

THE FEDERATION OF THE ROYAL COLLEGE OF PHYSICIANS OF THE UK GUIDELINES TO USING THE ONLINE CPD DIARY

ACCESSING YOUR ONLINE CPD DIARY - LOGIN AND PASSWORDS

- Your code number and password for the CPD Diary will remain unchanged unless forgotten.
- Use the forgotten password link if required from the login page.
 - Please note a new access password will be generated and will be sent to your registered email address. You will then be required to create a memorable, password for your own use.

MAIN DIARY PAGE

- A record of CPD activities added to your diary.
- Activities are listed in chronological order.
- Activities can be sorted by Date, Title, Class, Category, or Type.
 - ⇒ To sort click on the heading you wish to sort by.
- All activities are added through the Add Entries tab (see below).
- Activities can be edited or removed.
 - ⇒ To edit an activity click on the title of the activity.
 - ⇒ To remove an activity click on the Remove button.

ADD ENTRIES

- Add activities to your CPD Diary.
- Search for and add an RCP Approved Activity.
 - ⇒ To search for an RCP Approved Activity use **one** of the search fields (Keyword, Specialty, Non-Clinical Skills, Activity Code Number, or Date). The search results will then be listed
 - ⇒ Select the activity by clicking on the Title. Details of the activity will be displayed.
 - ⇒ Then click Add Activity. Complete a reflection and evaluation to claim credits.
- Advanced Search for an RCP Approved Activity.
 - ⇒ To search for an RCP Approved Activity using **multiple** search fields click on Advanced Search. This tool is designed to further confine your search.

(CONTINUES ON PAGE 2 – ADD A SELF-CERTIFIED ACTIVITY)

ADD ENTRIES (CONTINUED)

- Add a self-certified activity (unlisted external, internal, personal and exemption). This function is in the lower section of the Add Entries page.
 - ⇒ To add a self-certified activity, follow the steps:
 - Step 1 – Choose self-certified activity or examining activity
 - Step 2 – Choose type; clinical or non-clinical
 - Step 3 – Choose the specific activity (unlisted external, internal, personal). For example, to add journal reading select [Reading Journals and texts \(Personal\)](#)
 - Step 4 – Press Add Entry to Diary
 - Step 5 – Enter start date of activity. Complete activity details, title of activity, topics covered, credits, and reflection. Then click Add this Record.

CREDITS ACHIEVED

- Credits achieved for annual CPD year cycle.
- Once you have completed five full years of CPD your 5-year cycle data will also appear.
- View all recorded activities for any year.
 - ⇒ Click View. All activities will be displayed in chronological order.
 - Please note all **self-certified** activities prior to 2008 have been allocated a default start date.
- Print CPD Diary certificate.
 - ⇒ Click Certificate. Your certificate will be displayed and can be printed.

ADMINISTRATION

- Generate a report of all activities and reflections for a particular CPD year.
 - ⇒ Click on Summary of activities, with reflections, for a particular year.
 - ⇒ Select the required year and press Show Report.
- Administration Functions
 - Change password, create a memorable, personal password.
 - ⇒ Click Change Password
- Frequently Asked Questions. You can access a more detailed manual and user-guide.
 - ⇒ Click CPD Scheme FAQ.