



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.

It is also possible to add a **Standalone Reflection** without creating a Learning Event, which will allow you greater flexibility to reflect and add extra credits for past events.

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 refer to 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

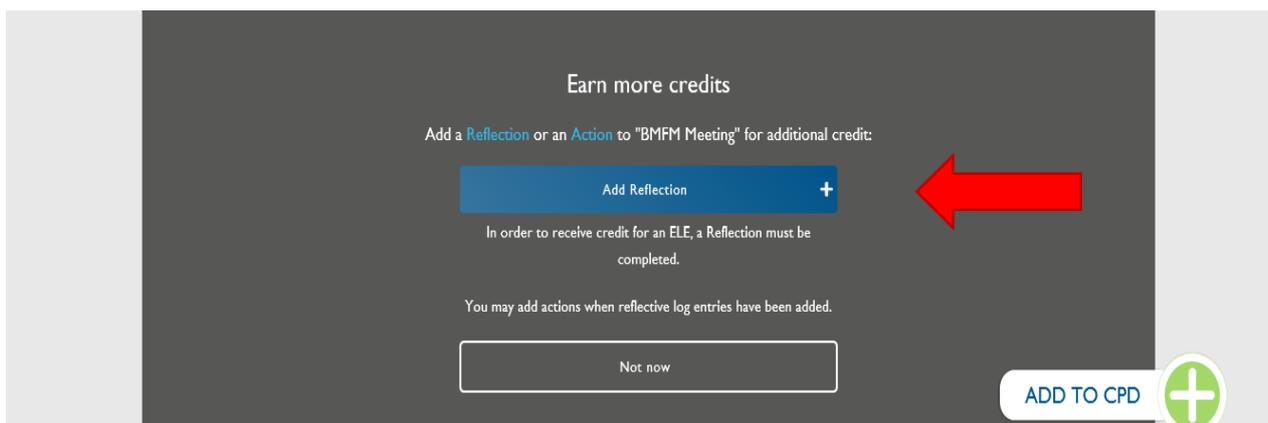
Note that, for Experiential Learning Events, a Reflective Log is essential. Once you have completed the reflection, the CPD ePortfolio will allocate the selected number of CPD credits for the Experiential Learning Event and 1 extra credit for the Reflection. Please refer to the [CPD Framework](#) for examples of Experiential Learning Events.

Adding your Reflection Log to a Learning Event

To add a Reflection Log in your CPD ePortfolio, first you will need to record your 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 to the date selected in the form. 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.

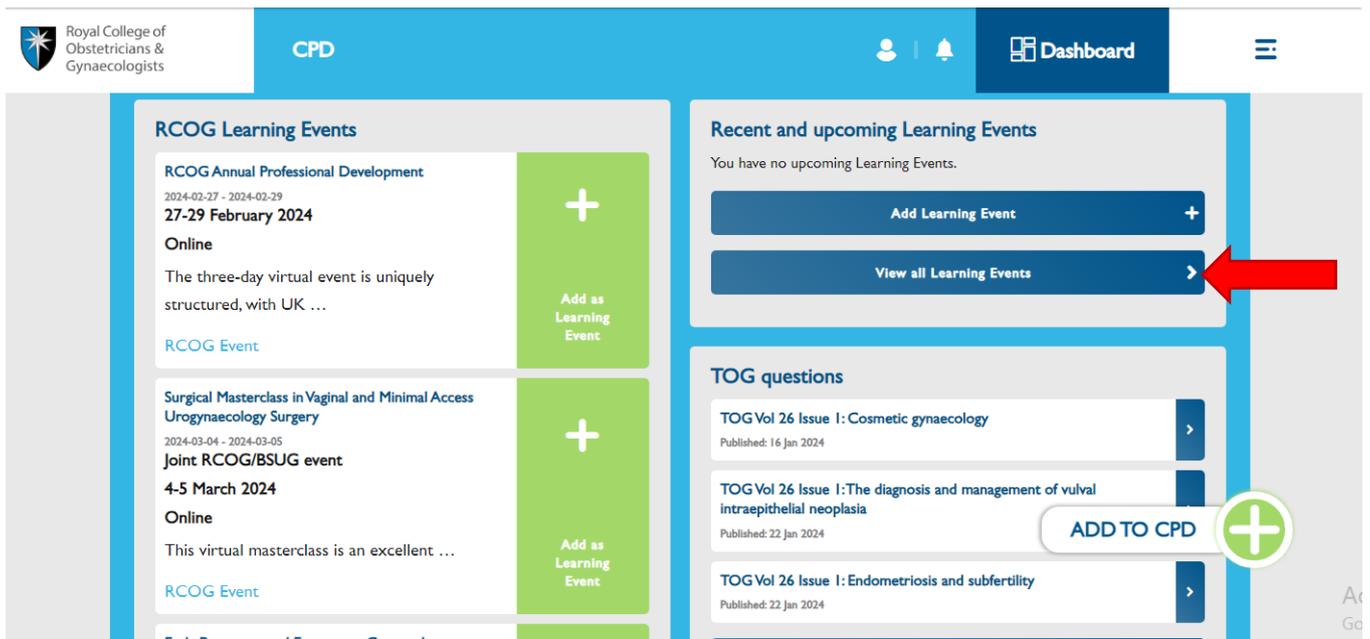
The screenshot shows the 'Create Reflection' form with the following fields and features:

- Name of Reflection ***: A text input field containing "Reflection for BMFM Meeting".
- Please select a date for this Reflection**: A date selection field showing "Y-m-d" with a calendar icon. A red arrow points to this field.
- What did you learn from this Learning Event? Please provide a brief and concise answer**: A large text area for input. A red arrow points to this area.
- How will/did this Learning Event improve your practice? Please provide a brief and concise answer**: A large text area with a rich text editor toolbar (B, I, U, X, etc.). A red arrow points to this area.
- Text format**: A dropdown menu currently set to "Basic HTML".
- Credit value for this Reflection**: A text input field containing "1".
- Link to Learning Event**: A dropdown menu showing "BMFM Meeting (1423)".
- Status**: A box showing "Last saved Not saved yet" and "Author JORbea". A red arrow points down from this box towards the save buttons.
- Save buttons**: Two buttons at the bottom: "Save as draft" (with a floppy disk icon) and "Save as completed" (with a document icon).

How to add your Reflection some time after recording your Learning Event

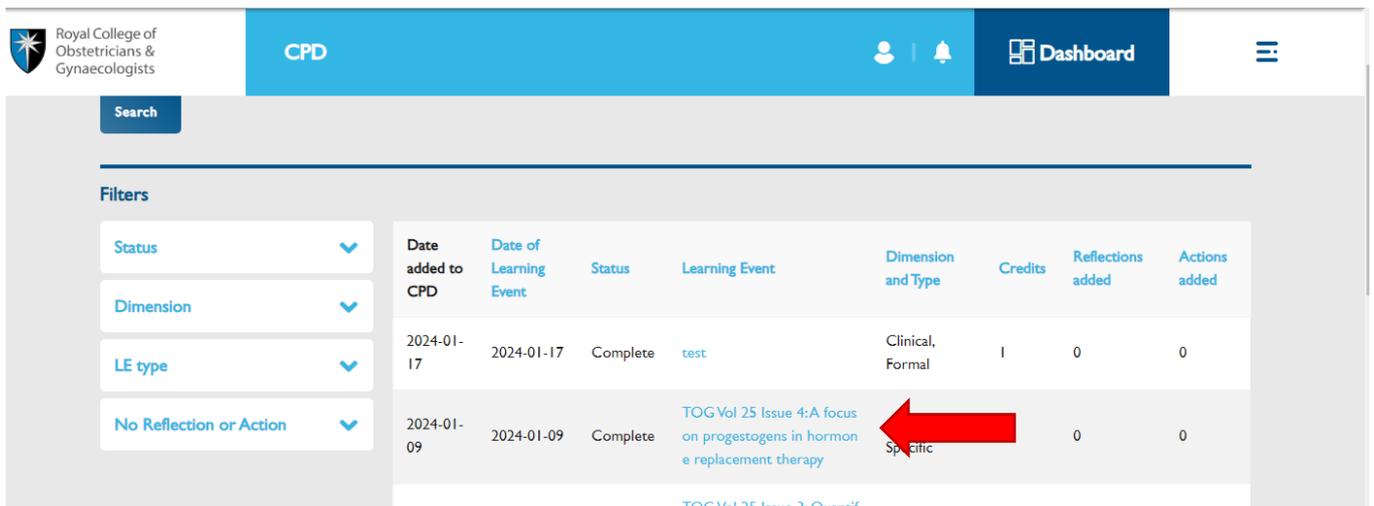
If you wish to add a reflection some time after recording your Learning Event, please follow these steps.

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



The screenshot shows the CPD ePortfolio homepage. The top navigation bar includes the Royal College of Obstetricians & Gynaecologists logo, the 'CPD' tab, user profile, notification, and 'Dashboard' buttons. The main content area is divided into two columns. The left column, titled 'RCOG Learning Events', lists two events: 'RCOG Annual Professional Development' (27-29 February 2024) and 'Surgical Masterclass in Vaginal and Minimal Access Urogynaecology Surgery' (4-5 March 2024). Each event has an 'Add as Learning Event' button. The right column, titled 'Recent and upcoming Learning Events', shows a message 'You have no upcoming Learning Events.' and two buttons: 'Add Learning Event' and 'View all Learning Events'. A red arrow points to the 'View all Learning Events' button. Below this, there is a section for 'TOG questions' with three items, each having an 'ADD TO CPD' button with a green plus icon.

- 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. The top navigation bar is the same as in the previous screenshot. Below the navigation bar 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'. The table contains two rows of data. The first row has a date of 2024-01-17, a status of 'Complete', and a learning event titled 'test'. The second row has a date of 2024-01-09, a status of 'Complete', and a learning event titled 'TOG Vol 25 Issue 4: A focus on progestogens in hormone replacement therapy'. A red arrow points to the title of the second row. Below the table, there is a link for 'TOG Vol 25 Issue 3: Quantif'.

Date added to CPD	Date of Learning Event	Status	Learning Event	Dimension and Type	Credits	Reflections added	Actions added
2024-01-17	2024-01-17	Complete	test	Clinical, Formal	1	0	0
2024-01-09	2024-01-09	Complete	TOG Vol 25 Issue 4: A focus on progestogens in hormone replacement therapy	Specific		0	0



- The following page will present. Click on 'Add Reflection' and you will return to the 'Create Reflection' form.

The screenshot shows the CPD ePortfolio interface. At the top, there is a navigation bar with 'CPD', user icons, and a 'Dashboard' button. Below this is a toolbar with 'View', 'Edit', 'Delete', 'Manage display', and 'Revisions' options. The main content area is divided into two columns. The left column displays details for a learning event titled 'TOG Vol 25 Issue 4: A focus on progestogens in hormone replacement therapy'. It includes a 'Complete' status, dates (09 Jan 2024), dimension (Clinical), and type (Specific). The right column, titled 'Reflections, actions, evidence', shows evidence for the event and an 'Add reflection' button with a plus sign. A red arrow points to this button. Below the 'Add reflection' button is an 'Add action' button and a 'You may log entries' button. A large green plus sign in a circle is overlaid on the bottom right of the screenshot.

How to add a Standalone Reflection

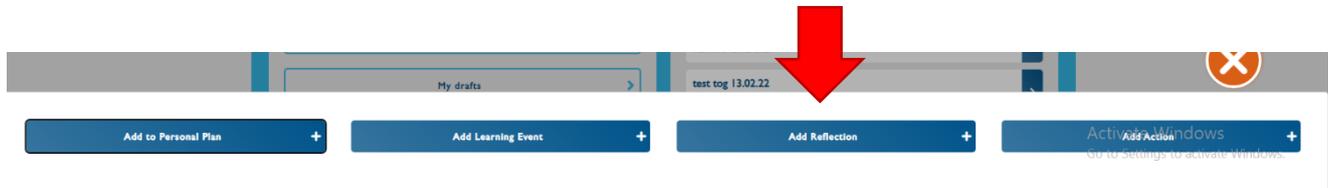
'Standalone Reflections' allow you to record a Reflection without having previously recorded a Learning Event. The system will award one credit to the day selected for this reflection.

If you wish to record a 'Standalone Reflection' please follow the following steps:

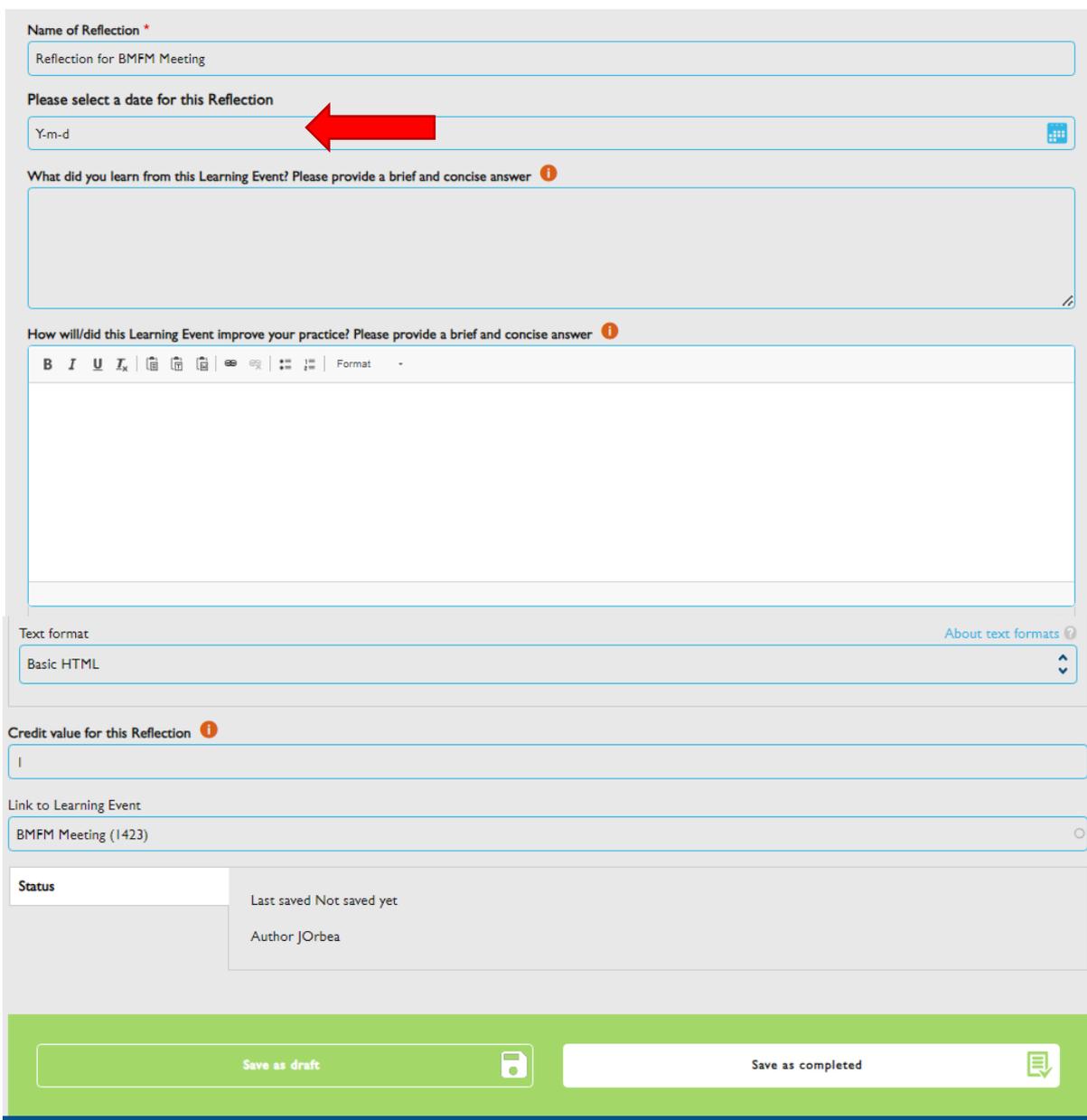
- In the CPD ePortfolio homepage, please click on 'Add to CPD':

The screenshot shows the CPD ePortfolio homepage. At the top, there is a navigation bar with 'CPD', user icons, and a 'Dashboard' button. Below this is a toolbar with 'View', 'Edit', 'Delete', 'Manage display', and 'Revisions' options. The main content area is divided into two columns. The left column, titled 'RCOG Learning Events', lists two events: 'RCOG Annual Professional Development' (27-29 February 2024) and 'Surgical Masterclass in Vaginal and Minimal Access Urogynaecology Surgery' (4-5 March 2024). Each event has a green plus sign in a circle and an 'Add as Learning Event' button. The right column, titled 'Recent and upcoming Learning Events', shows 'You have no upcoming Learning Events.' and buttons for 'Add Learning Event' and 'View all Learning Events'. Below this is a section for 'TOG questions' with three items: 'TOG Vol 26 Issue 1: Cosmetic gynaecology', 'TOG Vol 26 Issue 1: The diagnosis and management of vulval intraepithelial neoplasia', and 'TOG Vol 26 Issue 1: Endometriosis and subfertility'. A red arrow points to the 'ADD TO CPD' button with a green plus sign in a circle, which is overlaid on the bottom right of the screenshot.

- Click on 'Add Reflection'



- The 'Create Reflection' form will display. Please complete the form and select the date on which you would like the credit to be assigned. The system will allocate 1 credit to the date selected in the form.

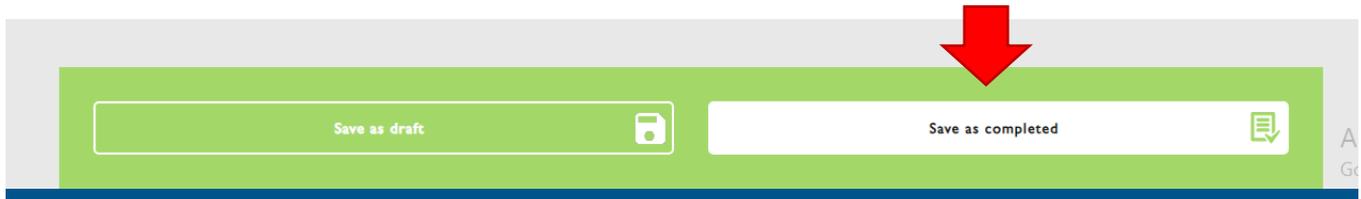


A screenshot of the 'Create Reflection' form. The form is divided into several sections:

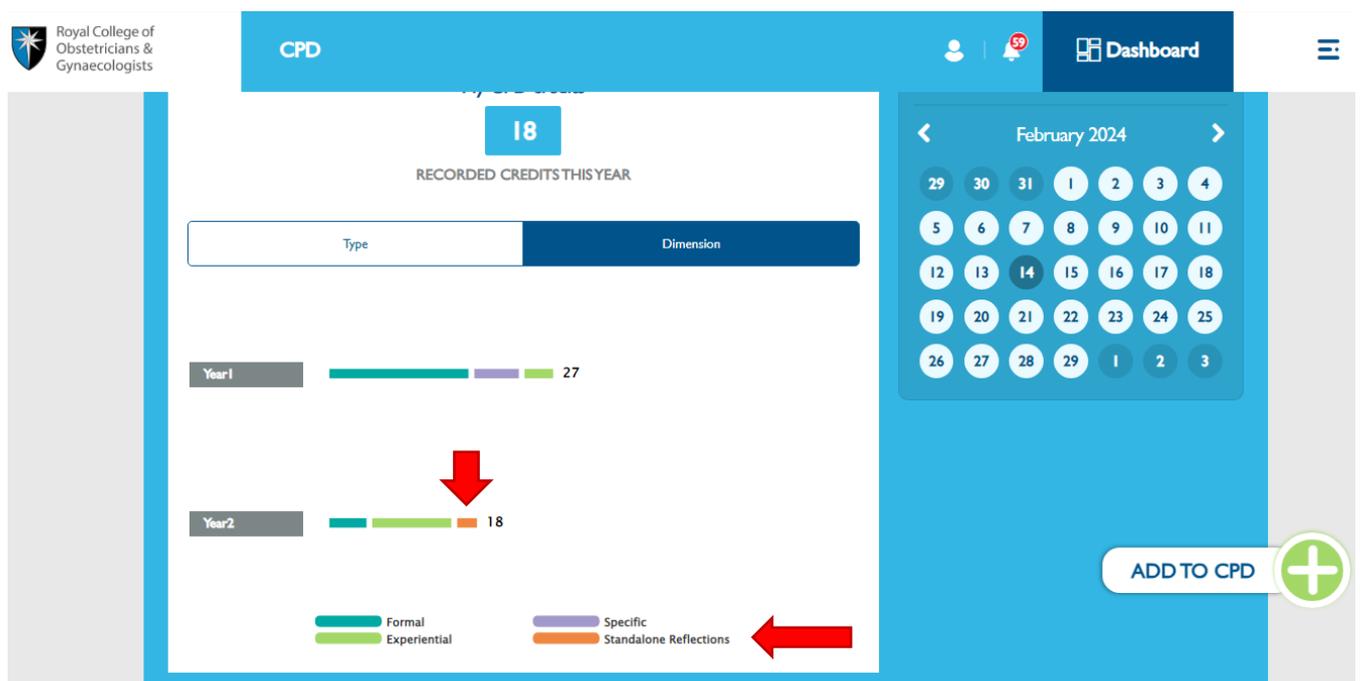
- Name of Reflection ***: A text input field containing 'Reflection for BMFM Meeting'.
- Please select a date for this Reflection**: A date selection field with a calendar icon. A red arrow points to this field. The input shows 'Y-m-d'.
- What did you learn from this Learning Event? Please provide a brief and concise answer**: A large text area for input, with an information icon.
- How will/did this Learning Event improve your practice? Please provide a brief and concise answer**: A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, indent, format) and a large text area. An information icon is present.
- Text format**: A dropdown menu currently set to 'Basic HTML'.
- Credit value for this Reflection**: A text input field containing the number '1'.
- Link to Learning Event**: A dropdown menu showing 'BMFM Meeting (1423)'.
- Status**: A section showing 'Last saved Not saved yet' and 'Author JOrbea'.

At the bottom of the form, there are two buttons: 'Save as draft' (with a floppy disk icon) and 'Save as completed' (with a document icon).

- Once the form is completed, please click on **'Save as Completed'**



- The credit for the Standalone Reflection will be allocated to your account and will be reflected on your CPD Dashboard as 'Standalone Reflections':



CPD Office Contact

If you require technical support with the use of the CPD ePortfolio, please contact the CPD Office via email at cpd@rcog.org.uk