

RCR Learning hub

CPD online journal user guide



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1. Logging in to the CPD journal

You can access the CPD online journal via the RCR website.

1.1 Go to rcrlearning.org

1.2 Select either 'oncology login' or 'radiology login'.



1.3 Select the 'My CPD' icon. The icon displays the CPD five-year target, how many credits have been recorded to date and the date the cycle will end.



1.4 You will be directed to your CPD journal.

My CPD

Not started

1. 0 50 credits required 0 acquired to date

2. 10 Oct 2020 Submission deadline

3. Period 31 Aug 2020 - 10 Oct 2020 Add period

4. Add entry

5. Submit for review

6. Export entries

7. Help

Show filters

Title Credits Date Complete

No entries

Create new journal entries by using the add entry button

Submission feedback

Use comments to communicate with your reviewer.

Leave a comment

1.	These totals show a) the total number of credits to achieve over the five-year cycle and b) the total of credits achieved during the cycle.
2.	This shows the date your CPD journal must be submitted to the CPD Team for review. This date will be one month after your CPD cycle has ended.
3.	This states your current five-year CPD cycle.
4.	Select 'Add entry' to add a CPD activity to your journal.
5.	Select 'Submit for review' once you have completed your journal. See section 5 for further details.
6.	Select 'Export entries' to download a PDF or CSV file of the entries entered. See section 6 for further details.
7.	When 'Help' is selected you will be directed to the CPD section of the RCR website.

2. Logging CPD activities

2.1 When you first view your CPD journal, you will see the date of your current cycle as well as the information on the previous page.

2.2 To log a CPD activity, select 'Add entry'.

Guidance

For detailed information on how to complete this form, please use our guidance document.

1.	Activity title *	<input type="text"/>	Name/title of the event/activity
2.	Category *	<input type="text"/>	
3.	Activity type *	<input type="text"/>	What type of activity was this?
4.	Date completed *	<input type="text"/>	
5.	Time spent *		
	Hours/Quantity:	<input type="text" value="0"/>	Minutes: <input type="text" value="0"/>
	Credits	<input type="text" value="0.00"/>	Enter the number of credits achieved for the activity
6.	Description *	<input type="text"/>	Provide a description of the event/activity and the outcome
7.	Reflection	<input type="text"/>	How did this activity contribute to the development of your knowledge, skills or professional behaviours?

8.

Impact

What has been the short and long term impact on your professional practice and patient care?

- How have your knowledge, skills and professional behaviours changed?
- How will your current practice change as a result?
- What aspects of your current practice were reinforced?
- What changes in your team/ department/ organisation's working were identified as a result?
- How will this activity lead to improvements in patient care and safety?

9.

Action points

Outline any further learning or development needs identified both for yourself and/or team/ organisation. If learning and development needs have been identified how do you intend to address these? Set SMART objectives (i.e. Specific, Measurable, Achievable, Relevant and Time-bound). If changes in professional practice (individual or team/department) have been identified as necessary, how do you plan to address these?

10.

Web link

Evidence

11.

Upload

You can upload files to act as evidence for your activity. Files can be documents or images.

No files

Close

Save

12.

2.3 Complete the following fields.

1. Activity title*
2. Category*

Enter the name of the activity completed. Select the activity category.

External – An activity completed that has take place with others outside the place of employment, e.g. attending an external meeting, webinars, online courses.

Personal – An individual, team or work-based activity completed, e.g. submitting a REAL case, delivering a lecture.

3. Activity type*

Select the activity type from the drop-down list. Select 'Guidance' for detailed information.

4. Date completed*

Enter the date the activity was completed.

5. Time spent*
Hours/Quantity:
Minutes Credits

In the quantity field enter the activity quantity e.g. 1 equals the number of times you completed this activity on this occasion/date. This will automatically populate the credits field.

If you attended an external event, e.g. external meeting, online course, enter the number of credits awarded. Select 'Guidance' for detailed information.

6. Description*

Enter the description of the activity completed

7. Reflection

Enter your reflections on the activity. **One additional will be earned for completing the reflection.**

8. Impact

Enter how the activity has impacted your professional practice. **One additional will be earned for completing the reflection.**

- 9. Action points** Enter any action points highlighted during the activity.
- 10. Web link** Enter any online evidence, e.g. online details of the activity, link to publish article.
- 11. Evidence - upload** Upload the activity supporting evidence, e.g. CPD certificate.
- 12. Close/Save**

* Mandatory field that must be completed.

3. Editing a journal activity

- 3.1 Following step 1.1 – 1.3 to access the CPD journal.
- 3.2 Select the activity you wish to edit from the list.
- 3.3 Edit the activity as required.

4. Deleting a journal activity

- 4.1 Following steps 1.1 to 1.5 to access the CPD journal.
- 4.2 Select the activity that you would like to delete from the list.

The screenshot shows the RCR Learning CPD journal activity form. The header includes the RCR Learning logo and navigation links: Home, Comments, Catalogue, Help and Support, and a user profile icon. The form is divided into three main sections: Guidance, Share, and Delete. The main form area contains several fields: Activity title (Thyroid Cancer Meeting), Category (External), Activity type (Distance and online learn), Date completed (28 Sep 2020), Time spent (3 hours, 0 minutes), and Credits (3.00). Each field has a corresponding label and a dropdown arrow.

Section	Field	Value	Label
Guidance	Activity title *	Thyroid Cancer Meeting	Name/title of the event/activity
	Category *	External	
Share	Activity type *	Distance and online learn	What type of activity was this?
	Date completed *	28 Sep 2020	
Delete	Time spent *	3	Hours/Quantity: Minutes:
	Minutes	0	
	Credits	3.00	Enter the number of credits achieved for the activity

- 4.3 Select 'Delete'. A confirmation box will appear. Select 'OK' if you wish to delete the activity. Once confirmed the activity will no longer appear in your journal.

NOTE: once the activity has been deleted, it cannot be retrieved.

5. Submitting CPD journals for review

- 5.1 When you have achieved the target set or come to the end of your cycle, you can submit your journal to be reviewed by the CPD Team.
- 5.2 Select the 'Submit for review' a confirmation box will appear. Select submit.
- 5.3 A notification will be sent to the CPD Team to review your journal. This can take up to seven working days.

If your journal is approved

- 5.4 If the CPD Team approves your journal, your CPD certificate will be issued to you by email.

If your journal is not approved

- 5.5 The CPD Team will contact you to advise you that your journal has not been approved, stating the reason(s).

6. Exporting CPD entries

The CPD entries can be downloaded into either a PDF file or a CSV file exported into a Zip file.

Exporting a PDF file

- 6.1 Select 'Export entries'
- 6.2 When the screen appears, select the type of file you would like export, 'PDF' or 'ZIP with CSV'.
- 6.3 Select the date range of the CPD entries you would like to export, e.g. 1 January 2020 to 1 January 2021. You can also select dates within your CPD cycle.

Export

Export file type

PDF

PDF

ZIP with CSV

1 Dec 2020

December 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

13 Jan 2021

January 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Cancel Export entries

- 6.4 Select 'Export entries'.
- 6.5 The file 'export.pdf' will appear on the bottom right-hand side of your screen and in the 'Downloads' folder in Windows Explorer.

Exporting a CSV file

- 6.6 Follow steps 6.1 to 6.4, selecting 'ZIP with CSV' in the down-drop.
- 6.7 The field 'export.zip' will appear on the bottom right-hand side of your screen and in the 'Downloads' folder in Windows Explorer.

Export

Export file type

PDF

PDF

ZIP with CSV

1 Dec 2020

December 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

13 Jan 2021

January 2021						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Cancel Export entries