

Adding a Reflection Log

Earning more credits for reflection

The CPD programme encourages specialists to reflect on what they have learnt from their CPD activities. Once you have recorded and saved your Learning Event as complete, you have the opportunity to earn additional credits if you add a reflection on your learning. Please see guidance on reflection on pages 7-10 of the [CPD guidance](#).

Reflection for Formal and Specific Learning Events

One additional CPD credit can be claimed per reflection log and you can add up to two reflection logs per Formal and Specific Learning Event, for example for learning from a specialty conference or for learning from a TOG article. Please see pages 27 and 29 of the [CPD Framework](#) for examples of Formal and Specific Learning Events. Completing a Reflective Log is optional for Formal and Specific Learning Events.

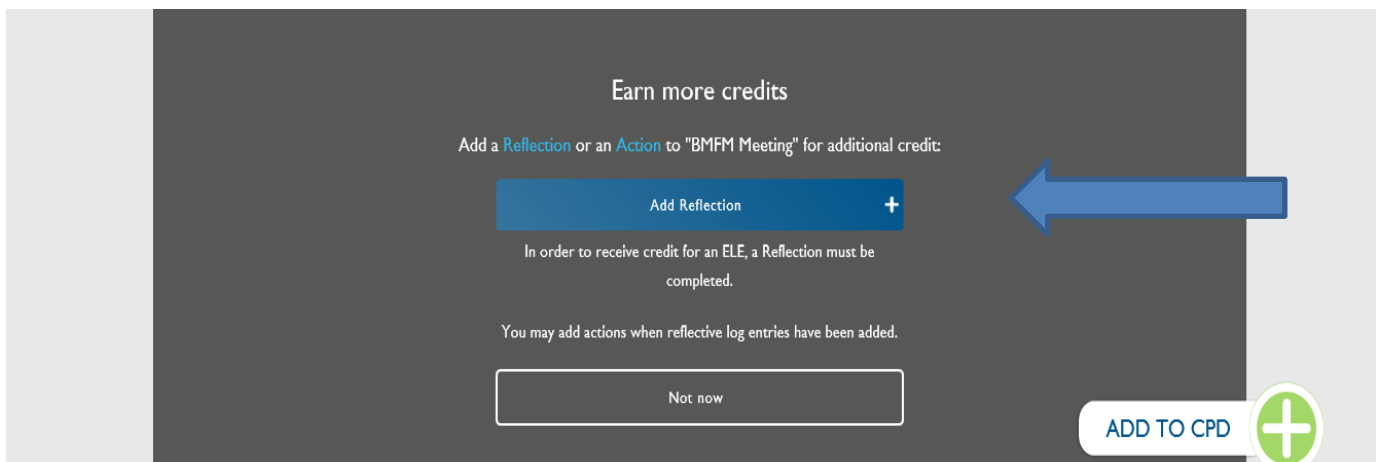
Reflection for Experiential Learning Events

Note that, for Experiential Learning Events, a Reflective Log is essential. Once you have completed the reflection, the CPD ePortfolio will allocate 2 CPD credits (1 credit to the Experiential Learning Event and 1 credit to the reflection for that event). Please see page 28 of the [CPD Framework](#) for examples of Experiential Learning Events.

Adding your Reflection Log

To add a Reflection Log in your CPD ePortfolio, you will need to record your Learning Event first. Please see [some instructions](#) on how to add a Learning Event.

After you have saved your Learning Event, the following screen will present:



Please click on 'Add Reflection'.

The 'Create Reflection' form will display. Please complete the form. The system will allocate 1 CPD credit on the day on which you reflect. Save as a draft or as completed at the bottom of the page. Your credit will not count until you save your reflection as completed. You can return to the form and edit it at any time.

Create Reflection ⓘ

Add Reflection for: BMFM Meeting

Name of Reflection *

Reflection for BMFM Meeting

What prompted this Learning Event? ⓘ

What did you learn from this Learning Event? ⓘ

B I U T_x | [link] [image] [video] [audio] [code] | [bulleted list] [numbered list] | Format -

Credit value for this Reflection ⓘ

1

Link to Learning Event

BMFM Meeting (31603)

Save as draft [save icon] Save as completed [save icon]

If you click on any of the orange 'i' discs, a blue panel with further information will open up, for example:

Royal College of Obstetricians & Gynaecologists 90 CPD [user icon] [notification icon] [grid icon]

Create Reflection ⓘ

Add Reflection for: BMFM Meeting

Name of Reflection *

Reflection for BMFM Meeting

What prompted this Learning Event? ⓘ

What did you learn from this Learning Event? ⓘ

B I U T_x | [link] [image] [video] [audio] [code] | [bulleted list] [numbered list] | Format -

Guideline [close icon]

Name of Reflection

The emphasis should be on the learning, not just a description of what happened. Good reflection will show evidence of insight, critical analysis and evaluation of the experience from a personal perspective and the outcome of the learning.

Reflection may be triggered by some sort of internal discord, and focus on the individual at the centre of the experience. This sort of reflection may result in outcomes related to what was appropriate and what could have been done differently, often involving attitudes and assumptions. An example of this could be reflection on a serious incident. Documentation of this reflection should focus on the learning. Only a brief account of the triggering event is required.

However this is only one aspect of reflection for CPD. Reflection will add to learning for most if not all CPD activities.

How to add a reflection some time after recording your Learning Event

If you wish to add a reflection, some time after recording your Learning Event, please follow these steps.

In the CPD ePortfolio homepage, please click on 'View All Learning Events':

The screenshot shows the CPD ePortfolio homepage. At the top left is the Royal College of Obstetricians & Gynaecologists logo with a '90' anniversary badge. The main navigation bar includes 'CPD', a user profile icon, a notification bell with a '2' badge, and a 'Dashboard' button. Below the navigation bar, there are three main sections: 'RCOG events', 'Recent and upcoming Learning Events', and 'TOG questions'. In the 'Recent and upcoming Learning Events' section, there is a blue button labeled 'Add Learning Event' with a plus sign, and a blue button labeled 'View all Learning Events' with a right-pointing arrow. A large blue arrow points down from the 'View all Learning Events' button. In the 'TOG questions' section, there is a green button labeled 'ADD TO CPD' with a plus sign, and a blue button with a right-pointing arrow. A green circle with a plus sign is also visible next to the 'ADD TO CPD' button.

The list of your Learning Events will display. Click on the title of the Learning Event where you wish to add a reflection:

The screenshot shows the CPD ePortfolio Learning Events list. At the top left is the Royal College of Obstetricians & Gynaecologists logo with a '90' anniversary badge. The main navigation bar includes 'CPD', a user profile icon, a notification bell with a '2' badge, and a 'Dashboard' button. Below the navigation bar, there is a search bar and a 'Filters' section with four dropdown menus: 'Status', 'Dimension', 'LE type', and 'No Reflection or Action'. The main content area is a table with the following columns: 'Date added to CPD', 'Date of Learning Event', 'Status', 'Learning Event', 'Dimension and Type', 'Credits', 'Reflections added', and 'Actions added'. A blue arrow points down from the 'View all Learning Events' button in the previous screenshot to the 'TOG Vol 21 Issue 1: Evolution in screening for Down syndrome' entry in the table.

Date added to CPD	Date of Learning Event	Status	Learning Event	Dimension and Type	Credits	Reflections added	Actions added
2019-11-08	2019-11-08	Complete	TOG Vol 21 Issue 1: Evolution in screening for Down syndrome	Clinical, Specific	2	0	0
2019-11-04	2019-11-04	Complete	Perinatal morbidity meeting	Clinical, Experiential		0	0

The screen below will present. Click on 'Add Reflection' and you will return to the 'Create Reflection' form.

The screenshot displays the CPD ePortfolio interface. At the top, there is a header with the Royal College of Obstetricians & Gynaecologists logo, a '90' anniversary badge, and the text 'CPD'. To the right of the header are icons for a user profile, a notification bell with a '2' badge, and a 'Dashboard' button. Below the header is a navigation bar with tabs for 'View', 'Edit', 'Delete', and 'Revisions'. The main content area is divided into two columns. The left column features a learning event titled 'TOG Vol 21 Issue I: Evolution in screening for Down syndrome' with a 'Complete' status, a 'Dates' section showing '08 Nov 2019', and a 'Dimension' section. The right column is titled 'Reflections, actions, evidence' and contains a card for 'Evidence for TOG Vol 21 Issue I: Evolution in screening for Down syndrome' with a 'View' button. Below this card is an 'Add reflection' button with a plus sign. A large blue arrow points from the 'Add reflection' button towards the 'ADD TO CPD' button, which is highlighted with a green plus sign in a circle.

CPD Team Contacts

If you require technical support on the use of the CPD ePortfolio, please contact the CPD Office on 020 7772 6307.