



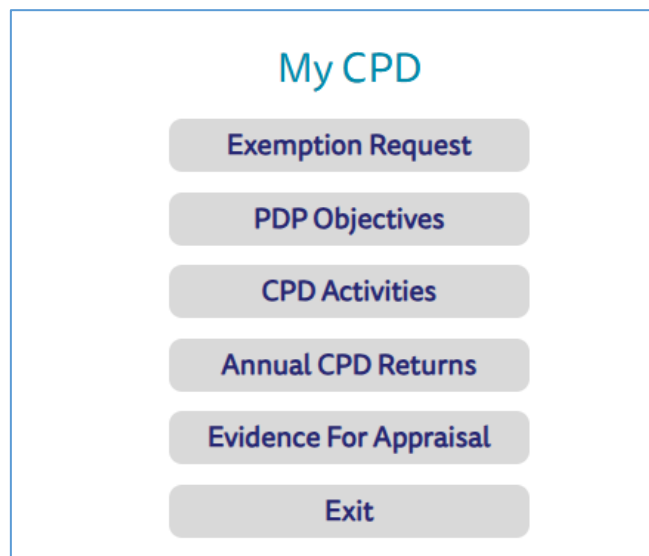
## FPH CPD diary guidance

The online diary is free to use for all members of FPH and to Associate members who are subscribing to the CPD scheme. It enables you to keep a record of your CPD activities and your Personal Development Plan (PDP) each year and submit your annual CPD return online. It is advisable to record CPD activities in the diary as they are completed rather than at the end of the CPD year.

Login the diary via [members portal](#).

You need to provide the email address and password held on the Faculty system and you will receive an email to that address with an eight-digit security code, which can be used to enter the portal.

This is your main page – it is designed to work in order, from top to bottom.



Once you have logged in to the members portal, you will be able to record your CPD activities, PDP objectives, reflective notes and make annual CPD returns in the **My CPD** section. Navigate through the different screens in the portal by clicking the **Close** button at the bottom of each page. This will take you previous page. Do not use the 'back' button in your browser as you may be logged out of the system.

## 1. Recording your PDP Objectives

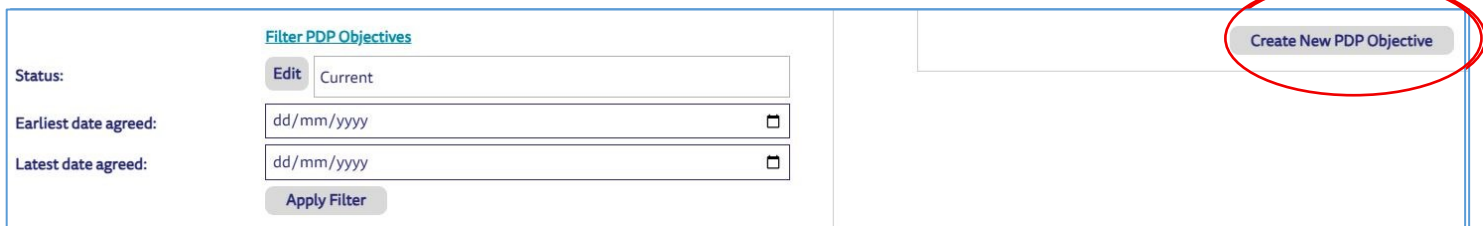
Faculty's CPD year runs from **1 April to 31 March**.

PDP objectives are normally set up with the Appraiser, Line Manager or in their absence any senior colleague.

In this section you can create, view, edit and delete your PDP objectives. PDP objectives can be filtered on this page by clicking the **Edit** button under **Status**.

### Create a new PDP objective

From the main page – choose “**Create New PDP Objective**”



Filter PDP Objectives

Status: **Edit** Current

Earliest date agreed: dd/mm/yyyy

Latest date agreed: dd/mm/yyyy

Apply Filter

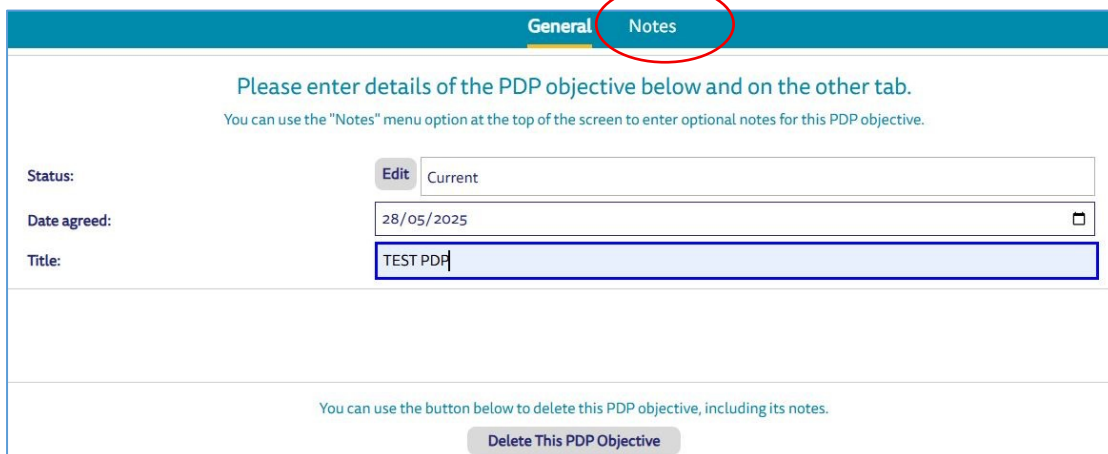
Create New PDP Objective

A new window will open with a new draft objective defaulting to the current CPD year.

The default status of this PDP objective will be **Current**. Your new PDP objective can be edited and then either saved (press **Close** and then **Save Changes**) or deleted (press **Delete This PDP Objective** or **Cancel** and **Close Page**, which will take you back to the main page).

Make sure you save your objective by clicking save button on the bottom of the page. If you can't see this, click anywhere outside the boxes and it will appear.

Please note that there is no need to write anything in the “Notes” section at the top, You **DO NOT** write reflective notes here. Notes in this section refers to general notes relating to your PDP. You record your reflective notes under “CPD “activities”



General Notes

Please enter details of the PDP objective below and on the other tab.  
You can use the “Notes” menu option at the top of the screen to enter optional notes for this PDP objective.

Status: **Edit** Current

Date agreed: 28/05/2025

Title: TEST PDP

You can use the button below to delete this PDP objective, including its notes.

Delete This PDP Objective

## To view or edit an existing PDP objective

From the main page, click the Details button and from this screen you can edit, save or delete the objective.

| Below are the filtered PDP objectives. The "Details" button leads to the details of each PDP objective. |             |                    |
|---------------------------------------------------------------------------------------------------------|-------------|--------------------|
| Status                                                                                                  | Date Agreed | Title              |
| Current                                                                                                 | 28/05/2025  | <div>Details</div> |
| Current                                                                                                 | 24/04/2025  | <div>Details</div> |

A new page opens, from here you can edit, save or delete the objective. To change the status of a PDP objective, click on **Edit** and change to **Current**, **Completed** or **No longer relevant**.

General

Notes

Please enter details of the PDP objective below and on the other tab.

You can use the 

Search X

Status:

Date agreed:

Title:

Completed

Current

No longer relevant

You can use the button below to delete this PDP objective, including its notes.

Delete This PDP Objective

Please note that you can't link new CPD activities for PDP objectives which are completed or no longer relevant.

At the bottom of the main PDP Objectives screen you can create a downloadable PDP Objectives Report, based on the **Status** field shown at the top of the PDP Objectives screen.

## 2. Recording CPD activities and Reflective notes

To view, create, edit and delete your CPD activities, click on "**CPD Activities**" from the main page. As you land on the page, the default filter will show activities for the current year, though you can choose which activities to show by clicking on **CPD Year / Edit** or by choosing a specific date range or "**SHOW ALL**" which lists all your CPD activities.

Clicking on **Create New CPD activity** on the top right side of the screen, opens a new window with four tabs along the top of the screen.

**General** Reflective Notes Competencies Domains

Please enter details of the CPD activity below and on the other tabs.

You can use the menu options at the top of the screen to enter reflective notes, key competencies (optional) and domains of good medical practice (optional). These can be entered now or at a later stage.

CPD year: 2025/26

Start date (\*): 15/08/2024

End date (\*): 01/06/2025

Note that the activity will be attached to whichever CPD year the activity end date falls within.

Description (\*): TEST Activity

Activity type (\*): Edit Group work, seminars and journal clubs

- **General:** provide details of the activity, start and end dates (end date must be in current or next CPD cycle year), activity type (from a drop-down box), and any linked PDP objectives (from a drop-down box of current PDP objectives). You can add as many PDP objectives as you wish.
- **Reflective notes:** This provides a structured form for you to add your reflection on the particular CPD activity. Hovering over the text box will prompt a pop-up message with further information about the field.

Make sure to answer to all four questions, if you leave any of the boxes empty, **the system won't let you submit.**

Make sure you save your text by clicking save button on the bottom of the page. If you can't see this, click anywhere outside the boxes and it will appear.

**General** **Reflective Notes** Competencies Domains

Why did I choose this activity for my CPD?  
Why did I choose this activity for my CPD?

What new learning did I get from this activity or event?  
Why did I choose this activity for my CPD?  
What new learning did I get from this activity or event?

How am I going to apply this new learning in my work?  
How am I going to apply this new learning in my work?

What personal development needs have I identified (if any) and how do I take them forward?

Save Changes Cancel

- **Competencies:** choose which competencies are applicable (this is optional).
- **Domains:** choose which domains of Good Medical Practice are applicable (this is optional)

You can record as many CPD activities you wish. Those 3-6 activities which you are planning to submit **MUST** be linked to your PDP objective(s).

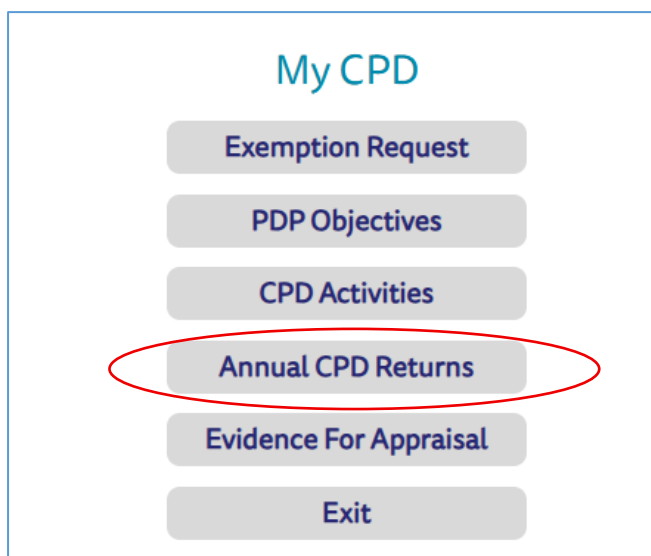
Link your activities to PDPs in the General section, by clicking on “ADD” button on the middle of the page. You get a dropdown menu of all your current PDPs, and you link your activity by clicking and choosing a relevant objective.

The screenshot shows the 'General' tab of a CPD activity form. At the top, there are tabs for 'General', 'Reflective Notes', 'Competencies', and 'Domains'. Below the tabs, a message states: 'Please enter details of the CPD activity below and on the other tabs. You can use the menu options at the top of the screen to enter reflective notes, key competencies (optional) and domains of good medical practice (optional). These can be entered now or at a later stage.' The form fields include: 'CPD year:' with value '2025/26'; 'Start date (\*)' with value '15/08/2024'; 'End date (\*)' with value '01/06/2025'; 'Description (\*)' with value 'TEST Activity'; and 'Activity type (\*)' with value 'Group work, seminars and journal clubs'. Below these fields is a section titled 'Linked PDP Objectives' with an 'Add' button circled in red. At the bottom, there is another 'Add' button.

Once your activity is linked to PDP, you can pre-select it for CPD return by ticking the **Pre-select for annual return** option. This means the activity will be automatically included in your CPD return for the current year, although you can remove it at the point of submission.

The screenshot shows the same CPD activity form as above, but with the 'Pre-select for annual return?' checkbox checked. The checkbox is circled in red. The 'Add' button in the 'Linked PDP Objectives' section is also visible.

CPD returns **must** be submitted in “Annual CPD Returns” section.



- Choose the current year and click on “DETAILS” button.
- Choose between **three to six CPD activities** by clicking “ADD” button and ticking the activities from the dropdown menu. If you choose more than this, the system won’t allow you to submit your return.

A screenshot of the 'CPD Return' form. The form is titled 'CPD Return' and contains several fields: 'CPD year:' with value '2024/25', 'CPD status:' with value 'In CPD', 'Return due:' with value '30/04/2025', 'Return received:', and 'Selected for review:'. Below these fields is a section titled 'CPD Return Submission' with instructions: 'Please click on the "Submit CPD Return" button below to submit this CPD return. Please choose between 3 and 6 CPD activities from the current CPD year. Note that you can only choose activities that have been linked to at least one PDP objective, and have reflective notes completed. After you have submitted the return, you can edit the activities that you have linked to it, but the copies linked to the return will not be changed.' There is a red oval around the 'Add' button. At the bottom of the form are buttons for 'Preview CPD Return Report', 'Submit CPD Return', and 'Close Page'. On the right side of the image, there is a vertical text overlay: 'on't appear', 'tions in the', 'compulsory)', 'en you have', 'preselect', 'so you won't', 'Submit CPD'.

Once you have submitted your return, you can download your CPD certificate.

To retrieve your current and previous CPD certificates of good standing, click on **Annual CPD Returns** on the main CPD menu and then click the **Details** tab where you can download the relevant CPD certificate and CPD return report. CPD certificates for the last cycle submitted are also available from the **Evidence for Appraisal** section.