

Instructions:

Dear *insert name*

The College has completed the trial phase for automating attendance recording in My CPD.

What to expect

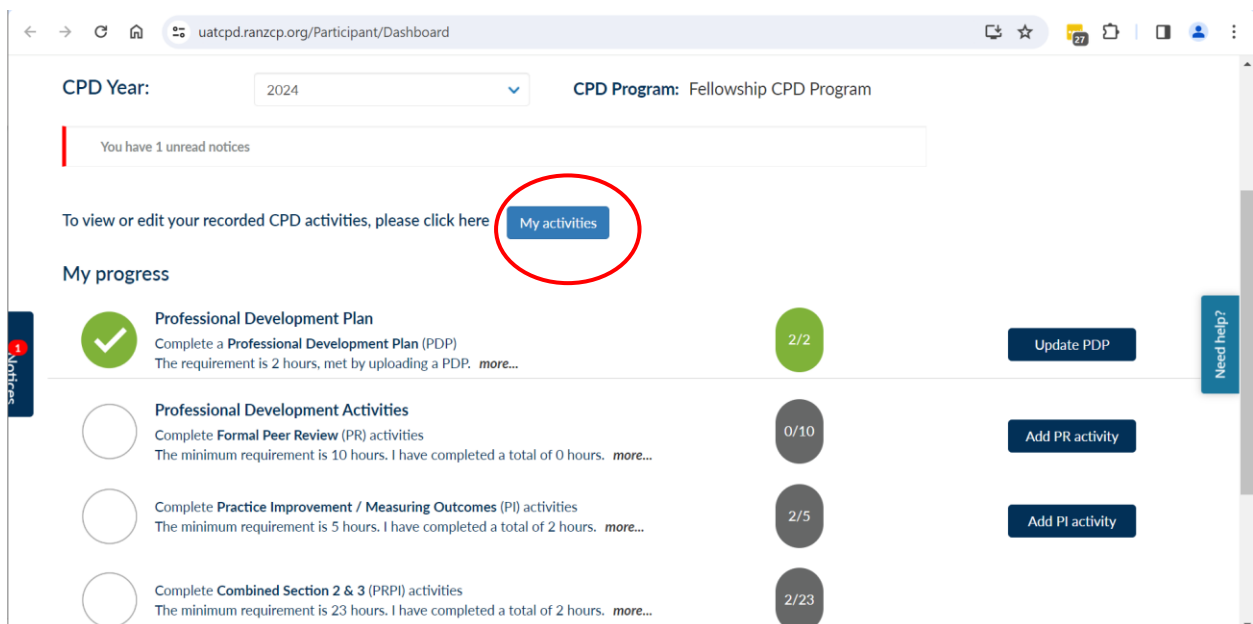
During the event, your attendance was recorded. This allows our staff to upload your attendance into My CPD as a **draft activity**.

Please note that you will not receive a certificate of attendance, instead you will need to log in to your My CPD account to complete a reflection and submit your draft activity.

How to check and submit your draft activities

Step 1: Sign-in to your MyCPD account.

Log-in to your MyCPD account and navigate to the “My Activities” section.



The screenshot shows a web browser window with the URL `uatcpd.ranzcp.org/Participant/Dashboard`. The page displays the following information:

- CPD Year:** 2024
- CPD Program:** Fellowship CPD Program
- Notifications:** You have 1 unread notices.
- Action:** To view or edit your recorded CPD activities, please click here [My activities](#) (highlighted with a red circle).
- My progress:**
 - Professional Development Plan:** Complete a Professional Development Plan (PDP). The requirement is 2 hours, met by uploading a PDP. [more...](#) Progress: 2/2. [Update PDP](#)
 - Professional Development Activities:** Complete Formal Peer Review (PR) activities. The minimum requirement is 10 hours. I have completed a total of 0 hours. [more...](#) Progress: 0/10. [Add PR activity](#)
 - Practice Improvement / Measuring Outcomes (PI) activities:** Complete Practice Improvement / Measuring Outcomes (PI) activities. The minimum requirement is 5 hours. I have completed a total of 2 hours. [more...](#) Progress: 2/5. [Add PI activity](#)
 - Combined Section 2 & 3 (PRPI) activities:** Complete Combined Section 2 & 3 (PRPI) activities. The minimum requirement is 23 hours. I have completed a total of 2 hours. [more...](#) Progress: 2/23.

A vertical sidebar on the left contains the text "My progress" and a red notification icon. A vertical sidebar on the right contains the text "Need help?".

Step 2: Locate the draft activity.

Once you are in the “My Activities” dashboard, locate the activity marked as “Draft” and click on and click on “Open” to view the information entered automatically from the event.

The screenshot shows the 'CPD Compliance for 2023' dashboard. At the top, there are filters for 'CPD Year' (2023) and 'Section' (All sections). Below these are buttons for 'Update PDP', 'Add PR activity', 'Add PI activity', and 'Add SGL activity'. A checklist on the right lists completion goals for 2023. The main area displays a table of activities with columns for Start date, End date, Category, Title, Claimed hours, Status, and an 'Open' button. One activity, 'Faculty of Psychiatry of Old Age 2023 Conference', is marked as 'Draft' and is circled in red.

Start date	End date	Category	Title	Claimed hours	Status	Open
09/10/2022	16/11/2022	4.4 Informal learning activities	xx	10	✓	Open
09/11/2023	09/11/2023	4.1 Accredited group learning	Faculty of Psychiatry of Old Age 2023 Conference	1.6	Draft	Open
09/11/2023	09/11/2023	4.1 Accredited group learning	Faculty of Psychiatry of Old Age 2023 Conference	1	Draft	Open
20/10/2023	20/10/2023	3.2 Continuous quality improvement	QI long term psychotherapy	2	Draft	Open

Step 3: Add your reflections.

You will need to add your reflections on your learning to finalise the submission.

The screenshot shows the 'Insights, reflections and application to practice' form. The title is circled in red. Below the title are several guiding questions for reflection. A text area for input is shown with '4000 characters remaining'. At the bottom, there are checkboxes for 'CAPE Domains'.

Insights, reflections and application to practice*

These questions are intended as prompts for your reflection.

- Have gaps in my practice or knowledge been addressed? What gaps remain?
- Did this activity involve peer review and, if so, what was the impact of that element?
- Were my learning goals achieved? How will I apply those to my practice?
- Did this activity apply to a particular CanMEDs role? How?
- Have I considered cultural safety and health inequities through this activity?

4000 characters remaining

CAPE Domains

Assign the applicable CAPE domains for this activity.

- This activity included an aspect of Cultural Safety Practice as outlined in its description and/or learning outcomes
- This activity included an aspect of Addressing Health Inequity as outlined in its description and/or learning outcomes
- This activity included an aspect of Professionalism as outlined in its description and/or learning outcomes
- This activity included an aspect of Ethical Practice as outlined in its description and/or learning outcomes

Step 4: Submit.

Once done, click “Submit” without pressing “Save.”

Insights, reflections and application to practice*
These questions are intended as prompts to your reflection.
Have gaps in my practice or knowledge been addressed? What gaps remain?
Did this activity involve peer review and, if so, what was the impact of that element?
Were my learning goals achieved? How will I apply those to my practice?
Did the activity relate to a particular CAPE/DO role? How?
Have I considered cultural safety and health inequities through this activity?

3994 characters remaining

This activity...

CAPE Domains
Assign the applicable CAPE domains for this activity.

- This activity included an aspect of Cultural Safety Practice as outlined in its description and/or learning outcomes
- This activity included an aspect of Addressing Health Inequity as outlined in its description and/or learning outcomes
- This activity included an aspect of Professionalism as outlined in its description and/or learning outcomes
- This activity included an aspect of Ethical Practice as outlined in its description and/or learning outcomes

Supporting documents (optional)
Upload documents to support your claim.

Name	Status	Date Uploaded	Actions
No attachments to show			

+ Add files... Cancel all

and/or choose from:

Dropbox Google Drive OneDrive

Cancel Save Submit

A green checkmark will indicate that the activity has been completed, as shown in the image provided below.

Start date	End date	Category	Title	Claimed hours	Status	Open
09/11/2023	09/11/2023	4.1 Accredited group learning	Faculty of Psychiatry of Old Age 2023 Conference	1.6	✓	Open
09/10/2023	10/10/2023	2.2 Practice Peer Review	test account	10	✓	Open
01/10/2023	23/10/2023	3.2 Continuous quality improvement	Practice Improvement 2023 ECT in capacity as 3 DBH SMO ECT Coordinator	4	✓	Open
25/09/2023	25/09/2023	2.1 Peer Review Groups (PRGs) - for PRG coordinators only	Group Name: Niva Test Group, Group ID: 2263	1	✓ ✗	Open
25/05/2023	25/05/2023	4.6 Accredited online learning	Forward with Dementia reflection	1.5	✓ ✗	Open
24/05/2023	24/05/2023	4.6 Accredited online learning	Family and domestic violence reflection	1.75	✓ ✗	Open
19/11/2022	31/12/2023	1 PDP	PDP	2	✓	Open
14/11/2022	23/11/2022	3.2 Continuous quality improvement	xx	5	✓	Open
06/11/2022	06/11/2022	2.3 Supervision	xx	3	✓	Open
06/11/2022	25/11/2022	2.2 Practice Peer Review	xx	10	✓	Open

Please ensure you submit all draft activities by **31 March 2025**. If you have any questions or require assistance with this process, please feel free to contact CPDHelp@ranzcp.org

Regards,

The Royal Australian and New Zealand College of Psychiatrists.