

RCPsych CPD Submission User Guide

March 2015

Submitting your CPD returns online

CPD submission, the electronic system for recording your CPD activities and submitting returns and generating Certificates of Good Standing is available on the College website.

Accessing the RCPsych CPD submission system:

The CPD submission system can be accessed [here](#) via the CPD homepage on the College website. Once you are on the CPD homepage, please select CPD submission programme:

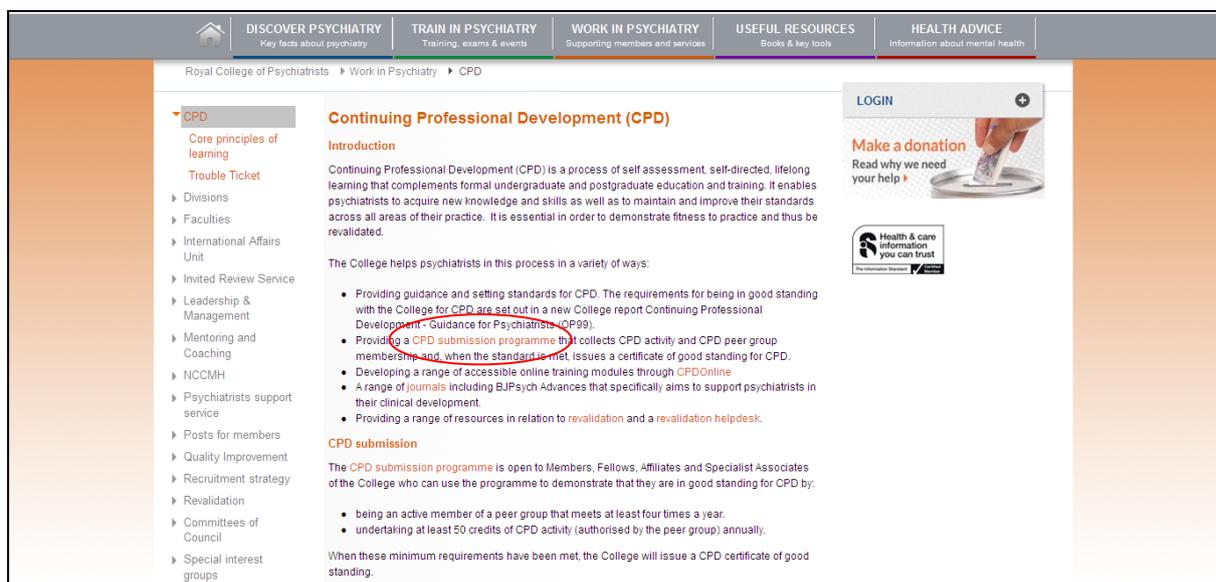


Figure 1: College website CPD homepage

By selecting 'CPD submission programme' you will be directed to the log-in page:

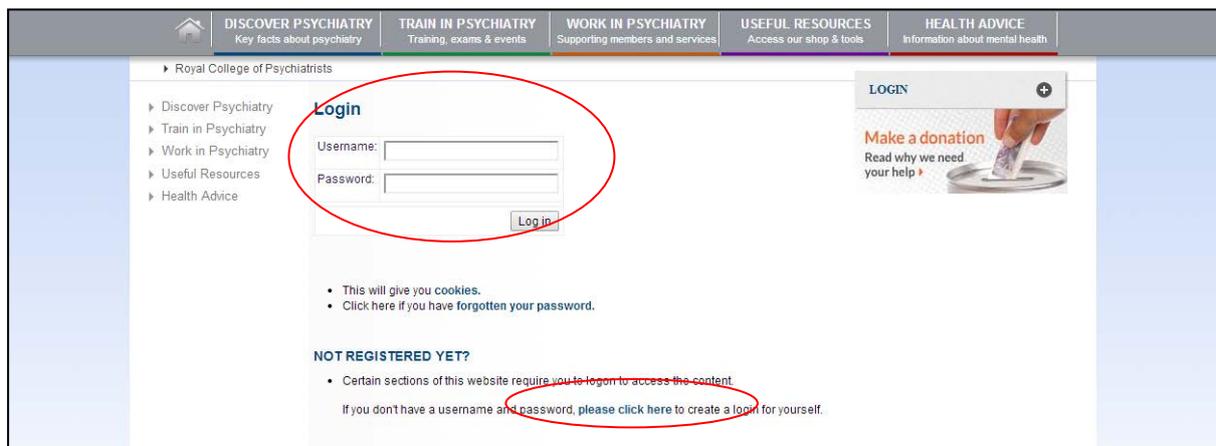


Figure 2: CPD submission log-in page

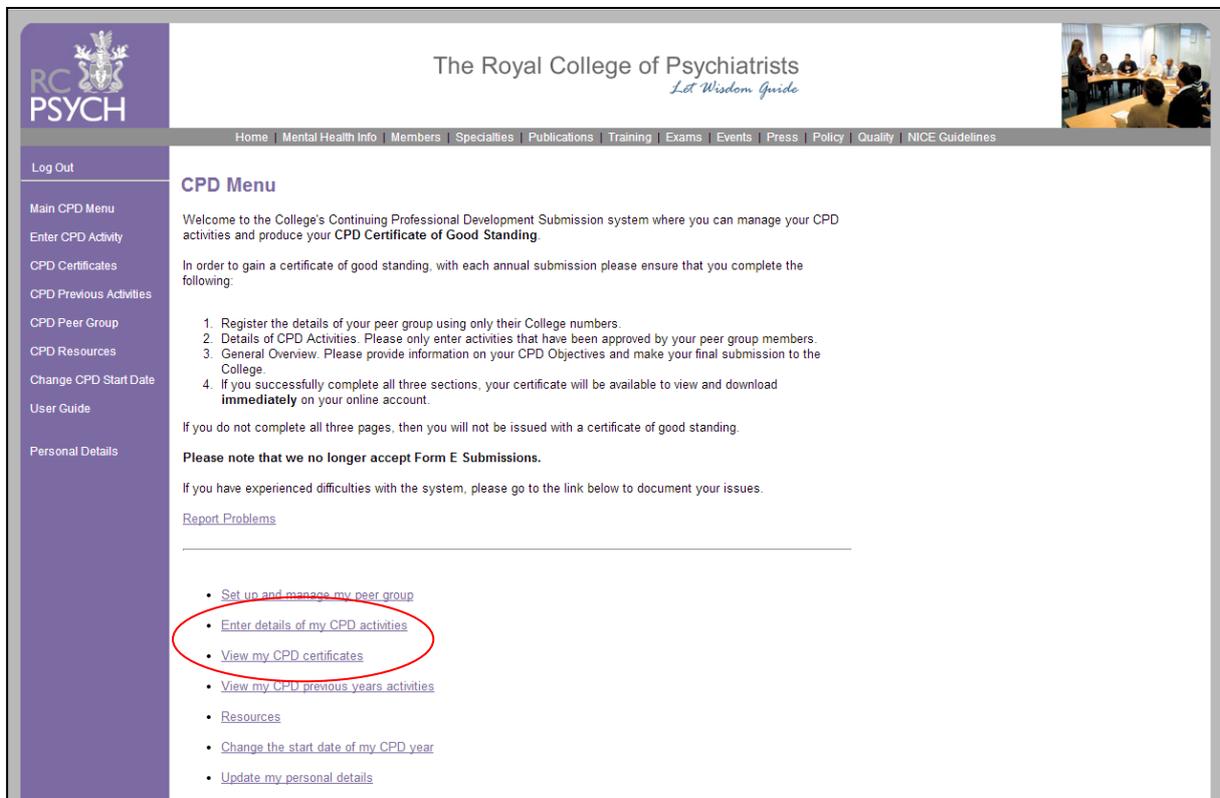
Logging into the CPD submission system

You can log in to the CPD submission system using the username and password you normally use to access the member areas of the College website. If you have not yet created log in details for the College website, then please follow the instructions under the 'Not Registered Yet?' section (above).

CPD submission main menu

When you first enter the CPD submission system you will be presented with the main menu page. From here, in order to record your CPD and generate your Certificate of Good Standing, there are three pages you must complete:

- Set up and manage my peer group
- Enter details of my CPD activities
- CPD general overview



The screenshot shows the 'CPD Menu' page. The sidebar on the left contains links: Log Out, Main CPD Menu, Enter CPD Activity, CPD Certificates, CPD Previous Activities, CPD Peer Group, CPD Resources, Change CPD Start Date, User Guide, and Personal Details. The main content area is titled 'CPD Menu' and includes a welcome message, a list of four instructions, and a list of links. The first three links are circled in red: 'Set up and manage my peer group', 'Enter details of my CPD activities', and 'View my CPD certificates'. The instructions are:

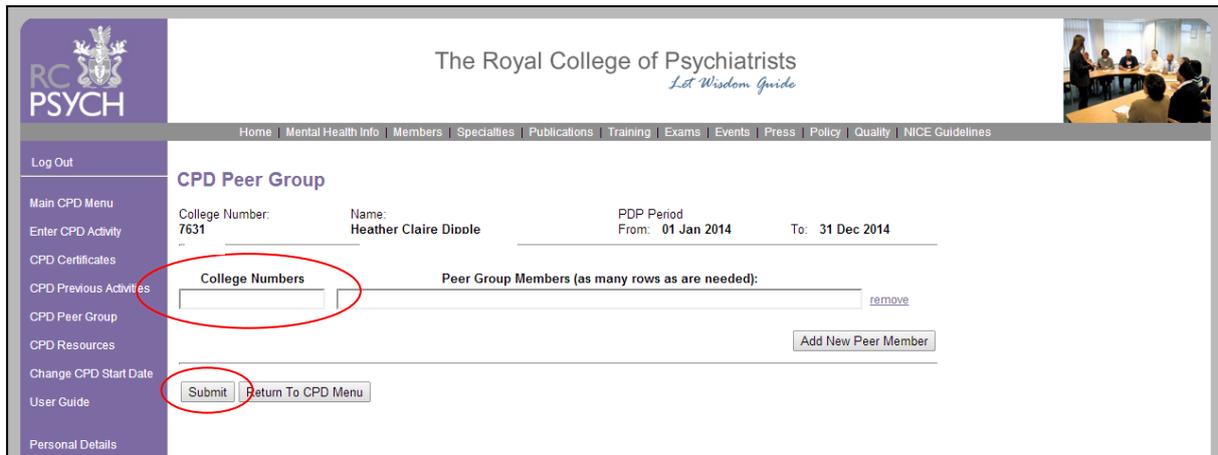
1. Register the details of your peer group using only their College numbers.
2. Details of CPD Activities. Please only enter activities that have been approved by your peer group members.
3. General Overview. Please provide information on your CPD Objectives and make your final submission to the College.
4. If you successfully complete all three sections, your certificate will be available to view and download **immediately** on your online account.

Additional text on the page includes: 'If you do not complete all three pages, then you will not be issued with a certificate of good standing.', 'Please note that we no longer accept Form E Submissions.', and 'If you have experienced difficulties with the system, please go to the link below to document your issues.' followed by a link to 'Report Problems'.

Figure 3: CPD submission main menu

Setting up and managing your peer group:

With each year's (CPD cycle's) submission, you are required to enter your peer group information. Please record the College membership numbers of each individual member of your peer group. Once all this information has been entered, press Submit:



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Log Out

Main CPD Menu

Enter CPD Activity

CPD Certificates

CPD Previous Activities

CPD Peer Group

CPD Resources

Change CPD Start Date

User Guide

Personal Details

CPD Peer Group

College Number: 7631 Name: Heather Claire Dipole PDP Period From: 01 Jan 2014 To: 31 Dec 2014

College Numbers Peer Group Members (as many rows as are needed): [remove](#)

[Add New Peer Member](#)

[Submit](#) [Return To CPD Menu](#)

Figure 4: Entering your peer group details

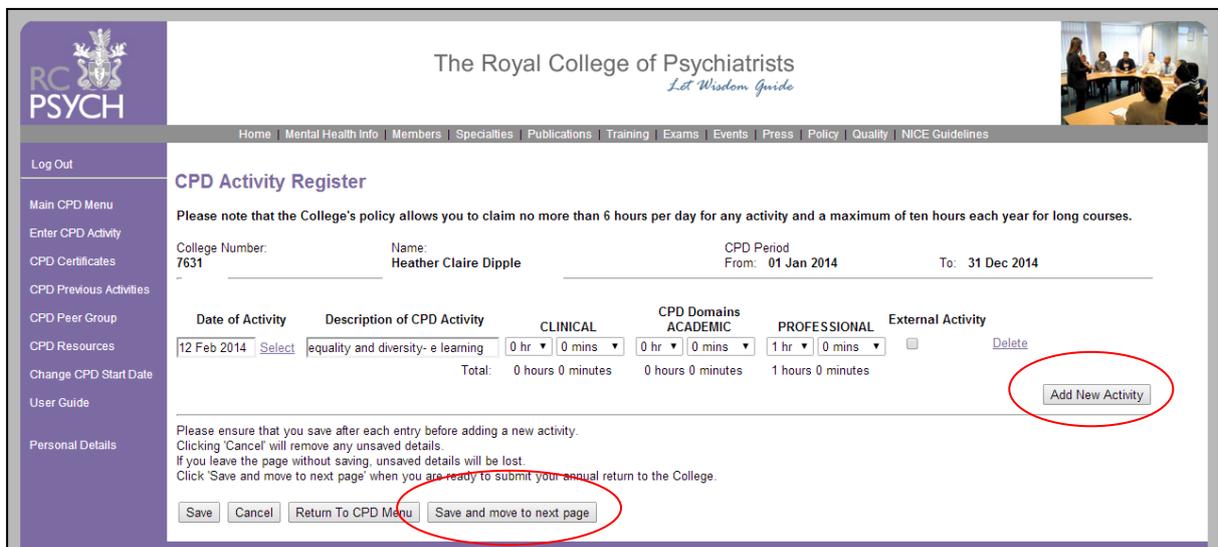
Entering details of your CPD activity

This is a log of those CPD activities that you have done which you wish to count towards your annual CPD target.

Click on the 'Add New Activity' button to get started. You can either enter the date manually in dd/mm/yyyy format or choose 'Select' which will show a pop-up calendar. Note that you will not be able to enter a date which is outside your current CPD year. You should then enter the number of hours you are claiming for the activity under each CPD domain, bearing in mind that the maximum number of hours you may claim for each day is six. If you attend an event which spans more than one day, please enter each date separately. If you are claiming an activity as 'external' please check the box marked 'External Activity' next to it. You may continue entering as many activities as you wish. Click on 'Save' at the bottom of the page when you have finished entering. If you wish to delete an activity prior to submission, then select delete at the end of the line to remove an activity.

You can add activities at any time the year, as and when you have undertaken them. The system automatically tallies up the number of hours you have entered throughout the year.

Please click 'save and move to next page'



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Log Out

Main CPD Menu

Enter CPD Activity

CPD Certificates

CPD Previous Activities

CPD Peer Group

CPD Resources

Change CPD Start Date

User Guide

Personal Details

CPD Activity Register

Please note that the College's policy allows you to claim no more than 6 hours per day for any activity and a maximum of ten hours each year for long courses.

College Number: 7631 Name: Heather Claire Dipole CPD Period From: 01 Jan 2014 To: 31 Dec 2014

Date of Activity	Description of CPD Activity	CLINICAL	ACADEMIC	PROFESSIONAL	External Activity
12 Feb 2014 Select	equality and diversity- e learning	0 hr 0 mins	0 hr 0 mins	1 hr 0 mins	<input type="checkbox"/>
Total:		0 hours 0 minutes	0 hours 0 minutes	1 hours 0 minutes	

[Delete](#) [Add New Activity](#)

Please ensure that you save after each entry before adding a new activity. Clicking 'Cancel' will remove any unsaved details. If you leave the page without saving, unsaved details will be lost. Click 'Save and move to next page' when you are ready to submit your annual return to the College.

[Save](#) [Cancel](#) [Return To CPD Menu](#) [Save and move to next page](#)

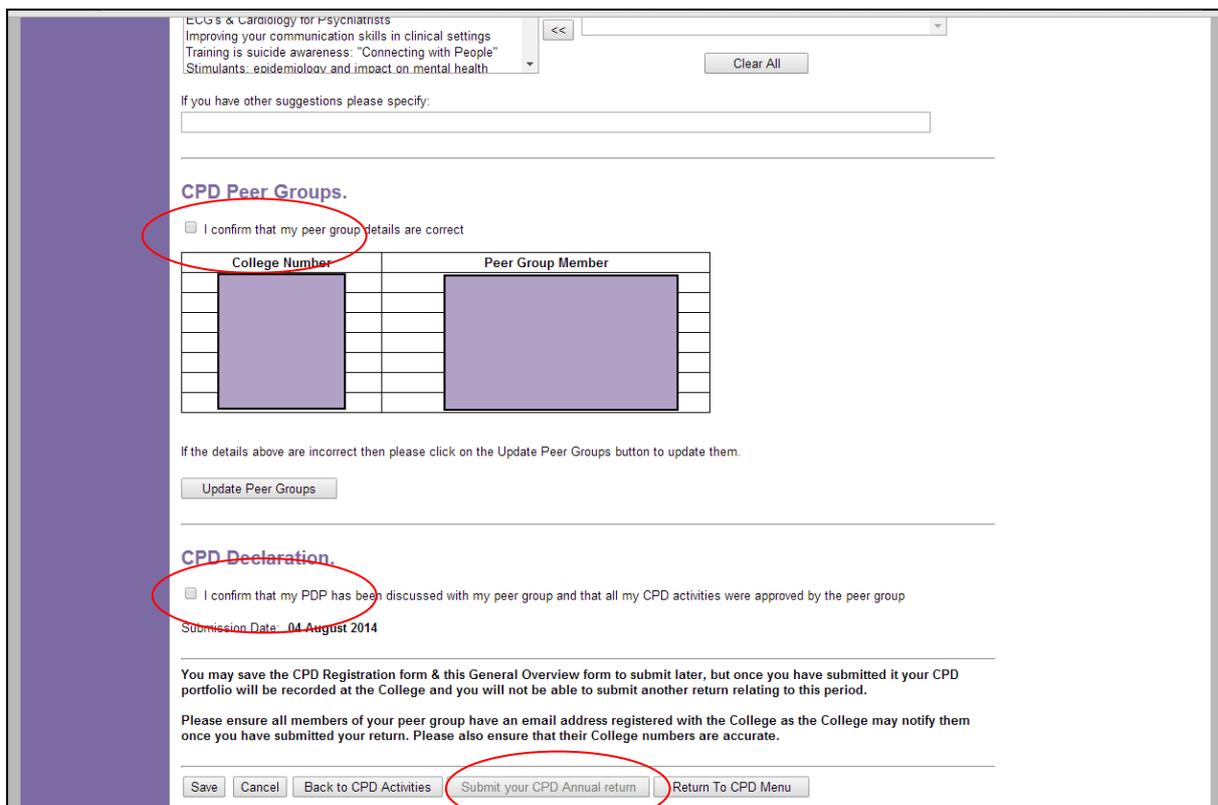
Figure 5: Entering your CPD activity details

General overview

This is the final page of the submission process. You will be asked a number of simple questions for statistical purposes. If you feel the College could offer training in future to help you achieve your objectives please enter details of what that might be. The College will collate this information with a view to providing a training event, conference, or CPD Online module if there is sufficient demand.

In order to submit your CPD return you **must tick the two confirmation boxes**. The first check box confirms the details of your peer group and the second is a declaration that your peer group has approved your submission (see Figure 6 below). If you do not tick both these boxes, you will not be able to make a CPD submission. Once you have checked both of these boxes, then the button at the bottom of the screen 'Submit your CPD Annual return' will be activated for you to select.

The College selects a random sample of submissions for audit. If your return is randomly selected, you will be notified at this stage of the steps you need to take. Your certificate will not be made available until you have complied with the requirements of the audit.



ECG's & Cardiology for Psychiatrists
 Improving your communication skills in clinical settings
 Training in suicide awareness: "Connecting with People"
 Stimulants: epidemiology and impact on mental health

If you have other suggestions please specify:

CPD Peer Groups.

I confirm that my peer group details are correct

College Number	Peer Group Member

If the details above are incorrect then please click on the Update Peer Groups button to update them.

Update Peer Groups

CPD Declaration.

I confirm that my PDP has been discussed with my peer group and that all my CPD activities were approved by the peer group

Submission Date: 04 August 2014

You may save the CPD Registration form & this General Overview form to submit later, but once you have submitted it your CPD portfolio will be recorded at the College and you will not be able to submit another return relating to this period.

Please ensure all members of your peer group have an email address registered with the College as the College may notify them once you have submitted your return. Please also ensure that their College numbers are accurate.

Save Cancel Back to CPD Activities **Submit your CPD Annual return** Return To CPD Menu

Figure 6: CPD declarations and submission

Viewing your CPD certificates

Once you have made your submission, return to the main CPD Menu and you will be able to see – but not change – your activities for all the years you have entered onto the system. To do this you go to 'View my CPD previous years' activities'. You can only see activities you have entered through this system and not those from previous years before this system was operative.

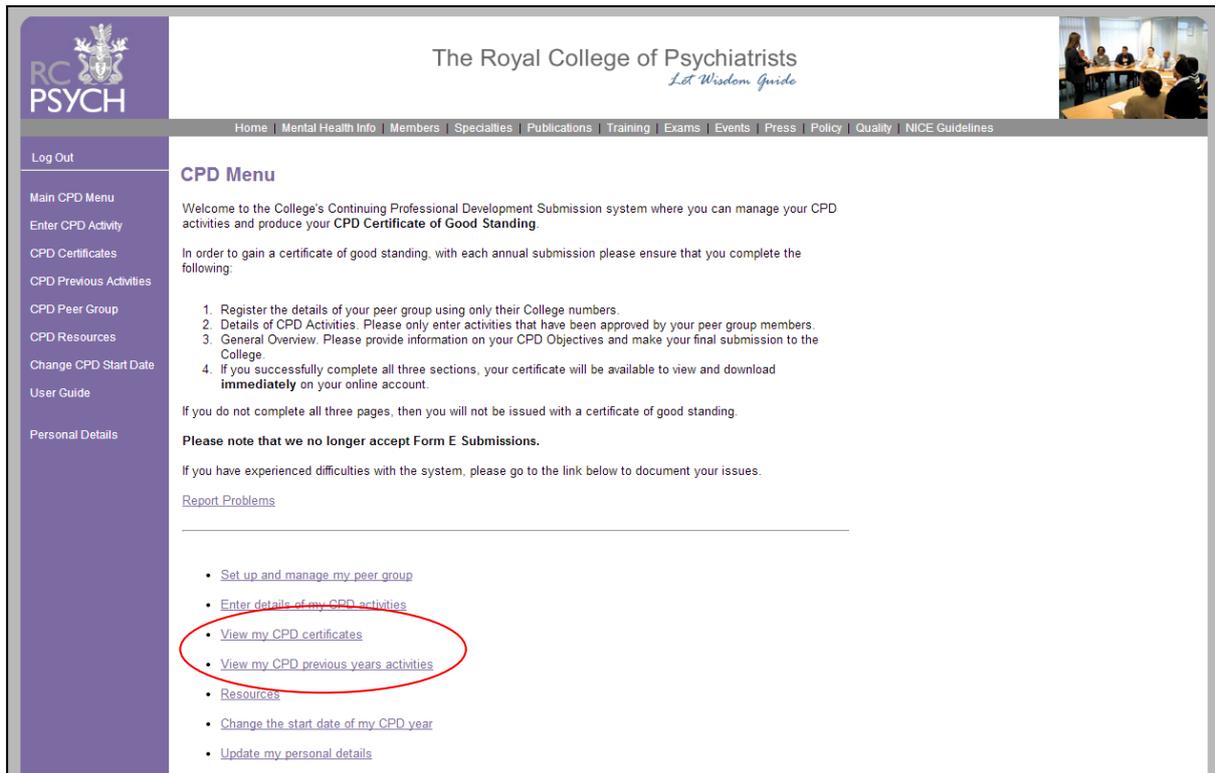


Figure 7: Viewing your CPD certificates

Viewing previous returns

Choose which CPD cycle certificate you want to view:

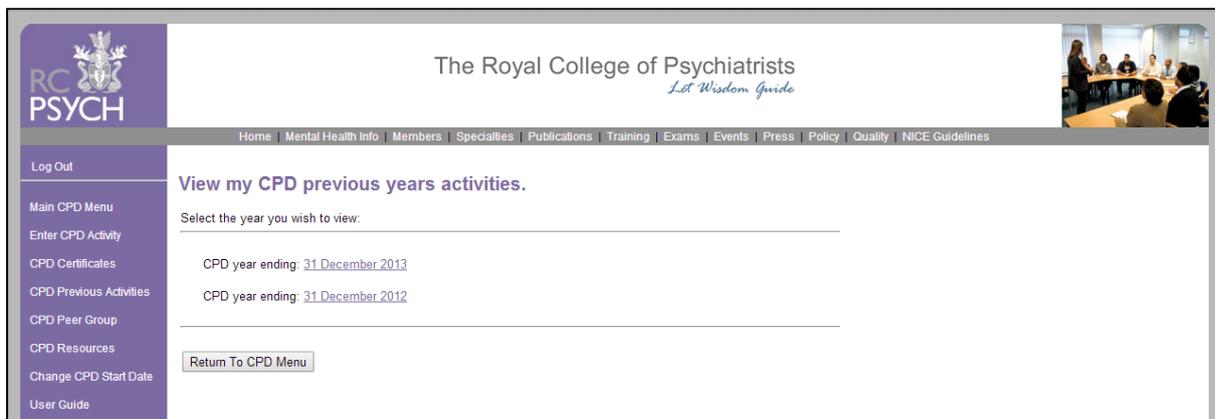


Figure 8: Previous CPD certificates

Resources

The College has produced some documents which you may find useful to help you record your objectives, peer group activity and reflections. These may be found by clicking on 'CPD Resources' on the left-hand menu. The College will not ask you for copies of these documents; they are for your own use and using them is not compulsory. We hope, however, that you will find them helpful and that you will use them. You may download them from the links and store them on your own computer, updating them as necessary.

Updating your personal details

If you wish to change your details on the College database you may do so by clicking on 'Update my Personal Details'. This will change your details for all contacts with the College, not just for CPD-related issues.

Finally

When you have finished working in the CPD submission area, please ensure that you log out of the system by clicking the 'Log Out' button at the top of the left-hand menu. If you have any queries on how the system works please email cpdqueries@rcpsych.ac.uk and we aim to respond to your queries as quickly as possible.