

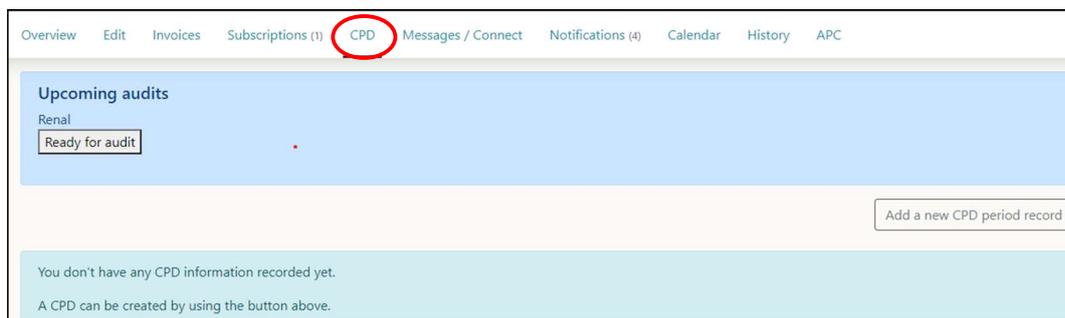
HOW TO: Log CPD

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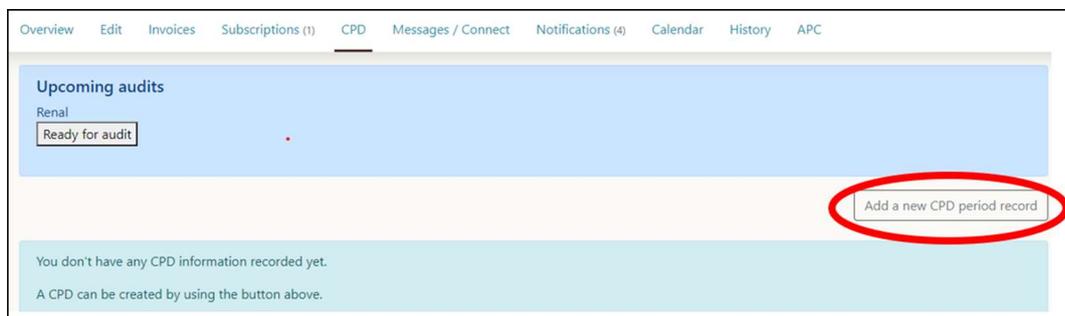
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1. Creating a CPD year

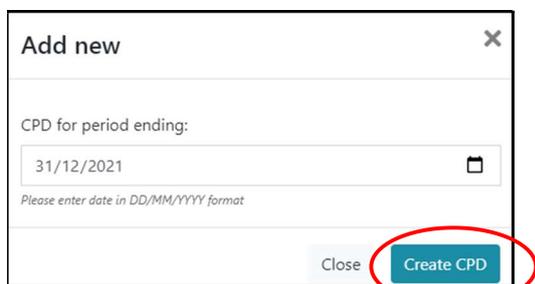
- Log in to your profile at www.cprb.org.nz
- Click on the **CPD** tab.



- Click on 'Add a new CPD period'



- Select a year-end date, then Click on 'create CPD'.



The 'Add new' dialog box has a close button (X) in the top right corner. It contains a label 'CPD for period ending:' followed by a date input field containing '31/12/2021' and a calendar icon. Below the input field, it says 'Please enter date in DD/MM/YYYY format'. At the bottom, there are two buttons: 'Close' and 'Create CPD' (highlighted with a red circle).

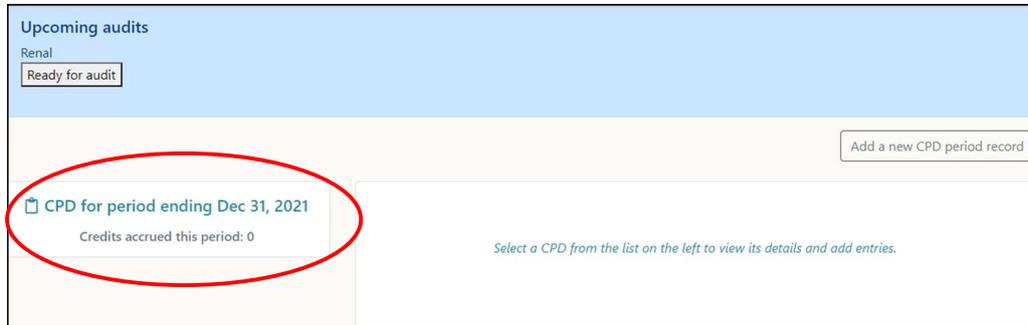
NB: Stick to the default date of 31st December. If you change the date and month, all other one-year periods must also have the same date and month. e.g. selecting period ending 31/07/ 2021, means other years must also end then (31/07/2020, 31/07/2019 etc...)

Create a CPD period for every calendar year required.

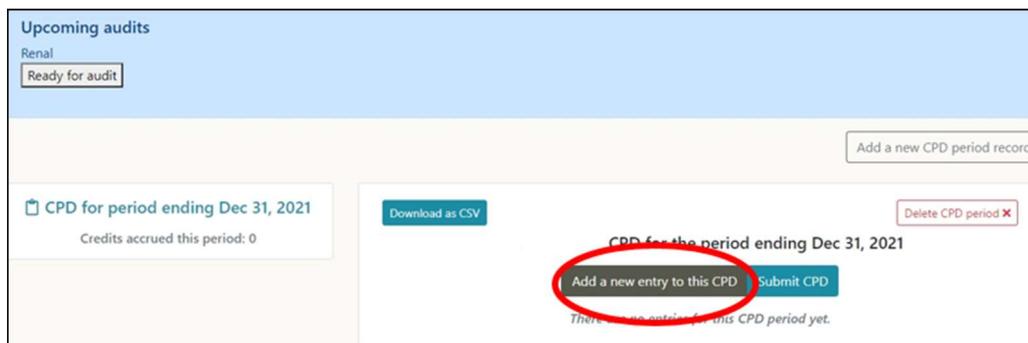
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2. Adding CPD activities

Once you have created your CPD period, you can add CPD activities into it.



- Click on 'CPD for period ending Dec 31, 2021'
- Click on "Add a new entry to this CPD"



- In the pop-up box, fill in your CPD details
- Each activity is 1 credit – enter 1.
- Upload your CPD reflection form, and evidence in the labelled upload boxes.

The screenshot shows a form for adding a new CPD entry. The fields include:

- Title: [Text input]
- Category: [Dropdown menu with 'select one' selected]
- Date Completed: [Date input field with format 'dd/mm/yyyy' and a calendar icon]
- Credits: [Text input field]
- CPD Form: [File upload button 'Choose File' with 'No file chosen' text]
- Evidence: [File upload button 'Choose File' with 'No file chosen' text]
- or -
- Supervisor signature on learning outcome form

 At the bottom right, there is a 'Close' button and a highlighted 'Add Entry' button.

- Lastly click 'Add Entry'

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After you add a CPD entry, you will have a screen that looks like the one below, with **'Credits accrued'** showing the number of activities in each period. Click on **'View details'** to edit any individual CPD entry.



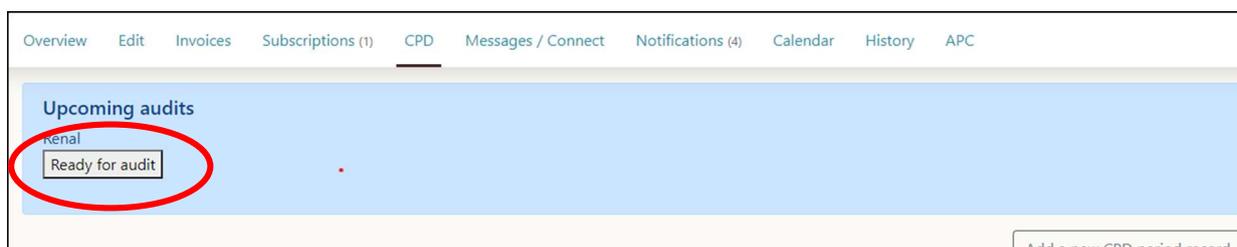
Caution:

If you click on **'Submit CPD'** it will finalize that year, and you will not be able to go back to add/ edit any further CPD for that period. If you do this accidentally, contact the Portfolio officer.

Clicking on **'Delete CPD period'** will delete all the CPD entries.

3. Ready for Audit

If you have received an Audit notification, and your CPD is ready for auditing, you can click on **'Submit CPD'** to finalize each one year period, then select **'Ready for Audit'** to notify the Portfolio Officer.



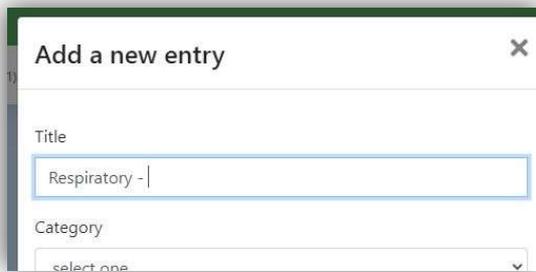
Minimum requirements:

- 18 CPD activities over 3 years,
- A minimum of 1 A, 1 B and 1 C activity in every year.

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4. Dual Scope portfolios

Physiologists who practice in 2 scopes of practice, need to note which cope CPD is for. When uploading CPD for 2 different scopes, make the first word of the Title the Scope.



Add a new entry [X]

Title
Respiratory - |

Category
select one [v]

See example below of CPD entries for someone with dual scopes in Respiratory and Sleep



- Sleep - Review of Sleepstyle CPAP**
Credits: 1
Group A - Workplace Learning Jun 22, 2021
- Respiratory - Fitness for lung resection**
Credits: 1
Group A - Workplace Learning May 25, 2021
- Respiratory - Infection control - Covid 10 recap**
Credits: 1
Group A - Workplace Learning Oct 19, 2021
- Respiratory - Biological treatments for severe asthma**
Credits: 1
Group A - Workplace Learning Sep 28, 2021
- Respiratory - Case presentation Flow volume loop**
Credits: 1
Group A - Workplace Learning Jul 27, 2021
- Respiratory & Sleep - immediate life support**
Credits: 1
Group B - Structured Learning Mar 9, 2021

The Auditors can clearly see which entries pertain to the Respiratory audit, to the Sleep audit, and any that pertain to both audits.