CPD into the Lifelong Learning platform – guidance series

Enhanced functionality with CPD in the Lifelong Learning platform

Overview of this guidance:

The RCoA CPD Online Diary was launched in 2011 as a 'one-stop' solution to support consultant and career grade doctors in planning and recording their educational and professional development activities. A separate feature allows event providers to apply for CPD approval via an online form. During 2019 CPD functionality both for users and for event providers is getting integrated into the Lifelong Learning platform.

What has changed:

In addition to delivering a completely joined-up system including access to the Logbook, and a system which is fully responsive to mobile devices, this guidance describes the enhancements which have been introduced when the CPD Online Diary is compared with the Lifelong Learning platform.

Adding 'real-time' reflection during attendance at a CPD-approved event	
CPD Online Diary	**Lifelong Learning platform**
The CPD Online Diary only allows reflection to get added once a CPD-approved event has concluded. This can present difficulties in the case of a multiple-day event where the user must either try and recall what was covered in earlier sessions, or alternately save and then transfer their reflection from a Word document into the College system. This is not an intuitive way of working.	In the Lifelong Learning platform the user can easily edit and incrementally add/save to their reflections, an enhancement which was a very frequent request from many users. The reflection form also features the learning outcomes at the top of the page for easy reference.

Amending information about attendance at a CPD-approved event	
CPD Online Diary	**Lifelong Learning platform**
When an event has been approved for CPD, all of the information which was specified at the time of the application (e.g. the event dates and the number of CPD credits awarded) is fixed in the CPD Online Diary and cannot be changed by the user. The only solution to make changes is to manually input all of the event information as a personal CPD activity, which is extremely time consuming.	In the Lifelong Learning platform the user has full editorial control over the attributes associated with a CPD-approved event (e.g. the dates attended, adjustment to the number of applicable CPD credits and CPD skills covered – which may have varied from the initial application) so as to present an accurate record for appraisal purposes.

Assigning more than one personal CPD activity to a CPD-approved event	
CPD Online Diary	**Lifelong Learning platform**
A number of users participate in CPD-approved events both as a member of the faculty ("delivering education" is an approved CPD category) and as a delegate. These separate roles will have different reflections but the CPD Online Diary only allows one set of reflection to be linked to a CPD-approved event. It is necessary to manually input all of the event information as a CPD activity in order to add a second reflection.	In the Lifelong Learning platform the user can associate more than one CPD activity against a CPD-approved event. This means that all of the event information such as the date, CPD credits and CPD skills etc will be automatically populated and the user will only need to add their reflection.

Mapping CPD activities and events against the Good Medical Practice Domains and the Standards for Medical Educators	
CPD Online Diary	**Lifelong Learning platform**
This option is not available in the CPD Online Diary.	Based on stakeholder feedback, all CPD activities and events (including applications for CPD approval) can be mapped against both the Good Medical Practice Domains and the Standards for Medical Educators.

The CPD Matrix	
CPD Online Diary	**Lifelong Learning platform**
The CPD Online Diary allows CPD activities and events to be mapped against the CPD Matrix. However the resultant report is only available in an on-screen and not in a PDF format. Despite use of the CPD Matrix being optional, it is not possible to apply for event approval without selecting at least one of the codes. This is not helpful.	In the Lifelong Learning platform the CPD Matrix has been replaced with a much more intuitive and user-friendly Framework of CPD Skills. Use of this is entirely optional for users of the Lifelong Learning platform and for event providers. Where CPD activities are mapped against the Framework, the CPD Skills appear in the PDF activity report.

The CPD activity report	
CPD Online Diary	**Lifelong Learning platform**
One of the main reasons for using the CPD Online Diary is to generate the CPD activity report. The CPD Online Diary requires users to specify their Cycle 1 start date upon their initial registration which cannot subsequently get amended by them. The system also keeps rolling over Cycle dates so what should be the first year in a doctor's second revalidation cycle will show up in the activity report as "Cycle 6".	The CPD activity report in the Lifelong Learning platform is fully customisable and the user can filter by the start and end date which will then populate the PDF. This is particularly useful if the user wants to generate a report over for example a period of 18 months. The platform also features a running total of the internal and external CPD (reflected upon) credits completed in the calendar year.

Applying for CPD event approval	
CPD Online Diary	**Lifelong Learning platform**
A number of event providers have commented that old application form is extremely long to complete and unintuitive. It is spread over three separate screens and there have been cases where the form has timed out and all of the information populated has been lost.	The new application form, which is condensed into one screen, is very user-friendly and quick to complete. Some of the additional enhancements include that details of two nominated contacts can be submitted and that mapping can be done against *Good Medical Practice Domains* and *the Standards for Medical Educators*, so as to increase the visibility of the event.

Further resources:

Guidance videos for using CPD functionality within the Lifelong Learning platform:

- Add and reflect on a CPD activity
- How to search CPD events
- Reflection on a CPD event
- Special circumstances and CPD activity report
- How to submit a CPD event to RCoA