

RCR Learning hub CPD online journal user guide





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1. Logging in to the CPD journal

You can access the CPD online journal via the RCR website.

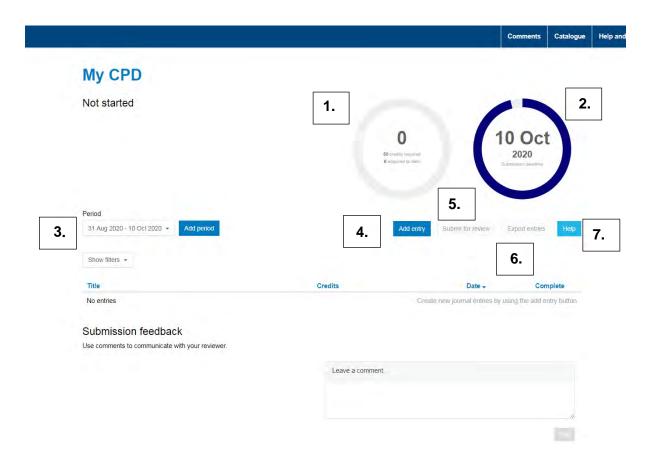
- **1.1** Go to rcrlearning.org
- **1.2** Select either 'oncology login' or 'radiology login'.



1.3 Select the 'My CPD' icon. The icon displays the CPD five-year target, how many credits have been recorded to date and the date the cycle will end.



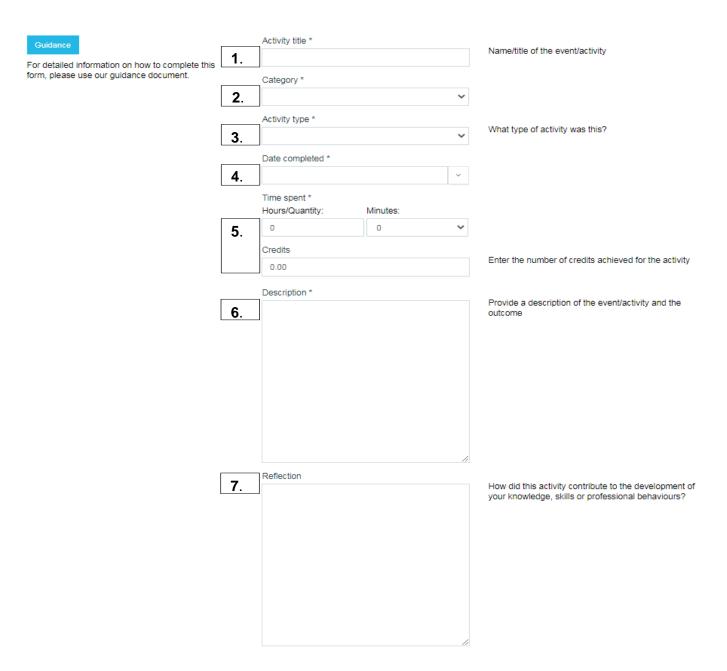
1.4 You will be directed to your CPD journal.

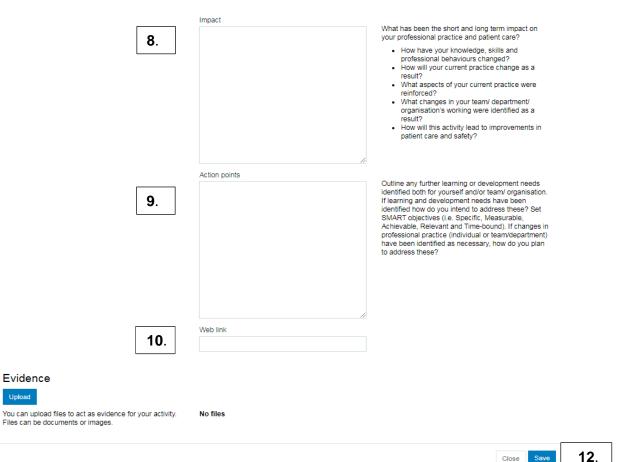


1.	These totals show a) the total number of credits to achieve over the five-year cycle and b) the total of credits achieved during the cycle.
2.	This shows the date your CPD journal must be submitted to the CPD Team for review. This date will be one month after your CPD cycle has ended.
3.	This states your current five-year CPD cycle.
4.	Select 'Add entry' to add a CPD activity to your journal.
5.	Select 'Submit for review' once you have completed your journal. See section 5 for further details.
6.	Select 'Export entries' to download a PDF or CSV file of the entries entered. See section 6 for further details.
7.	When 'Help' is selected you will be directed to the CPD section of the RCR website.

2. Logging CPD activities

- **2.1** When you first view your CPD journal, you will see the date of your current cycle as well as the information on the previous page.
- **2.2** To log a CPD activity, select 'Add entry'.





Complete the following fields.

Activity title* 1.

2. Category*

Evidence

11.

3. Activity type^{*}

4. Date completed*

5. Time spent* **Hours/Quantity: Minutes Credits**

6. Description*

7. Reflection

8. **Impact** Enter the name of the activity completed.

Select the activity category.

External – An activity completed that has take place with others outside the place of employment, e.g. attending an external meeting, webinars, online

Personal - An individual, team or work-based activity completed, e.g. submitting a REAL case, delivering a lecture.

Select the activity type from the drop-down list. Select 'Guidance' for detailed information.

Enter the date the activity was completed.

In the quantity field enter the activity quantity e.g. 1 equals the number of times you completed this activity on this occasion/date. This will automatically populate the credits field.

If you attended an external event, e.g. external meeting, online course, enter the number of credits awarded. Select 'Guidance' for detailed information. Enter the description of the activity completed

Enter your reflections on the activity. One additional will be earned for completing the reflection.

Enter how the activity has impacted your professional practice. One additional will be earned for completing the reflection.

Enter any action points highlighted during the activity. **Action points** 9.

Enter any online evidence, e.g. online details of the activity, link to publish article. 10. Web link

Upload the activity supporting evidence, e.g. CPD Evidence - upload 11.

certificate.

12. Close/Save

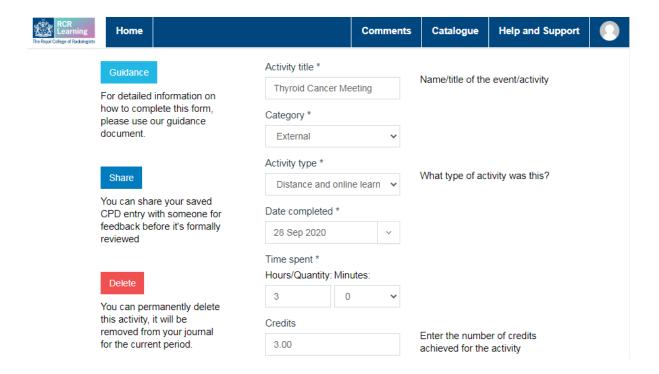
^{*} Mandatory field that must be completed.

3. Editing a journal activity

- **3.1** Following step 1.1 1.3 to access the CPD journal.
- **3.2** Select the activity you wish to edit from the list.
- **3.3** Edit the activity as required.

4. Deleting a journal activity

- **4.1** Following steps 1.1 to 1.5 to access the CPD journal.
- 4.2 Select the activity that you would like to delete from the list.



4.3 Select 'Delete'. A confirmation box will appear. Select 'OK' if you wish to delete the activity. Once confirmed the activity will no longer appear in your journal.

NOTE: once the activity has been deleted, it cannot be retrieved.

5. Submitting CPD journals for review

- 5.1 When you have achieved the target set or come to the end of your cycle, you can submit your journal to be reviewed by the CPD Team.
- **5.2** Select the 'Submit for review' a confirmation box will appear. Select submit.
- **5.3** A notification will be sent to the CPD Team to review your journal. This can take up to seven working days.

If your journal is approved

5.4 If the CPD Team approves your journal, your CPD certificate will be issued to you by email.

If your journal is not approved

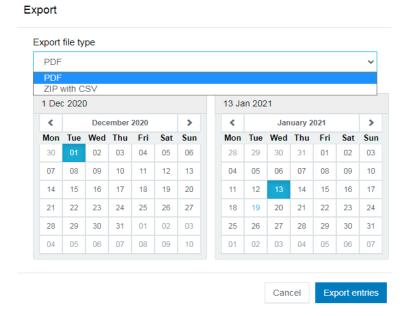
5.5 The CPD Team will contact you to advise you that your journal has not been approved, stating the reason(s).

6. Exporting CPD entries

The CPD entries can be downloaded into either a PDF file or a CSV file exported into a Zip file.

Exporting a PDF file

- **6.1** Select 'Export entries'
- **6.2** When the screen appears, select the type of file you would like export, 'PDF' or 'ZIP with CSV'.
- **6.3** Select the date range of the CPD entries you would like to export, e.g. 1 January 2020 to 1 January 2021. You can also select dates within your CPD cycle.



- **6.4** Select 'Export entries'.
- **6.5** The file 'export.pdf' will appear on the bottom right-hand side of your screen and in the 'Downloads' folder in Windows Explorer.

Exporting a CSV file

- **6.6** Follow steps 6.1 to 6.4, selecting 'ZIP with CSV' in the down-drop.
- **6.7** The field 'export.zip' will appear on the bottom right-hand side of your screen and in the 'Downloads' folder in Windows Explorer.

