**FACULTY OF
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# CPD online diary
> REFERENCE GUIDE

1. Logging in

To log in, you need your Username – which is the email address you originally used to register for the system – and Password. If you have forgotten your password you can click on the link 'Forgotten your password?' and your password reset will be sent to your registered email address.

Once logged in, you can change your password by selecting the 'My Account' tab and clicking on 'Edit'.

*Note: the editing of your user profile has been disabled in the CPD online diary.
If you wish to edit your personal data, please email changes through to
cpd@fph.org.uk.*

When you have logged in you will see a screen with the following top toolbar options:
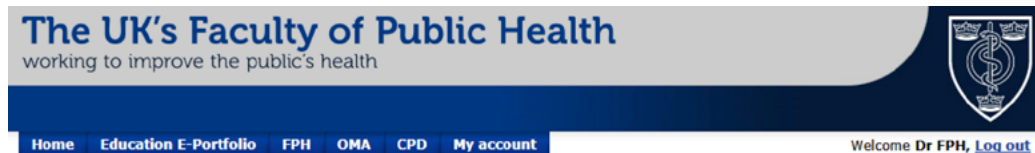
Select the 'CPD' tab. On the left, you should now see the CPD menu.

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2. Recording your Personal Development Plan (PDP)

Creating a PDP

A new PDP should be developed each year. The PDP must be clearly dated and pre-date CPD content. To create a new PDP, select 'New PDP Entry' and then work your way through the following screen:

The 'Date Agreed' field should coincide with the date of your latest appraisal. Once you have filled in the above screen click on the 'Submit' button to save. Please note that all of the boxes marked with a red asterisk are mandatory and must be completed before saving. Once your PDP has been set up, you have the option of linking CPD activities to your PDP. At least 25 CPD credits must be linked to your PDP each year.

Editing 'Expired' PDP objectives

To edit 'Expired' PDP objectives, click on the 'PDP Overview' link and select which expired objective you would like to edit by clicking on 'Edit'. Update the 'Agreed Date' to that of your latest appraisal and change the status to 'Current'.

Note: PDP objectives automatically expire 18 months after the 'Date Agreed'. This ensures you review your PDP annually in the online diary. You will not be able to link CPD activities to 'Expired' PDP objectives.

Completing a PDP Objective

Over the course of the year (or just before your next appraisal) when you have completed a PDP objective, click onto the 'PDP Overview' link and select which objective you would like to complete by clicking on 'Edit'. Change the status to 'Completed' and fill in the field 'Date Completed' which has now appeared. You will also need to add some comments in the 'Outcome' section.

Note: You will be able to link a CPD activity to 'Completed' PDP objective if the CPD activity predates the completion date of the PDP objective.

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3. Recording CPD Activities

Adding a CPD activity

To add a CPD activity, select 'New CPD Activity' and then work your way through the following screen:

Once you have filled in the above screen click on the 'Preview' button to have a preview of the information you entered, or the 'Submit' button to save.
Please note that all of the boxes marked with a red asterisk are mandatory and must be completed before saving.

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Editing a CPD activity

The editing of CPD activities will only be allowed during a limited time, usually editing will be permitted during the CPD year the CPD activity pertains to plus three months. To edit CPD activities, click on 'All CPD Activities'. You can filter by CPD year, or by date range, and click 'Go'. When you have identified which CPD activity you would like to edit, click on the 'Edit' tab on the right of the activity in question. Make sure you click on the 'Submit' button at the bottom of the page to save the changes you have made.

Deleting a CPD activity

Same as above, but click on the 'Delete' tab.

Creating a similar CPD activity as one already in the system

If you have a CPD activity that is similar to one that is already entered in the system (e.g. Day 2 of a conference), you can save time by clicking on 'All CPD Activities' and then the 'Save as New' tab on the right of the similar activity in question. Edit and add the relevant information for this new activity and save by clicking on the 'Submit' button at the bottom of the page.

Note: *no two CPD activities should be the same.*

4. Reports

The system allows you to create, print and save a variety of reports.

Personal Development Plan

Click on 'PDP Overview', scroll down and then click on 'Download all as PDF'. This will generate a PDF report of your plan. You can then save this onto your computer, which can be emailed to your appraiser or uploaded into your workplace's electronic appraisal system.

CPD Activity Summary (reports for use at your appraisal)

There are two options available:

■ CPD Credits Achieved Report option – by clicking on 'All CPD activities', filter by CPD year, or by date range, and click 'Go'. At the bottom of the page, click on 'Download as PDF'. This will produce a summary listing of CPD credits achieved and activity type.

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■ Full Report option – an extension of the above report which will include the details of all CPD activities completed can be downloaded by clicking on 'All CPD activities', filter by CPD year, or by date range, and click 'Go'. At the bottom of the page, either click on 'Printable version' to print the report or 'Download all as PDF'. The report provides details of the title and date and of each activity and its CPD credits, if it is linked to your PDP, as well as your reflective notes – these will be particularly important during your appraisal discussions.

5. Submitting your annual CPD return

Every year, you will have to submit your annual CPD return to FPH. To do so, click on 'Submit mandatory annual return', select the CPD year and click 'Go'. Verify your personal details are correct, tick the box to confirm and click 'Send your annual return'. You will receive a confirmation via email that your CPD return was sent to FPH.

6. Submitting your portfolio for audit

When you receive an email from FPH asking you to submit your CPD portfolio as part of the annual audit of compliance, you can submit your documentation via the online diary. To submit your portfolio for audit, click on 'Submit portfolio for audit' and follow the instructions on screen. You will need to attach the audit checklist to your submission and select the PDP items you would like to submit as part of your submission (if you have used the PDP facility of the online diary). Click 'Submit'. You will receive a copy of your submission via email.

7. Further information

For further information on how to use the CPD online diary please visit the FAQs section on our website, or contact cpd@fph.org.uk.

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8 FAQs

I am having trouble logging in to the CPD online diary, can you help?

When logging in, your username is the email address which you originally used to register for the system. Please check that you have entered this correctly. If you have completed the 'Forgotten your password' form, your password reset will be sent to this address.

If you are still experiencing difficulties when trying to log in to the system, please contact cpd@fph.org.uk.

How do I edit my user profile details?

Editing of your user profile has been disabled in the CPD online diary. If you wish to edit your personal data, please email changes through to cpd@fph.org.uk.

How do I edit my password?

To edit your password to the online diary, click on the 'My Account' tab, and then the 'Edit' tab. Enter and confirm your new password as requested.

I wish to claim 0.5 CPD credits, how do I record this amount?

FPH does not accept half credits. One CPD credit should be counted for one hour's worth of 'real education time'; 3 credits for half a day and 5 credits for a full day.

I attended a 3 day conference and wish to claim 15 CPD credits but the online diary won't allow me to claim more than 5 credits per activity. How can I record this?

A maximum of 5 credits can be claimed per reflective note. If for example a 3 day conference is attended, you may claim up to 5 credits for each day of the conference, however 3 reflective notes must be submitted for each 5 credits claimed, each reflecting on different learning gained from the event.

I wish to claim more than 5 CPD credits for general CPD items, how can I do this?

Claims for general items such as 'private reading', 'reviewing papers' or 'research' are not accepted. You should be much more specific in order to demonstrate learning. When writing a reflective note, you should reflect on a specific element (publication, journal, area of research, etc.) for which significant new learning was gained, not a general claim during the year.

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Is there any specific exclusion for CPD credits?

Normally, meetings, committee activity, routine operational work and academic activities with no significant new learning are not creditable as CPD. For example examining for FPH's Part A or Part B examinations, giving the same lecture regularly and minimally updated, attending routine committee meetings/other business meetings and articles in peer-reviewed journals, chapters in books, reports and official documents where the author has not undertaken substantial writing. If there is any new learning that can be demonstrated from these activities, you should write a reflective note and claim CPD credits, otherwise they should not be claimed as CPD.

Can I record a period of prolonged absence from work (e.g. sick leave, maternity leave) on the online diary?

There is currently no option for recording any special circumstances on the online diary. You should contact cpd@fph.org.uk to inform FPH for any period of not less than 9 months in any one CPD year where you are absent from work. When you return to work we recommend, where possible, that you make up any shortfalls in CPD within a five year period.

Can I upload documents to the CPD online diary (e.g. certificate of attendance, notes taken during the activity, copy of presentation)?

There is currently no option on the online diary to upload supporting documents.

Will my data be secure?

The data is backed up by the software provider, so if there are any technical problems, your data will not be lost. When using the diary, please ensure you save your work properly by filling out all required fields marked by a red asterisk and then clicking on the 'Submit' button at the bottom of the page.

Do I need to back-up my work?

All data stored on the system is automatically backed up.

Who else can see and access my data?

The CPD online diary cannot be accessed by any third parties. Your account and records will only be accessed by the FPH CPD Team for support reasons and only if requested by the user.

Who can I contact about the CPD Online Diary?

For any further information please contact the CPD Team at cpd@fph.org.uk, Tel: 020 3696 1482.

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