



CPD ePortfolio 2019

Getting started instructions

Accessing the CPD ePortfolio

The CPD ePortfolio can be accessed on your computer, mobile and tablet at: <https://cpd.rcog.org.uk/>

In the landing page please click on 'Log in using your RCOG account':

Royal College of
Obstetricians &
Gynaecologists 90

CPD

CPD

This is the brand new CPD ePortfolio, built to support the 2019 CPD framework. [Please visit the RCOG website to find out more.](#)

If you wish to try out and test this new site, we'd welcome your feedback – [please get in touch.](#)

As a registered CPD participant, you will receive more information about this new site in the coming weeks.

The older ePortfolio is still available – [you can access it here.](#)

Our [introduction to the framework](#) includes guidance on the best time to plan your move to this new site.

Please [contact the CPD office](#) if you have any questions.

[Log in using your RCOG account >](#)

You will find the following page, please use your log in details for the RCOG website:



Royal College of
Obstetricians &
Gynaecologists

Sign in

Your email address

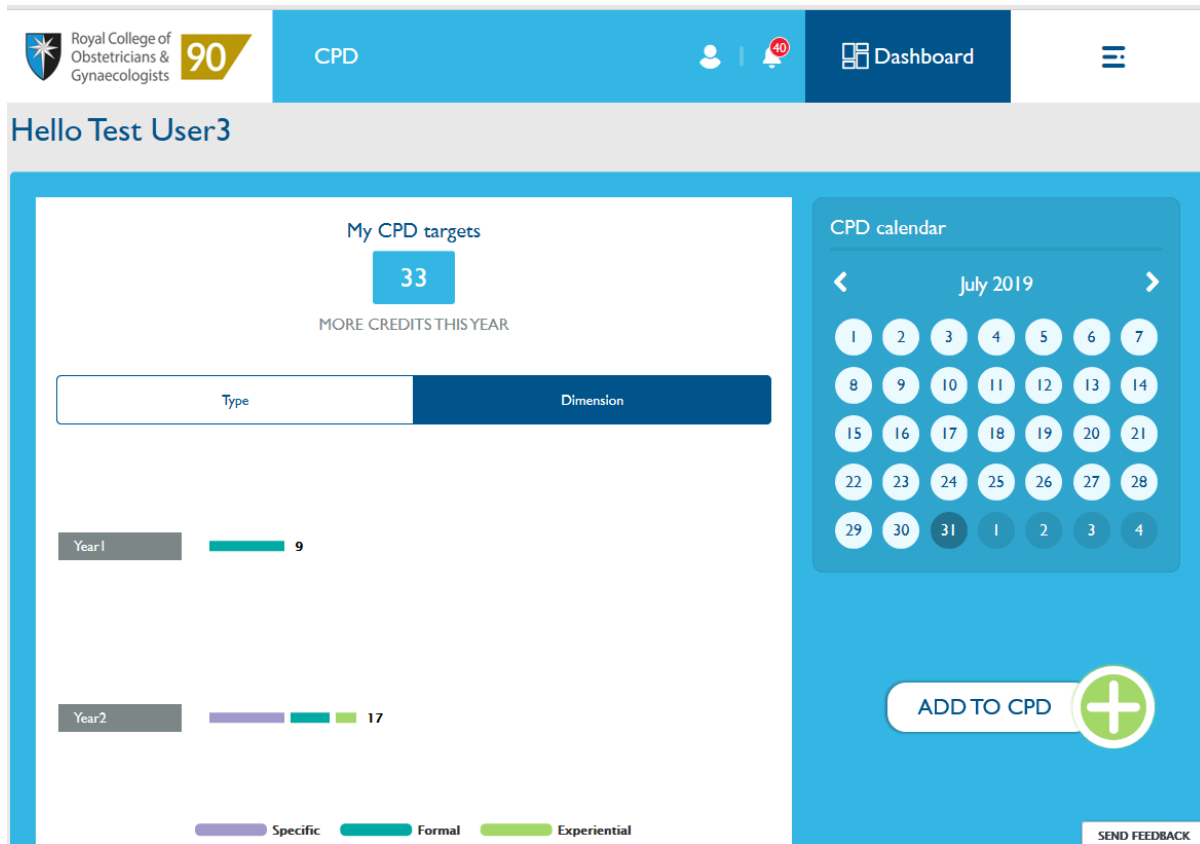
Next

If you are having other technical problems, please contact us and provide these details:

- Your RCOG number
- Your registered email address
- Details of the problem
- Screenshots of what you're seeing

The Dashboard

In the Dashboard you will be able to navigate your CPD ePortfolio:



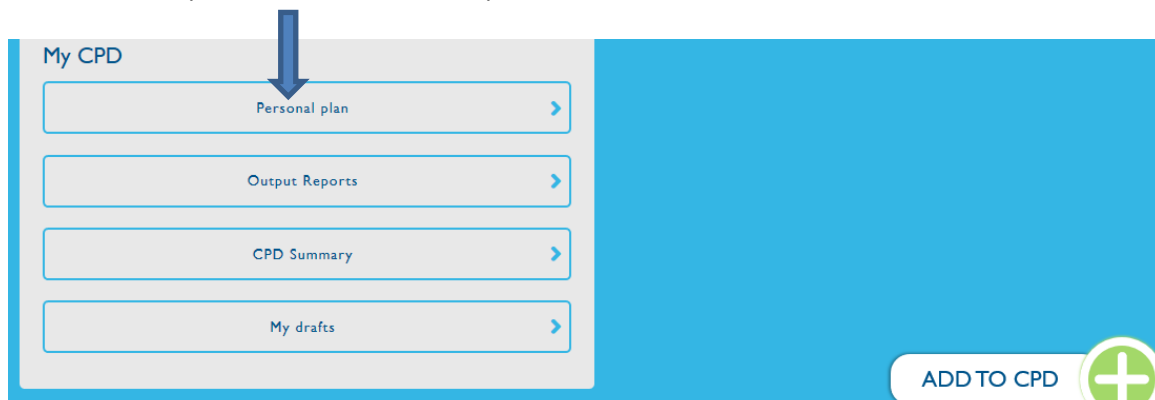
Add the Personal Plan

The Personal Plan is the starting point for your CPD programme and has [two components](#):

- My Practice and Roles (P&R)
- My Personal Learning Plan (PLP)

At the beginning of your appraisal year, you will need to state in your CPD ePortfolio what your practice and roles are (P&R) and you will need to set out your learning objectives for the forthcoming year (PLP). See further information in the [CPD Framework](#) and the [CPD Guidance](#). It is important that you do not overlook this step as when you add your Learning Events, you will need to link them to the relevant P&R and PLP. If you don't, you will not be able to save your Learning Event as complete and your CPD credits will not be counted.

To add your P&R and PLP, please click on 'Personal plan' at the bottom of the dashboard:



In the following page, please click on 'Add to Personal Plan'.

The screenshot shows the top navigation bar of the Royal College of Obstetricians & Gynaecologists (RCOG) website. It includes the RCOG logo, a '90' anniversary badge, and the text 'CPD'. On the right, there is a user profile icon, a notification bell with a red '9' badge, and a 'Dashboard' button. Below the navigation bar, the page title is 'Personal Plan'. A paragraph explains that the Personal Plan is used to relate learning goals to the healthcare environment. Below this, the SMART criteria are listed: Specific, Measureable, Achievable, Realistic, and Timed. At the bottom of the page, there is a navigation menu with buttons for 'All', 'P&R', 'PLP', and 'Archived'. A blue arrow points to the 'Add to Personal Plan +' button on the right side of the navigation menu.

You will find the following page – please describe and save your P&R, and then describe and save your PLP. Please use one form for each P&R and for each PLP objective you wish to add.

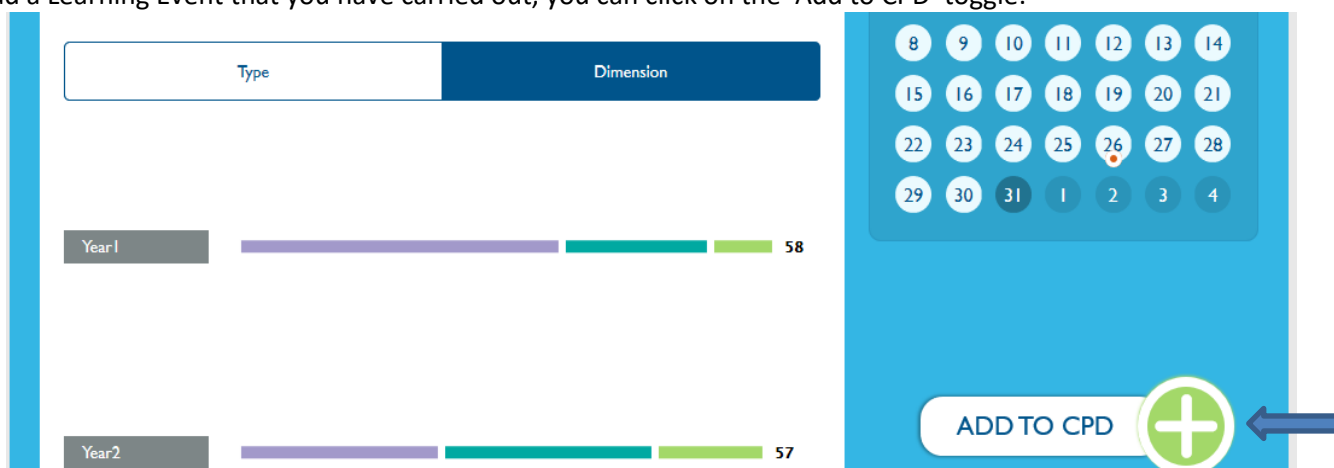
The screenshot shows the 'Add to my Personal Plan' form. At the top, there are two tabs: 'P&R' and 'PLP'. Below the tabs is a text input field for 'Practice / Role *'. Underneath, there is a 'Dates' section with 'Start date' (2019-08-02) and 'End date' (2020-09-02) fields. At the bottom, there is a 'Dimension' section with three radio button options: 'Clinical', 'Professional', and 'Extended Role'. Two blue arrows point to the 'P&R' and 'PLP' tabs respectively.

Once you have saved your P&Rs and PLPs, please click on 'Dashboard' at the top of the page to return to your homepage:

The screenshot shows the 'Personal Plan' page with a green confirmation message at the bottom: 'Practice and Role test has been created.' A blue arrow points upwards from the message towards the 'Dashboard' button in the top navigation bar.

Add a Learning Event (LE)

To add a Learning Event that you have carried out, you can click on the 'Add to CPD' toggle:



In the following page, please add details of your Learning Event.

Create Learning Event

Name of Learning Event *

Description

Dates
Start date: 2019-08-07
End date: 2019-08-07

Dimension *

Clinical
 Professional
 Extended Role

Type of Learning Event *

Formal
 Experiential
 Specific

GMC Domain

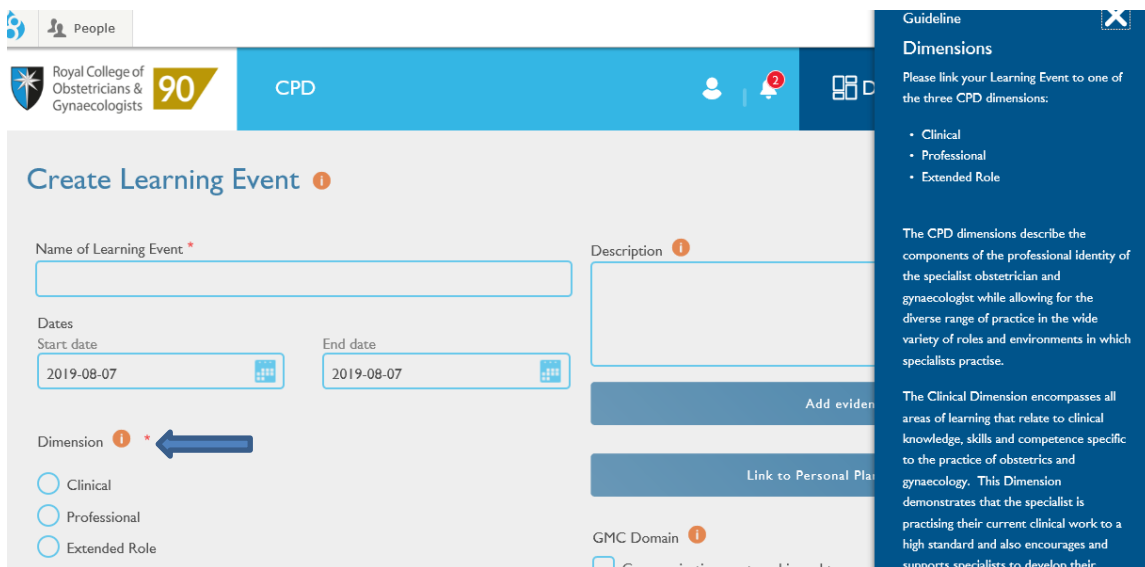
Communication, partnership and teamwork
 Knowledge, skills and performance
 Maintaining trust
 Safety and quality

Credit value for this Learning Event

[Read the guidelines to determine the credits for your Learning Event](#)

You will also need to select the relevant [Dimension and Type of LE](#). You can add evidence and a link to the appropriate GMC Domains, but please be reminded that you must add a link to your P&R and PLP, to be able to save the LE as complete or your credits will not be counted. If your LE is not relevant to the P&Rs and PLPs that you have set out at the beginning of the appraisal year, you can link it to the Additional P&R and/or PLP that are available within the Personal Plan.

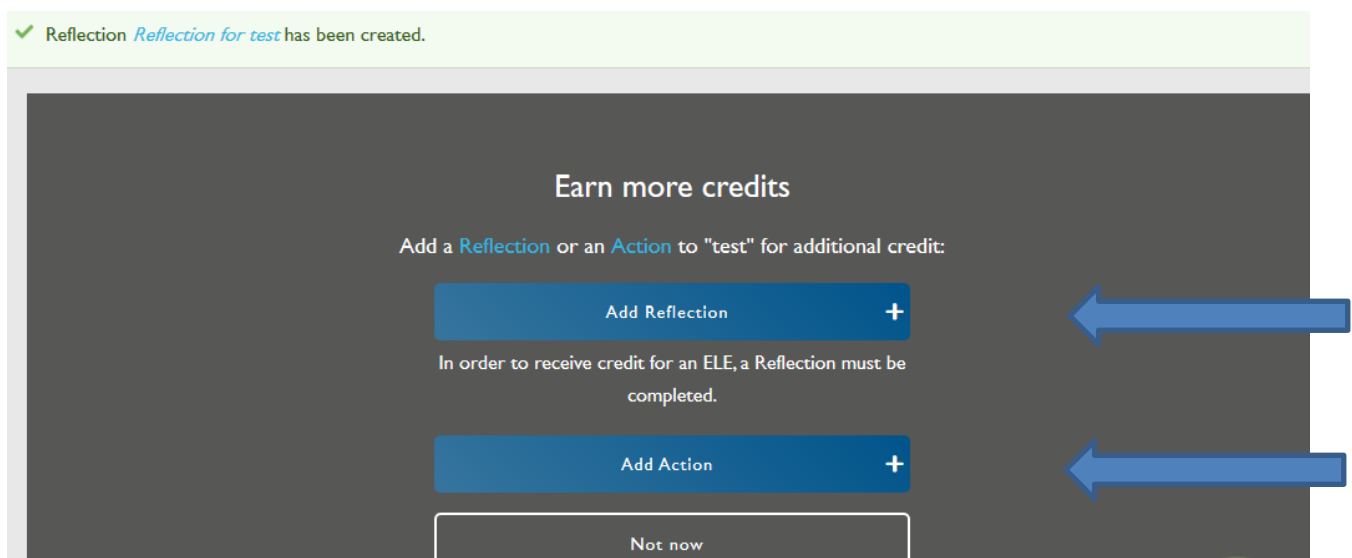
Clicking on the *i* symbol will provide guidance, for example:



You will need to add the number of credits you wish to claim. The [CPD Framework](#) gives a list of examples of Learning Events and CPD credits claimable on pages 27-29.

For Experiential Learning Events, a Reflective Log is mandatory. Once you have completed the reflection, the CPD ePortfolio will allocate 2 CPD credits (1 credit to the Experiential Learning Event and 1 credit to the reflection for that event).

Once you have saved your LE as complete, you can earn an additional CPD credit if you add a reflection. Please see guidance on reflection in the [CPD guidance](#). If you can demonstrate how you have applied your learning to your practice or service you provide and the impact of your learning, you can add an action in your ePortfolio. 1 or 2 additional credits can be claimed for this. Please see guidance on action in the [CPD guidance](#).



You can view the Learning Events that you have added in the 'View Learning Events' table, accessible from the homepage.

TOG Questions

Click on one of TOG articles as below to submit your answers online (you will need to achieve 70% correct answers in order to achieve 2 CPD credits).



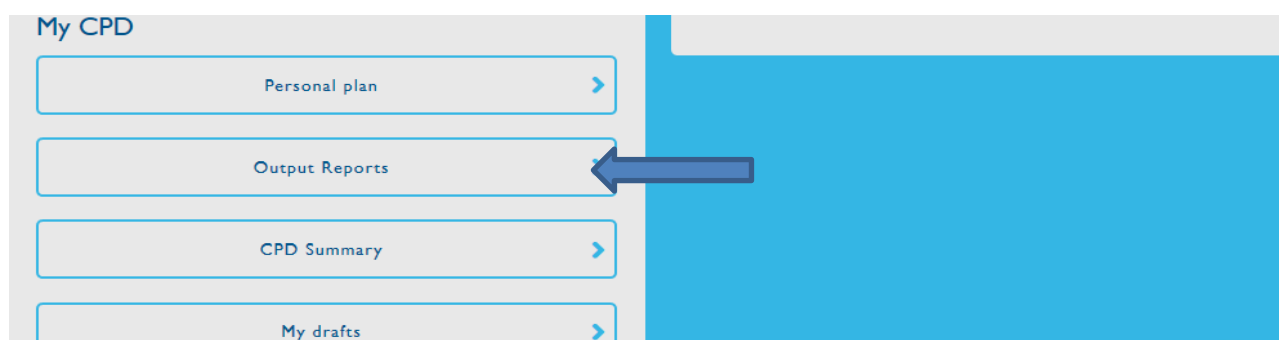
Once you have successfully completed your TOG article, the system will add it to your CPD ePortfolio. A 'Create Learning Event' page will automatically come up. In that page you will need to select your dimension (ie if the content of that TOG article was more appropriate for the clinical, professional or extended role dimension).

A certificate of completion will be automatically added to your CPD ePortfolio. You can link to the appropriate GMC Domains, but please be reminded that you must add a link to your P&R and PLP, to be able to save the TOG article as complete or your credits will not be counted. If your TOG article is not relevant to the P&Rs and PLPs that you have set out at the beginning of the appraisal year, you can link it to the Additional P&R and/or PLP that are available within the Personal Plan.

You will be able to claim an additional CPD credit for your TOG article if you complete a reflection log. If you can demonstrate how you have applied your learning to your practice or service you provide and the impact of your learning, you can add an action in your ePortfolio. 1 or 2 additional credits can be claimed for this.

The Output Report

The Output Report gives a summary of your Learning Events between dates of your choice. It will show the link of your Learning Events to the P&Rs, PLPs and GMC domains. You can download a summary or a more detailed report which will also includes you your reflections and actions. At the bottom of the Dashboard, please click on 'Output Report':



You will find the following page:

Output Reports

Your exported reports

You have not created any PDF output files yet.
On this page you may create a PDF summary of your CPD. This summary will be a printable PDF and will contain:

- Your name
- Information about the RCOG CPD programme.
- A summary of credits gained and items added in the date range you specify.
- A list of your Learning Events with added actions and reflections, which may be added in summary or detail form.

To include Learning Events in your reports, use the checkboxes on the left. To choose whether to include the Learning Event in summary or detail format, use the toggle on the right.

- Summary format outputs the Learning Event title and date and titles of actions and reflections added.
- Detail format outputs the full information of your Learning Event with the full text of actions and reflections.

Create a new PDF report

Completed date: between And

Please select the dates for the period of time you wish to report on and click on apply. Follow the instructions provided on the screen.

My Profile

Your Profile area can be found by accessing the menu at the top right-hand corner of the homepage:

The screenshot shows the RCOG CPD ePortfolio homepage. At the top left is the RCOG logo and '90' anniversary badge. The main header is blue with 'CPD' and a user profile icon. A 'Dashboard' button is in the top right. Below the header, the user is greeted as 'Hello Test User3'. The main content area shows 'My CPD targets' with a '+7' badge and the message 'YOU HAVE EXCEEDED THE TARGET FOR THIS YEAR'. Below this is a table with columns 'Type' and 'Dimension'. At the bottom, a 'Year 1' progress bar shows a total of 58 credits. On the right, a dark blue sidebar menu is open, listing: Dashboard, Personal plan, Learning Events, TOG questions, Output Reports, CPD summary, Search, About CPD, My Profile (highlighted with a blue arrow), and Logout.

The CPD graph (My CPD targets) shows all the CPD credits accrued from when you have logged onto the ePortfolio. If you wish the graph to show a different period of time, please click on My Profile and change the CPD date. This change will affect only how the graph shows.

About CPD

About CPD can be accessed via the menu at the top right hand corner of the homepage. It includes a condensed version of the CPD Framework 2019.

CPD Team Contacts

If you require technical support on the use of the CPD ePortfolio, please contact the CPD Office on 020 7772 6283 or 020 772 6307.