

# 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 in a way which meets the VCNZ reporting requirements.

MyCPD allows NZVA members to:

- Prepare CPD plans to meet learning needs
- Create groups of CPD activities (by year and/or by type)
- Record CPD activities
- Attach relevant documents to an activity
- Enter a reflection on an activity
- Enter a reflection on a CPD plan and what further learnings are needed
- Share a plan or activity group with colleagues and mentors.

Plans and activities in MyCPD can be updated and added to as needed.

## Using MyCPD on a mobile phone or tablet

These steps allow for quick access to MyCPD on a phone

- Login to the NZVA website
  - Tick the **Keep me logged in for 30 days** checkbox before hitting the login button
- Click on the **Launcher** icon (9 small squares) on the top left of the screen
- Select **MyCPD**
- Select **My Plans**
- Save this page to the home screen or browser homepage
  - You can now get directly to your MyCPD records for the current year.

## The My Plans page

The **My Plans** page is the homepage for each year.

It lists all the learning need plans and/or activity groups for each year.

MyCPD plan for MyCPD User			
			2022 ▾
My learning needs	Hours	Date last shared	Date completed
<a href="#">Create a user how-to for MyCPD</a> <small>Review</small>	3		
	3		
<a href="#">+ Create new plan</a>		<a href="#">Download record</a>	
Summary by Competency		Current year (2022)	
Professional identity (Who you are)		0	
Clinical knowledge (What you know)		0	

For each learning need CPD plan or CPD activity group, this page shows:

- the total hours recorded in activities for it
- the date the plan or activity group was last shared
- the date the plan or activity group was completed or closed.

The list for current year also includes all plans/groups started in previous years which haven't been completed or closed.

The **Summary by Competency** section indicates which competencies have had the most time devoted to them during the year.

Completed plans/groups 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 or CPD activity group

### Create a new CPD plan for a learning need

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

Enter the broad details of a learning need you have identified and how you plan to meet that need.

Enter the following:

- 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.

A plan introduction may be reviewed and updated it at any time (until the date the plan is completed is entered on the review screen).

### Create a new CPD activity group

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

Enter a title for the CPD activity group.

Possible examples: **CPD activities for 2025, Collegial activities for 2025**

When the plan/group is saved, it can be reached from the My Plans page.

## Adding CPD activities

As many CPD activities as needed can be added to a plan or activity group.

CPD activities can be added and edited until the plan is marked as complete or closed.

For each CPD activity enter:

- A title
- A fuller description of the activity (if required)
- 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
- Upload any supporting documents. For example, certificates of completion.

CPD activity 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 CPD records – Share a plan or an activity group

A plan or activity group can be shared via email with colleagues or mentors at any stage.

To share a plan or CPD activity group:

- On the My Plans page, click the plan/group title
- Click on the “Review Plan” button on the bottom right of the page
- Click on the Share Plan button on the top right of the page
- 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 the plan was last shared appears on the My Plans page. A plan or activity group can be shared as many times as is required.

## Plan completion and activity group closing

To complete and close a plan or CPD activity group:

- On the My Plans page, click the plan/group title
- Click on the “Review Plan” button on the bottom right of the page
- For a plan:
  - Consider whether all the learning outcomes identified in your CPD plan been achieved.
  - Make a note of any further learning needs you may have identified.
- Enter the date when the plan was completed, or to close the activity group

Entering a Date completed closes the plan or activity group to further editing.

## Appendix 1: 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>

## Appendix 2: Importing CPD records from another system

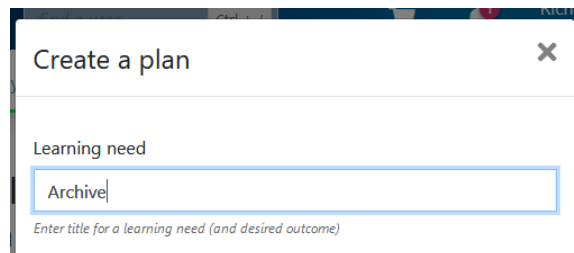
Zipped records from other CPD recording systems can be uploaded to an activity and stored in MyCPD.

### Suggested method

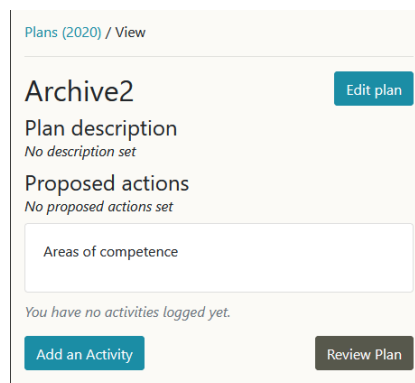
- Select **My Plans** from the top of the MyCPD homepage
- Select the correct year from the dropdown menu on the top right of the page



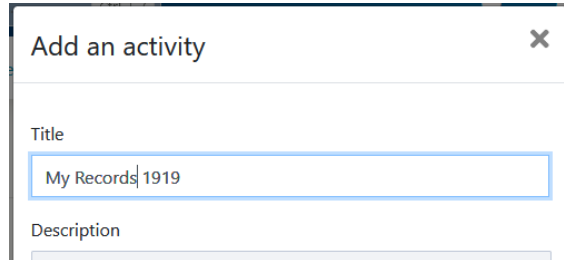
- Hit the **Create a new plan** button
- Enter a title such as “Archive” in the Learning need field.
  - This labels the archive on the My Plans page



- 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

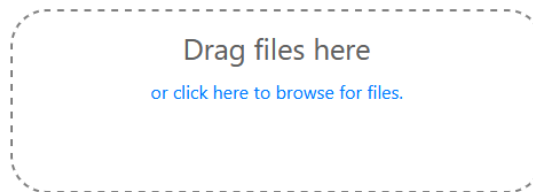


- Add an activity for the “Archive” plan
  - Label it Records and the years of the zip from the previous MyCPD site
    - For example, “Records 2020-2023”



The screenshot shows a web form titled "Add an activity" with a close button (X) in the top right corner. Below the title, there is a "Title" label and a text input field containing the text "My Records| 1919". Below the title field is a "Description" label and a larger text area.

- 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 browse your computer for the zip
- Scroll down and hit **Create activity**
- Save the “plan” to finalise saving the archive