

Adding your Personal Plan

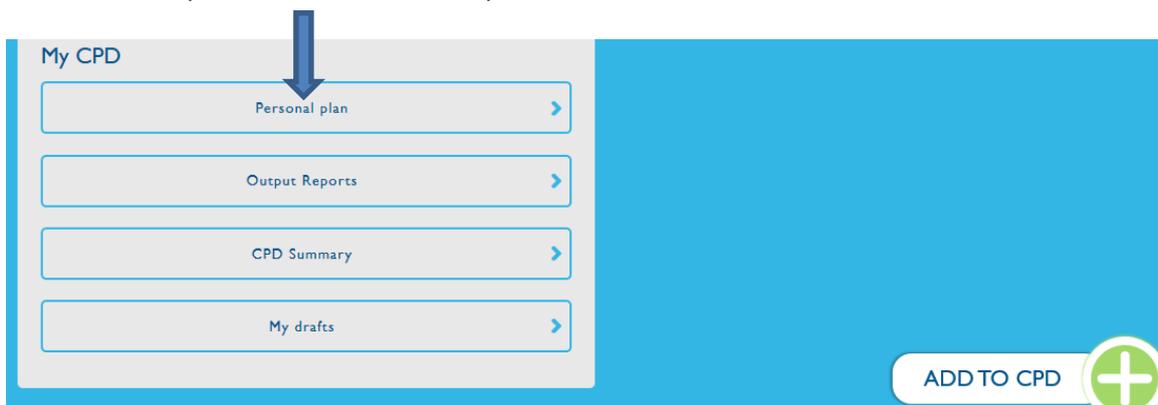
The Personal Plan is the starting point for your CPD programme and has two components:

- My Practice and Roles (P&R)
- My Personal Learning Plan (PLP)

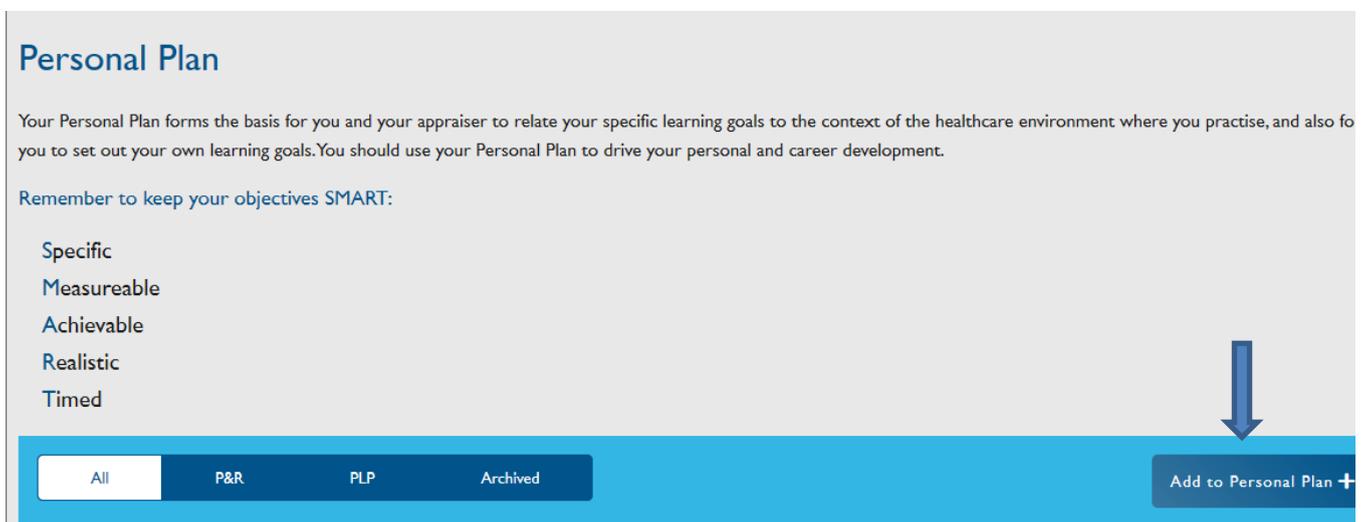
At the beginning of your appraisal year, you will need to state in your CPD ePortfolio what your practice and roles are (P&R) and you will need to set out your learning objectives for the forthcoming year (PLP). See further information in the [CPD Framework](#) and the [CPD Guidance](#). It is important that you do not overlook this step as when you add your Learning Events, you will need to link them to the relevant P&R and PLP. If you don't, you will not be able to save your Learning Event as complete and your CPD credits will not be counted towards your totals.

The reason for linking your Learning Events to the P&R and PLP is to demonstrate that your CPD relates to what you do and meets the learning objectives that you set for yourself at the beginning of the year or of a specific period of your choice. You will be able to download from the system an output reports showing how you have achieved this.

To add your P&R and PLP, please click on 'Personal plan' at the bottom of the dashboard:



On the following page, please click on 'Add to Personal Plan':



You will find the following page. The below image shows the P&R form.

Add to my Personal Plan

P&R | PLP

Practice / Role *

Dates

Start date: 2019-08-02 | End date: 2020-09-02

Dimension ⁱ *

Clinical
 Professional
 Extended Role

Organisation
St John's Hospital

Description

Status
Complete
Last saved 12/03/2020 - 17:11
Author: cpd-admin

Save as completed | ADD TO CPD +

In this form you can describe in which clinical areas you work and whether you have any additional roles.

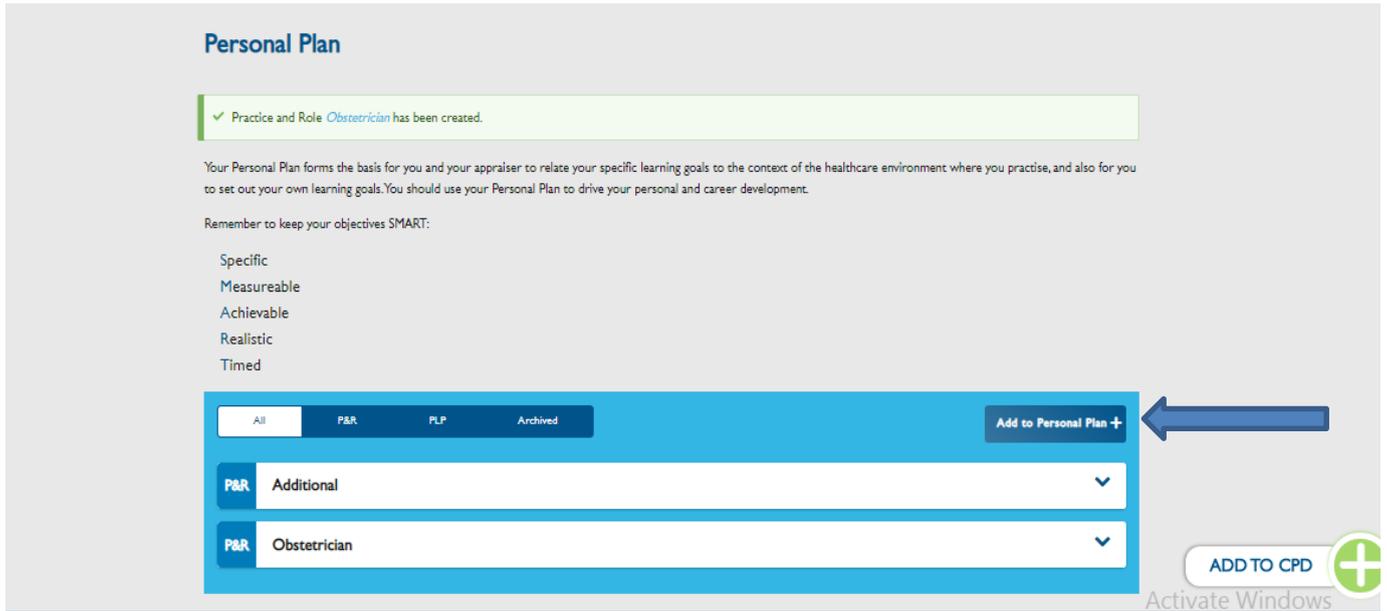
- In the Practice/Role field, you can describe one of your roles (for example, Obstetrician, or Labour Ward Lead, or Urogynaecologist)
- In the start and end date fields, you could give your appraisal dates (note that you need to make sure that the end date shows correctly in the future, or the system will archive that Practice & Role).
- The Dimensions are the new CPD category. They show the kind of role that you have (for example, you would select 'Clinical' for the role of 'Obstetrician', or 'Professional' for the role of 'Communication Lead', or 'Extended Role' for a role of 'Educational Supervisor' or 'Medico-legal Expert')

You can use the 'organisation' and 'description' fields to give the name of the hospital where you work and you could briefly describe your role, but please note that these two fields are not mandatory.

Please, then, click on 'Save as completed' at the bottom of the form.

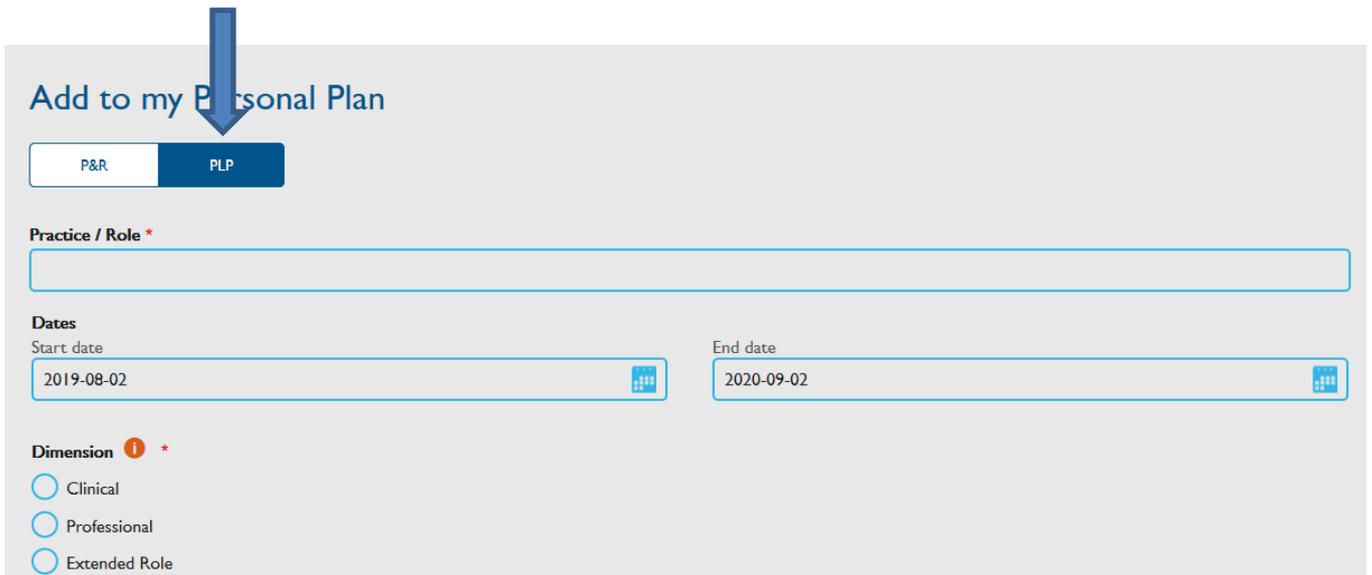
You will need to complete and save a different form for each different role. The reason for this is that, when you record your Learning Events, you will be asked to link them to a relevant role. Please note that if you do not do this, you will be unable to save the Learning Event as complete and the credits claimed will not count towards your totals.

Once you have saved the form, the system will confirm that you have created a P&R and will take you back to the Personal Plan page:



Once you have created your P&R forms for your different roles, you can start setting up your learning objectives for the coming appraisal year or, if you are not subject to appraisal, you can set up your learning objectives for a specific period of your choice.

To set up, your learning objectives (your Personal Learning Plan or PLP), please click on 'Add to Personal Plan' again. The following form will present. Please click on PLP to find a different form where you can record your learning objectives:



The following PLP form will present:

Add to my Personal Plan

P&R PLP

What do I want to learn? *

When: What is the timescale for achievement?

Start date 2020-03-12 End date 2021-04-12

How

What do I have to do? What support do I need?

Why

What will the outcome of my learning be?

My review

B I U X [Icons] Format

Text format: Basic HTML

Have I achieved what I planned?

Status: Last saved Not saved yet
Author: cpd-admin

Save as draft Save as completed

We would recommend that you set up different objectives in different forms.

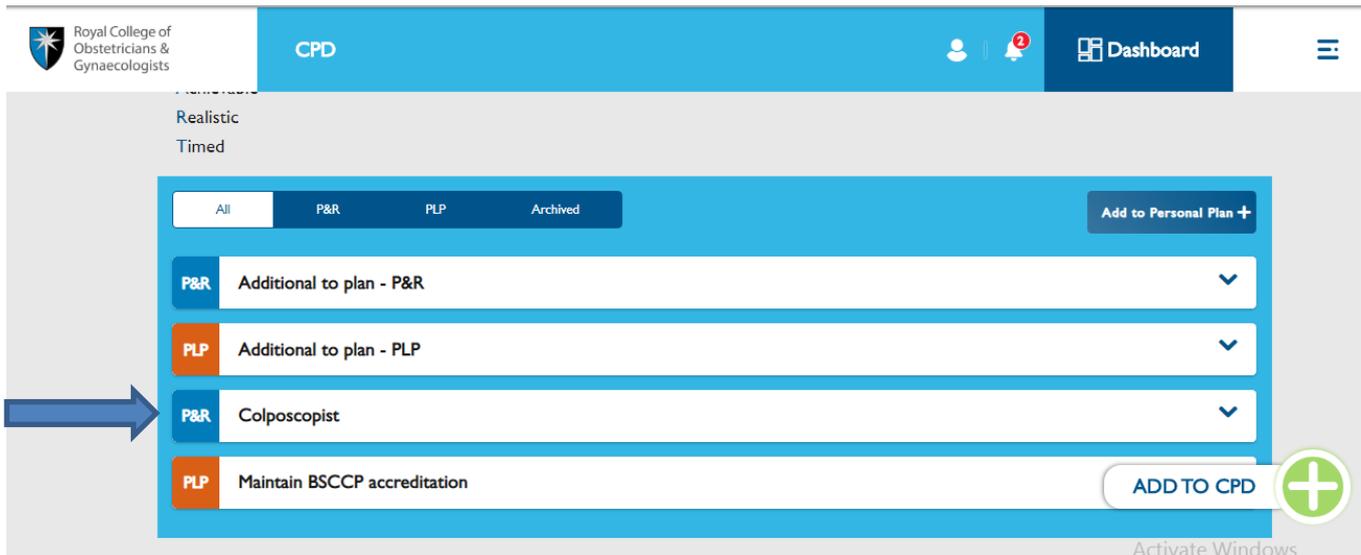
In the start and end date fields, you could give your appraisal dates (note that you need to make sure that the end date shows correctly in the future, or the system will archive that PLP).

Please describe what you wish to learn or in which area you wish to update yourself, how and why you wish to do this, and save the form as completed.

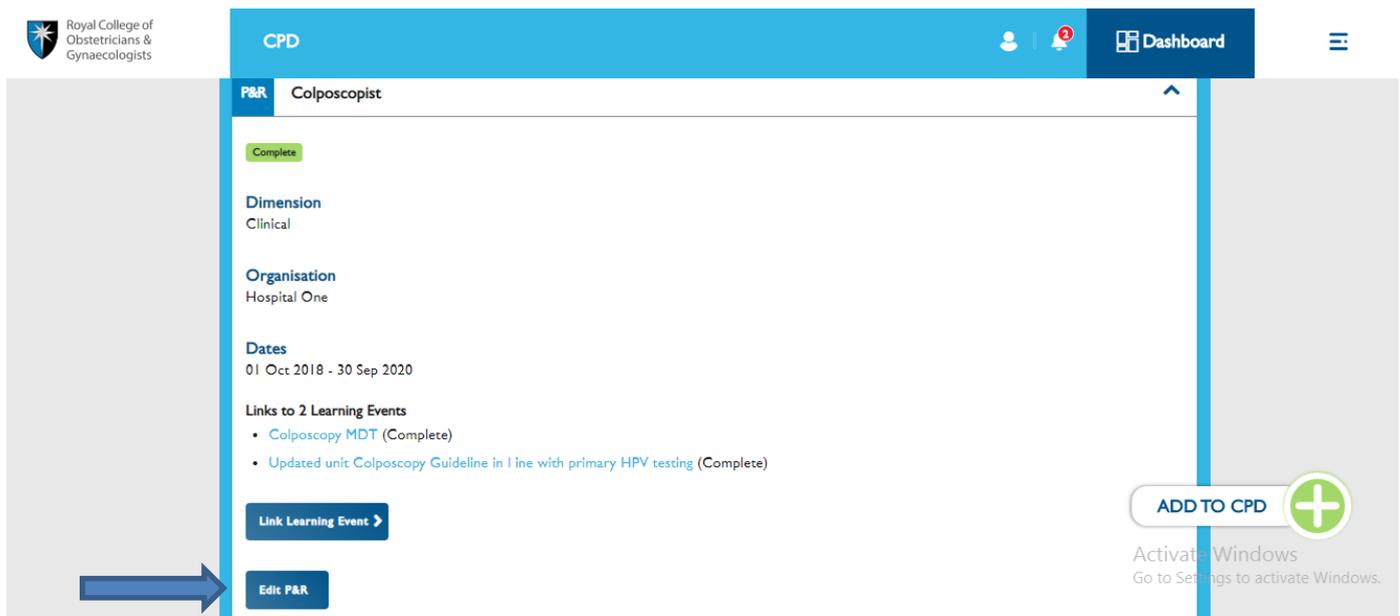
It's important that you set your PLPs as, when you record a Learning Event you will be asked to link it to a relevant learning objective (PLP). If you do not do this, you will be unable to save your Learning Event as completed and the credits claimed will not count toward your totals.

Editing a P&R or PLP

If you wish to edit a P&R or PLP, from the 'Personal Plan' page, click on the P&R or PLP that you wish to change:



In the following screen, click on 'edit':



You will be able to return to the original form, amend it and save it again.

CPD Team Contacts

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