

How to Identify activities in My CPD Plan



First ensure you are viewing the “CPD Activities Summary” page



For instructions to view your CPD Activities Summary page you can view the “How to: View My CPD activities” video

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How to Identify activities in My CPD Plan

To see if your activity is included in your CPD Plan, on the CPD Activities Summary page scroll to the right

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	RECORDI
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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How to Identify activities in My CPD Plan

Locate the "Include in CPD Plan" column

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 CPD Activities Summary
 9 items • Updated 3 minutes ago

New

⚙️ 🔄

START DATE	END DATE	RECORD TYPE	INCLUDE IN CPD PLAN	GROUP 1 CPD	GRC
11/06/2019		Training Plan	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		

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How to Identify activities in My CPD Plan

If the box has a tick it is included in our CPD Plan

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 CPD Activities Summary
 9 items • Updated 3 minutes ago

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START DATE	END DATE	RECORD TYPE	INCLUDE IN CPD PLAN	GROUP 1 CPD	GRC
11/06/2019		Training Plan	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		

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How to Identify activities in My CPD Plan

To edit the activity scroll across to the right of the activity

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CPD Activities Summary

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RECORD TYPE	INCLUDE IN CPD PLAN...	GROUP 1 CPD	GROUP 2 CPD	GROUP 3 CPD
Training Plan	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴

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How to Identify activities in My CPD Plan

Click on the inverted triangle on the line of the activity

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CPD Activities Summary

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RECORD TYPE	INCLUDE IN CPD PLAN...	GROUP 1 CPD	GROUP 2 CPD	GROUP 3 CPD
Training Plan	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴
Planned Activity	<input checked="" type="checkbox"/>			⏴

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How to Identify activities in My CPD Plan

Click on "Edit"

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CPD Activities Summary
9 items • Updated 9 minutes ago

RECORD TYPE	INCLUDE IN CPD PLAN...	GROUP 1 CPD	GROUP 2 CPD	GROUP 3 CPD	
Training Plan	<input checked="" type="checkbox"/>				<input type="button" value="Edit"/>
Planned Activity	<input checked="" type="checkbox"/>				<input type="button" value="Delete"/>
Planned Activity	<input checked="" type="checkbox"/>				
Planned Activity	<input checked="" type="checkbox"/>				
Planned Activity	<input checked="" type="checkbox"/>				
Planned Activity	<input checked="" type="checkbox"/>				
Planned Activity	<input checked="" type="checkbox"/>				
Planned Activity	<input checked="" type="checkbox"/>				
Planned Activity	<input checked="" type="checkbox"/>				

How to Identify activities in My CPD Plan

A pop up box will appear

Edit Diabetes part 1: Therapeutic and clinical background

* 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

Topics
Diabetes Endocrinology

CPD Category
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

Reflections

Training Plan Name
Diabetes part 1: Therapeutic and clinical background

Type
Short course

Buttons: Cancel, Save & New, Save

How to Identify activities in My CPD Plan

A pop up box will appear

The screenshot shows a form titled "Edit Diabetes part 1: Therapeutic and clinical background". On the right side, there is a checkbox labeled "Include in CPD Plan Summary" which is currently unchecked. A red box highlights this checkbox, and a red arrow points to it from the right. Other fields in the form include "CPD Activity Summary", "CPD Plan", "CPD Accreditation Number", "Provider", "Description", "Status", "Start Date", "End Date", "Topics", "CPD Category", "2016 Competencies", "Group 1 CPD", "Group 2 CPD", "Reflections", "Training Plan Name", and "Type".

To add an activity to your CPD Plan tick the "Include in CPD Plan Summary" box

How to Identify activities in My CPD Plan

When you are finished editing click on "Save"

This screenshot is identical to the one above, but the "Include in CPD Plan Summary" checkbox is now checked. At the bottom right of the form, the "Save" button is highlighted with a red box, and a red arrow points to it from the right.

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Any changes will be reflected in the
"Include in CPD Plan" column

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9 items • Updated 3 minutes ago

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START DATE	END DATE	RECORD TYPE	INCLUDE IN CPD PLAN	GROUP 1 CPD	GRC
11/06/2019		Training Plan	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		
		Planned Activity	<input checked="" type="checkbox"/>		

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