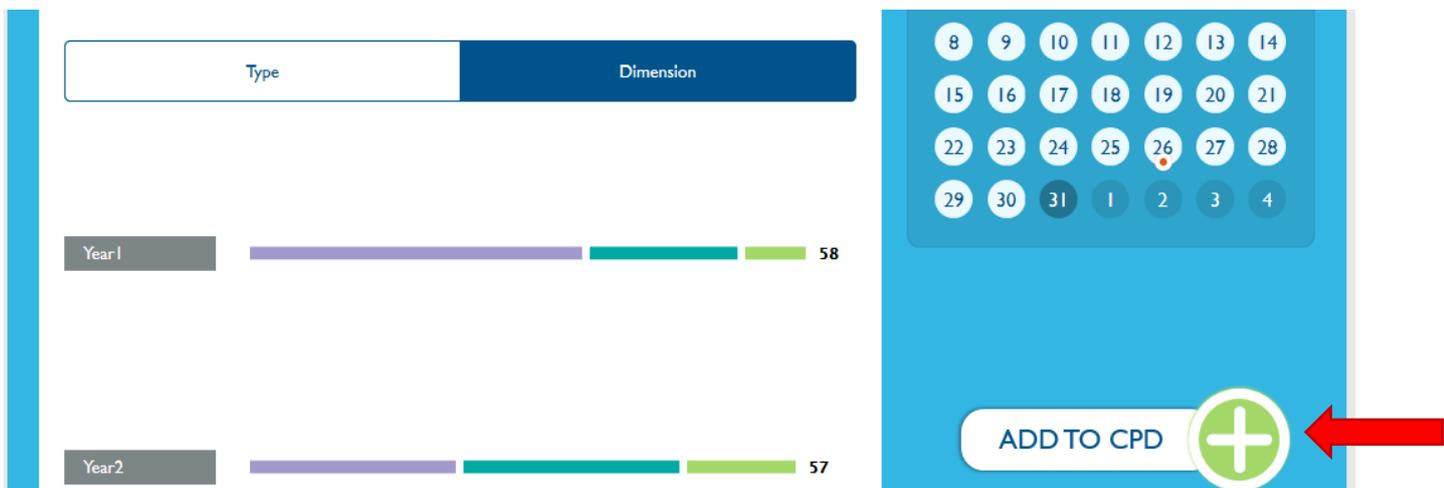


Adding a Learning Event (L.E)

Adding details of your Learning Event

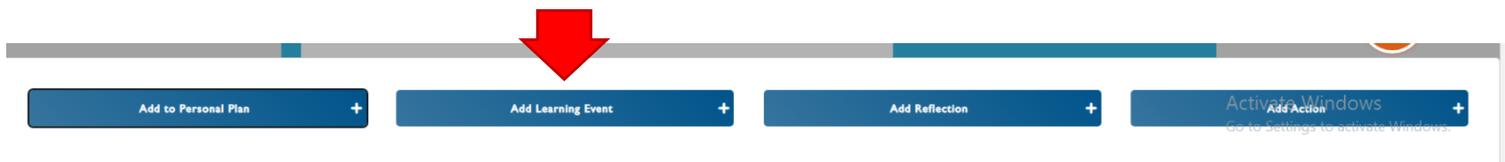
To add a Learning Event, please follow the below steps:

- Log into your CPD ePortfolio and click on '**Add to CPD**' located on your dashboard:



The screenshot shows a dashboard with a table on the left and a calendar on the right. The table has two columns: 'Type' and 'Dimension'. Below the table, there are two rows labeled 'Year1' and 'Year2'. The 'Year1' row shows a progress bar with a total of 58. The 'Year2' row shows a progress bar with a total of 57. The calendar on the right is a grid of numbers from 1 to 31. At the bottom right of the dashboard, there is a button labeled 'ADD TO CPD' with a green plus sign icon. A red arrow points to this button.

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



The screenshot shows a horizontal menu bar with four buttons. From left to right, they are: 'Add to Personal Plan' with a plus sign, 'Add Learning Event' with a plus sign, 'Add Reflection' with a plus sign, and 'Activate Windows' with a plus sign. A red arrow points to the 'Add Learning Event' button.

- 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](#).
 - **Type of Learning Event** (select the Type of L.E) Further information can be found [here](#).
 - **Description** (enter a description of your Learning Event).



Create Learning Event i

Name of Learning Event *

Description i

Dates

Start date: 2024-02-23

End date: 2024-02-23

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 \(required\)](#)

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

CPD user icon notification icon calendar icon

Dates

Start date: 2024-02-23

End date: 2024-02-23

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 \(required\)](#)

Guideline close icon

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



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 *

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

Dimension ⓘ *
 Clinical
 Professional
 Extended Role

Type of Learning Event ⓘ *
 Formal
 Experiential
 Specific

Description ⓘ

Add evidence +

Link to Practice & Role (required) 🔗

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

- 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 odt fodt fods fodp fodg key numbers pages zip
Maximum filesize: 512Mb

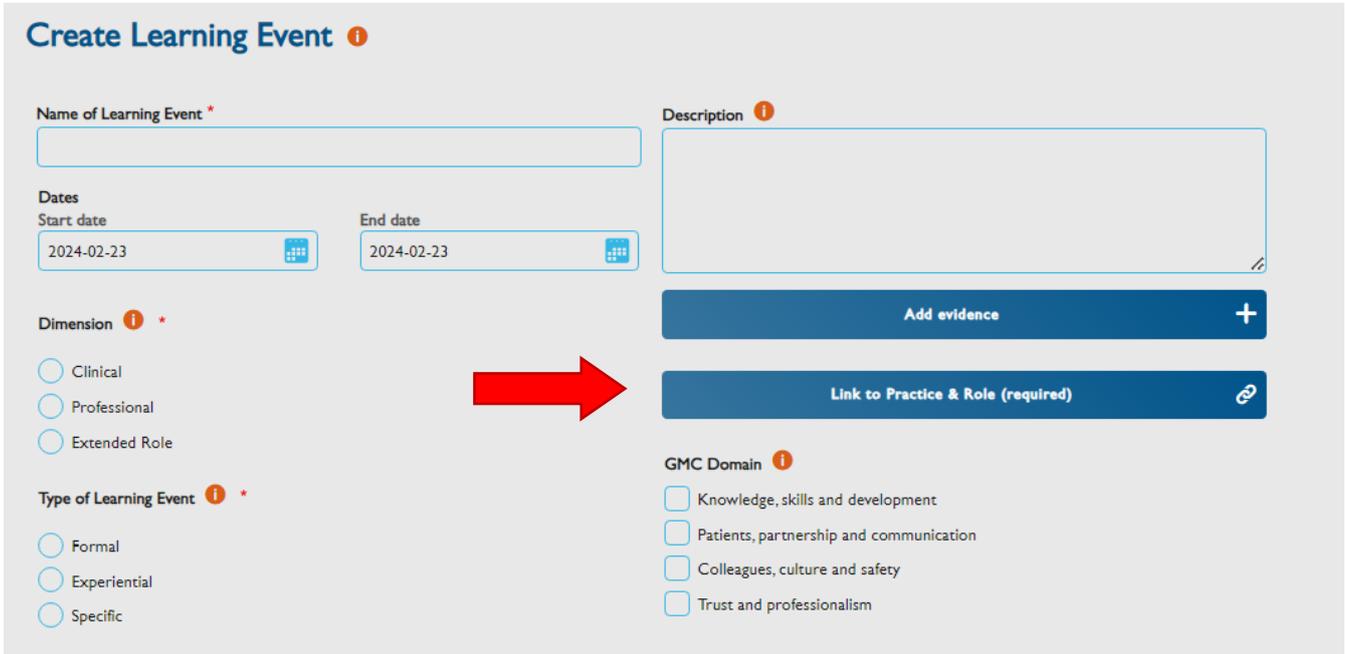
File upload *
Drop files here to upload them
or

🔗

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: 2024-02-23 End date: 2024-02-23

Dimension ⓘ *

Clinical Professional Extended Role

Type of Learning Event ⓘ *

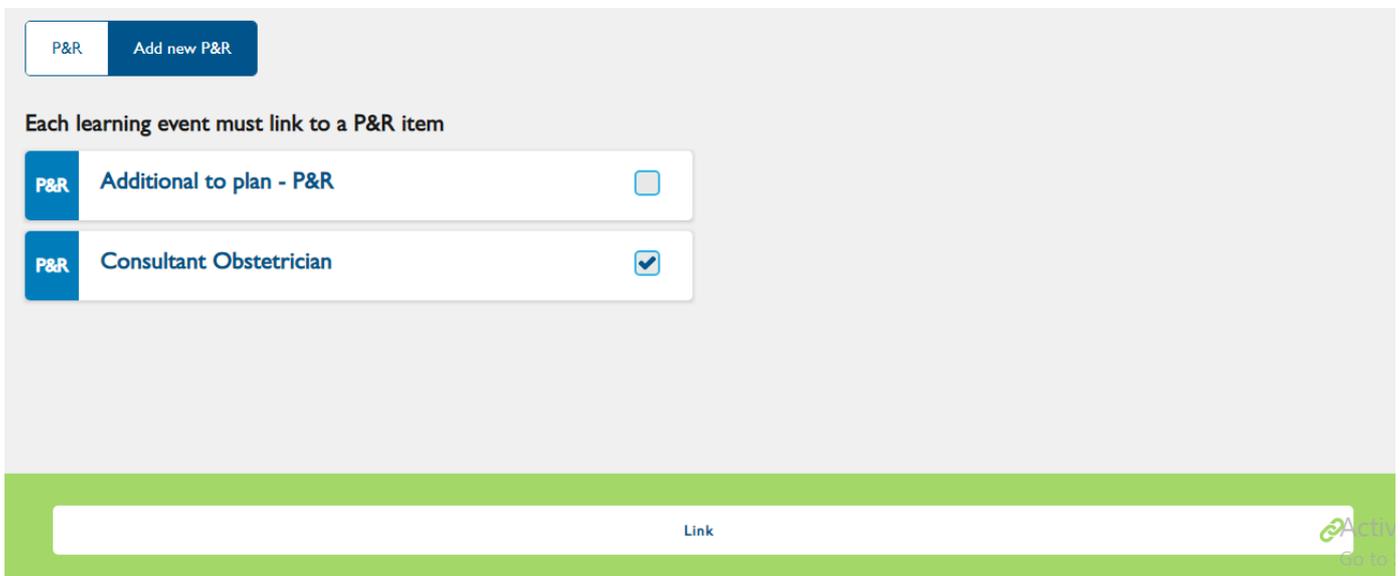
Formal Experiential Specific

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



Linking to the GMC Domains

You can select the GMC domains that are applicable to the Learning Event.

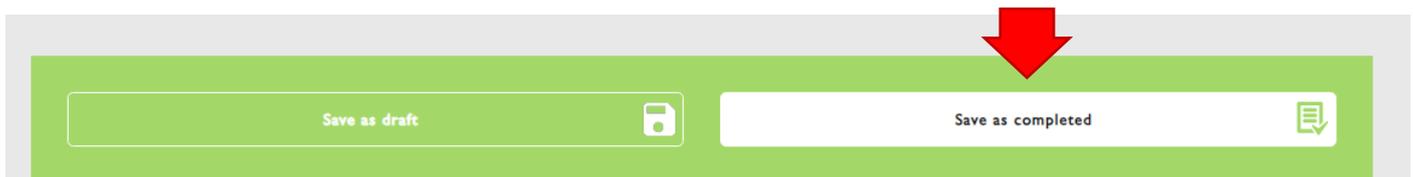
Adding your CPD credits

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 number of 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 an extra credit for the reflection.

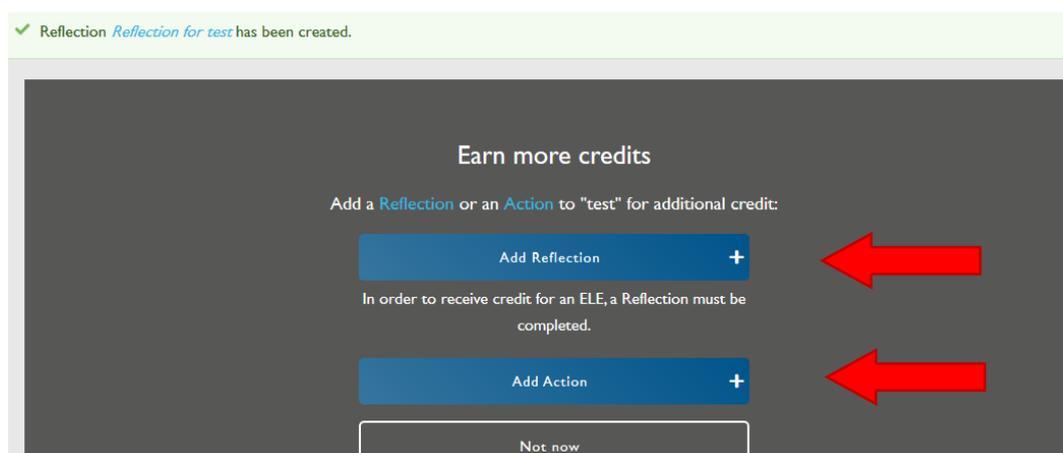
Finalise your Learning Event

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**'.



Earning more credits with Reflection and Action

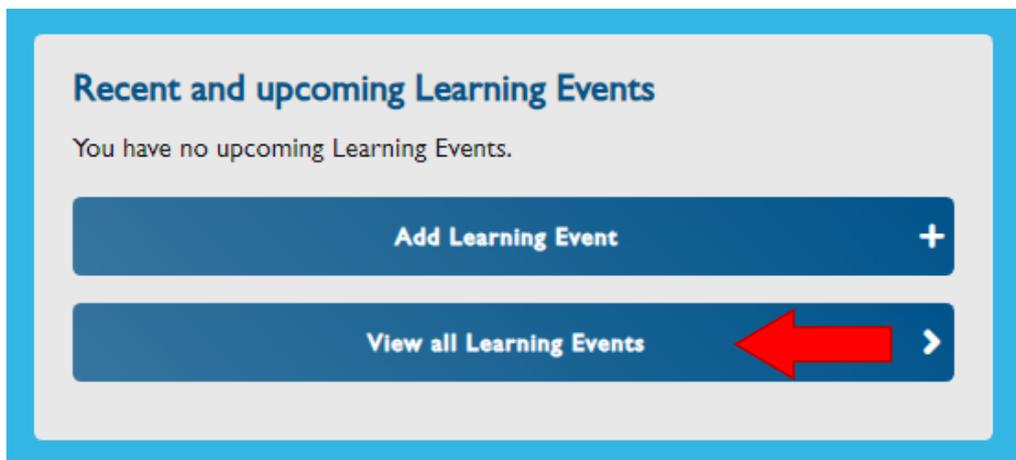
Once you have saved your L.E as complete, you can earn an additional CPD credit if you add a reflection. If you can demonstrate how you have applied your learning to your practice or service you provide and the impact of your learning, you can add an Action in your ePortfolio. One or two additional credits can be claimed for this.





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 homepage.



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