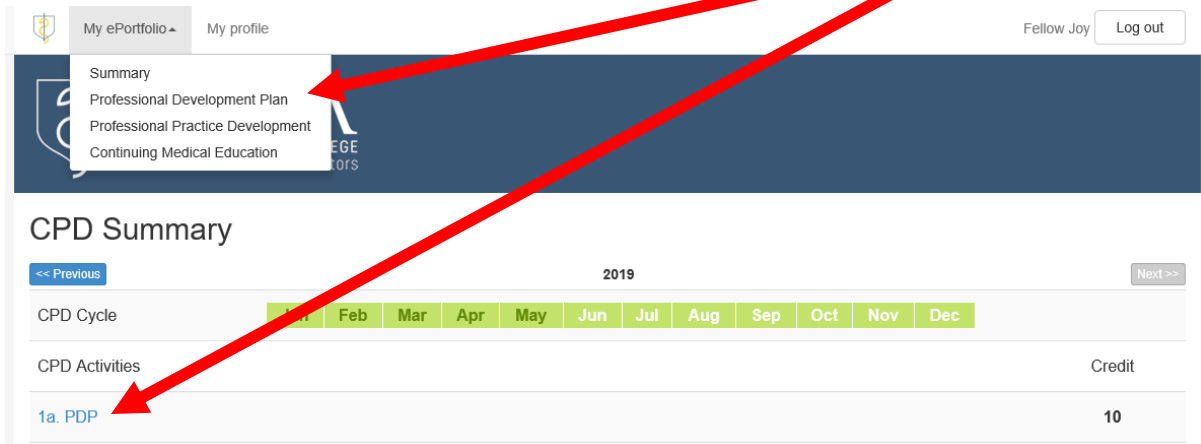


QRG 4 - Creating a Professional Development Plan (PDP)

1. To enter your annual Professional Development Plan, select 'PDP' from the dashboard **OR** select 'Professional Development Plan' from the drop-down list under My ePortfolio on the Menu tab.



My ePortfolio ▾ My profile Fellow Joy

- Summary
- Professional Development Plan
- Professional Practice Development
- Continuing Medical Education

CPD Summary

<< Previous 2019

CPD Cycle	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CPD Activities												
1a. PDP												10

2. There are two options available for entering your annual PDP.

OPTION 1

You can complete your PDP using the online form in MyRACMA by clicking on Select 'Add a plan'. Enter the title eg PDP 2019 and complete the form with detailed information under each field. If you click on the '?' you can get more information that may assist you. Ensure you select 'Save' once you have completed entering the details.

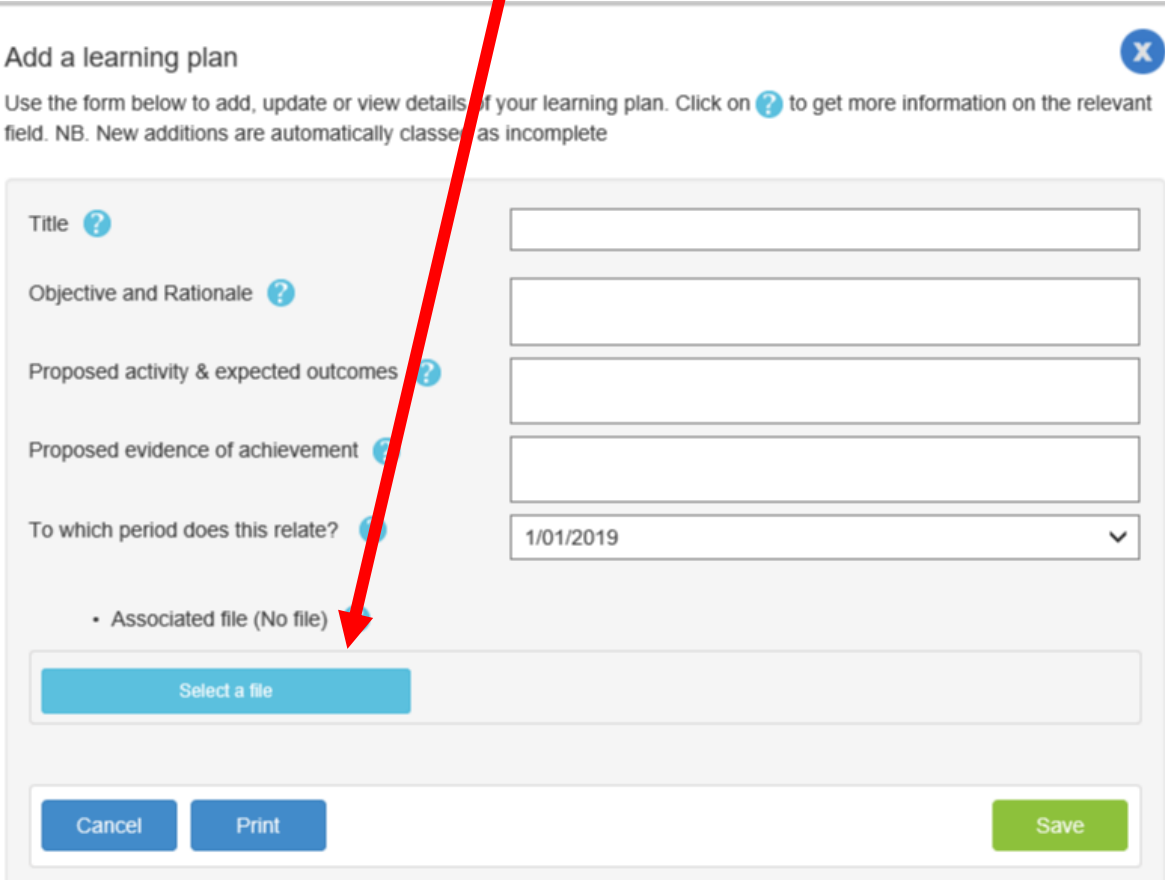
Add a learning plan

Use the form below to add, update or view details of your learning plan. Click on to get more information on the relevant field. NB. New additions are automatically classed as incomplete

Title <input <="" td="" type="button" value="?"/> <td><input type="text"/></td>	<input type="text"/>
Objective and Rationale <input <="" td="" type="button" value="?"/> <td><input type="text"/></td>	<input type="text"/>
Proposed activity & expected outcomes <input <="" td="" type="button" value="?"/> <td><input type="text"/></td>	<input type="text"/>
Proposed evidence of achievement <input <="" td="" type="button" value="?"/> <td><input type="text"/></td>	<input type="text"/>
To which period does this relate? <input <="" td="" type="button" value="?"/> <td><input type="text" value="1/01/2019"/> ▾</td>	<input type="text" value="1/01/2019"/> ▾
<input type="button" value="Associated file (No file) ?"/>	
<input type="button" value="Select a file"/>	
<input type="button" value="Cancel"/> <input type="button" value="Print"/> <input style="float: right;" type="button" value="Save"/>	

OPTION 2

You can upload a copy of your own PDP that you may have completed as part of your organisation's annual performance appraisal or by using one of the PDP templates you can find on the website. To upload your own copy of a PDP, enter the title eg PDP 2018, and then enter 'refer to attached document' for the other mandatory fields. Then click on 'Select a file' and attach the relevant document and remember to select Save.



Add a learning plan ✕

Use the form below to add, update or view details of your learning plan. Click on ? to get more information on the relevant field. NB. New additions are automatically classed as incomplete

Title ?	<input type="text"/>
Objective and Rationale ?	<input type="text"/>
Proposed activity & expected outcomes ?	<input type="text"/>
Proposed evidence of achievement ?	<input type="text"/>
To which period does this relate? ?	<input type="text" value="1/01/2019"/>
• Associated file (No file)	
<input type="button" value="Select a file"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Print"/>
<input type="button" value="Save"/>	

To return to summary page go to 'My ePortfolio' tab on the menu bar and select 'Summary'.