ANZCA

AUSTRALIAN AND NEW ZEALAND
COLLEGE OF ANAESTHETISTS

ABN 82 055 042 852

Continuing Professional Development Program

CPD Portfolio User Guide

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If you have any queries regarding the CPD Program, please contact the CPD Unit:
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For technical difficulties, please contact our Helpdesk:
help@anzca.edu.au

Introduction

To begin using the online CPD Portfolio:

- Open the ANZCA website, select the Fellows link, then choose Continuing Professional Development
- Click on **CPD Portfolio – LOGIN Online**
- On the Login screen, enter your College ID and your password.

If you have previously logged into a secure area while you have been viewing the ANZCA website you will immediately be transferred to the CPD Portfolio.

The welcome screen is displayed, giving details of your current CPD Program cycle; i.e. the years of your triennium.

The first time you access the CPD Portfolio online, you will be asked to specify if you would like to participate online or offline (i.e. not using the online program). By default you are listed as participating online.

If you wish to change your method of participation at any time, this can be done by changing your selected option in **View/Edit CPD Preferences**.

You may click on the 'Continuing Professional Development Portfolio' title on the top left of the screen to return to the welcome page at any time.

The recommended resolution setting for optimum viewing of the CPD Portfolio is 1024x768 or higher. The browser Firefox is also recommended, but not absolutely necessary.

Offline Participation

There are two options for participating offline:

1. Print the CPD Portfolio Paper Folder and record your activities by hand.
2. Download the activity record sheets to your computer and keep an electronic record of your activities.

CPD Portfolio Paper Folder

If you prefer to retain paper records please print out the 'CPD Portfolio Paper Folder'. At the conclusion of the program or of the year if you wish to print out a statement of participation you can add the totals for the eight activity categories/levels into the online portfolio and immediately print out a statement of participation or certificate of completion.

Activity Record Sheets

Downloading these activity entry forms allows you to save them onto your computer and add your activities during the cycle without having to go online. At the conclusion of the program or of the year if you wish to print out a statement of participation you can add the totals for the eight activity categories/levels into the online portfolio and immediately print out a statement of participation or certificate of completion.

If you select to retain your portfolio electronically we suggest that you keep your CPD Plan, reflection notes and evaluation in a Word document in a section with your activity records.

CPD Plan

You design your CPD Plan exclusively for you, to help you in your professional development. You may wish to modify your Plan during your triennial CPD Program, but the Plan will remain the focus and reference point for your Continuing Professional Development.

You may claim credits for creating the plan under Category 2 – Self-Learning / Level 2 – Interactive for 2 credits per hour.

- From the menu on the left, select **Add CPD Plan**.

  Within the CPD Plan there are four sections: Needs Assessment, State Objectives, Select Learning Options, and Reflection and Evaluation. Each section is described fully in the CPD Program Booklet (within the Toolkit to Develop Your Individual CPD Plan, on page 13). You may wish to use the CPD Plan Toolkit as a reference to create your plan. Each section must be completed.

- Type the relevant information into each section of the CPD Plan and when you are ready click **Save**.

  Note that these fields will contain plain text only. If you write your Plan in another program (e.g. MS Word) do not include additional formatting.

- When you click Save, it will close the editing screen and open a CPD Plan display page. To make changes to the CPD Plan, click on **Edit CPD Plan** from the left hand menu.

Please note that creation of your CPD Plan is a requirement of the program – an annual Statement of Participation cannot be produced if the CPD Plan has been undertaken.

At the end of the year/triennium you will need to ensure that your CPD Plan has been completed. A copy of the CPD Plan will be required as supporting documentation if you are asked to participate in the audit process.

Add and Edit Activities

During your CPD cycle you will need to record the activities you have undertaken under each Category/Level. Definitions of the activity types, credit allocation and credit requirements can be found in the Program Framework. (Page 5-6 of the program booklet)

Adding an Activity

- Click on **Add Activity** from the left hand menu.
- Select the appropriate Category / Level combination from the first drop-down box *Type of Activity*. This will change the *Activity Info* displayed, such as how many credits can be claimed, the annual requirement and examples of the type of activity selected.
- Enter the *Date of Activity* using the *Select Date* (calendar) option.
- Enter the appropriate information within *Activity Description/Title*. There is a field limit of 45 characters – additional information can be noted in *Details*.
- The *Credits* box displays the credits allocated to the Category/Level you previously selected. This field cannot be edited.
- Enter the number of hours spent participating in the activity. A decimal number may be used to represent a fraction of an hour.
- The *Total Credits* box will automatically calculate how many credits you are claiming for this activity, based on the number of hours given. This field cannot be edited.
- In the *Details* box, you may give any further information associated with this entry that you would find useful when referring back to this activity. For example, a description of the event or what supporting evidence of this activity you are retaining. (While this is an optional field, it is useful to know what evidence you have retained in case you are asked to participate in a random annual audit.)
- Click **Save** once this entry is complete.

Viewing, editing or deleting Activities

- Click on **List Activities** from the left hand menu.

  Each activity that you have entered is listed here. By default they are in order of the date of the activity.
- You may sort the activities by Date, Category, Title, Hours or Credits, using the arrows located within each field heading, or just by clicking on the field name. This facility is for ease of searching your activities.
- From the list of activities, find the entry you wish to edit then click on the *Edit* icon to the far left of the line.
- This will display the details on screen in edit mode (as per adding an activity). If you do not wish to make changes to this activity, click **List Activities** again. Otherwise, make any relevant changes and click *Save*.
- Alternatively, from the list of activities given, find the entry you wish to delete then click on the *Delete (the red cross)* icon to the far left of the line. A warning message will be displayed – click OK or Cancel, as appropriate.

Add and Edit Reflection Notes

Reflection is an important process of personal and professional learning. You should engage in Reflection whenever an experience or outcome has some impact on you, either adverse or positive.

Remember that you can claim credits under Category 3 – Practice Assessment / Level 2 – Self-Directed QA, for 3 credits per hour for reflection.

Adding a Reflection Note

- Click on **Add Reflection**.

  Today's date will appear automatically, but you may change this if you wish – using yyyy-mm-dd format.

- Give this Reflection Note an appropriate title. This might be the name of the meeting, or the title of the Journal, to which the Reflection refers.

- Add your text into the **Reflection** box. This box is plain text only.

- Once complete, click Submit

Viewing, Editing or Deleting a Reflection Note

- Click on **List Reflections**.

  Each Reflection Note that you have entered is listed here. By default they are in order of the date the Reflection was created. You may sort the activities by Date Added, Title, or Description, using the small arrows located within each field heading, or just by clicking on the field name. This facility is for ease of searching your activities.

- From the list of Reflection Notes given, find the entry you wish to edit then click on the *Edit* icon to the far left of the line.

- This will display the details on screen in edit mode (as per adding a Reflection). If you do not wish to make changes to this Reflection, simply click **List Reflections** again. Otherwise, make any relevant changes and then click *Submit*.

- Alternatively, from the list of Reflection given, find the entry you wish to <u>delete</u> then click on the *Delete (the red cross)* icon to the far left of the line. A warning message will be displayed – click OK or Cancel, as appropriate.

Evaluation

You are required to complete an evaluation of your program at the end of your cycle. Evaluation helps you to assess your achievements and whether your CPD Plan's objectives were met.

You may claim credits for completing your evaluation under Category 3 – Practice Assessment / Level 2 – Self Directed QA Activities for 3 credits per hour.

- From the menu on the left, select **Evaluation**.

  Within the Evaluation section there are three sections: Assembly and Perusal of Documentation, Assessment, Reflection and Evaluation and Evaluation Questionnaire. Each section is described fully in the CPD Program Booklet (within the Toolkit to Conduct an Evaluation of Your CPD, on page 28). You may wish to use the Evaluation Toolkit as a reference while completing this section.

- Type the relevant information into each section of the Evaluation and when you are ready click **Save**.

  Note that these fields will contain plain text only. If you write your Evaluation in another program (e.g. MS Word) do not include additional formatting.

- When you click Save, it will close the editing screen and open an Evaluation display page. To make changes to your Evaluation, click on **Edit Evaluation** from the left hand menu.

Please note that creation of your Evaluation is a requirement of the program – an Certificate of Completion cannot be produced if the Evaluation has been undertaken.

Annual CPD Review

This area provides a summary of credits for the year and indicates whether the requirements of the CPD Program have been met.

- Click on **Annual CPD Review**.

- Once you are on the second or third year of the triennium, you may view previous years. Select the appropriate year from the drop-down list displayed.

Your credit totals will be displayed per Category. The items in red indicate where more credits are required, or where your CPD Plan has not yet been created.

Statement of Participation

- In the first year of your cycle you will need to create a CPD Plan before you are able to print a **Statement of Participation** for the year.
- Once you have met the criteria for the year a button will appear on the bottom of the **Annual CPD Review** page allowing you to view your Statement of Participation. From here you can print or save a version of this document to your computer.

Program Completion

- At the end of the triennium, once you have met the credits requirement for the Program and you have undertaken your Evaluation, you will need to submit your End of Program Return in order to view your **Program Completion Certificate**.

- You will be registered automatically to continue with the CPD Program in the subsequent triennium.