ‘Continue’

Or 'Start over' if you wish to begin again

Use the drop down box to select the desired year and click 'Go'

Make sure the 'CPD Report' tab is active - it should be grey

Click this tab to view and print a list of your CPD activities for a particular year
Select the CPD year from the drop down option you wish to view/generate/print and click 'Go'.
Click 'Create PDF report'.

The next page gives you the option (next to 'Action') to do one of the following:
1. Preview report (to view only)
2. Submit to RCPATH (if you have been selected to participate in the CPD review)
3. Save as PDF (you can also print this off)

Click the option you wish to select and hit 'Continue'.
Or 'Start over' if you wish to begin again.

Select CPD Year 2014/2015 → Go

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**test powerpoint upload**

Credits claimed: 1  Date: 12/05/2014 - 12/05/2014
Category: Academic  Tags:

- Exclude from report

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**test pptx upload**

Credits claimed: 1  Date: 06/05/2014 - 06/05/2014
Category: Clinical  Tags:

- Exclude from report

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**another draft activity**

Credits claimed: 1  Date: 15/05/2014 - 15/05/2014
Category: Clinical  Tags:

- Exclude from report

---

**EQA Participation**

Credits claimed: 3  Date: 12/07/2014 - 12/07/2014
Category: Clinical  Tags: slides, analysis, cancer cells, liver, scheme

- Exclude from report

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A list of all entered activities for the selected year will appear. You can exclude an activity from showing on the report if you tick the checkbox.

Click 'Create PDF Report' when you are ready.
You have 3 options on this page:
1. You can preview the report
2. You can send it to the RCPath
3. You can save it as a PDF file

Tick the desired radio box and click ‘Continue’ at the bottom to generate the report.

Please note that any files you have uploaded as supporting information will appear as live links within the report and may be clicked on to open the document.
Online CPD Portfolio – Generate & print revalidation report

Generate & print CPD report

To create your revalidation PDF report, make sure that 'Revalidation Report' is in grey.

The revalidation PDF is only available to medical users.

Select the CPD year from the drop down option you wish to view/generate/print and click 'Go'

Click 'Create PDF report'

The next page gives you the option (next to 'Action') to do one of the following:

1. Preview report (to view only)
2. Submit to RCPath (if you have been selected to participate in the CPD review)
3. Save as PDF (you can also print this off)

Click the option you wish to select and hit 'Continue'

Or 'Start over' if you wish to begin again

Select start date
Select end date

Click in these fields to select a start and end date for the report and click 'Go'.

Please enter a start and end date for revalidation activities.
Revalidation activities

Revalidation entry - 12
Credits claimed: 0  Date: 19/06/2014 - 19/06/2014
Category: Feedback on your Practice  Tags:

[ ] Exclude from report

Revalidation entry - 11
Credits claimed: 0  Date: 16/05/2014 - 16/05/2014
Category: Review of your Practice  Tags: SIs, incidents, feedback

[ ] Exclude from report

Revalidation testing - 10
Credits claimed: 0  Date: 08/06/2014 - 09/06/2014
Category: General Information  Tags:

[ ] Exclude from report

Revalidation entry 4
Credits claimed: 0  Date: 04/06/2014 - 05/06/2014
Category: Keeping up to Date  Tags: cpd statement, appraisal

[ ] Exclude from report
Revalidation activities from 01/06/2014 to 03/07/2014

<table>
<thead>
<tr>
<th>Membership no.</th>
<th>0600156</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Dr Andrew Peter Boon</td>
</tr>
<tr>
<td>Address</td>
<td>Primary Work Address</td>
</tr>
<tr>
<td></td>
<td>Home</td>
</tr>
</tbody>
</table>

Department of Histopathology & Cytology
St James's University Hospital Beckett Street
Leeds
LS9 7TF

<table>
<thead>
<tr>
<th>Action</th>
<th>Preview report</th>
<th>Save as PDF</th>
</tr>
</thead>
</table>

Select whether to view the report or save as a PDF and click 'Continue'