



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 Overview

- Log in to the **ASMIRT Members Site**

- To view and manage CPD; Select **My CPD** from left-hand side **Main Navigation** tool bar

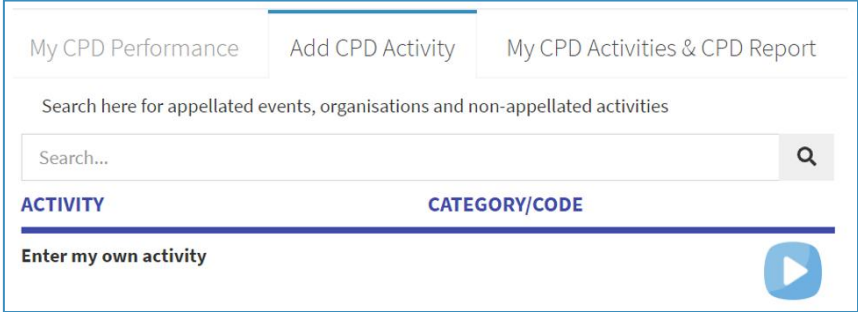



- **My CPD Dashboard** consists of three tabs:

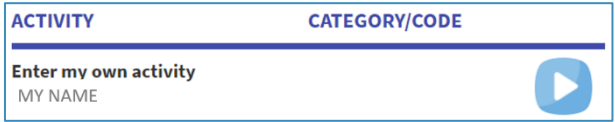
- **My CPD Performance** – View your lodged CPD hours.
- **Add CPD Activity** – Easily enter details of your CPD activity.
- **My CPD Activities & CPD Report** – View and edit all your lodged CPD Activities and produce a CPD Report for the date range of your choice.

QUICK GUIDE – How to Add a CPD Activity

- To add a CPD Activity directly from the ASMIRT Members Site dashboard; Select **Add a New CPD Activity**
- To add a CPD Activity from My CPD Dashboard; Select **Add CPD Activity**



- You can now enter your own CPD activity; Select  next to **Enter my own activity**



- Or to search for non-appellated CPD activities, appellated events or appellated organisations, enter keywords into **Search...**




Non-Appellated CPD Activities/Programs

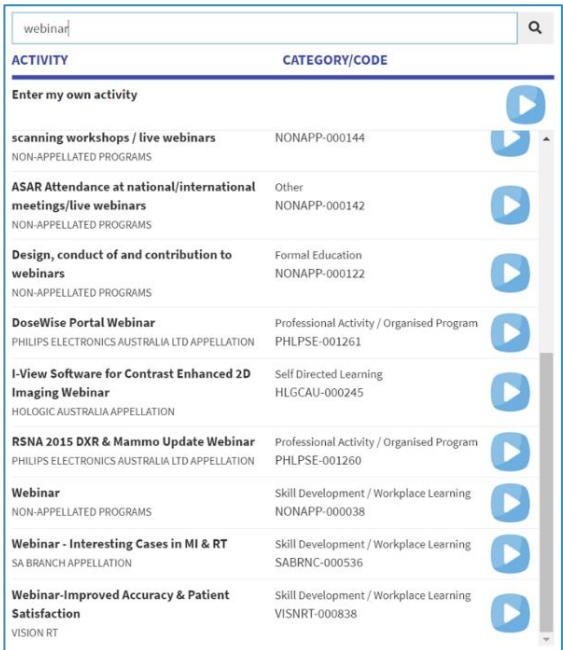
Enter keywords such as activity description as listed **** here ****

Appellated CPD Activities/Events

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**

- Search results appear instantly; select  associated with the relevant CPD activity

(Note: non-appellated programs display as NONAPP under Category/Code)



Enter **Activity Category** (pre-filled if CPD activity chosen from list)

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

Enter **Hours Claim** (pre-filled if CPD activity chosen from list); check if correct, otherwise edit as necessary

Enter **Reflections** by selecting the tick box

Enter **Personal Note** if applicable

Upload **Supporting Files** as CPD evidence, i.e. Certificate of Attendance. **Note:** keep file size as small as possible, document must be jpeg, jpg, png or pdf files only.

Adding CPD Activity for MY NAME

Title*

Provider*

Description

Activity Category*

▼

Activity Date/s*

📅

Hours Claim*

Reflections

Would you like to fill in the reflection?

Describe the incident/event

Reflection Item 1

List three learnings

Reflection Item 2

How will this be applied in your current practice?

Reflection Item 3

Personal Notes

Personal Notes

Supporting Files

Drag and drop here or click to upload
(jpeg or jpg or png or pdf files only)

Close
Save record

Enter **Activity Title** (pre-filled if CPD activity chosen from list)

Enter **Provider Name** (pre-filled if CPD activity chosen from list)

Enter **Activity Description**

Enter **Activity Date**

Note: Multiple **Activity Date/s** may be entered for a recurring activity; simply select all applicable dates.
 Enter **Hours Claim** per each activity, i.e. 1 hour on each date.

Adding CPD Activity

		October 2020						
		Su	Mo	Tu	We	Th	Fr	Sa
Title*		27	28	29	30	1	2	3
Provider*		4	5	6	7	8	9	10
Description		11	12	13	14	15	16	17
Activity Category*		18	19	20	21	22	23	24
Activity Date/s*		25	26	27	28	29	30	31
Hours Claim*		1	2	3	4	5	6	7

Activity Date/s*: 03/10/2020,10/10/2020,17/10/2020,24/10/2020 📅 4

Once complete **SAVE RECORD**

QUICK GUIDE – My CPD Activities & CPD Report – How to View CPD Activities / Generate a Report / Edit / Delete CPD Activity

My CPD Performance Add CPD Activity My CPD Activities & CPD Report

Generate your customised CPD report by selecting the date range for your report.


Date range: [Generate Report PDF](#)

4 out of 9 Categories

Skill Development / Workplace Learning	47%	Writing	0%
Self Directed Learning	8%	Formal Education	38%
Professional Activity / Organised Program	7%	Research and Publications	0%
Conferences and Meetings	0%	Other	0%
Audit and QA	0%		

Activity Data | 31.50 Hours

Show entries Search:

Date	Activity	Hours	Info
30/10/2020	Webinar Non-Appellated Programs	6.25 Skill Development / Workplace Learning	Reflection File Note 

Enter chosen **Date Range** to view & edit CPD Activities in Activity Data and/or Generate Report

View lodged CPD **Categories** information for chosen Date Range.

CPD **Hours** displayed for chosen Date Range

Edit the number of **entries** displayed

Use **Arrows** to edit viewing order

Generate Report PDF for chosen Date Range



Use keywords to **Search** lodged CPD Activities

To view, hover over **Reflection / File / Note**. To view attached document click on the File Name

To **Edit** CPD Activity select 
 To **Delete** a CPD Activity; select **Edit** and **Delete** CPD Activity

[Delete CPD Activity](#)