



## User guide to the online CPD portfolio

### Online CPD Portfolio – Homepage

The screenshot shows the homepage of the online CPD portfolio. At the top, there is a navigation bar with the Royal College of Pathologists logo and the text 'The Royal College of Pathologists Pathology: the science behind the cure'. To the right of the logo, there are buttons for 'Update My Details' and 'Sign Out', and a search bar with the text 'Search this site' and a 'GO' button. Below the navigation bar, there is a row of main navigation links: 'CPD Home', 'Search / Edit', 'Saved Drafts', 'Annual CPD return', 'Generate & print CPD report', 'Help Centre', and 'Back to Main site'. The main content area is divided into several sections:

- My credit summary:** This section displays the user's current and previous CPD year credit totals. A green button '+ Add new activity' is located at the top right. Below the totals, there is a note about the CPD year running from 1 April to 31 March and a recommendation to record 50 credits per CPD year. There are two buttons: 'View action plan' and 'View and submit annual return'. A note at the bottom explains how to add an Action Plan.
- My CPD summary:** This section displays a table of the user's 5-year CPD summary. The table shows the running total for the current CPD year (2014/2015) as 21 credits. Below the table is a button 'Download and print CPD statement'.
- Recently added activities:** This section displays a list of the user's five most recently entered activities. Each activity entry includes the title, credits claimed, date, category, and tags. There are buttons for 'Print', 'Edit', and 'Delete' for each activity.
- My revalidation:** This section provides a link to create/print/email a PDF report containing supporting information needed for revalidation. A note indicates that this feature lets the user create a PDF report containing supporting information that has been uploaded to the online portfolio.
- My CPD Review:** This section provides a link to create a PDF report containing the user's CPD activities to submit electronically to the College if selected to participate in the annual quality assurance process.
- Help Centre:** A button located at the bottom of the page.

Annotations with red arrows point to specific features:

- 'Click this green button to enter a new activity' points to the '+ Add new activity' button.
- 'This displays a running total of the credits you enter for the current CPD year' points to the '21' in the 'My credit summary' section.
- 'This row contains the main navigation links for your CPD Portfolio' points to the row of navigation links at the top.
- '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'' points to the 'My CPD summary' table.
- 'Once your submitted CPD return has been processed (please allow up to 5 days for this) you may print off your CPD statement whenever you wish, i.e. to present at your appraisal' points to the 'Download and print CPD statement' button.
- 'This section displays your five most recently entered activities, with the option to print, edit or delete' points to the 'Recently added activities' section.
- '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' points to the 'My revalidation' section.
- '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' points to the 'My CPD Review' section.

## Online CPD Portfolio – Add an activity

### Add an Activity



Fields marked with a \* are mandatory.

**Title \***

**Activity type \***  ?

**Category \***  ?

**From date \***  **To date \***

**Credits claimed \***  ?

**Hours spent \***

**Tags**  ?

**Wish to upload supporting info** ?

**Description**

**Outcome**

**Notes**

**Venue**

**Add reflective note** ?

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

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

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

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

## 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

Results Display

Select Month:

Select Year:

[< Previous month](#)

July 2014

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<a href="#">Jun 30</a>	<a href="#">Jul 1</a>	<a href="#">Jul 2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>
	Blood disord...		Lecture			
<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>
Slide club			PDP			
Article in M...						
<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>
	Excel course	Excel course				
<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>
				Teaching tra...		
				MDT meeting		
				More...	Teaching tra...	
<a href="#">28</a>	<a href="#">29</a>	<a href="#">Jul 30</a>	<a href="#">Jul 31</a>	<a href="#">Aug 1</a>	<a href="#">Aug 2</a>	<a href="#">3</a>
	Action Plan					
<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>

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

Show calendar CPD categories:

All categories
  Clinical
  Academic
  Professional

General Information
  Keeping up to Date
  Review of your Practice
  Feedback on your Practice

Action plan

You can view your entries by CPD category/categories, revalidation category or action plan

# Online CPD Portfolio – Saved Drafts

The Royal College of Pathologists  
Pathology: the science behind the cure

Welcome back Dr Boon

Update My Details Sign Out

Search this site GO

CPD Home Search / Edit Saved Drafts Annual CPD return Generate & print CPD report Help Centre Back to Main site

You are here: [Home](#) > [Search and edit an activity](#) > Draft Activities

## Draft Activities

Portfolio search Advanced search

Order results by: [From](#) | [Category](#) | [Status](#)

[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: 0  
Date: 04/06/2014 - 05/06/2014  
Category: Keeping up to Date  
Tags: cpd statement, appraisal

Print Edit Delete Add to portfolio

Print Edit Delete Add to portfolio

draft

draft

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Click the 'Saved Drafts' tab to view the entries you started and then saved as a draft

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

You are here: [Home](#) > [Search and edit an activity](#) > Draft Activities

## Draft Activities



Portfolio search Advanced search

Order results by: [From](#) | [Category](#) | [Status](#)

### [EQA Participation](#)

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

draft

[Print](#)   
[Edit](#)   
[Delete](#)   
[Add to portfolio](#)

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

This is the entry that was saved as a draft

### [Revalidation entry 4](#)

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

draft

[Print](#)   
[Edit](#)   
[Delete](#)   
[Add to portfolio](#)

## Online CPD Portfolio – Annual CPD return

[CPD Home](#) [Search / Edit](#) [Saved Drafts](#) **Annual CPD return** [Generate & print CPD report](#) [Help Centre](#) [Back to Main site](#)

You are here: [Home](#) > 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.

CPD Year	Clinical	Academic	Professional	Total	Date submitted	Status
2014/15	14	14	9	40		<a href="#">Submit</a>
2013/14	0	0	0	1	02/04/2014	<a href="#">Resubmit?</a>
2012/13	21	18	18	57		<a href="#">Submit</a>
2011/12	19	20	11	50	02/04/2014	<a href="#">Resubmit?</a>
2010/11	30	18	11	59	04/07/2014	<a href="#">Resubmit?</a>

This column shows the date you submitted your CPD return to the College

'Submit' indicates that the CPD return has not yet been sent to the College. Click this button to send

You have the option to resubmit at any time, for example, if you found you had not entered a specific activity. In this case, you would enter the activity and click 'Resubmit' on this webpage

If you are a new user of the online CPD portfolio you will see previous years' CPD totals displayed as zeros, even if you have submitted your CPD return. This is because the table only shows entries and returns made online; it does not show returns made on paper

## Online CPD Portfolio – Generate & print CPD report

The screenshot shows the 'Generate & print CPD report' page of the Royal College of Pathologists' online CPD Portfolio. The page features a navigation bar with the RCP logo and 'The Royal College of Pathologists Pathology: the science behind the cure' on the left, and 'Update My Details' and 'Sign Out' buttons on the right. A 'Welcome back' message is centered. Below the navigation bar is a search bar and a 'GO' button. A secondary navigation bar contains tabs for 'CPD Home', 'Search / Edit', 'Saved Drafts', 'Annual CPD return', 'Generate & print CPD report' (highlighted in blue), 'Help Centre', and 'Back to Main site'. A breadcrumb trail reads 'You are here: [Home](#) > Generate & print CPD report'. The main heading is 'Generate & print CPD report' with a printer icon. Below the heading are two tabs: 'CPD Report' (active and grey) and 'Revalidation Report'. A red arrow points from the text 'Make sure the 'CPD Report' tab is active - it should be grey' to the 'CPD Report' tab. The main content area contains instructions: 'Select the CPD year from the drop down option you wish to view/generate/print and click 'Go'. Click 'Create PDF report''. It lists three options: '1. Preview report (to view only)', '2. Submit to RCPATH (if you have been selected to participate in the CPD review)', and '3. Save as PDF (you can also print this off)'. It instructs the user to 'Click the option you wish to select and hit 'Continue'' or 'Start over' if they wish to begin again. A form contains a 'Select CPD Year' dropdown menu with '2014/2015' selected and a 'Go' button. A red arrow points from the text 'Use the drop down box to select the desired year and click 'Go'' to the 'Go' button. At the bottom, there is a footer with 'Site map | Privacy | Terms & Conditions'.

**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**

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

Site map | Privacy | Terms & Conditions

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

Create PDF Report

test powerpoint upload

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

test pptx upload

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

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

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 are here: [Home](#) > Generate & print CPD report

## Generate & print CPD report



CPD year 2014 - 2015

Membership no.

Name Dr

Address  Primary Work Address  Home  Enter new

Department

Action  Preview report  Submit to RCPATH  Save as PDF

[Start over](#)

[Continue](#)

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 radiobox 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



CPD Report

Revalidation Report

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

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

The revalidation PDF is only available to medical users

Select start date

Select end date

Go

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.

The start and end date fields are empty when you click 'Go' but all the revalidation activities entered for the selected period are displayed below

Select start date  
dd/mm/yyyy

Select end date  
dd/mm/yyyy

Go

Click 'Create Revalidation PDF Report'

Create Revalidation PDF Report

## 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: 16/06/2014 - 16/06/2014  
Category: Review of your Practice      Tags: SUIs, 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

You are here: [Home](#) Generate & print CPD report

## Generate & print CPD report



Revalidation activities from 01/06/2014 to 03/07/2014

Membership no. 0606156

Name Dr Andrew Peter Boon

Address  Primary Work Address  Home  Enter new

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

Action  Preview report  Save as PDF

[Start over](#)

[Continue](#)

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