



RCOG CPD ePortfolio - getting started instructions

Accessing your CPD ePortfolio

The CPD ePortfolio can be accessed on your computer, mobile and tablet through the RCOG Website or at <https://cpd.rcog.org.uk/>.

- To access through the RCOG website, please go to www.rcog.org.uk and click on **'Register/Sign in'**



- In the following page, please enter your registered email address and password:

Royal College of
Obstetricians &
Gynaecologists

Log in

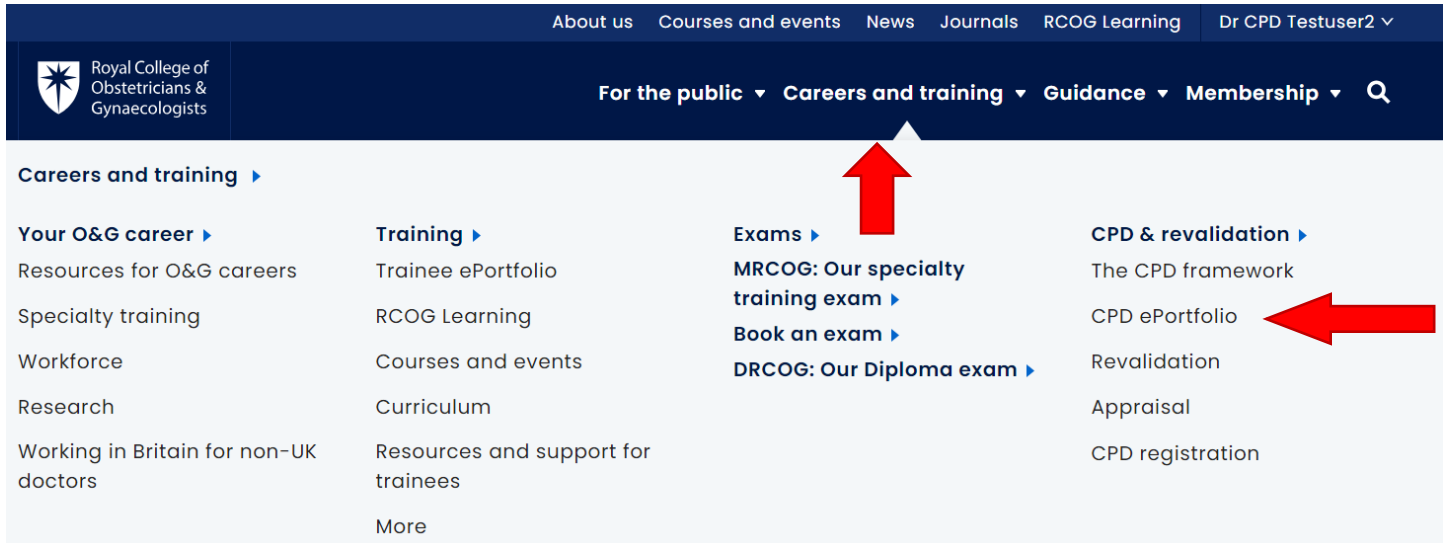
Your email

[Continue](#)

[Reset your password](#)

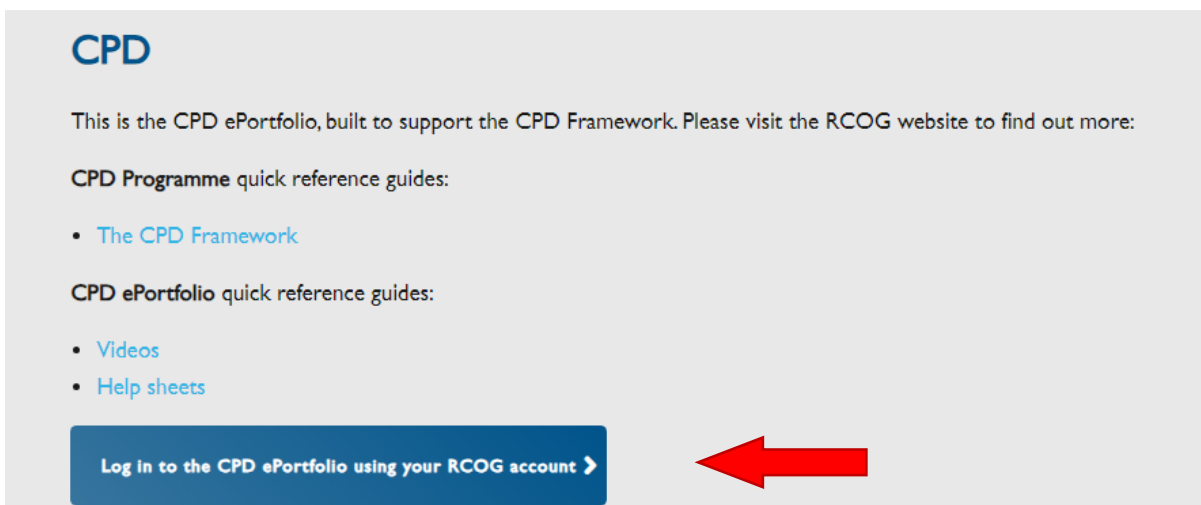
Don't have an account? [Register now](#) ▶

- Once logged in, locate the **CPD ePortfolio** access button under the ‘**Careers and training**’ menu:



The screenshot shows the RCOG website navigation menu. The 'Careers and training' menu is expanded, showing several sub-menus. A red arrow points to the 'Careers and training' menu item in the top navigation bar. Another red arrow points to the 'CPD ePortfolio' link in the 'CPD & revalidation' sub-menu.

- The CPD ePortfolio landing page will present. Please click on ‘**Log in to the CPD ePortfolio using your RCOG account**’.

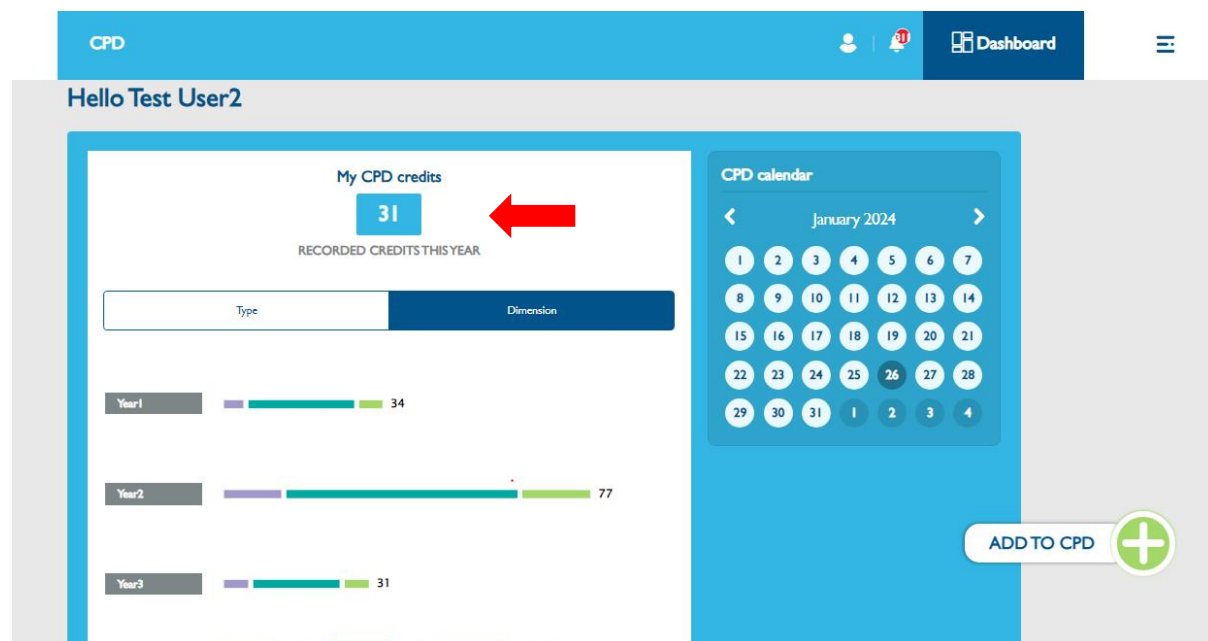


The screenshot shows the CPD ePortfolio landing page. The page has a blue header with the text 'CPD'. Below the header, there is a paragraph of text: 'This is the CPD ePortfolio, built to support the CPD Framework. Please visit the RCOG website to find out more:'. Below this, there are two sections of quick reference guides. The first section is 'CPD Programme quick reference guides:' with a link to 'The CPD Framework'. The second section is 'CPD ePortfolio quick reference guides:' with links to 'Videos' and 'Help sheets'. At the bottom of the page, there is a blue button with the text 'Log in to the CPD ePortfolio using your RCOG account' and a right-pointing arrow. A red arrow points to this button.

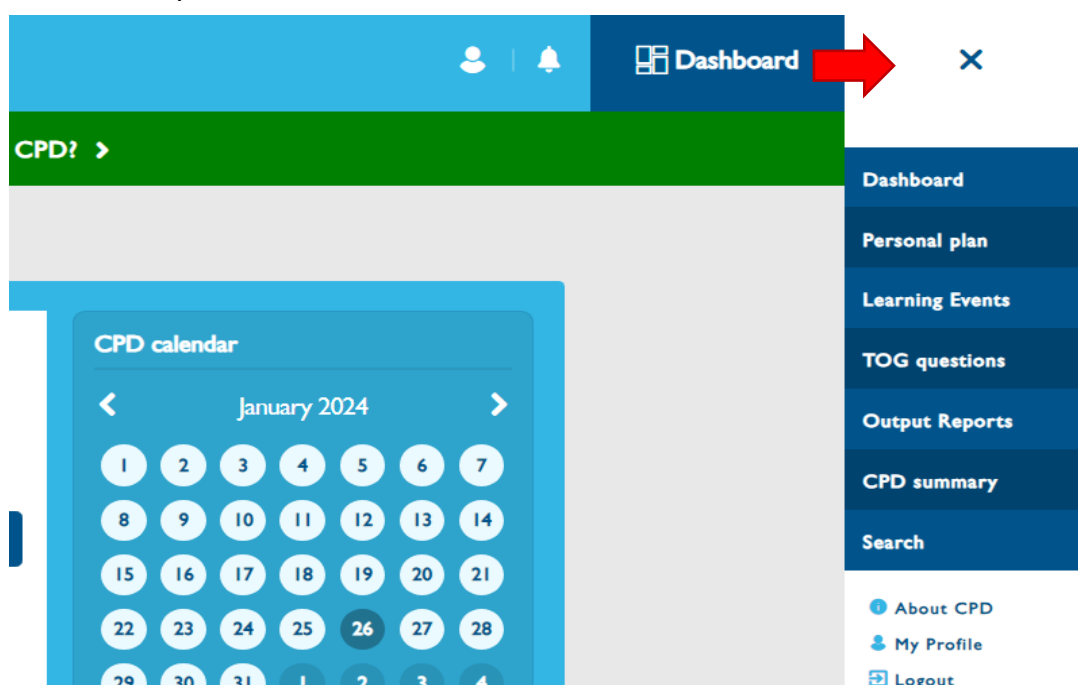


The Dashboard

Once logged in, your CPD Dashboard will display a summary of your recorded Learning Events with the allocated credits:



By clicking on the **Menu** located on the top right corner, you will have access to different sections within your CPD ePortfolio:





Adding your Personal Plan (PLP) and Practice and Role (P&R)

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)

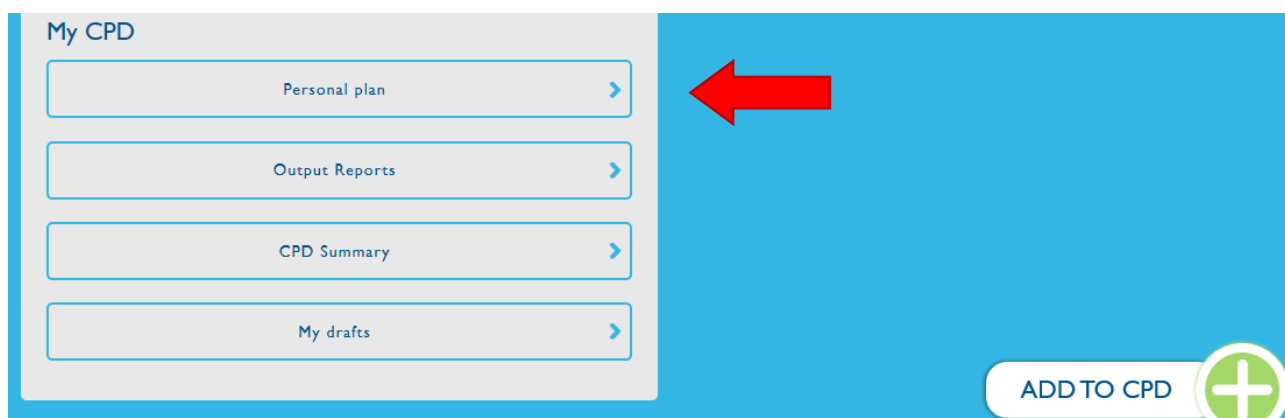
At the start of your appraisal year, it is necessary to declare your practice and roles (P&R) in your CPD ePortfolio. It is also recommended that you outline your learning objectives for the upcoming year (PLP). Further information can be found in the [CPD Framework](#).

Please note: It is crucial to establish your [Practice and Roles \(P&R\)](#) in your account. When adding your Learning Events, you must link them to the relevant P&R. Failure to do so will prevent you from saving your Learning Event as complete, and your CPD credits will not be counted towards your totals.

Adding your P&R

To add your **Practice & Role (P&R)**, please follow these steps:

- Log into your CPD ePortfolio account.
- Click on '**Personal Plan**' located at the bottom of the dashboard:



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


Personal Plan

Your Personal Plan forms the basis for you and your appraiser to relate your specific learning goals to the context of the healthcare environment where you practise, and also for you to set out your own learning goals. You should use your Personal Plan to drive your personal and career development.

Remember to keep your objectives SMART:

- Specific
- Measureable
- Achievable
- Realistic
- Timed

All P&R PLP Archived Add to Personal Plan +



- The 'Add to my Personal Plan' form will present. The below image shows the P&R form:

Add to my Personal Plan

P&R PLP

Practice / Role *

Dates
Start date: 2024-01-26 End date: 2025-02-26

Dimension **i** *


Clinical
 Professional
 Extended Role

Organisation
St John's Hospital

Description **i**

Status: Last saved Not saved yet

Save as draft Save as completed





In this form you can specify the clinical areas in which you work and whether you hold any additional roles.

- In the **Practice/Role** field, describe one of your roles (e.g. Obstetrician, Consultant, Educational Supervisor, or Urogynaecologist)
- In the **Start and End date** fields, please enter the relevant dates for your current role. If your role has no specified end date, please enter a date far in the future. (Please note: the end date must be in the future, or the system will archive that Practice & Role.)
- The **Dimensions** describe the components of the professional identity of the specialist obstetrician and gynaecologist. They reflect the type of role you have (e.g. select 'Clinical' for the role of 'Obstetrician', 'Professional' for the role of 'Communication Lead', or 'Extended Role' for a role like 'Educational Supervisor' or 'Medico-legal Expert')

Use the '**Organisation**' and '**Description**' fields to provide the name of the hospital where you work and briefly describe your role. Note that these two fields are not mandatory.

- Once all the fields have been completed, please click on '**Save as completed**' at the bottom of the form.



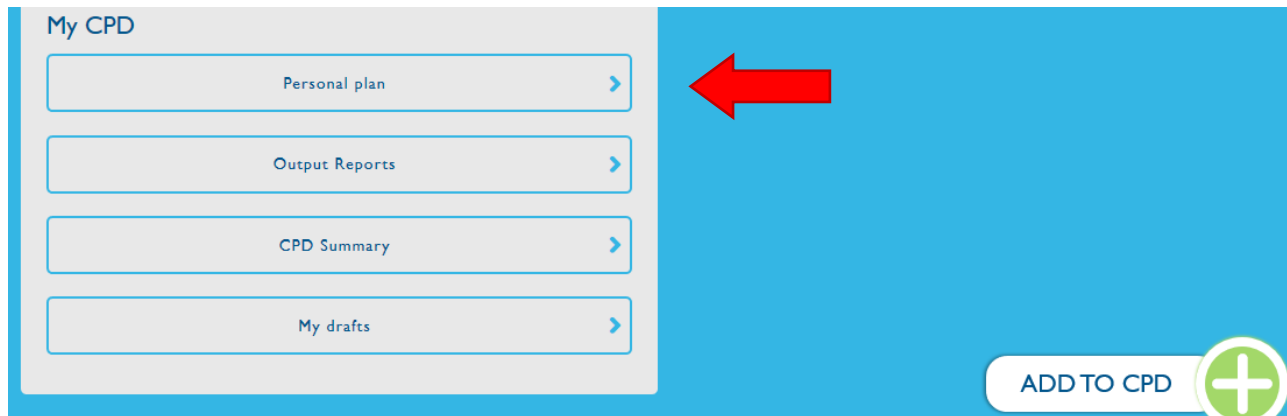
It is necessary to complete and save a different form for each different role. The reason for this is that, when you record your Learning Events, you will be asked to link them to a relevant role. Please note that if you do not do this, you will be unable to save the Learning Event as complete and the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

Adding your PLP

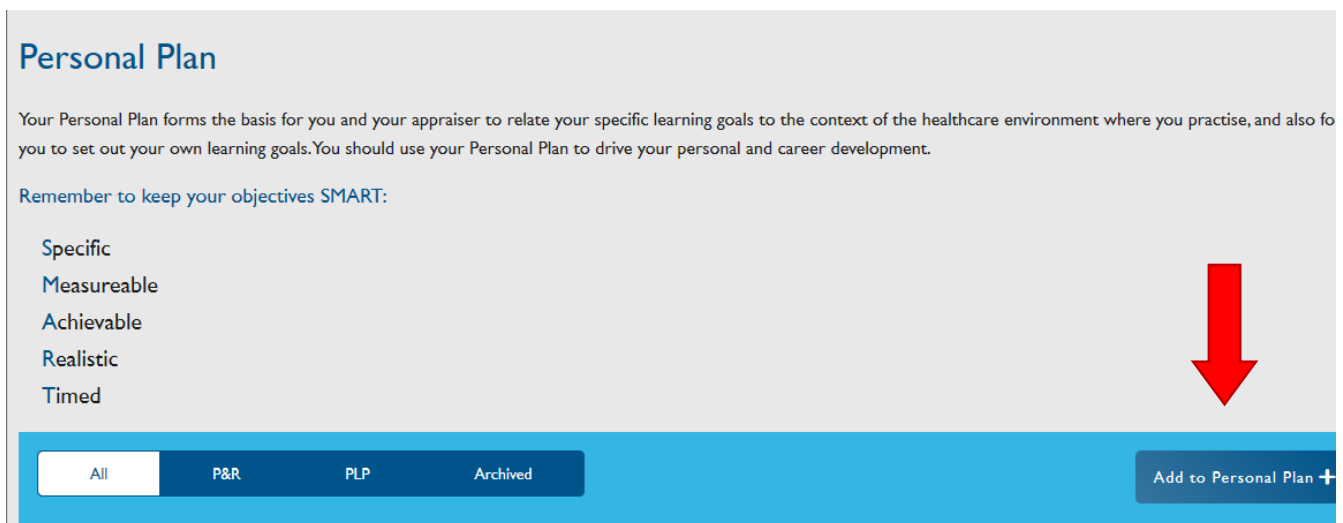
Once you have created your P&R forms for your different roles, you can start setting up your learning objectives for the coming appraisal year or, if you are not subject to appraisal, you can set up your learning objectives for a specific period of your choice.

To add your **Personal Learning Plan (PLP)** please follow these steps:

- Click on '**Personal Plan**' located at the bottom of the dashboard:



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



The 'Add to my Personal Plan' form will present. Please click on **PLP** to find a different form where you can record your learning objectives:

Add to my Personal Plan

P&R PLP

Practice / Role *

Dates

Start date: 2024-01-26

End date: 2025-02-26

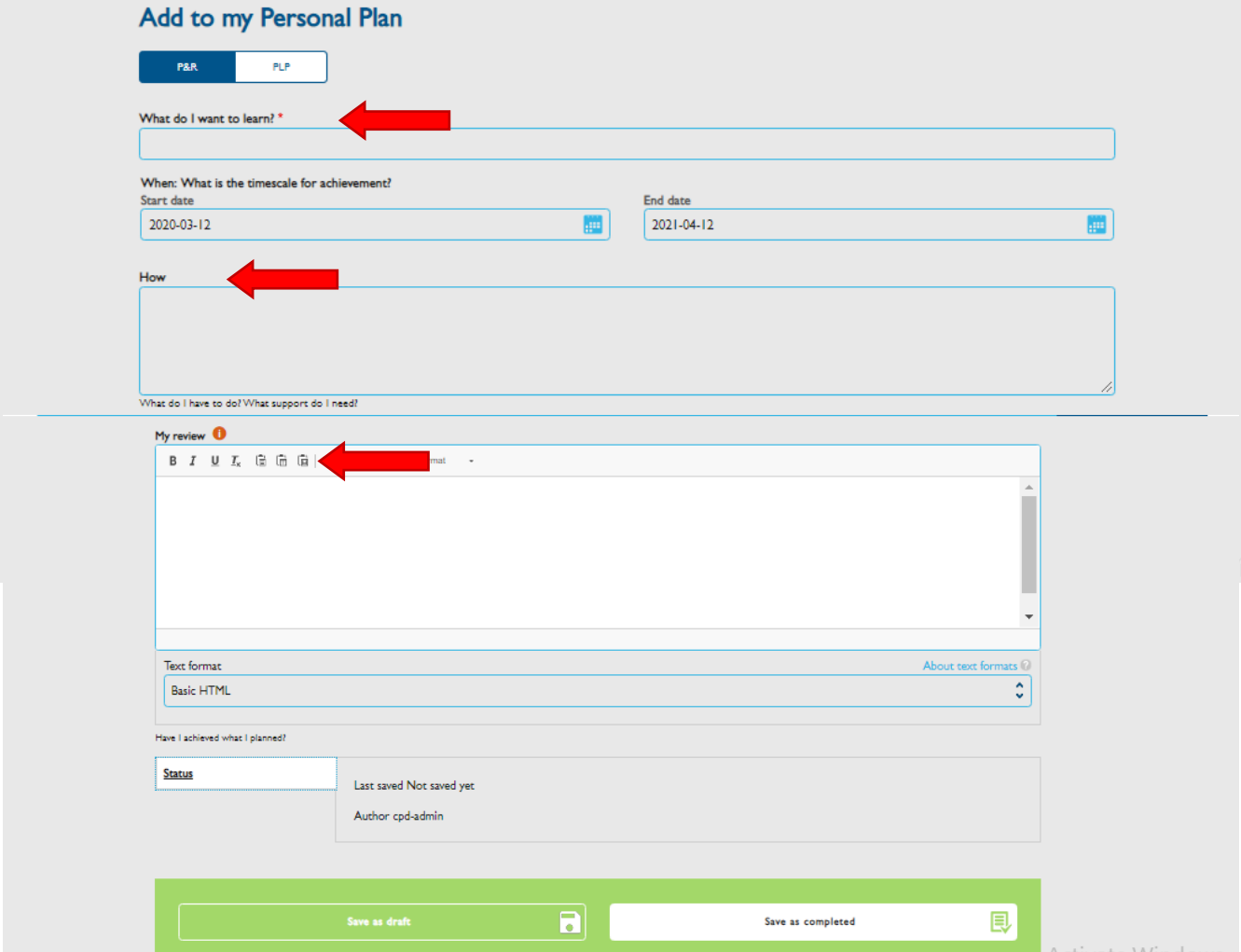
Dimension **i** *

Clinical

Professional

Extended Role

- The following PLP form will present:



In this form you can provide all the relevant information of your Personal Learning Plan (PLP):

- In the **‘What do I want to Learn?’** field, enter a title for your PLP (e.g. Improve my skills and knowledge as an O&G)
- In the **‘Start and End date’** fields, you can use appraisal dates. If your PLP has no specified end date, please enter a date far in the future (Please note: the end date must be in the future, or the system will archive that PLP).
- Describe what you wish to learn or in which area you wish to update yourself by completing the **How** and **Why** fields.



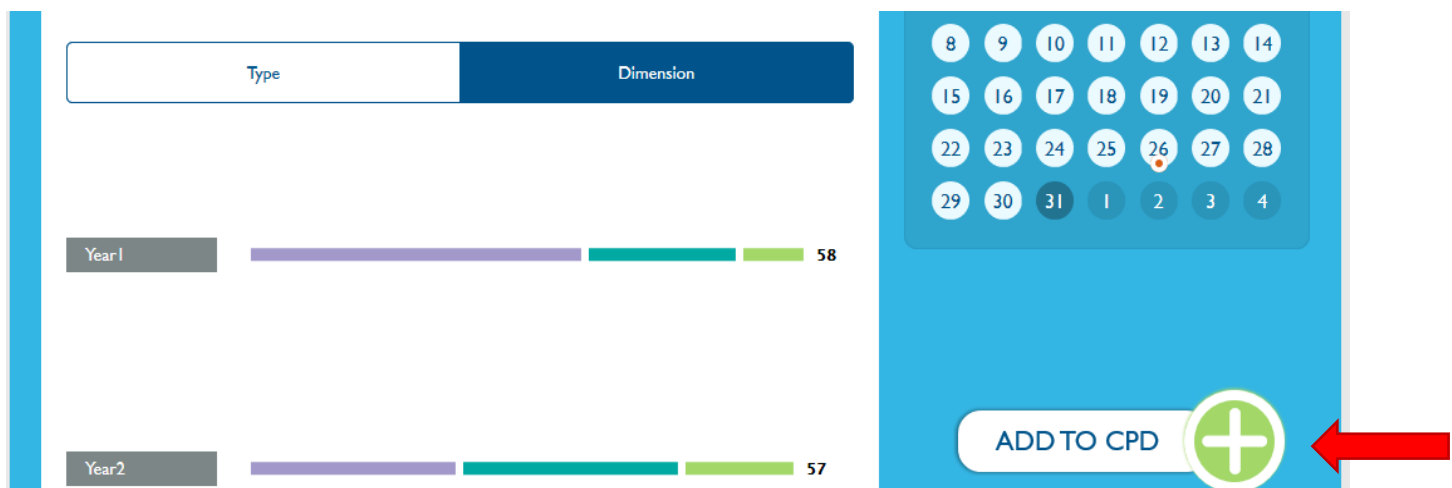
- Once all the fields have been completed, please click on **'Save as completed'** at the bottom of the form. Your PLP will now be saved on your account.



Adding a Learning Event (L.E)

To add a Learning Event, please follow the below steps:

- Click on **'Add to CPD'** located on your dashboard:



- Select **'Add Learning Event'** from the displayed menu:



- In the following page, please add all the details of your Learning Event:
 - **Name of Learning Event** (enter a title for your CPD activity).
 - **Dates** (select the dates when the event took place).
 - **Dimension** (select the relevant Dimension) Further information can be found [here](#).



Create Learning Event i

Name of Learning Event *

Dates
Start date: 2024-02-23
End date: 2024-02-23

Description i

Dimension i *

Clinical
 Professional
 Extended Role

Type of Learning Event i *

Formal
 Experiential
 Specific

GMC Domain i

Knowledge, skills and development
 Patients, partnership and communication
 Colleagues, culture and safety
 Trust and professionalism

Add evidence +

Link to Practice & Role (required) 🔗

- **Type of Learning Event** (select the Type of L.E) Further information can be found [here](#).
- **Description** (enter a description of your Learning Event).
- Clicking on the *i* symbol will provide guidance for each section, as per the example displayed below:

CPD

Start date: 2024-01-17
End date: 2024-01-17

Dimension i *

Clinical
 Professional
 Extended Role

Type of Learning Event i *

Formal
 Experiential
 Specific

GMC Domain i

Communication, partnership and teamwork
 Knowledge, skills and performance
 Maintaining trust
 Safety and quality

Add evidence

Link to Personal Plan (required)

Credit value for this Learning Event i

Guideline Dimensions

Please link your Learning Event to one of the three CPD dimensions:

- Clinical
- Professional
- Extended Role

The CPD dimensions describe the components of the professional Identity of the specialist obstetrician and gynaecologist while allowing for the diverse range of practice in the wide variety of roles and environments in which specialists practise.

The **Clinical Dimension** encompasses all areas of learning that relate to clinical knowledge, skills and competence specific to the practice of obstetrics and gynaecology. This Dimension



Attaching your evidence

- You can attach documents such as a certificate of attendance by clicking on 'Add evidence':

Create Learning Event ⓘ

Name of Learning Event *

Description ⓘ

Dates
Start date: 2024-01-17
End date: 2024-01-17

Dimension ⓘ *

Clinical
 Professional
 Extended Role

Type of Learning Event ⓘ *

Formal
 Experiential
 Specific

GMC Domain ⓘ

Communication, partnership and teamwork
 Knowledge, skills and performance
 Maintaining trust
 Safety and quality

Add evidence +

Link to Practice & Role (required) 🔗

- In the following window select 'upload files' or 'upload images', depending on the document that you wish to attach. Click on 'Select files' and find the document in your computer. Once selected, click on 'Link'.

Add evidence ⓘ

File types allowed: txt rtf doc docx ppt pptx xls xlsx pdf odf odg odp ods ods fodt fods fodp fodg key numbers pages zip
Maximum filesize: 512Mb

File upload *

Drop files here to upload them

or

🔗

Linking to your Practice & Role (P&R)

Please be reminded that you must link your Learning Event to your Practice & Role (P&R) in order to save it as completed and have your credits allocated:

- Please click on '**Link to Practice & Role (required)**' as displayed below.



Create Learning Event ⓘ

Name of Learning Event *

Description ⓘ

Dates
Start date

End date

Dimension ⓘ *

Clinical

Professional

Extended Role

Type of Learning Event ⓘ *

Formal

Experiential

Specific

Add evidence +

Link to Practice & Role (required) 🔗

GMC Domain ⓘ

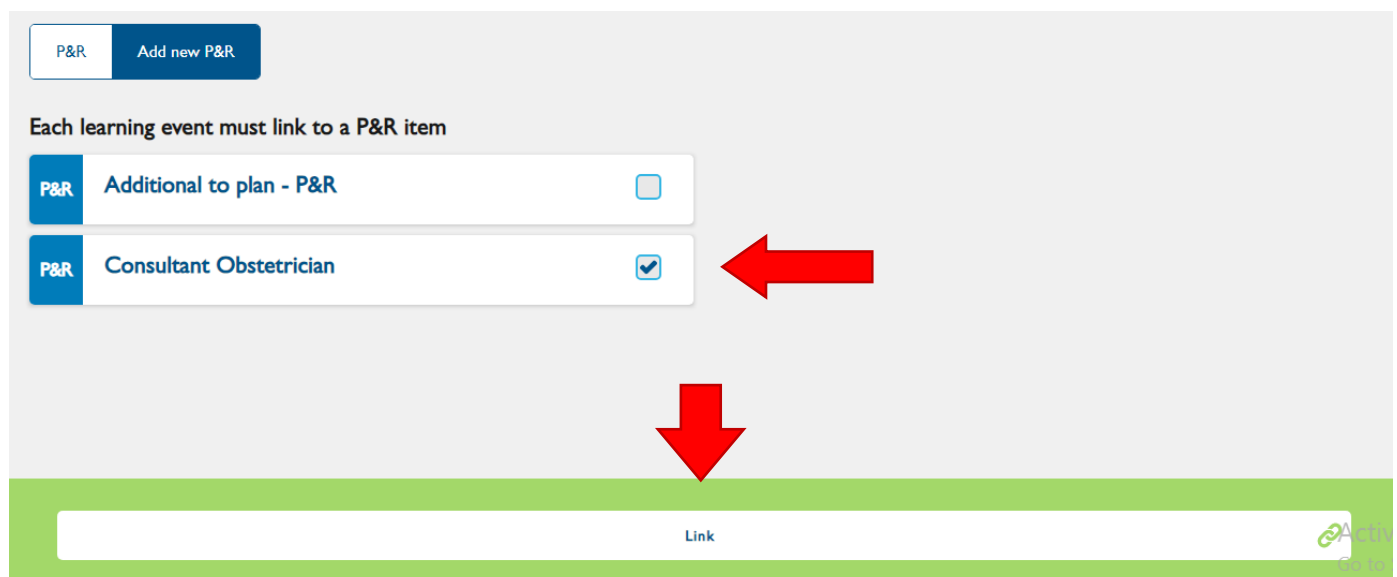
Knowledge, skills and development

Patients, partnership and communication

Colleagues, culture and safety

Trust and professionalism

- A new window will show up. Select an appropriate P&R and then click on '**Link**'. This action will take you back to the 'Create Learning Event' form.



P&R

Each learning event must link to a P&R item

P&R Additional to plan - P&R

P&R Consultant Obstetrician

Link



Adding your CPD credits

You will need to add the number of credits you wish to claim. The [CPD Framework](#) gives a list of examples of Learning Events and suggested CPD credits.

For Experiential Learning Events, a Reflective Log is mandatory. Once you have completed the reflection, the CPD ePortfolio will allocate the selected CPD credits and one extra credit for reflection.

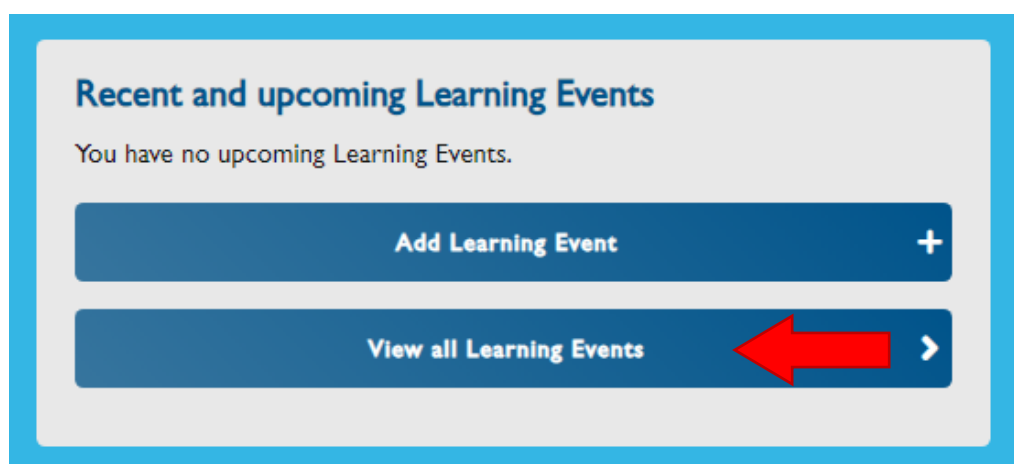
Finalise your Learning Event

Once you have complete all the required fields, the final step to allocate the credits to your account will be saving your Learning Event as complete by clicking '**Save as completed**'.



Access your recorded Learning Events

You can view the Learning Events you have added to your account by clicking on '**View Learning Events**' located on your dashboard.





Accessing TOG Questions

- Click on one of TOG articles as below to submit your answers online (you will need to achieve 70% correct answers in order to achieve 2 CPD credits).

The screenshot shows the RCOG website interface. On the left, there is a sidebar with a 'Learning Event' section containing an 'Add as Learning Event' button with a green plus icon. Below this is a 'My CPD' section with a 'Personal plan' button. The main content area is titled 'TOG questions' and features a list of three articles. A red arrow points to the 'TOG questions' header. Each article entry includes a title, a 'Published: 30 Jul 2019' date, and a right-pointing arrow. At the bottom of the TOG questions section, there is a blue button labeled 'View all TOG questions' and a green plus icon in a circle. A white button labeled 'ADD TO CPD' is also visible in the bottom right corner of the TOG questions section.

After successfully completing your TOG questions the system will add it to your CPD ePortfolio. A '**Create Learning Event**' page will automatically appear. On that page, you will need to select the **Dimension** (i.e., whether the content of that TOG article is more appropriate for the clinical, professional, or extended role dimension).

A certificate of completion will be automatically added to your CPD ePortfolio. You can link to the appropriate GMC Domains, but please be reminded that you must add a link to your Practice & Role (P&R) to save the TOG article as complete; otherwise, your credits will not be counted.

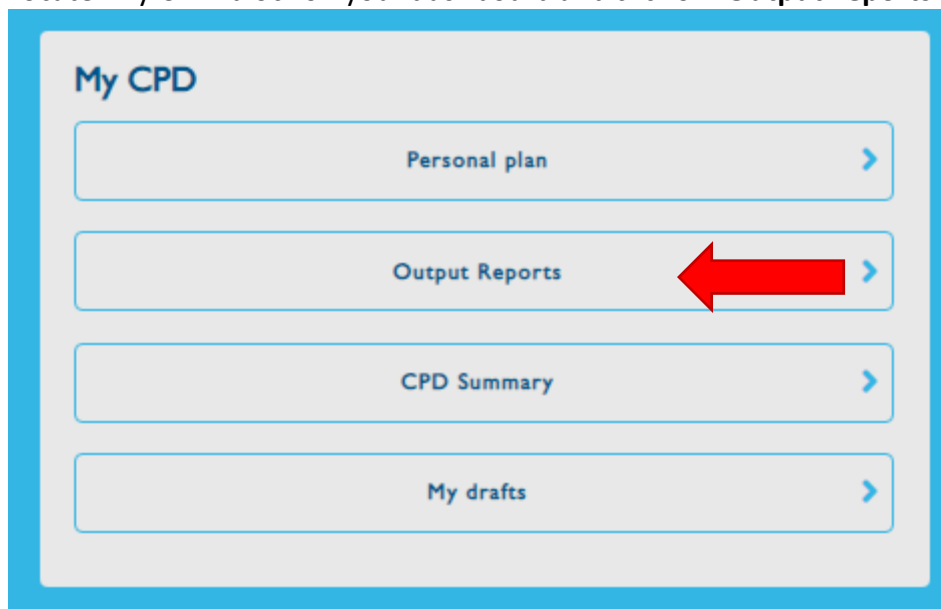


Download an Output Report

It is possible to download an Output Report with your recorded Learning Events and the text of your reflections and actions. This PDF document can be used for Appraisal and Revalidation.

To download the report, please follow these steps:

- Locate 'My CPD' block on your dashboard and click on '**Output Reports**'.



- When on the Output Report page, please select the dates between which you wish to download your report. A list of your Learning Events relating to that period of time will appear in the second half of the page.

The image shows a screenshot of the 'Create a new PDF report' form. It includes a section for 'Completed date: between' with 'Min' and 'Max' date pickers. Below the date pickers are two buttons: 'Apply' and 'Export report'.

- On the left hand side of the screen, please **select the very first checkbox** to the left of the words 'date completed'. This action will select all your Learning Events between those two dates.



The screenshot shows a web interface for managing CPD events. At the top, there are date selection fields for 'Min' and 'Max' (Y-m-d format) with calendar icons, and an 'Apply' button. Below this is an 'Export report' button and a status indicator '8 Learning Events selected'. A table lists the events with columns for selection, date, event name, credit value, and 'S/D' status. A red arrow points to the 'Export report' button, and another red arrow points to the 'S/D' column. The table contains three rows of data.

<input checked="" type="checkbox"/>	Date completed	Learning Event	Credit value	S/D
<input checked="" type="checkbox"/>	17/01/2024	test	1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/08/2023	test	0	<input type="checkbox"/>

- On the right hand side of the screen, you will see a column 'S/D'. 'S' stands for summary and 'D' stands for detailed. If you wish to download the text of your reflections and actions, please select all relevant 'D' boxes (i.e. the empty ones). You will note that the empty boxes become greyed out. This means that you have selected them.
- Now, please click on 'Export report'.
- At the top of the page, a new PDF should appear with the list of all your learning events carried out during the selected dates and with the text of the reflections and actions that you have selected.
- Please click on the title and download it to your computer.

Output Reports

Your exported reports

PDF output file	File created
CPD_Testuser-20230906_110948.pdf	Wednesday, September 6, 2023 - 11:54
CPD_Testuser-20230906_110914.pdf	Wednesday, September 6, 2023 - 11:04
CPD_Testuser-20230606_090631.pdf	Tuesday, June 6, 2023 - 09:14

The three most recently exported reports are saved

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