



CPD Manual:

1. How to Register for CPD

- A doctor may only access the online CPD Diary by becoming a member or affiliate member of the College.
- Further information on College membership can be found on the College website: <https://www.rcophth.ac.uk/about/membership-overview/>
- When a doctor has enrolled as a College member or affiliate member they will be emailed their password details.

2. How to log into the online CPD Diary

Members can log into the CPD Diary via the e-Portfolio at <https://eportfolio.rcophth.ac.uk/login>

On logging in, users with multiple functionalities e.g. CPD Diary and Trainee Access, will see a pop-up box listing their varied functionalities and will need to select the CPD Option.

If the User has CPD access only, they will be directed straight to the home page.

The College membership number, without the preceding zeros, will serve as username and the password will be emailed to users when they register with the system.

3. How to amend your password

To amend your password, click on your username, located in the upper right corner of the screen. You will need to type your old password and your new password before clicking on the save button.



Welcome, Jack Merry

Switch Role

Switch User

Log out

3.1 Forgotten Password

If you have forgotten your password, go to the login page <https://eportfolio.rcophth.ac.uk/login> select 'forgot your login details' and enter your Username / email address. Please note that passwords will only be sent to the primary email address registered on our main database. If you would like to change your address/email address details, please log on to the College website and click on the Members' area. Alternatively, contact either membership@rcophth.ac.uk or portfolio@rcophth.ac.uk.



4. Home Page

The home page allows you quick access to the various areas of interest whilst also alerting you to any outstanding tasks or messages.

The Home Page is the first page which you will see after logging in, and is shown below:

The screenshot shows the Home Page interface with a dark blue navigation bar at the top containing 'Home', 'CPD', 'Library', and 'Help'. Below the navigation bar, the page is divided into four main sections:

- Alerts:** A box with the text 'You have no current alerts'.
- Access:** A box with the text 'College staff and the e-portfolio technical team have access to all areas of your portfolio solely for quality management and to provide support. To view an audit log of who has accessed your portfolio click [here](#).'
- Diary:** A calendar view for August 2018. The legend indicates: A - Internal (blue), B - External (green), C - Self Accredited (purple), D - Professional/Managerial (red), Assessments (brown), and Additional Evidence (yellow). The calendar shows dates from 30th to 19th.
- Tasks:** A table listing tasks with columns for Date, Task, and Act... (Action). The tasks include 'Form 'Educational Supervisor Report' submitted', 'Educational Supervisor Report Complete.', and 'Form 'Clinical Supervisor Report' submitted'.

The following provides some details about each of the boxes displayed on your homepage. In some cases, clicking on the title will take you to another area of the system.

- Alerts – This will display any unread messages added by the College administrator since your last login. You can click on the title 'alert' to view more details.
- Tasks – These are automatically generated notifications set up by the system to inform you of anything which needs to be completed or updated.
- Diary – You can view your CPD diary and enter CPD activities. Select the title 'diary' to launch the diary. Click on the orange plus sign within each date to view the 'add event' page. Enter the details of the event. Dates which are in bold signify dates which have events on them.

5. Personal and Public Events

Events are a combination of Personal Events, entered by you, and Public Events, added by a College administrator, which you can subscribe to. Subscribing to a public event does not inform the organiser that you wish to book a place; the organiser must still be contacted separately. This is merely a method of acknowledging within the system that you intend to attend this event. Both events require the user to provide their own unique review of the Event, assessing their performance and reflecting on the experience and learning gained.



5.1 Adding a Personal Event

Personal Events are added by yourself and are personal to you. It is possible to add Personal Events either retrospectively (although not outside the current 5-year CPD cycle) or before they have taken place. An event may span several days. For example, you may undertake an event (e.g. Conference) which takes more than one day. Once a Period/Cycle has been completed and closed, you cannot edit any of the events within that Period/Cycle.

To add a personal event:

- Hover over or click on the CPD menu.
- Click on Add a Personal Event.
- The Add Event screen is displayed.

The screenshot shows a web application interface for adding a new personal event. The main window is titled "Event : New Personal Event" and has a close button (X) in the top right corner. Below the title are four tabs: "Basic", "Recurrence", "Learning Outcomes", and "Revalidation Domains". The "Basic" tab is selected and contains the following fields:

- Title ***: A text input field.
- Start ***: A date and time input field with the value "05/07/2018 08:00" and a calendar icon.
- End ***: A date and time input field with a calendar icon.
- Event Type ***: A dropdown menu with "--" selected.
- Private**: A checkbox.

At the bottom of the form are two buttons: "Save" and "Cancel".

- Enter a Title for your event.
- Enter the Start and End date for your event.
- Select an Event Type from the drop-down list.
- After saving the event it will be added to the list of your personal events. By selecting the 'View' option on this page you will be able to associate learning outcomes from the drop-down list that appears.



Event : test ✕

Basic | Recurrence | Learning Outcomes | Revalidation Domains

- ▾ Domains of Practice / Outcomes
 - Clinical assessment
 - Patient investigation
 - ▾ Patient management
 - PM01 Management Planning
 - PM02 Prioritising
 - PM03 Use of Drugs
 - PM04 Listing for Surgery
 - PM05 Pre-assessment
 - PM06 Monitoring Progress
 - PM07 Complications of Treatment
 - PM08 Medical Emergencies and Basic Life Support
 - PM09 Anaphylaxis / Resuscitation - Removed
 - PM10 Visual Standards
 - PM11 Support and Certification of the Visually Impaired.
 - PM12 Patient Referral
 - PM13 Systemic Implications
 - PM14 Spectacle Lenses
 - PM15 Contact Lenses
 - PM16 Refractive Surgery
 - PM17 Laser Treatment
 - PM18 Diet and Nutrition
 - Practical skills
 - Surgical and laser skills
 - Health promotion and disease prevention
 - Communication
 - Information handling
 - Basic and clinical sciences
 - Attitudes, ethics and responsibilities
 - Decision making, reasoning and judgement
 - Role in the health service
 - Continuous personal development

- You can expand the list by clicking on the arrow symbols.
- Click on the tick box beside any category you wish to associate with your event.
- Click Save after you have selected all learning outcomes you wish to add to the event.

Event : test ✕

Basic | Recurrence | Learning Outcomes | Revalidation Domains

Title *

Start * 📅 ⌚

End * 📅 ⌚

Event Type * ▼

Private

Save **Cancel**

- The tabs along the top also allow you to add Revalidation Domains to the event as well as Learning Outcomes. CPD activities, if correctly associated to Learning Outcomes, will link to the Professional Capabilities (blue) grid of your portfolio (for trainees only). Once going to the Revalidation Domain tab the process is the same as adding Learning Outcomes to an event.



5.2. Subscribing and unsubscribing to Public Events

Note: Subscribing to a public event does not inform the organiser that you wish to book a place; the organiser must still be contacted separately. This is merely a method of acknowledging within the system that you intend to attend this event.

To add a public event to your CPD Diary it is first necessary to go to the Public Events Screen, which is available by hovering over the CPD menu on the toolbar as was the case when adding Personal Events.

This will open a page with two tabs: the tab on the left lists Public Events you are currently subscribed to; the tab on the right lists all Public Events both upcoming and past events are listed. The list of available Public Events is shown below.

Public Events [Add Sticky Note](#)

My Public Events Available Public Events

Search Search Clear

Title	Start Date ▼	End Date		
Clinical Leads Forum	30/11/2018	30/11/2018	View	Subscribe
Forefront Refractive Surgery: LASIK, Presbyopia Correction and SMILE	08/11/2018	11/11/2018	View	Subscribe
Neuro ophthalmology the unmissable	30/10/2018	30/10/2018	View	Subscribe
Brian Harcourt Memorial meeting 2018 'Significant events in ophthalmology'	23/10/2018	23/10/2018	View	Subscribe
World Sight Day	11/10/2018	11/10/2018	View	Subscribe
National Artificial Eye Service Oculoplastic and Prosthetic Study Day	09/10/2018	09/10/2018	View	Subscribe
OCULUS FRCOphth Part 2 Revision Course	06/10/2018	06/10/2018	View	Subscribe
Retinal Ophthalmologists Sharing Expertise Across Services (ROSES) Meeting, Bury	04/10/2018	04/10/2018	View	Subscribe
Retinal Ophthalmologists Sharing Expertise Across Services (ROSES) Meeting, Farnborough	02/10/2018	02/10/2018	View	Subscribe
Ophthalmic surgical survival skills course	28/09/2018	28/09/2018	View	Subscribe

1 2 3 4 5 6 7 8 9 10 ... 10 items per page 1 - 10 of 1572 items

- You can view and subscribe to events from the Available Public Events screen. Both upcoming and past events are listed here and are available for you to subscribe to. However, you will only be able to subscribe to events that belong to your current 5-year cycle and took place after your most recently printed certificate.
- To see the details of an event, click on the 'View' button, this will bring up a pop-up window providing details such as the event's location and aims.
- Click on Subscribe, and the event will be added to your CPD diary.
- The 'Subscribe' button will change to 'Subscribed'
- After subscribing to the event, it will appear on your 'My Public Events' tab as shown below.
- If you wish to unsubscribe from this activity at any time, click on the 'Unsubscribe' button.



Public Events [Add Sticky Note](#)

My Public Events		Available Public Events					
Search				Search	Clear	Add	
Title	Start Date ▼	End Date					
Medicine for Eye Doctors II 2018 (Day 1)	19/06/2018	20/06/2018	Edit Unsubscribe	Delete	Subscribers	View	Review
Allergan Wednesday Webcast: The Future of Imaging	30/05/2018	30/05/2018	Edit Unsubscribe	Delete	Subscribers	View	Review
2018 RCOphth Annual Congress - Thursday	24/05/2018	24/05/2018	Edit Unsubscribe	Delete	Subscribers	View	Review

10 items per page 1 - 3 of 3 items

5.3 Viewing Personal and Public Events

Personal Events may be viewed by accessing the 'Manage Personal Events' page. As shown below, you could also go to the 'List All My Events' page, this will list all your events regardless of whether they fall into the Personal or Public categories.

All My Events

Search								Search	Clear	Add
Title	Start Date ▼	End Date	Status	Event Type	Origin	Points	Reviewed			
test	09/07/2018	09/07/2018		External	Personal		No	View	Delete	Review
Medicine for Eye Doc...	19/06/2018	20/06/2018		External	Public		No	View	Unsubscribe	Review
Allergan Wednesday ...	30/05/2018	30/05/2018		External	Public		No	View	Unsubscribe	Review
2018 RCOphth Annua...	24/05/2018	24/05/2018		External	Public		No	View	Unsubscribe	Review

10 items per page 1 - 4 of 4 items

- Click on any heading which is underlined to sort the list by that column.
- The Reviewed column indicates whether a review has been added or not (see section 5.4 for reviewing).

Editing and Deleting Personal Events:

- Click on the 'Delete' button, under actions, for the appropriate event. You can only delete Personal Events in this way.
- You can use the Date heading to filter content by its date.



5.4 Reviewing an Event

You are required to reflect on and review all activities that you have added to your diary, both personal and public.

- The quickest way to view your unreviewed events would be to go to the List All My Events page and to then filter your events by whether they have been reviewed.

All My Events

Title	Start Date	End Date	Status	Event Type	Origin	Points	Reviewed	
Allergan Wednesday...	30/05/2018	30/05/2018		External	Public		No	View Unsubscribe Review
Medicine for Eye Do...	19/06/2018	20/06/2018		External	Public		No	View Unsubscribe Review
2018 RCOphth Annu...	24/05/2018	24/05/2018		External	Public		No	View Unsubscribe Review
test	09/07/2018	09/07/2018		External	Personal	0.5	Yes	View Delete

- The option to review your events is also available on either the 'Manage Personal Events' page and the 'Manage Public Events' page. Here events are listed with the option to review; on these pages, however, only events that fall into the Personal or Public category, depending on the page, will appear.
- Clicking the Review Button will open a pop-up box allowing information such as total CPD points and a Review to be added.

Review event : 2018 RCOphth Annual Congress - Thursday [X]

Review

Points

Experience Gained *

Resulting Change *

Will this change your practice? * Yes No

[Save](#) [Save for later](#) [Cancel](#)

- After entering the details, click the save button. The event will remain, but the Review button will disappear, and the reviewed status will change to Yes.

5.5 Adding a Special Circumstance

You can, if you wish, request a time extension as a result of an extended absence due to special circumstances. To add special circumstances:

- Hover over, or click on the CPD menu.
- Click on Add Special Circumstance



- The Add Special Circumstance screen is displayed.

Editing Special Circumstance [Add Sticky Note](#)

Type

Start Date

End Date

Comment

[Save](#) [Cancel](#)

- Select a Special Circumstance Type from the drop-down box.
- Enter a Start Date, using either the calendar button, or by entering the date into the box following the format dd/mm/yyyy.
- Enter an End Date, using either the calendar button, or by entering the date into the box following the format dd/mm/yyyy.
- Comment is for any further information that you wish to give.

5.6 Viewing Special Circumstances

You can see previously added Special Circumstances in the List Special Circumstances screen. To access:

- Hover over, or click on the CPD menu.
- Click on List Special Circumstance
- The Special Circumstance screen is displayed.

My Special Circumstances [Add Sticky Note](#)

[Search](#) [Clear](#) [Add](#)

Type	Start Date	End Date	
Paternity Leave	01/05/2017	22/05/2017	Edit Delete

10 items per page 1 - 1 of 1 items

- Click on Edit under actions to make changes to a special circumstance.
- To delete a special circumstance, tick in the box beside Delete under the actions column, and click Update.
- To sort the list, click on any of underlined column headings.



5.7 Additional Evidence

Adding additional evidence to the CPD Diary works similarly to doing so on the e-Portfolio and follows the same principle as adding special circumstances.

- First hover over the CPD tab and select the Additional Evidence Option. This will open a page listing any additional evidence previously added.

Additional Evidence ⓘ [Add Sticky Note](#)

Title/Evidence name... Date... Record Type... [Search](#) [Clear](#) [Add](#)

Title	Date Added ▾	Type	Description	Evidence
test	10/07/2018	File		Edit Delete

10 items per page 1 - 1 of 1 items

- To add evidence, select the Add Button in the upper right corner of the page. This will open a new page as shown below.

Additional Evidence Details [Add Sticky Note](#)

[Save](#) [Cancel](#)

View Details

Title

Description

Resource Type

Record Type

File No file chosen

- This page allows details relating to the uploaded evidence to be entered, such as the title you would like the evidence to appear under. It is important to ensure you upload the evidence by using the choose file option. After the file has been added and the fields completed click the save option. The evidence will then appear in your Additional Evidence Table with the option to edit the evidence further or to delete the evidence, should either of these options be required.

5.8 Summary Report

The summary report shows all accumulated points over the current and cycle. To view a previous cycle, you can select past CPD cycles from the drop-down box at the top of the page.



Summary of CPD Progress

Cycle * ▼

	Min per Year	Year 03/05/2018	Year 03/05/2019	Year 03/05/2020	Year 03/05/2021	Year 03/05/2022
Category A (Internal)	10	0	0	0	0	0
Category B (External)	20	0.5	0	0	0	0
Category C (Self)	5	0	0	0	0	0
Category D (Professional)	5	0	0	0	0	0
Total						

Create Certificate

Events Summary

Date From Date To Download CPD

Summary of Points and number of Events with Review

Events	Category A	Category B	Category C	Category D	Total
Reviewed	0	1	0	0	1
Scores	0	0.5	0	0	0.5
Waiting Review	0	3	1	0	4

Special Circumstances

- From this page you can create a certificate, by clicking the Create Certificate button. After creating a certificate, the CPD Diary **will lock** and you will not be able to add or subscribe to events prior to the creation date.
- You are also able to download a record of past CPD events you have attended. This can be done by entering the dates of the period you wish to download, and clicking on the download CPD button. The Download CPD button will remain inactive until the dates have been entered. After this a record of your past CPD events will be downloaded in PDF format. The option of Downloading your CPD has the advantage that it does not lock your account in the same way that creating a certificate does.