

How to

Add a reflection



First ensure you are logged into the MyPSA portal and viewing your current CPD Plan



For instructions to login to the MyPSA portal you can view the "How to: Login to MyPSA portal" and "How to: Access My CPD Plans" videos

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On the CPD Activities Summary click on the activity you wish to reflect against from the list

CPD Plans > Jane Pharma - CPD Plan - 2019 - Update
CPD Activities Summary

9 items • Updated a few seconds ago

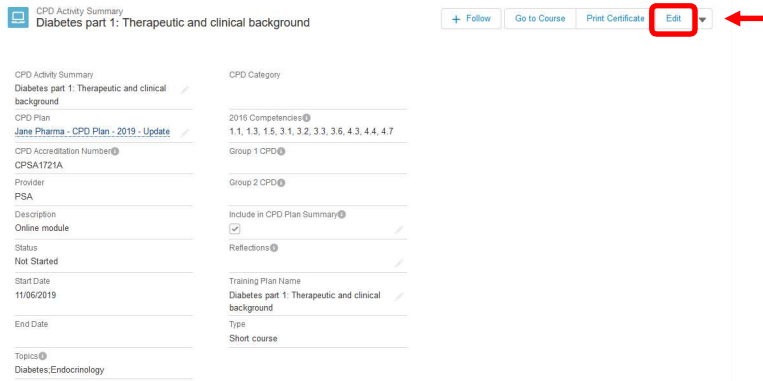
	CPD ACTIVITY SUMMARY	CPD ACCREDITATION N...	STATUS	START DATE	END DATE	RECORD
1	Diabetes part 1: Therapeutic ...	CPSA1721A	Not Started	11/06/2019		Training
2	Probiotics for a healthy micro...	A1904AJP3	Planned			Planned
3	Extemporaneous dosage for...	A1905AJP2	Planned			Planned
4	High-dose influenza vaccine	CAP1905C	Planned			Planned
5	Nutrition and supplementatio...	CAP1905D	Planned			Planned
6	Relief for that stubborn dry co...	A1906AJP3	Planned			Planned
7	Colds and influenza	CAP1906A	Planned			Planned
8	Antimicrobial Resistance and...	CP18018VA	Planned			Planned
9	Webinar: Antimicrobial Resis...	CP18018VB	Planned			Planned

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When the activity opens click on "Edit"

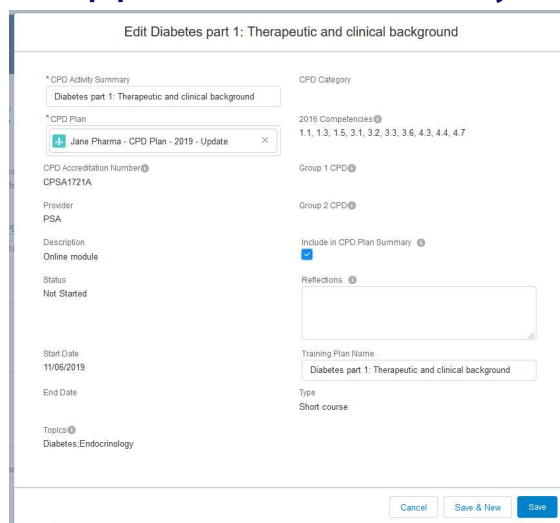


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A pop up box will appear for the activity



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You can record your reflection in the free text box
“Reflections”

The screenshot shows a web form titled "Edit Diabetes part 1: Therapeutic and clinical background". The form is divided into several sections. On the left, there are fields for "CPD Activity Summary" (Diabetes part 1: Therapeutic and clinical background), "CPD Plan" (Jane Pharma - CPD Plan - 2019 - Update), "CPD Accreditation Number" (CPSA1721A), "Provider" (PSA), "Description" (Online module), "Status" (Not Started), "Start Date" (11/06/2019), "End Date", and "Topics" (Diabetes, Endocrinology). On the right, there are fields for "CPD Category" (2016 Competencies), "2016 Competencies" (1.1, 1.3, 1.5, 3.1, 3.2, 3.3, 3.6, 4.3, 4.4, 4.7), "Group 1 CPD", "Group 2 CPD", "Include in CPD Plan Summary" (checked), "Reflections" (My reflection), "Training Plan Name" (Diabetes part 1: Therapeutic and clinical background), and "Type" (Short course). At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save". A red rectangle highlights the "Reflections" text box, and a red arrow points to it from the right.

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When completed click “Save”

The screenshot shows the same web form as in the previous slide. The "Reflections" text box now contains the text "My reflection". At the bottom right, the "Save" button is highlighted with a red rectangle, and a red arrow points to it from the right.

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Your reflection will be recorded against the activity

CPD Activity Summary
Diabetes part 1: Therapeutic and clinical background

+ Follow Go to Course Print Certificate Edit

CPD Activity Summary Diabetes part 1: Therapeutic and clinical background ✓	CPD Category
CPD Plan Jane Pharma - CPD Plan - 2019 - Update ✓	2016 CompetenciesⓈ 1.1, 1.3, 1.5, 3.1, 3.2, 3.3, 3.6, 4.3, 4.4, 4.7
CPD Accreditation NumberⓈ CPSA1721A	Group 1 CPDⓈ
Provider PSA	Group 2 CPDⓈ
Description Online module	Include in CPD Plan SummaryⓈ <input checked="" type="checkbox"/>
Status Not Started	ReflectionsⓈ My reflection ←
Start Date 11/06/2019	Training Plan Name Diabetes part 1: Therapeutic and clinical background ✓
End Date	Type Short course
TopicsⓈ Diabetes;Endocrinology	