

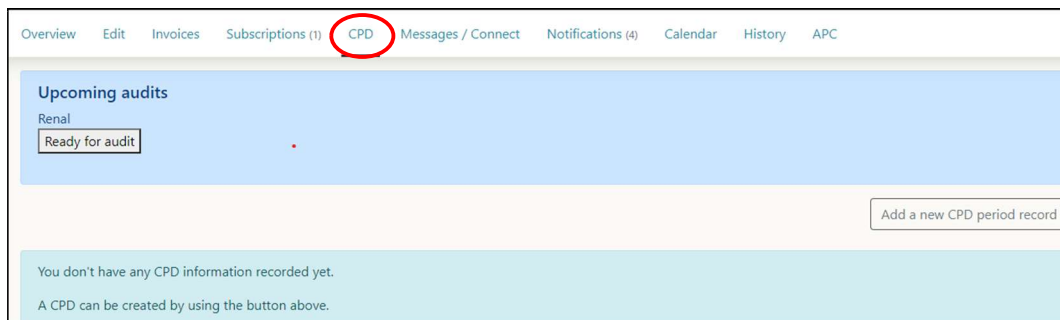
HOW TO: Log CPD

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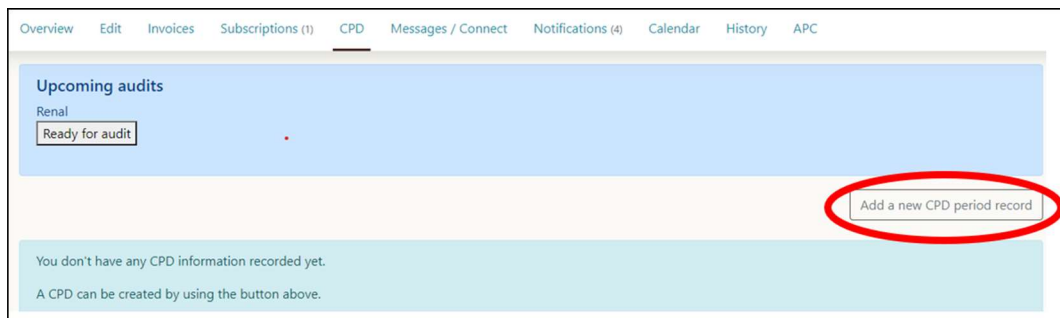
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1. Creating a CPD year

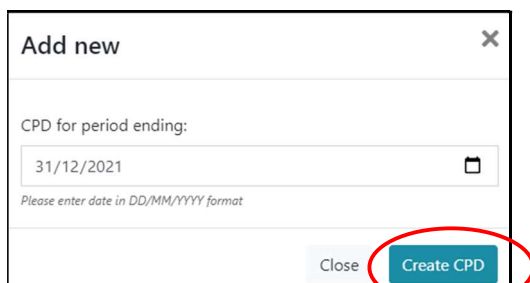
- Log in to your profile at www.cprb.org.nz
- Click on the **CPD** tab.



- Click on 'Add a new CPD period'



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

A screenshot of the 'Add new' dialog box. It contains a form with the label 'CPD for period ending:' and a date input field showing '31/12/2021'. Below the input field, a note says 'Please enter date in DD/MM/YYYY format'. At the bottom of the dialog, 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.

The screenshot shows the 'Upcoming audits' section with a 'Renal' filter and a 'Ready for audit' button. A list of CPD periods is displayed, with the first item 'CPD for period ending Dec 31, 2021' circled in red. To the right of this item is a button 'Add a new CPD period record'. Below the list, a message says 'Select a CPD from the list on the left to view its details and add entries.'

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

The screenshot shows the details of the selected CPD period 'CPD for the period ending Dec 31, 2021'. It includes a 'Download as CSV' button, a 'Delete CPD period' button, and a button 'Add a new entry to this CPD' which is circled in red. There is also a 'Submit CPD' button. A message at the bottom says 'There are no entries for this CPD period yet.'

- 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 the CPD entry form with fields for Title, Category (a dropdown menu), Date Completed (with a calendar icon), Credits, CPD Form (with a 'Choose File' button), and Evidence (with a 'Choose File' button). There is also a checkbox for 'Supervisor signature on learning outcome form'. At the bottom right, the 'Add Entry' button is circled in red.

- 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.



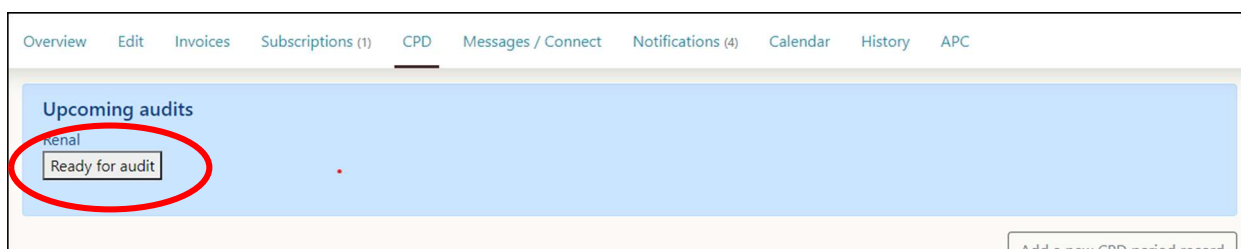
Caution:

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.



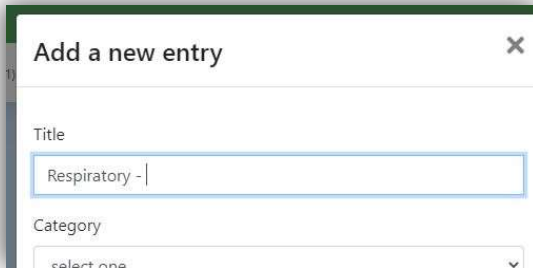
Minimum requirements:

- 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 scope 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

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.