

# MyCPD user guide

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## Introduction

The MyCPD website has been set up to enable NZVA members to report on their CPD activities to meet the VCNZ reporting requirements.

MyCPD allows members to:

- Prepare CPD plans to meet learning needs
- Record activities undertaken as part of a CPD plan
- Attach relevant documents to an activity (for example, certificates of completion)
- Enter a reflection on how well an activity met the plan
- Enter a reflection on how well the initial goals in the plan were met and what further learnings are needed
- Share a plan with colleagues and mentors.

Plans in MyCPD are “living documents” and can be updated and added to as needed.

## My Plans

**My Plans** lists all the CPD plans for learning needs relating to each year.

MyCPD plan for MyCPD User			
		2022	
My learning needs	Hours	Date last shared	Date completed
Create a user how-to for MyCPD <a href="#">Review</a>	3		
	3		

[+ Create new plan](#)
[Download record](#)

Summary by Competency	Current year (2022)
Professional identity (Who you are)	0
Clinical knowledge (What you know)	0

For each learning need, the My Plans page shows:

- the total hours you have recorded in activities for it
- the date the plan for a learning need was last shared
- the date the plan for the learning need was completed.

The list for current year also shows all plans which haven't been completed.

The **Summary by Competency** section is an indication of which competencies have had the most time devoted to during the year.

Completed plans for previous years are found from the year dropdown in the top right of the screen.

A zip file containing the plans and supporting documents for each year is available.

## Creating a new CPD plan for a learning need

On the **My plans** page hit the "Create new plan" button.

The modal screen lets you enter broad details of a learning need or requirement you have identified and how you plan to meet that need.

Here you enter:

- A title for a learning need or requirement that you have
- A description of the learning need and desired outcome, including relevance to your work or planned work
- The area(s) of competence which relate to the learning need
- The proposed actions/activities which will be undertaken to meet the learning requirement.

Once you have saved the plan for the learning need, it appears on your My Plans page

You may revisit a plan introduction and update it at any time (until you enter a final date completed on the review screen).

## Add an activity

From the main screen for each plan, you can detail each of the activities you have identified when making the learning need plan.

You may create as many activities as needed for each plan.

For each activity enter:

- A title
- A fuller description of the activity
- The activity provider name (if appropriate)
- The area(s) of competence applicable to this activity
- Start date and End date
- How many hours were involved

You may review and amend each activity at any time until the date is entered in the Date Completed field for the learning need plan.

Upload supporting documentation such as certificates of completion for the activity.

Once you have completed the activity enter reflection on the activity. The reflection should include a summary of the key areas of learning/discussion and one or more learning outcomes. (A learning outcome is a “take home” from the activity that you plan to put into practice.)

## Sharing a plan

You may share a plan with a colleague or mentor at any stage.

The Sharing option emails a PDF of your plan for a learning need to a colleague or mentor

To share a plan, go to the Review Plan screen for the plan

- On the My Plans page, click on “Review” next to the learning need title
- On the plan itself, click on the “Review Plan” button

To Share the plan:

- Click on the Share Plan button
- Enter a comma separated list of email addresses to receive the copy
- Add in a subject for the email
- Add in some text for the body of the email

The date you send the email to share your plan, appears on the My Plans page as the date last shared

## Reflection: Review / Further leaning

The **Review plan** button

On this screen you may

- Share the plan with a colleague or mentor
- Consider whether all the learning outcomes identified in your CPD plan been achieved.
- Make a note of what further learning needs you may have identified.
- Enter the date when the plan was completed.

Once you enter a date for the when the plan was completed:

- The plan cannot be edited further
- The date the plan is completed becomes the year the

## Area of competence examples

Area of competence	Examples
Professional identity (Who you are)	<ul style="list-style-type: none"> <li>• Professional skills CPD courses</li> <li>• Client feedback and reviews</li> <li>• Observed consults</li> <li>• Mentoring new graduates</li> </ul>
Clinical knowledge (What you know)	<ul style="list-style-type: none"> <li>• Journal article reviews</li> <li>• Preparation for cases</li> <li>• Clinical CPD courses</li> <li>• Conference presentations</li> <li>• Seminars</li> <li>• Advanced qualifications</li> </ul>
Technical skills (What you can do)	<ul style="list-style-type: none"> <li>• Caseload data</li> <li>• Practical skills CPD courses</li> <li>• Clinical teaching and supervision</li> </ul>
Critical reasoning (How you think)	<ul style="list-style-type: none"> <li>• Clinical record audits</li> <li>• Significant event analysis</li> <li>• Self-reflection on cases</li> <li>• Research projects</li> </ul>
Personal wellbeing (How you feel)	<ul style="list-style-type: none"> <li>• Routine physical examinations</li> <li>• Counselling sessions</li> <li>• Cognitive function tests</li> <li>• Diet and exercise plans</li> <li>• Annual leave</li> <li>• Workload management</li> </ul>

## Using MyCPD to store archived CPD records

Zipped records from the previous MyCPD website can be uploaded to an activity and stored on this website.

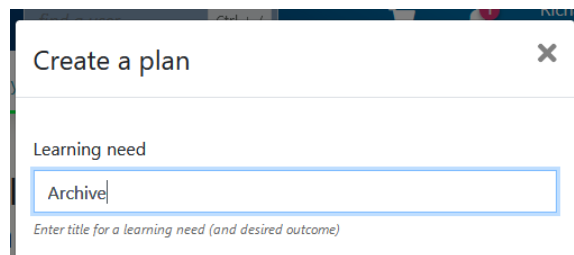
### Suggested method

- Select "My Plans" from the top of the MyCPD page
- Select the 2020 year from the dropdown menu on the top right of the page



My learning needs	Hours	Date last shared	Date completed
Create a user how-to for MyCPD Review	3		
	3		

- Hit the Create a new plan button
- Enter Archive in the Learning need field.
  - This labels the archive on the My Plans page



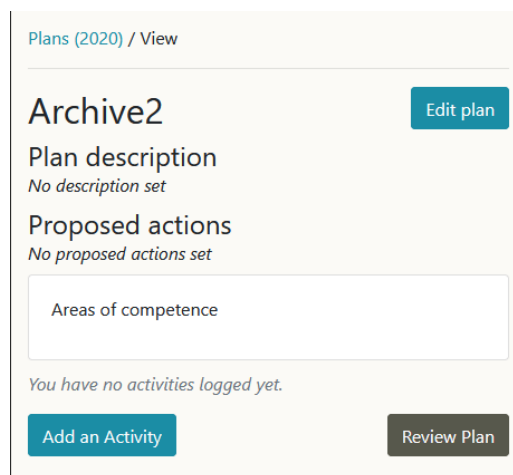
Create a plan

Learning need

Archive

Enter title for a learning need (and desired outcome)

- Scroll down and Hit the Create plan button
  - You don't need to enter anything in the "Plan description" or "Proposed actions" fields
- The screen will be similar to



Plans (2020) / View

**Archive2** [Edit plan](#)

Plan description  
*No description set*

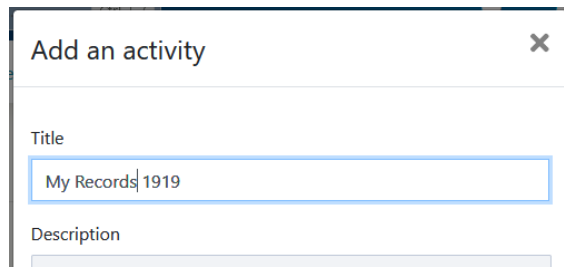
Proposed actions  
*No proposed actions set*

Areas of competence

*You have no activities logged yet.*

[Add an Activity](#) [Review Plan](#)

- Add an activity for the “Archive” plan
  - Label it Records and the years of the zip from the previous MyCPD site
    - For example, “Records 2020-2023”



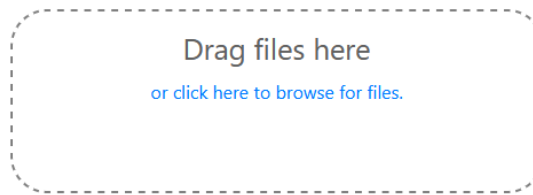
Add an activity

Title

My Records| 1919

Description

- You don't need to enter anything in any of the description fields
- Scroll down until you see the “Drag files here” field.



- Either
  - Drag the zip file from your hard drive into the field or
  - Click on the browse for files link to browser your computer for the zip
- Scroll down and hit Create activity
- You can create a new activity for each 3-year zip file from the previous MyCPD site