



# Adding an Action Log

## Earning more credits for an action

The CPD programme encourages specialists to reflect on what they have learnt from their CPD activities. Once you have saved your Learning Event and your reflection, it is possible for you to add an Action log.

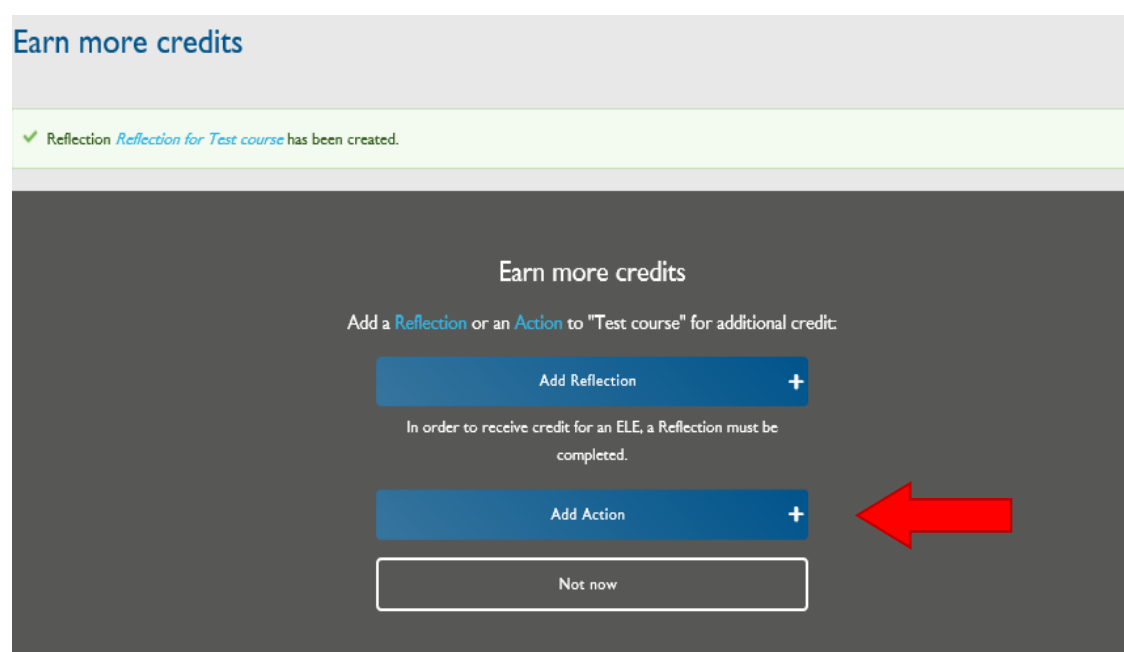
Action allows you to demonstrate how you have applied your learning to your practice or the service you provide and the impact of your learning. This serves several purposes:

- Reinforcement of your learning
- Dissemination of your learning to others
- Demonstrating benefit from your learning

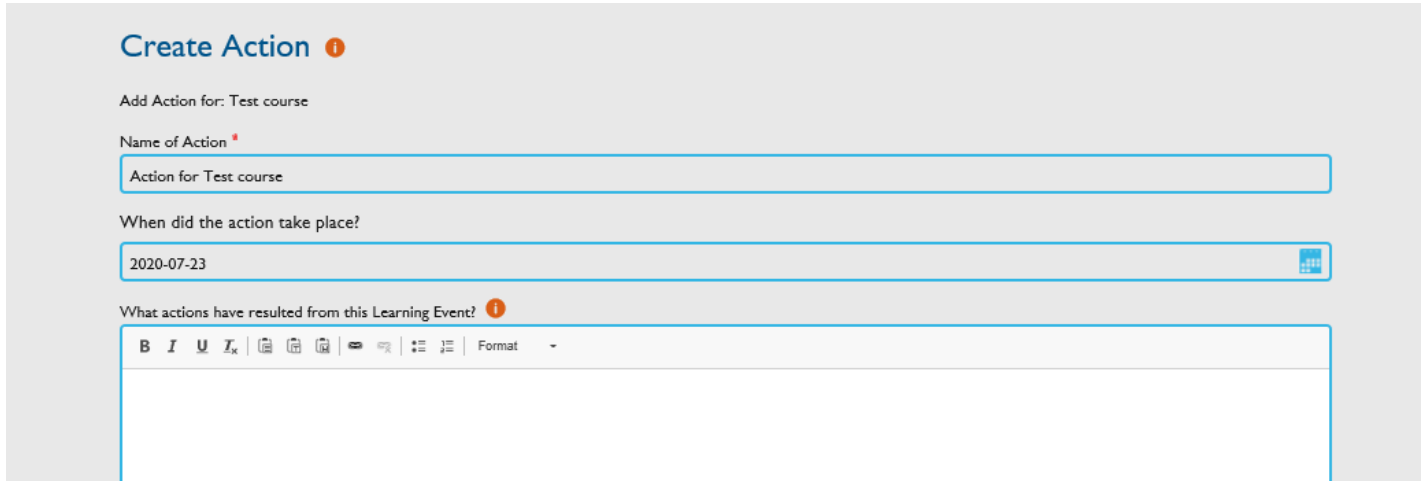
## Adding your Action Log

To add an action Log in your CPD ePortfolio, you will need to record your Learning Event and a Reflection log first. Please also see instructions on how to add a Learning Event and a reflection in our RCOG website [here](#).

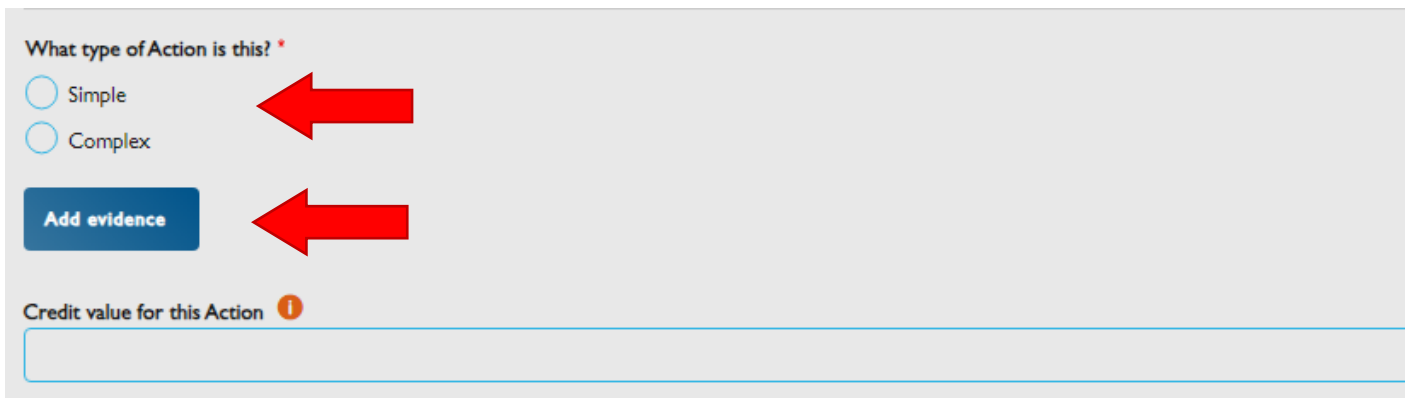
- After you have saved your reflection log, the following screen will present. Click on **'Add action'**:



- The 'Create Action' form will display. Please complete the form with the relevant information.



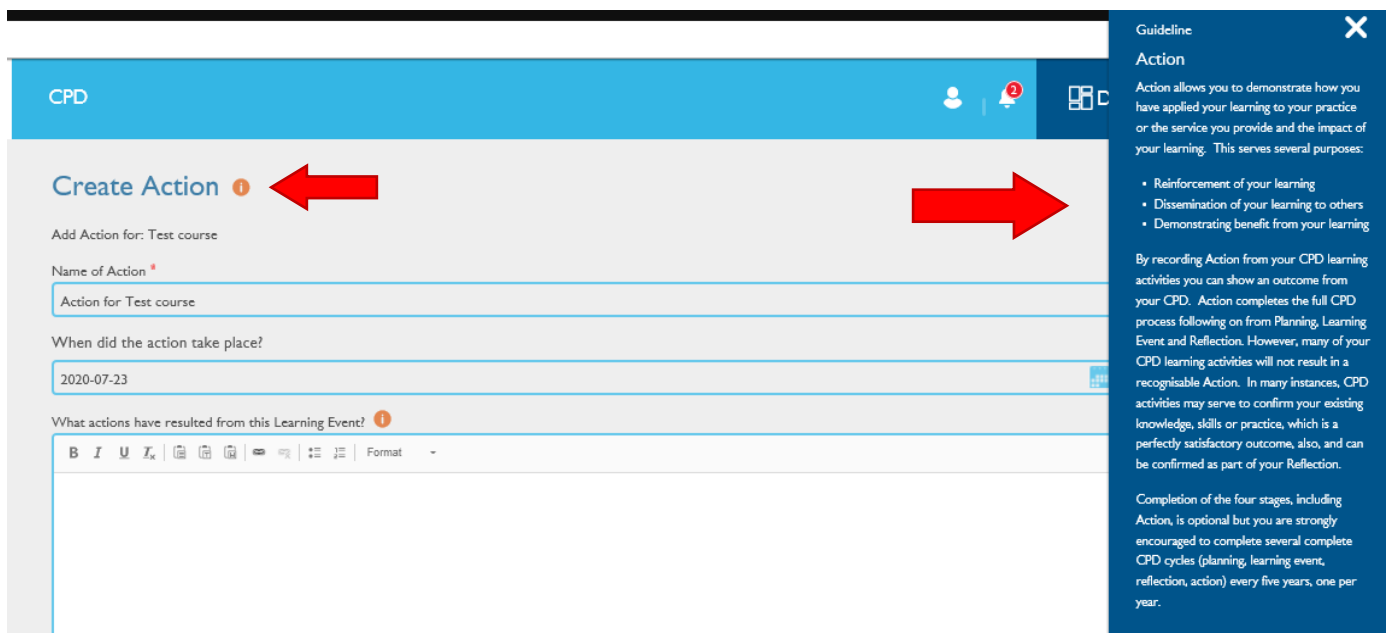
- If you have recorded a **Simple Action**, you can record 1 CPD credit, if you have recorded a **Complex Action** you can record 2 CPD credits. The decision whether an action is designated simple or complex is made by you based on the degree of effort and time required for the action. This can be reviewed at appraisal. Further information can be found on the [CPD Framework](#).
- It is also possible to attach evidence if required by clicking on '**Add evidence**'



- Once you have completed all the required fields, click on **'Save as completed'**. The credits for the Action Log will be assigned to your account.



- Clicking on the *i* symbol will provide guidance for each section, as per the example displayed below:



The image shows the 'Create Action' form in the CPD system. A red arrow points to the information icon (i) next to the 'Create Action' header. Another red arrow points to the right, towards a blue information popup titled 'Guideline Action'. The popup contains the following text:

**Guideline** ✕

**Action**

Action allows you to demonstrate how you have applied your learning to your practice or the service you provide and the impact of your learning. This serves several purposes:

- Reinforcement of your learning
- Dissemination of your learning to others
- Demonstrating benefit from your learning

By recording Action from your CPD learning activities you can show an outcome from your CPD. Action completes the full CPD process following on from Planning, Learning Event and Reflection. However, many of your CPD learning activities will not result in a recognisable Action. In many instances, CPD activities may serve to confirm your existing knowledge, skills or practice, which is a perfectly satisfactory outcome, also, and can be confirmed as part of your Reflection.

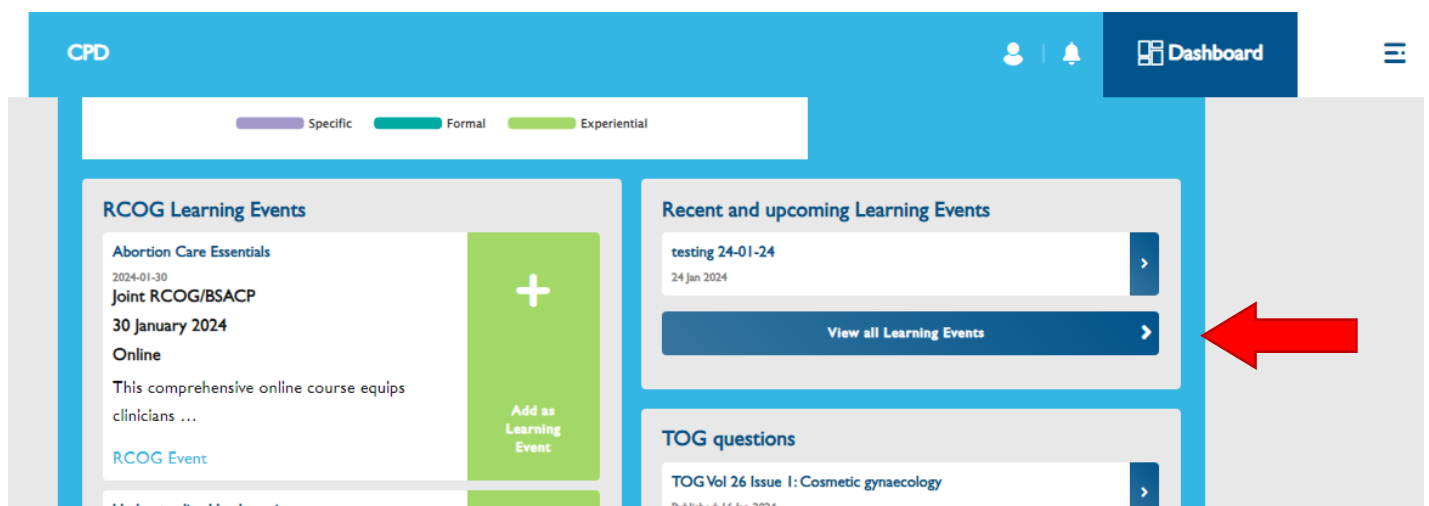
Completion of the four stages, including Action, is optional but you are strongly encouraged to complete several complete CPD cycles (planning, learning event, reflection, action) every five years, one per year.



## How to add an Action some time after recording your Learning Event and Reflection

If you wish to add an Action, sometime after recording your Learning Event and Reflection, please follow these steps:

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



- The list of your recorded Learning Events will display. Click on the title of the Learning Event where you wish to add an Action:

Filters

Status	Date added to CPD	Date of Learning Event	Status	Learning Event	Dimension and Type	Credits	Reflections added	Actions added
	2020-07-23	2020-07-23	Complete	Test course	Clinical, Formal	2	1	0
	2020-07-03	2020-07-03	Complete	Test CPD CPD masquerading adding LE	Clinical, Formal	2	0	0



- The following page will present. Please click on '**Add action**' and you will return to the 'Create Action' form:

The screenshot displays a user interface for a CPD ePortfolio. At the top, there are three buttons: 'View', 'Edit', and 'Delete'. Below this, a navigation bar contains a button labeled '< View all Learning Events'. The main content area is divided into two columns. The left column shows details for a learning event titled 'testing 24-01-24', which is marked as 'Complete'. It lists the date as '24 Jan 2024' and the dimension as 'Clinical'. The right column, titled 'Reflections, actions, evidence', shows a reflection entry for 'testing 24-01-24' with a 'Complete' status and an 'Edit' button. Below this, there are two buttons: 'Add reflection +' and 'Add action +'. A large red arrow points from the 'Add action +' button back to the 'testing 24-01-24' event title.

## 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](mailto:cpd@rcog.org.uk)*