This manual gives CPD Participants an overview of the CPD/Revalidation ePortfolio system.

The CPD/Revalidation ePortfolio has been developed for CPD participants to record their CPD activities and submit evidence electronically.

A revalidation area is also available for you to store summaries of annual appraisal and outcomes of patient and colleague questionnaires.
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Accessing the CPD/Revalidation ePortfolio

In order to access the CPD/Revalidation ePortfolio you will need to log on to the RCOG website using your email address and password; you will find Sign in and CPD ePortfolio links at the top of the page.

If you do not remember your password, please click on Forgotten your password.
CPD/Revalidation ePortfolio Homepage

The CPD/Revalidation Homepage is the first page you will see after signing in to your CPD/Revalidation ePortfolio. You can access all other pages from this page.

Job plans and Personal development plans

- By clicking this page link you can provide your job plans and personal development plans for each year of the cycle.
Summary of CPD progress

- The current cycle link will take you to a Cycle analysis page which shows you the progress you are making through your CPD cycle

New activities

- Add a new CPD activity link takes you to the section which allows you to add activities to any of the CPD categories.
- Add a new Revalidation activity link takes you to the section which allows you to add annual appraisal summaries and outcomes of patient and colleague questionnaires.
- View your CPD diary link takes you to a page which shows a listing of all CPD activities previously entered.
- View your Revalidation log link takes you to a page which shows a listing of the annual appraisal summaries and outcomes of patient and colleague questionnaire which you have previously entered.

Tog Journals

- The TOG Questions link takes you to TOG CPD submission page.

Contact the CPD Office

- cpd@rcog.org.uk hyperlink to the CPD Office at the RCOG

CPD/REVALIDATION navigation window (top right-hand side)

- CPD/Revalidation ePortfolio - link to the Homepage
- Cycle analysis - link to a page which shows your progress through the whole CPD cycle, and through each year
- Add CPD activity – link to the section which allows you to add activities
- Add Revalidation activity - link to the section which allows you to add annual appraisal summaries and outcomes of patient and colleague questionnaires
- TOG Questions - link to TOG CPD submission page
- CPD diary - link to a listing of all CPD activities previously entered
- Revalidation log - link to a listing of the annual appraisal summaries and outcomes of patient and colleague questionnaire which you have previously entered
- FAQs: technical - link to commonly asked questions relating to the functionality of the CPD/Revalidation ePortfolio
- CPD guide - link to an electronic version of this publication which outlines the requirements of the RCOG CPD programme
- CPD overview - link to the relevant page of the RCOG website
- Revalidation overview - link to the relevant page of the RCOG website
- ePortfolio training - link to a page on the RCOG website with information on the technical use of the ePortfolio
- Reflection - link to the relevant page of the RCOG website
CURRENT CPD CYCLE ANALYSIS graph (bottom right-hand side)

- The credits accrued in each category during the current cycle (presented in graphic format)
- The cycle duration dates, current year duration and current year number within the current cycle are presented

Uploading Job plans and Personal development plans

When in the CPD/Revalidation ePortfolio Homepage, please click the link to this page under Job plans and Personal development plans title. You are re-directed to the page below:

This page provides guidelines relating to the requirement to provide job plans and personal development plans for each year within your CPD cycle.

Uploaded Plans

- In this section you will find your uploaded Job plans and Personal development plans.
- If you wish to delete a file, simply click Remove this plan button.

Upload a new plan

To add a Job plan/Personal development plan that is saved on your computer:

- Click the Browse button
- Then Select your document
- And last click Attach

Please note: You may only upload files no larger than 5 MB and of types such as jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp.

The successfully uploaded file will appear in the Uploaded Plans section.
Cycle Analysis page

You can access the Cycle Analysis page by clicking Cycle analysis tab on the top of the page or by clicking the link within the right-hand side navigation window. This page can be used as evidence of the progress you are making through your CPD cycle, and through each year of the five years within the CPD cycle. When clicking on Print this page at the bottom of the page, you can print or save on your computer a summary of your CPD cycle which can be used for appraisal purposes.
• The index link (under Cycle Analysis title) takes you to a list of all your CPD cycles
• If you have completed previous cycles, links to the previous Cycle Analysis pages will be presented to you

PARTICIPANT DETAILS
- Your name
- Your RCOG Member Ref
- Your GMC number
- Your CPD Involvement

1ST CPD CYCLE DETAILS
- Dates relating to the cycle
- Dates relating to the current year
- The current year within the cycle is presented

<table>
<thead>
<tr>
<th>PARTICIPANT DETAILS</th>
<th>1ST CPD CYCLE DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Roog Test</td>
<td>Cycle duration: 6 Jan 2014 - 5 Jan 2019</td>
</tr>
<tr>
<td>RCOG Member Ref: 211990</td>
<td>Current year duration: 6 Jan 2014 - 5 Jan 2015</td>
</tr>
<tr>
<td>GMC number:</td>
<td>Current year within cycle: 1st year of your 1st cycle</td>
</tr>
<tr>
<td>CPD Involvement: UKA</td>
<td></td>
</tr>
</tbody>
</table>

Upload and view job and personal development plans

By clicking this link you can either view already uploaded job and personal development plans or upload a new one. For detailed instructions please see page 6.

Download zip of evidence files in this cycle

After completion of a cycle, we recommend that you download the evidence files because these will not be retained on the system indefinitely. A zip file is a folder of many files and you have to extract the files as shown.

Files are available for each individual year of a cycle, but to download these in one quick and easy step, simply click Download zip of evidence files in this cycle.
CYCLE CREDIT SUMMARY

- The cycle credit summary relates to how the CPD participant is progressing through their current cycle.
- The credit total that the participant has added through the submission of activities is presented in the right-hand column.
- The credits that the participant still needs to add by submitting further activities are listed in the left-hand column.

When you have satisfied the credit requirements of a 5-year cycle, under Cycle Credit Summary title, you will see this statement: "Congratulations, you have met the credit requirements of this cycle".

YEAR CREDIT SUMMARY

<table>
<thead>
<tr>
<th>Year</th>
<th>You have added:</th>
<th>Download zip of evidence files in this year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year: 6 Jan 2014 - 5 Jan 2015</td>
<td>• 6 National/International credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 6 credits in total</td>
<td></td>
</tr>
<tr>
<td>2nd year: 6 Jan 2015 - 5 Jan 2016</td>
<td>• 0 credits in total</td>
<td></td>
</tr>
<tr>
<td>3rd year: 6 Jan 2016 - 5 Jan 2017</td>
<td>• 0 credits in total</td>
<td></td>
</tr>
<tr>
<td>4th year: 6 Jan 2017 - 5 Jan 2018</td>
<td>• 0 credits in total</td>
<td></td>
</tr>
<tr>
<td>5th year: 6 Jan 2018 - 5 Jan 2019</td>
<td>• 0 credits in total</td>
<td></td>
</tr>
</tbody>
</table>
Participants are required to accrue at least 50 CPD credits each year.
The year number, year dates and details of the credit status are presented.
The credit total that the participant has added through the submission of activities is presented in the right-hand column.
This is repeated for each following year within the cycle.

Please note: if you have achieved your minimum cycle credit and category requirements, but have not achieved 50 credits in each year, the cycle analysis will state that you have not achieved the credit requirements of the cycle.

CPD Diary
The CPD Diary page lists all activities for current and past cycles.

There are several columns within the CPD Diary:
- **date** - date of activities, by clicking the date link you can rearrange your activities chronological order
- **cy** - the cycle in to which the CPD activity has been assigned, you can click this link to sort your activities by cycle
- **yr** - the year of the cycle in to which the CPD activity has been assigned, click this link to sort your activities by year
- **activity** - the code assigned to the activity (for example, ‘NIM’ for Attending national and international meetings activity), click this link to sort your activities by type
- **description** - a description of the activity (which you will have typed)
- **credits** - the credits that you have assigned to the activity
- **cat** - the category in which the activity is assigned, click this link to sort your activities by category
- **evidence** - whether evidence has been uploaded for the activity you will see Yes in the column below, by clicking the Yes link you can view or download this evidence file.

When clicking on **Print this page** at the bottom of this page, you can print or save on your computer a summary of your CPD Diary page which may be useful for appraisal purposes.
Add CPD activity

To add an activity to your CPD/Revalidation ePortfolio you need to click on Add CPD activity at the top of the page or on the Homepage, or use the link at the right hand side within the navigation menu.

Within this section, key information from the CPD Guide is presented to you so that you can easily see the details of activity types which can be used to claim CPD credits in the programme, and also details relating to the number of credits that participants can claim for different types of activities.

Select a CPD category

The programme requires clinicians to stay up to date in their current areas of practice and develop in the area they wish to progress. Therefore, clinicians need to bring their CPD activities in line with their job plans and professional aspirations, as well as their wider activities for the benefit of their specialty and the wider health service. CPD forms part of the annual appraisal process.

Within the framework of the CPD programme, clinicians will be best placed to choose the activity that best reflects their educational needs. They are asked to make a judgment on the value of a particular activity and only claim credits for the educationally useful element of such activity.

The CPD categories are more flexible than in the past to ensure not only coverage of the whole spectrum of an individual's practice but also to assist those working within limited areas of practice, for example attendance at a discipline-related meeting or course can be claimed in either the national/international or personal/professional category.

Please refer to CPD guide for full details about categories.
Then select the category most appropriate to your activity by clicking on the category title (for example, *Local*).

- **Local**

  Minimum requirement of 50 credits in each 5-year cycle (one credit per educationally useful hour, unless otherwise stated). The purpose of this category is to capture clinicians' local job plan related clinical and non-clinical educational activities. Most of these activities would be discussed locally through the appraisal process. Credits can be claimed for educational activities undertaken locally within the trust/employing organisation and regionally. These would include clinical review and risk management meetings, local protocol meetings and other multidisciplinary meetings; audits; local/regional postgraduate meetings and formal undergraduate and postgraduate clinical teaching; supervised learning (such as visiting a different department to learn a new technique). For further details, please refer to the CPD Guide.

  To ensure that a balance is retained in the CPD programme, a maximum of only 25 credits can be claimed per main type of activity in each 5-year cycle (for example, a maximum of only 25 credits in the local category for attending local or regional meetings, a maximum of 25 credits for formal undergraduate or postgraduate teaching, etc.).

Selecting a category will open a new page with a list of appropriate activities. Now you can select an activity by clicking on the activity title (e.g. *Attending local or regional meetings (LRM)*).
## Activity form for completion

### Add new Attending local or regional meetings activity

Attending local or regional meetings (for example, clinical review, audit, risk management, local protocol and other multidisciplinary meetings or regional postgraduate meetings)

Note that you must give information in all the boxes marked with a red asterisk.

<table>
<thead>
<tr>
<th>Activity date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date:</td>
<td></td>
</tr>
<tr>
<td>To Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Important:** You cannot add activities with dates in the future, or for a date that does not fall into a cycle.

**Title:**

**Further details of activity (for example: organiser, locality of meeting, full references of publications etc.):**

**Credits claimed:**

0

*1 credit per hour excluding breaks*

### Upload evidence files:

Changes made to the attached files are not permanent until you save this post.

You may only upload files no larger than 5 MB and of types such as .jpg, .jpeg, .gif, .png, .bmp, .pdf, .ppt, .pptx, .doc, .txt, .pdf, .pdfs, .odt, .ods, .sql.

**Attach new files:**

![Browse button]

Attach

### Patient Identifiable Data:

- [ ] I confirm no patient identifiable data is included in this submission

Submit

[Print this page]
How to complete the Activity form:

- Enter the Activity date in the dd/mm/yyyy format. You can also enter a date range if, for example, you record a meeting which ran over a number of days.

**Please note:** The system will always look at the ‘from date’ and will allocate the activity to the year and cycle in which the ‘from date’ falls.

- You will need to give the Title and Further details of your activity
- A number of Credits can be claimed by clicking the arrow to show the drop down menu
- Evidence files which are on the participant’s computer can be Browsed, Selected and then Attached

**Please note:** You may only upload files no larger than 5 MB and of types such as jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp.

- The Patient Identifiable Data checkbox should be ticked, to confirm that no patient identifiable information is included in the submission.
- Then click the Submit button

**Please note:** All fields marked with a red asterisk must be completed. If an activity date is not within a cycle or it is in the future, or you have not added all the required information in the form, the creation of an activity will not occur. The box where the error has occurred will be marked with red explanatory text.

Confirmation Page

Confirmation that the activity has been created appears in a blue strip at the top of the page.

**Audit meeting**

<table>
<thead>
<tr>
<th>Activity date:</th>
<th>30/03/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity type:</td>
<td>Local LRM Local</td>
</tr>
<tr>
<td>Credits claimed:</td>
<td>1</td>
</tr>
</tbody>
</table>

No evidence was uploaded
Editing and deleting activities

CPD activities can be edited or deleted at any time by accessing the activities from the CPD diary page and clicking the descriptor text (activity title).

Click Edit to amend the activity or click Delete and delete the activity completely.

You will then see the familiar activity form (page 13), after making the amendments, click Submit at the bottom of the page.

*Please note: All fields marked with a red asterisk must be completed.*
Submitting TOG answers online

To submit your answers to the questions provided in *The Obstetrician and Gynaecologist (TOG)*, you can click on the **TOG questions link** provided in the **CPD/Revalidation ePortfolio Homepage** or use the link within the right-hand side navigation window.

Your successfully completed TOG articles will automatically appear in the CPD diary page. If you wish to use a TOG article as a wild-card, you can change the category through editing this activity. You will need to access your submitted TOG article from the **CPD Diary** page and click on the description text (title). On the next page, click the **Edit** button under the title. After you have selected the category from the **Type of Activity** dropdown menu, click **Submit** at the bottom of the page.

Completing Reflective learning (RL) activity

A reflective learning form is built in to your ePortfolio. For further information about reflection, please visit the **reflection webpage** on our website.

Follow these steps to add a **Reflective learning (RL) activity** to your ePortfolio:

- Click on **Add CPD activity**
- Then select **Personal/Professional** category
- Now select **Reflective Learning (RL)** activity from the list
- Fill in the form
- Click **Submit** at the bottom of the page

*Please note: All fields marked with a red asterisk must be completed.*
Revalidation Log

Use of the Revalidation log is entirely optional and this is intended to provide a facility for Participants who may wish to save summaries of annual appraisal and outcomes of patient and colleague questionnaires in one place.

The Revalidation Log page lists the summaries of annual appraisal and outcomes of colleague and patient questionnaires that you have added to your ePortfolio.

There are several columns within the Revalidation Log:

- **date** - date of activities
- **cy** - the cycle in to which the CPD activity has been assigned
- **yr** - the year of the cycle in to which the CPD activity has been assigned
- **activity** - the code assigned to the activity (for example, AS for Appraisal Summary
- **description** - a description of the activity (which you will have typed)
- **evidence** - whether evidence has been uploaded for the activity you will see *Yes* in the column below, by clicking the *Yes* link you can view or download this evidence file.

When clicking on **Print this page** at the bottom of this page, you can print or save on your computer a summary of your Revalidation Log.

Adding Revalidation activities

To add an activity to your Revalidation Log you need to click on **Add Revalidation activity** at the top of the page or on the Homepage, or use the link within the right-hand side navigation window.

You will then find a list of Revalidation activities to select from:

- **Appraisal summaries (AS)**
- **Outcomes of patient questionnaires (OPQ)**
- **Outcomes of colleague questionnaires (OCQ)**
Revalidation

If you wish to save summaries of annual appraisals and outcomes of patient and colleague questionnaires in your CPD/Revalidation ePortfolio, you can do so in this area.

Select the Type of Activity you want to add

- Appraisal summaries (AS)
- Outcomes of patient questionnaires (OPQ)
- Outcomes of colleague questionnaires (OCQ)

Select, for example, Appraisal summaries and you will find the following screen:

Add new Appraisal summaries activity

Note that you must give information in all the boxes marked with a red asterisk.

Activity date:
From Date: ____________
To Date: ____________

Please ensure dates are correct, if you cannot add activities with dates in the future, or for a date that does not fall into a cycle.

Title: ____________

Further details of activity (for example: organiser, locality of meeting, full references of publications etc.):

Upload evidence files

Changes made to the attached files are not permanent until you save this post.

You may only upload files no larger than 5MB and of types such as .jpg, .jpeg, .gif, .png .doc .xls .pdf .psd .eps .odt .txt .cpp.

Attach new file: 
Browse...

Patient Identifiable Data: *

I confirm no patient identifiable data is included in this submission.

Submit
How to add new Appraisal summaries activity:

- Enter the **Activity date** in the dd/mm/yyyy format.
- Give the **Title** of the activity
- Add **Further details** of your activity if you wish
- Evidence files which are on the participant’s computer can be **browsed, selected** and then **attached**

**Please note:** You may only upload files no larger than 5 MB and of types such as jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp.

- The **Patient Identifiable Data** checkbox should be ticked, to confirm that no patient identifiable information is included in the submission.
- Then click **Submit**

**Please note:** All fields marked with a red asterisk must be completed.

Confirmation that the activity has been created appears in a blue strip at the top of the form, please see below:

```
Your Activity has been created.
```

Further information and support

Further information can be found within the right hand side navigation window:

- **FAQs: technical**, is a link to commonly asked questions relating to the functionality of the CPD/Revalidation ePortfolio
- The **CPD guide** links you to an electronic version of this publication which outlines the requirements of the RCOG CPD programme
- The **CPD overview** links you to the relevant page of the RCOG website
- The **Revalidation overview** links you to the relevant page of the RCOG website
- **ePortfolio training** is a link to a page on the RCOG website with information on the technical use of the ePortfolio
- **Reflection** – links you to the relevant page of the RCOG website

If you require technical support on the use of the CPD/Revalidation ePortfolio, please contact the Revalidation/CPD Assistant on 020 7772 6283.