

How to enter a CPD activity – Clinical Radiology and Radiation Oncology

1. To enter a CPD activity, select “CPD Activity Form 2024” from the “Quick Links” box on your CPD ePortfolio Dashboard.

The screenshot shows the CPD ePortfolio Dashboard. On the left, under 'Events - Quick Links', the 'CPD Activity Entry' option is highlighted with a red box. Below it are other options like 'Reflective Diary', 'Professional Development Plan (PDP) CPD', 'Anaphylaxis Training Form', 'CPD Break in Practice Request', 'Multi-Source Feedback (MSF) Tool', and 'Annual Conversation Form'. On the right, there is a 'List of goal sets filtered' section with categories like 'Mammography-specific CPD hours', 'MRI-specific CPD hours', 'Measuring and Improving Outcomes', 'Reviewing Performance and Reflecting on Practice', 'Educational Activities', and 'Total CPD hours'. Below that is a 'My Progress' section with a legend for 'Measuring and Improving Outcomes', 'Revi', and 'Educational'.

2. Enter the date you are completing this form in the “date occurred on” field and the “end date” field. Please ensure the 2024 dates are selected. The “description” field is optional.

The screenshot shows the CPD activity entry form. At the top, there is a blue notification bar that says 'This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.' Below this, the 'Date occurred on' and 'End date' fields are highlighted with a red box. The 'Date occurred on' field has a red asterisk and a small red star icon. The 'End date' field also has a red asterisk and a small red star icon. Below these fields is a 'Description (optional)' field. At the top right of the form, it says 'LAST SAVED: TODAY AT 11:42 AM'. At the top left, it says 'Fields marked with * are required.'

3. Using the below form, enter an “Activity Title”, “Completion Date” and “Description of CPD Activity” in the corresponding fields. Examples of activity titles include RANZCR ASM, online learning, SIG governance meeting etc.

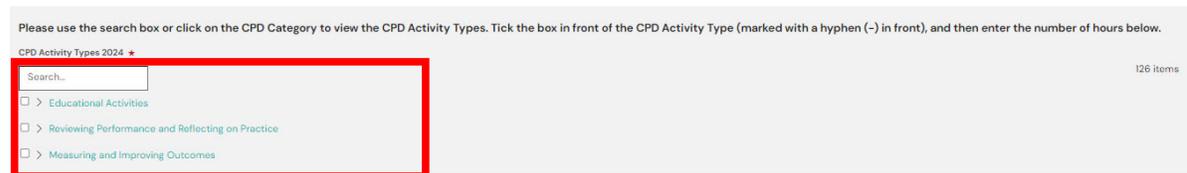
The completion date is the date the activity was completed. If activity was reoccurring over the course of the year, please list the completion date as 31 December 2024.

The description of CPD Activity could include “attended RANZCR ASM in Perth”, “attended RANZCR committee meeting” etc. Describe the CPD activity in a few words. These fields are mandatory.

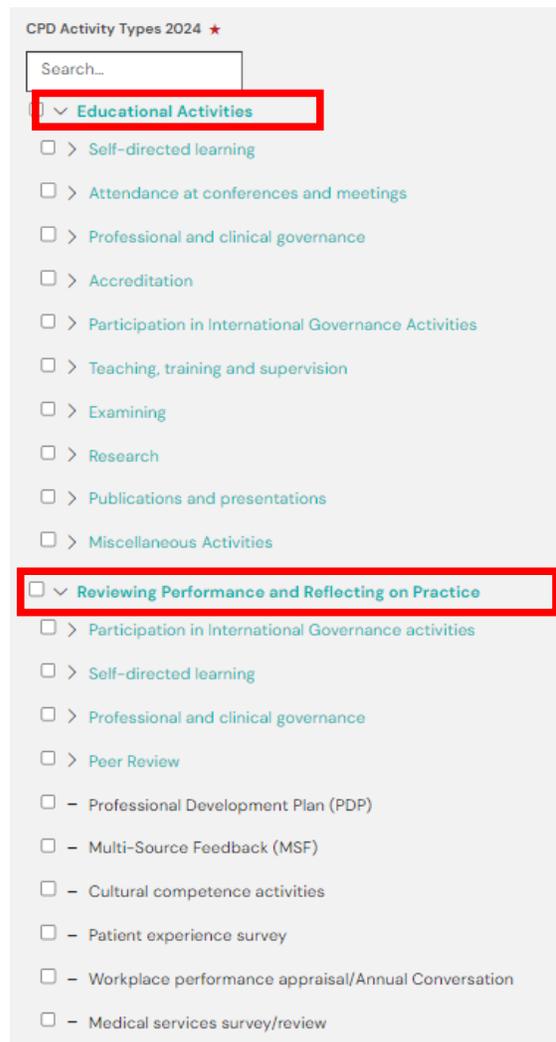
The screenshot shows the CPD activity entry form. At the top, there is a green notification bar that says 'Please ensure the Date occurred on and End date above is within the 2024 calendar year.' Below this, there are three fields: 'Activity Title' with a red asterisk and a small red star icon, 'Completion Date' with a red asterisk and a small red star icon, and 'Description of CPD Activity' with a red asterisk and a small red star icon. The 'Completion Date' field has a date input format 'd/m/yyyy'.

4. All CPD activity types are grouped under 3 broad categories – Educational Activities, Reviewing Performance and Reflecting on Practice and Measuring and Improving Outcomes.

Please note that the heading are in green text and the categories are in black text.



By clicking on the wording of the high-level category types it will drop down the subcategories that sit under them (shown below). e.g., click on the wording “*Educational Activities*”, “*Reviewing Performance and Reflecting on Practice*” or “*Measuring and Improving Outcomes*”. **Note: do not click the square check box.**

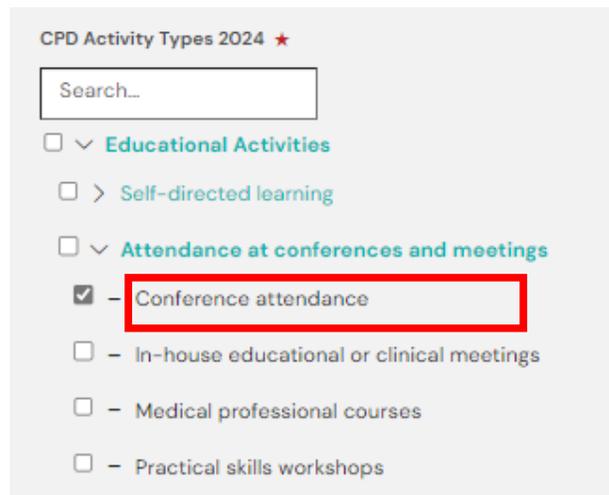


From here, if you click on the wording of the subgroups that have appeared, you will find all activity types corresponding to the subgroup.

Taking “*Educational Activities*” as an example, If I am wanting to record attendance at a conference, click on “*attendance at conference and meetings*”. **Note: do not click the square check box.**



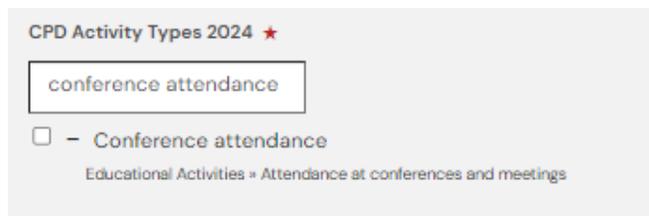
After choosing the subcategory, the related CPD activity types are displayed (shown below) then Select the activity type you are wanting to claim. For example, for attendance at a conference, select the square check box next to “*conference attendance*” and a tick in the box will appear.



Alternatively, you can use the search box to find the CPD activity you are wanting to record.



Using the example of attending a conference, if you type “*conference attendance*” in the search box, this will be displayed. Then click the square text box to select this activity type. You will also note that below the search result it shows the high-level category and subcategory this activity sits under – Educational Activities > Attendance at Conferences and meetings.



CPD Activity Types 2024 ★

conference attendance

- Conference attendance

Educational Activities > Attendance at conferences and meetings

If you are unsure what category the activity you are trying to claim sits under, please refer to the relevant CPD Handbook – [click here](#) or for Clinical Radiology [category list](#) , or for Radiation Oncology [category list](#).

Tip: you can also search the drop-down lists for the activity you are looking for by clicking on the text to expand the lists. Only click the square check box when you are selecting an activity type rather than subcategory.

5. Once a CPD activity is selected, scroll down and enter the number of hours you spent completing the CPD activity. **Note: for 60 minutes or 1 hour, type 1, for 30 mins type 0.5, for 15 mins type 0.25.**



In the text field, please enter the number of hours you spent completing the CPD activity.

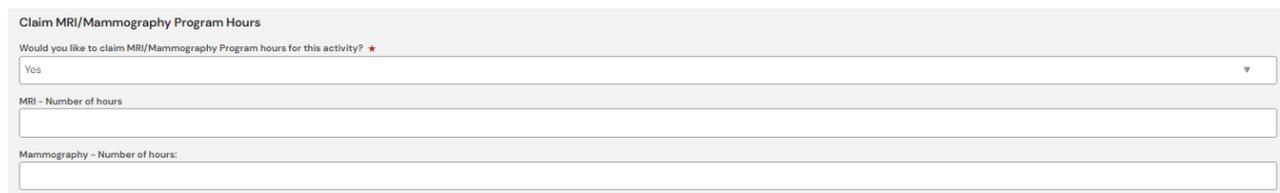
Note: For 60 minutes, type 1. For 30 minutes, type 0.5. For 15 minutes, type 0.25.

Conference attendance - Number of hours *

6. If you claim MRI/Mammography program hours, you can indicate which CPD activities you are claiming these hours for by selecting ‘yes’ in the “*Would you like to claim MRI/Mammography program hours for this activity?*” field and type the number of hours in the corresponding field.

Note: the sum of mammography and/or MRI hours cannot be greater than the total number of hours claimed for the activity

Note: for 60 minutes or 1 hour, type 1, for 30 mins type 0.5, for 15 mins type 0.25.



Claim MRI/Mammography Program Hours

Would you like to claim MRI/Mammography Program hours for this activity? ★

Yes

MRI - Number of hours

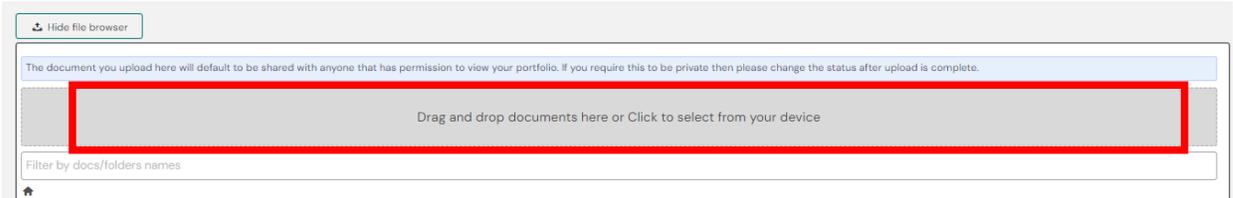
Mammography - Number of hours:

7. At the end of the form, you can upload your evidence for the activity you are claiming by selecting the “*attach files*” button on the bottom left-hand side of the page and attach the relevant file either by dragging and dropping the file in the indicated area, or click the grey shaded area to choose from your files on your device.

It is recommended that you label the file before attaching to the CPD Activity Form with the name of the activity and the year so it can be clearly identified, e.g., ‘2024 RANZCR ASM Certificate.’

Examples of evidence:

- Certificate of attendance
- Written confirmation of attendance from meeting organisers.



Note: the examples of evidence required for the activity being claimed is shown when you have selected the category. This is taken from the [CPD handbook](#). Using the example of conference attendance, the evidence required includes: certificate of attendance or written confirmation of attendance (shown above).

8. After uploading your evidence, click the green **“submit”** button on the bottom left-hand corner of the screen



9. To check your CPD activity form has been recorded, you can find all your completed CPD activity forms in your ePortfolio timeline. Click on **“timeline”**, **“continuing professional development”** from the menu bar at the top of page and you can access your completed activity entry forms and evidence uploaded.

If it is not appearing in your dashboard, please check your timeline and click on the CPD Activity Form. To edit scroll to the bottom of the form and click **‘edit’**. Once finished click **‘save’** then **‘Dashboard’** to return to your CPD dashboard. Refresh the page to see the updated CPD hours.

