

## How to

# Print My CPD Summary



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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## How to

# Print My CPD Summary

On your CPD summary page click on the inverted triangle in the top right hand corner

CPD Plan  
Jane Pharma - CPD Plan - 2019 - Update

Self Record CPD Edit Launch CPD Planning Tool ▾

My Plan Goals  
Updates for 2019

CPD Plan Name  
Jane Pharma - CPD Plan - 2019 - Update

I am an accredited pharmacist

Plan Year  
2019

Start Date  
1/10/2018

End Date  
30/09/2019

Current CPD Plan

User  
Jane Pharma

Record Type  
Active CPD Planner

CPD Activity Summary Report

9

Under Review  
Not Started  
In Progress  
Planned  
Complete  
-

CPD Plan Progress Report

Jan									

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# How to

# Print My CPD Summary

Click on "Print CPD Plan"

The screenshot shows a user interface for a CPD Plan. On the left, there are fields for 'CPD Plan Name' (Jane Pharma - CPD Plan - 2019 - Update), 'User' (Jane Pharma), 'Plan Year' (2019), 'Start Date' (1/10/2018), and 'End Date' (30/09/2019). A 'CPD Plan Summary' section shows 'Group 1 CPD Achieved' as 0.00 and 'Group 2 CPD Achieved' as 0.00. On the right, there is a 'CPD Activity Summary Report' with a donut chart showing 10 total activities, with 2 in yellow, 8 in teal, and 0 in orange. A legend indicates categories: Under Review, Not Started, In Progress, Planned, Complete, and Archived. A dropdown menu is open, showing 'Print CPD Plan' (highlighted with a red box and arrow), 'Move Incomplete Activities', and 'Delete'. Below the chart is a 'CPD Plan Progress Report' table with 10 columns. The page number '3' is visible in the bottom right corner.

# How to

# Print My CPD Summary

A pop up box will open

The screenshot shows a 'Print CPD Plan' dialog box. The title is 'Print CPD Plan'. The main text reads: 'A PDF copy of your CPD Planner Summary will now be generated and will appear under "Notes and Attachments" as a PDF. This may take a few minutes to process - please do not exit or click back from this page.' Below this, it says: 'Please note that you will only be able to generate a CPD summary if you are a PSA Member. If you wish to be able to do so, please register to become a PSA member by clicking the "Become a Member" button in the portal.' At the bottom, there is a 'Generate CPD Summary' button and a 'Cancel' button. The page number '4' is visible in the bottom right corner.

## How to

# Print My CPD Summary

Click on "Generate CPD Summary"

Print CPD Plan

A PDF copy of your CPD Planner Summary will now be generated and will appear under "Notes and Attachments" as a PDF. This may take a few minutes to process - please do not exit or click back from this page.

Please note that you will only be able to generate a CPD summary if you are a PSA Member. If you wish to be able to do so, please register to become a PSA member by clicking the "Become a Member" button in the portal.

If the attachment does not appear automatically, please refresh the page.

[Generate CPD Summary](#)

[Cancel](#)

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## How to

# Print My CPD Summary

Once the report is generated you will return to the CPD Summary page

CPD Plan  
Jane Pharma - CPD Plan - 2019 - Update

[Self Record CPD](#) [Edit](#) [Launch CPD Planning Tool](#)

My Plan Goals  
Updates for 2019

CPD Plan Name  
Jane Pharma - CPD Plan - 2019 - Update

I am an accredited pharmacist

Plan Year  
2019

Start Date  
1/10/2018

End Date  
30/09/2019

CPD Plan Summary

Group 1 CPD Achieved  
0.00

Group 2 CPD Achieved

Current CPD Plan

User  
Jane Pharma

Record Type  
Active CPD Planner

CPD Activity Summary Report

Category	Count
Under Review	1
Not Started	1
In Progress	1
Planned	8
Complete	0

CPD Plan Progress Report

Category	Count
Under Review	1
Not Started	1
In Progress	1
Planned	8
Complete	0

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# How to

# Print My CPD Summary

On the CPD Summary page scroll down

CPD Plan  
Jane Pharma - CPD Plan - 2019 - Update

Self Record CPD Edit Launch CPD Planning Tool

My Plan Goals  
Updates for 2019

CPD Plan Name  
Jane Pharma - CPD Plan - 2019 - Update

I am an accredited pharmacist

Plan Year  
2019

Start Date  
1/10/2018

End Date  
30/09/2019

Current CPD Plan

User  
Jane Pharma

Record Type  
Active CPD Planner

CPD Activity Summary Report

9

Legend: Under Review, Not Started, In Progress, Planned, Complete

CPD Plan Progress Report

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# How to

# Print My CPD Summary

Locate the "Notes & Attachments" section

0 15 30 45 60 75 90 100

CPD Activities Summary (6+)

CPD ACTIVITY SUMMARY	CPD ACCREDITATION NUMBER	STATUS	START DATE
Diabetes part 1: Therapeutic and clinical...	CPSA1721A	Not Started	11/06/2019
Probiotics for a healthy microbiome	A1904AJP3	Planned	
Extemporaneous dosage forms: Oral L...	A1905AJP2	Planned	
High-dose influenza vaccine	CAP1905C	Planned	
Nutrition and supplementation in preg...	CAP1905D	Planned	
Relief for that stubborn dry cough	A1906AJP3	Planned	

Notes & Attachments

CPD Summary - a10d0000063hxFAQ.pdf  
25/06/2019 - Attachment

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# How to

# Print My CPD Summary

A pdf file of your CPD Summary will appear here

0 15 30 45 60 75 90 100

CPD Activities Summary (6+) New

CPD ACTIVITY SUMMARY	CPD ACCREDITATION NUMBER	STATUS	START DATE
Diabetes part 1. Therapeutic and clinical...	CPSA1721A	Not Started	11/06/2019
Probiotics for a healthy microbiome	A1904AJP3	Planned	
Extemporaneous dosage forms: Oral I...	A1905AJP2	Planned	
High-dose influenza vaccine	CAP1905C	Planned	
Nutrition and supplementation in preg...	CAP1905D	Planned	
Relief for that stubborn dry cough	A1906AJP3	Planned	

View All

Notes & Attachments Upload Files

CPD Summary - a1000000063hxFAAQ.pdf  
25/06/2019 • Attachment



# How to

# Print My CPD Summary

Click on the pdf file

0 15 30 45 60 75 90 100

CPD Activities Summary (6+) New

CPD ACTIVITY SUMMARY	CPD ACCREDITATION NUMBER	STATUS	START DATE
Diabetes part 1. Therapeutic and clinical...	CPSA1721A	Not Started	11/06/2019
Probiotics for a healthy microbiome	A1904AJP3	Planned	
Extemporaneous dosage forms: Oral I...	A1905AJP2	Planned	
High-dose influenza vaccine	CAP1905C	Planned	
Nutrition and supplementation in preg...	CAP1905D	Planned	
Relief for that stubborn dry cough	A1906AJP3	Planned	

View All

Notes & Attachments Upload Files

CPD Summary - a1000000063hxFAAQ.pdf  
25/06/2019 • Attachment



## How to

# Print My CPD Summary

The file will open to view your CPD Summary



Pharmaceutical Society of Australia **CPD PLAN 2019 - Jane Pharma** | PSA ID: 929313

Effective: 01/10/2018 - 30/09/2019 | Group 1 CPD Achieved : 0.00 | Group 2 CPD Achieved : 0.00 | Group 3 CPD Achieved : 0.00 | Total CPD Achieved : 0.00

My goals: Updates for 2019

### Completed Activities

Competencies addressed	CPD Activities	Start Date	Finish Date	Type	Topics	Provider	Accreditation	CPD activity group	CPD credits assigned	Impact of activity on practice
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## How to

# Print My CPD Summary

You can now save or print your CPD Summary



Pharmaceutical Society of Australia **CPD PLAN 2019 - Jane Pharma** | PSA ID: 929313

Effective: 01/10/2018 - 30/09/2019 | Group 1 CPD Achieved : 0.00 | Group 2 CPD Achieved : 0.00 | Group 3 CPD Achieved : 0.00 | Total CPD Achieved : 0.00

My goals: Updates for 2019

### Completed Activities

Competencies addressed	CPD Activities	Start Date	Finish Date	Type	Topics	Provider	Accreditation	CPD activity group	CPD credits assigned	Impact of activity on practice
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