



# ASMIRT

## Continuing Professional Development

*Your practice. Your profession. Your future.*

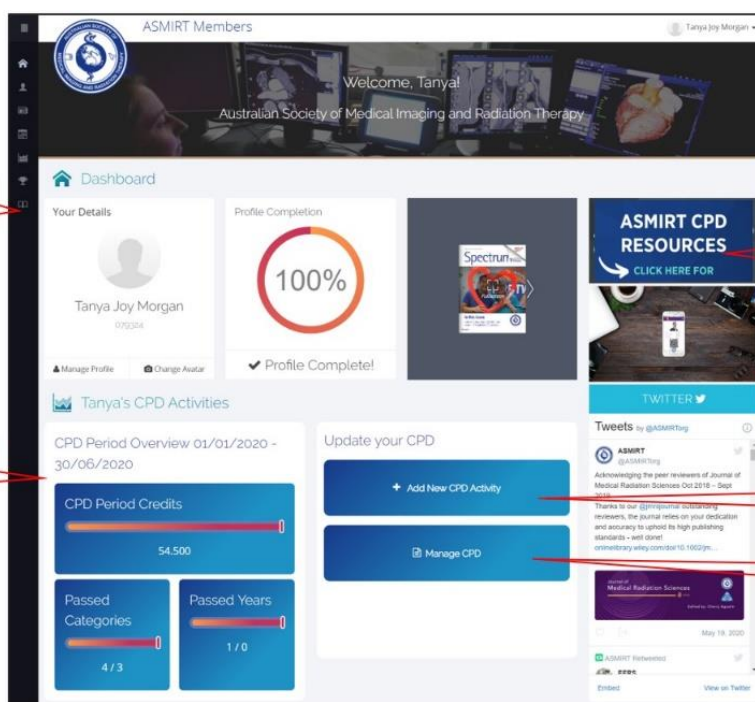


### Note:

- For best user experience, it is highly recommended to use supported web browsers such as Chrome, Firefox or Safari.
- Use of Internet Explorer and Microsoft Edge is not advised.
- Please also note that hospital firewalls may prevent access to this portal and disrupt user experience.

### QUICK GUIDE – CPD Dashboard Overview

- Log in to **MyPage**



CPD – Manage your CPD

Access ASMIRT CPD Resources

CPD Overview - Quick Glance

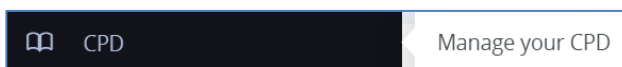
Add New CPD Activity directly from MyPage

Manage CPD directly from MyPage

- To view CPD Dashboard select **Manage CPD**  
(Note: CPD Dashboard will open in a new tab)



- Or select **CPD** from menu  
(Note: CPD Dashboard will open in same window)



• CPD Dashboard

**Return to the CPD Dashboard at any time**

**+ Add CPD Activity**

**Download a CPD Report with your chosen date range**

**Select Period to review**

**Quick Overview for selected Period**

**Total Credits**  
605,000

**Passed Categories**  
6 / 6

**Passed Years**  
2 / 0

**Days Remaining**  
0

**CPD Period Review**  
Period: 01/01/2017 - 31/12/2019

**Credits per Category**

Category	2017	2018	2019
Research and Publications	100	0	0
Other	0	0	0
Skill Development / Workplace Learning	165	0	0
Self Directed Learning	0	0	100
Professional Activity / Organised Program	0	0	0
Conferences and Meetings	0	0	0
Audit and QA	0	0	0

**CPD Year Review**  
Year: 01/01/2020 - 30/06/2020

**Year Information**

Verifiable Credits: 84,000 | Non Verifiable Credits: 0,000 |  Passed | Pass or Fail Reason: All pass criteria met.

**Passed Categories**

- Skill Development / Workplace Learning
- Self Directed Learning
- Professional Activity / Organised Program
- Writing

**CPD Activity List**

CPD Date	Verified	Category	Type	Credits	Personal Notes	Reflection	Evidence	View/Edit	Delete
25/05/20	✓	Skill Develop. / Workplace Learning	Webinar	3,500	✓	✓	✓	✎	🗑
25/05/20	✓	Self Directed Learning	Online e learning modules	6,000	✓	✓	✓	✎	🗑
22/05/20	✓	Skill Develop. / Workplace Learning	Learning by Doing	2,500	✓	✓	✗	✎	🗑

## QUICK GUIDE – How to Lodge a CPD Activity

- To add a CPD Activity directly from your MyPage or CPD Dashboard; Select **+ Add New CPD Activity**

+ Add New CPD Activity

- Enter keywords into **Filter text**; **–Please select–** in the **Category/Type** dropdown box

Category/Type  
--Please select--

### Non-Appellated CPD Activities

Enter keywords such as activity description in the **\*\*See CPD Activities & Credit Table: [click here](#) \*\***

### Appellated CPD Activities

Enter in keywords from an Appellation organisation name or the Appellation 6-alpha code that is located on your certificates issued by the appellated program holders, e.g. **ASMIRT**

**\*\*See MyPage User Manual APPENDIX – Organisation names and appellation codes (page 23-26): [Click here](#) \*\***

- Search results appear instantly;  
select relevant CPD activity

(**Note:** non-appellated activities do not contain a 6-alpha code)

Category/Type  
--Please select--

webinar

Skill Development / Workplace Learning

Webinar

SABRNC | Webinar - Interesting Cases in MI & RT (SA BRANCH APPELLATION)

AMRCMD | AAMD Webinar(s) Program (AMERICAN ASSOCIATION OF MEDICAL DOSIMETRISTS APPELLATION)

VISNRT | Webinar-Improved Accuracy & Patient Satisfaction (VISION RT)

AMRCMD | 000855 Webinar Program 2019 (AMERICAN ASSOCIATION OF MEDICAL DOSIMETRISTS APPELLATION)

IAFRAD | 001450 IAFR Webinar (INTERNATIONAL ASSOCIATION OF FORENSIC RADIOGRAPHERS)

BAYERH | 001513 CT protocol optimisation webinar (BAYER HEALTHCARE APPELLATION)

Self Directed Learning

HLGCAU | I-View Software for Contrast Enhanced 2D Imaging Webinar (HOLOGIC AUSTRALIA APPELLATION)

ASMIRT | 001514 Fatigue Management Webinar (ASMIRT)

Professional Activity / Organised Program

PHLPSE | RSNA 2015 DXR & Mammo Update Webinar (PHILIPS ELECTRONICS AUSTRALIA LTD APPELLATION)

PHLPSE | DoseWise Portal Webinar (PHILIPS ELECTRONICS AUSTRALIA LTD APPELLATION)

Formal Education

- Select **CPD Activity Date**;  
choose a date and click **OK**



CPD Activity Date  
DD/MM/YYYY

- Enter a **Short Description** if you wish,  
such as CPD Activity name or description

Short Description

- Enter the relevant **Hours/Half Day/Publications/Event/Session/Module/ . . etc**  
(**Note:** if multiple entries are required, then enter entire amount at one time as a bulk entry; enter further details as a personal note and/or reflection)

- Select **Calculate credits earned**  
(**Note:** check the credits are approx. 2.5 credits/hour)

Calculate credits earned

- To enter a **Personal Note or Reflection** select **Note Type**

(**Note:** Evidence can be uploaded once a Personal Note or Reflection has been created, see below)

Note Type

--Please select--

Filter text

--Please select--

Personal Note

Reflection

- To enter a **Personal Note**:
  - Select **Personal Note** from **Note Type –Please select–**
  - Select **+ Add Note**
  - Select dropdown on **Personal Note**; enter **Note** as required, including details of event/activity.



- To enter a **Reflection**:
  - Select **Reflection** from **Note Type –Please select--**
  - Select **+ Add Note**
  - Select dropdown on **Reflection**; Answer the questions: **Describe the incident/event, List three learnings and How will this be applied in your current practice?**



- Once Personal Notes and/or Reflection have been added; Select **Save Entry**

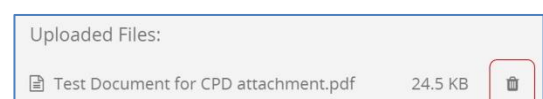
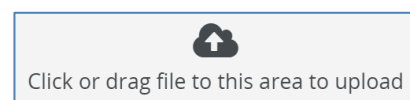


- To **Attach Evidence/Documentation**:

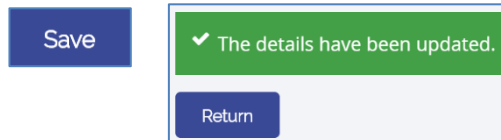
- Select **View Note**
- Click to browse or drag & drop file to this **area to upload**
- Uploaded file appears. If incorrect file, delete using the Bin icon (**note**: Keep file size as small as possible, preferably Word or pdf documents)

Notes Ref	Date	Time	Note Type	
409531	25/05/2020	15:37:35	Personal Note	<a href="#">View Note</a>
409532	25/05/2020	15:37:35	Reflection	<a href="#">View Note</a>

Items per page: 10 | 1-2 of 2 items | 1 of 1 pages | < 1 >



- Select **Save** and **Return**



- CPD Entry; Select **Save** and **Return** (and wait . . .)



- Continue to enter new CPD Activities, otherwise select **CPD Dashboard** to return to the CPD Dashboard.

### QUICK GUIDE – How to Edit a CPD Activity

CPD Date	Verified	Categ.	Type	Credits	Person. Notes	Reflect.	Eviden.	View/	Delete
25/05..	✓	Skill Develo- / Workp. Learni..	Webin..	3,500	✓	✓	✓		

- To edit a CPD Activity; Select the **View/Edit** icon attached to the CPD entry on the **CPD Dashboard**



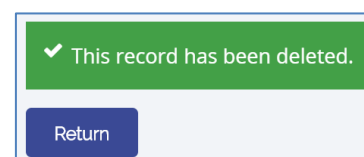
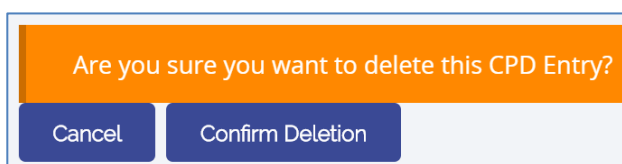
- Amend details as necessary, add personal note and/or reflection and upload evidence to a personal note
- You can also **Delete** the CPD Activity here

### QUICK GUIDE – How to Delete a CPD Activity

- To delete a CPD Activity; Select the **Bin/Delete** icon attached to the CPD entry on the **CPD Dashboard**



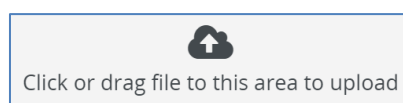
- Select **Confirm Deletion** and **Return**



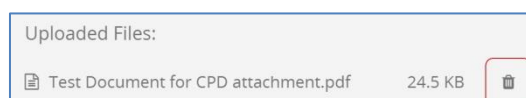
### QUICK GUIDE – How to Attach Evidence/Document

- To attach evidence/document a **Personal Note** or **Reflection** must be created first:
  - either through **Add CPD Activity**, add Personal Note and/or Reflection, **Save Entry** and **View Note**;
  - or if a Personal Note or Reflection has already been created through **Amend CPD Entry** via **View/Edit**

- Click to browse or drag & drop file to this **area to upload**



- Uploaded file appears. If incorrect file, delete using the Bin icon. (**Note:** Keep file size as small as possible, preferably Word or pdf documents)



- Select **Save** and **Return**

Save

✓ The details have been updated.

Return

## QUICK GUIDE – CPD Activity Categories

It is recommended that you lodge a minimum of six of the nine CPD Activity Categories to ensure that you have gained experience from a variety of CPD activities.

The **CPD Activity Categories** are:

Skill Development / Work Based Learning	Research & Publications	Professional Activity / Organised Program
Self-Directed Learning	Formal Education	Audit & QA
Writing	Conferences & Meetings	Other

Use the Activities and Credit Table (Click here <https://www.asmirt.org/media/1498/1498.pdf>) to view the nine categories with examples of CPD Activities).

- To view the categories lodged, view **Year Information** on the **CPD Dashboard** to see **Passed Categories**

CPD Year Review

Year  
01/01/2020 - 30/06/2020

Year Information

Verifiable Credits: 81.500    Non Verifiable Credits: 0.000     Passed    Pass or Fail Reason: All pass criteria met.

**Passed Categories**

- Skill Development / Workplace Learning
- Self Directed Learning
- Professional Activity / Organised Program
- Writing

- To view a different year, select **Year** \* Year under **CPD Year Review**

## QUICK GUIDE – To Download a CPD Report

- Select **CPD Report**
- Enter the **Report Start and End Dates**; choose date and click **ok**; select **Report**
- A pdf file will appear in the bottom of the screen. Click to open and save your document.

**CPD Report**

Report Start Date  
DD/MM/YYYY

Report End Date  
DD/MM/YYYY

**Report**

**Australian Society of Medical Imaging and Radiation Therapy**  
The national professional organisation representing medical radiation practitioners  
4326 16 104 0783

**CPD Report**

I Tanya Morgan, declare that the following information given in this CPD report is a true and accurate record for the period 25 May 2020 to 25 May 2020.

CPD Date	Type	Short Description	Category	Credits	Personal Note	Reflection	Answers
25/05/2020	Webinar	ASMIRT CAMRT Online CPD Info Session	Skill Development / Workplace Learning	3.500	Note Date: 25/05/2020 Webinar - 1 hour Note Date: 25/05/2020	Describe the incident/event  List three learnings How will this be applied in your current practice?	ASMIRT CAMRT Online CPD Info Session webinar  1. Virtual CPD CAMRT offers 2. Details on how to access the CAMRT on offer 3. Free webinars available on a range of topics with multiple choice questions to answer.  The webinars will provide useful information to improve current practice.
<b>Total Credits:</b>				3.500			
<b>Total Hours:</b>				1.4			

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1 of 1