CPD Logbook User Guide (OMS)

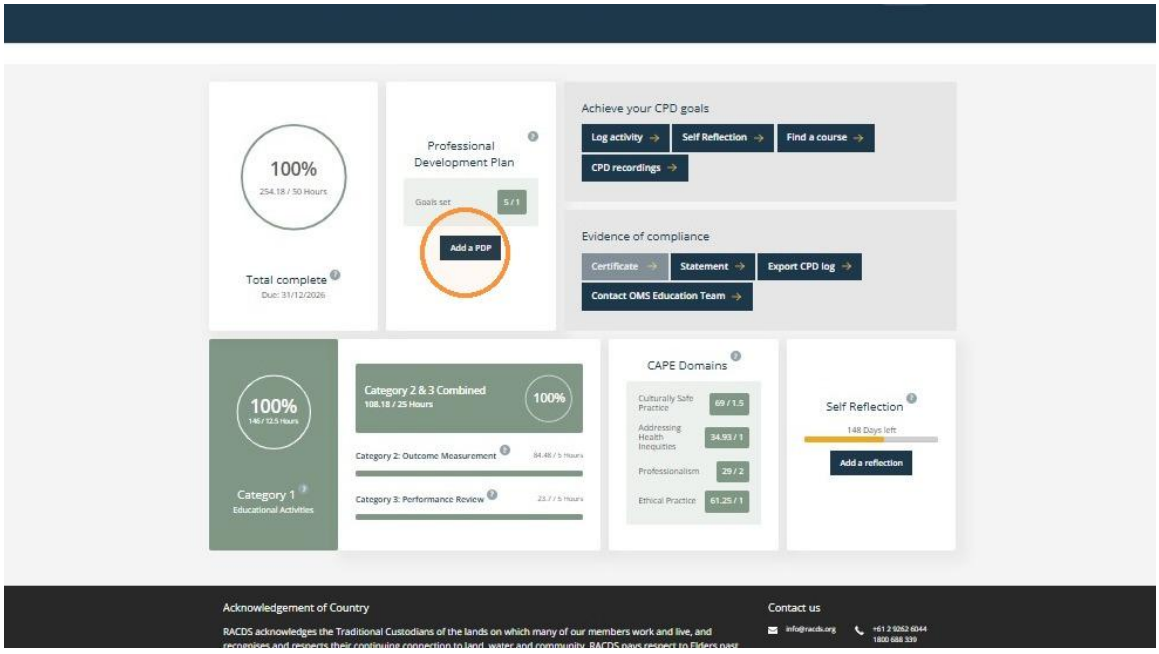
Learn how to effectively track your professional development by adding a personal development plan, logging CPD activities, and submitting end of year reflections.

Find out how to navigate the dashboard, document your progress, as well as where to download your CPD certificate and CPD Statement.

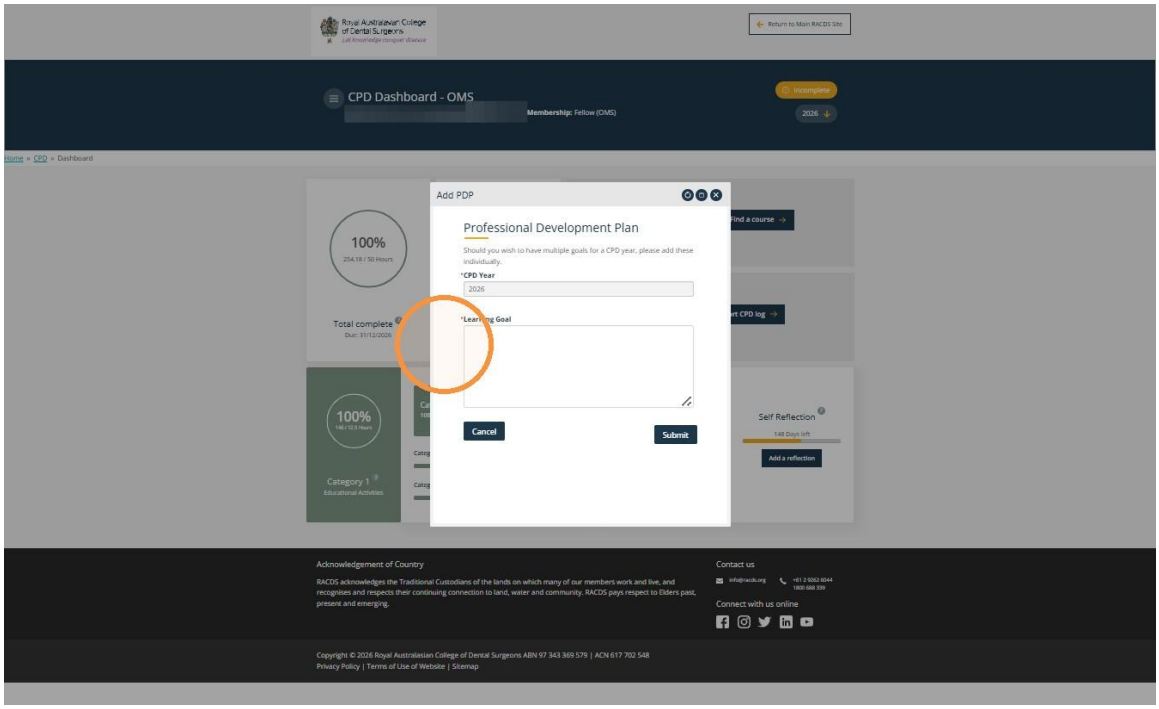
You can easily access the CPD platform by going to your member dashboard and selecting 'CPD logbook' .

Our CPD is mobile friendly and we recommend bookmarking it on your phone for easy access.

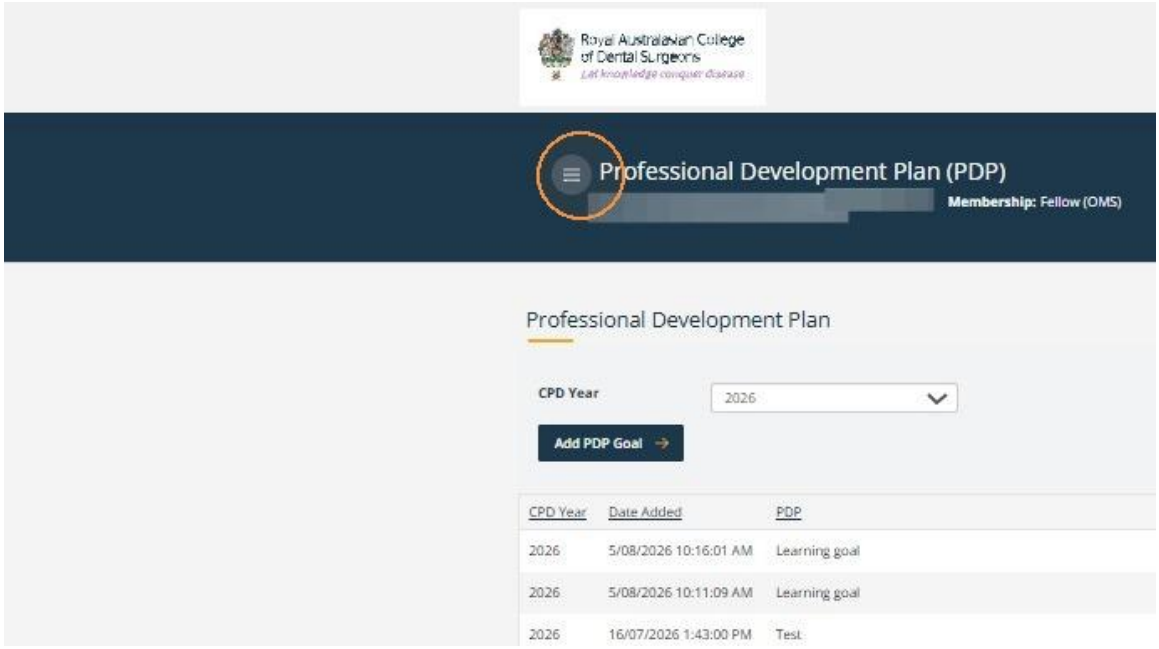
1. To add a personal development plan simply select 'Add a PDP'. This should be done at the start of every CPD year if you do not add a plan then you cannot log any CPD.



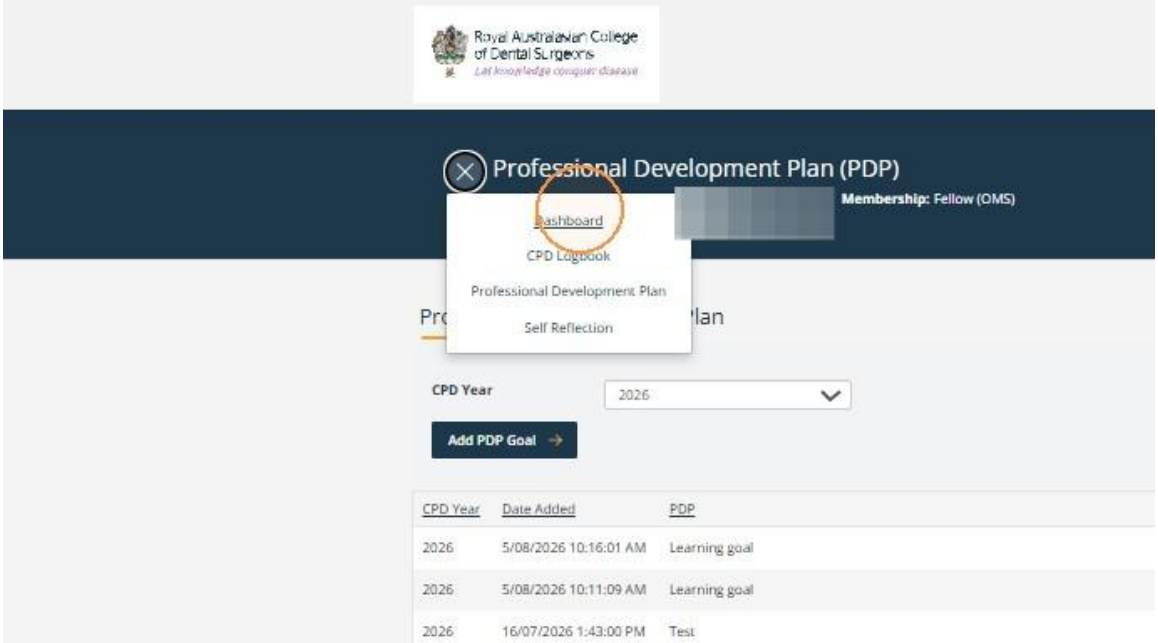
2. Complete these fields and submit



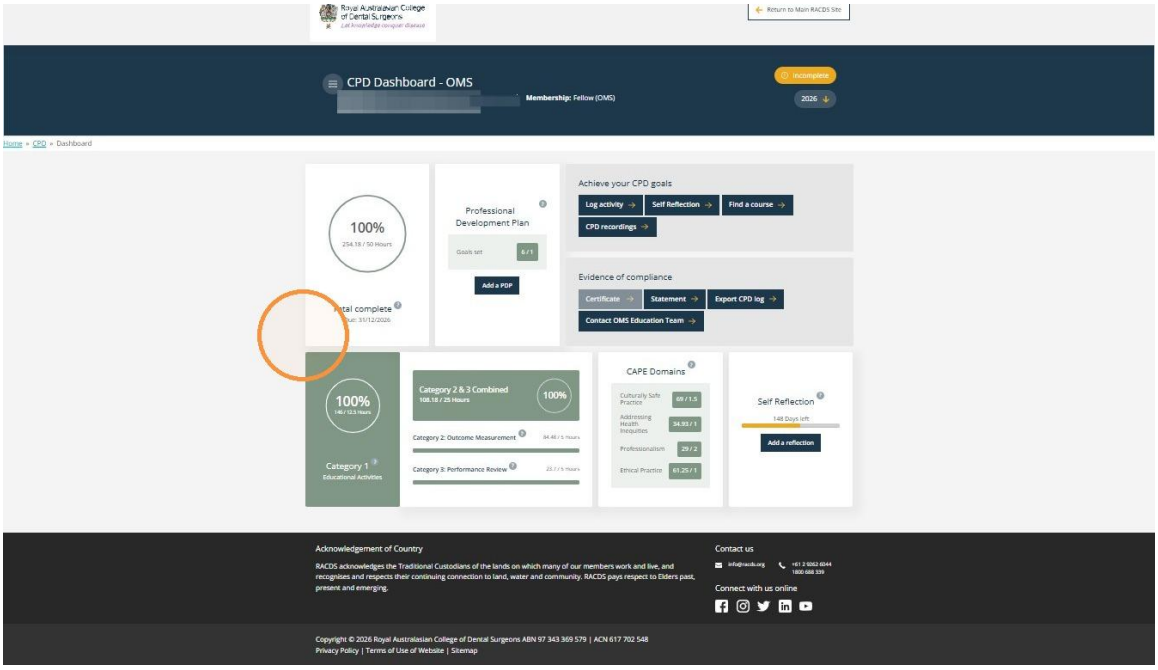
3. Once you have reviewed your PDP use the menu to return back to the main CPD dashboard.



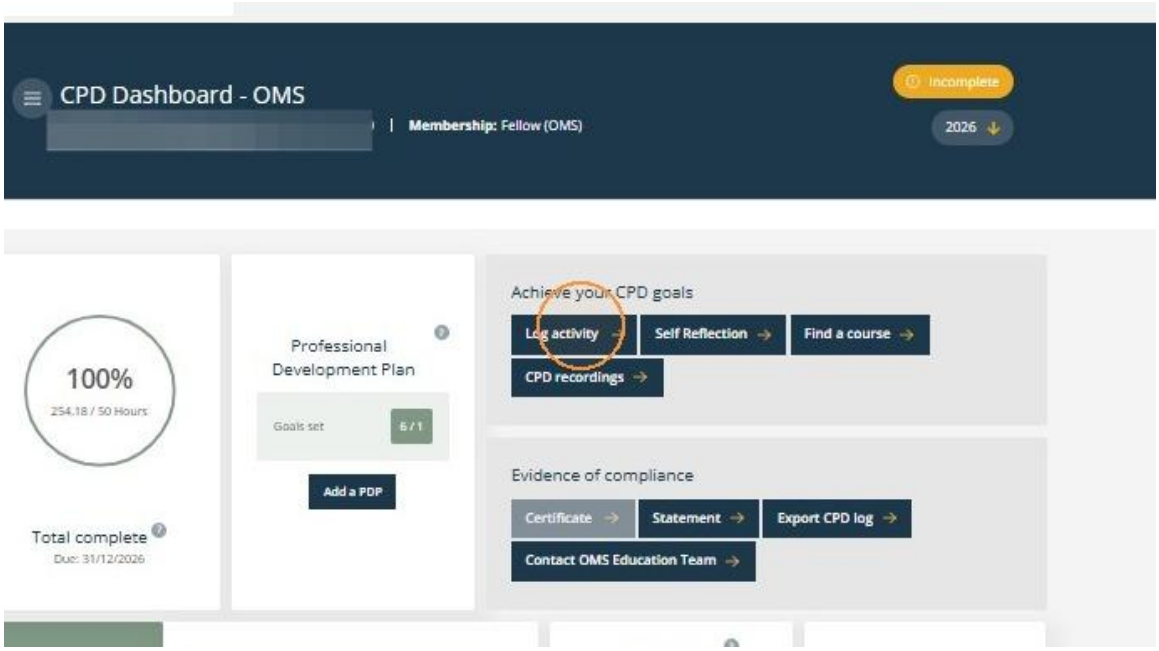
4. Click "Dashboard"



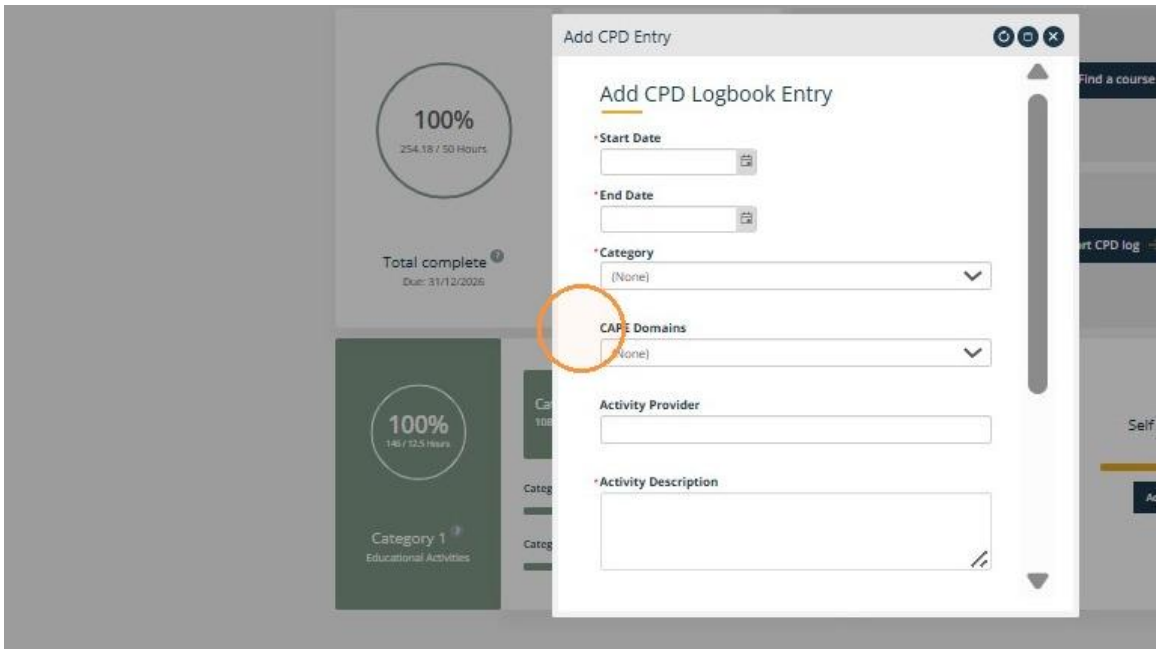
5. This is your CPD dashboard where you can easily see your outstanding CPD goals for the current year.



6. To add a CPD entry simply select 'Log activity'

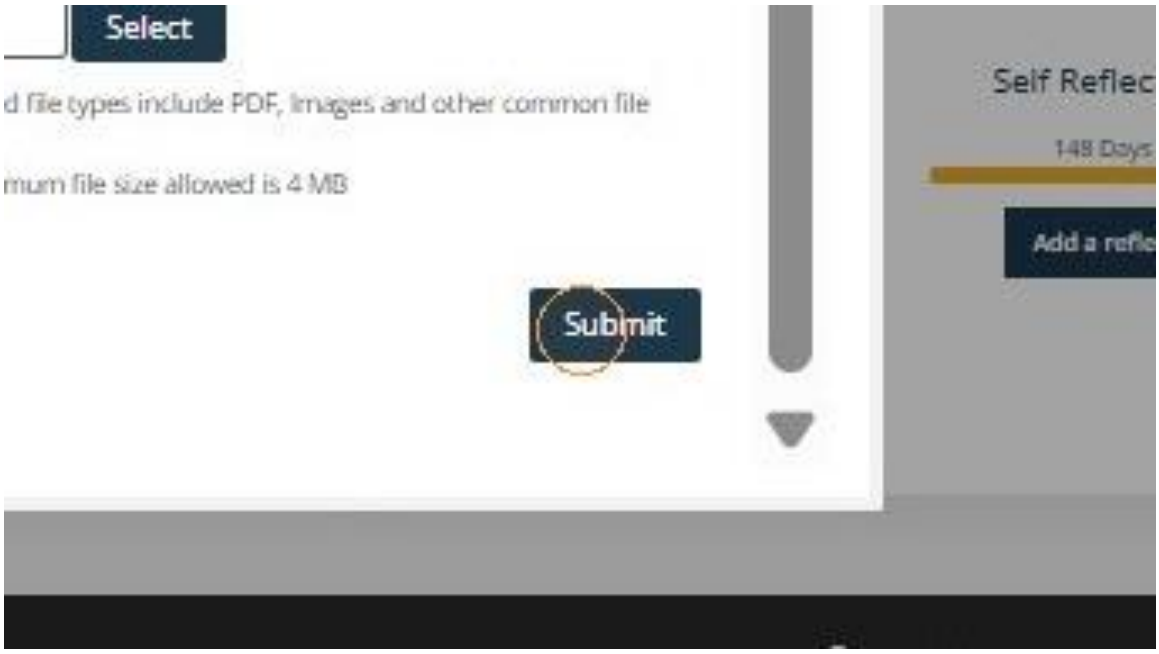


7. Complete the form.

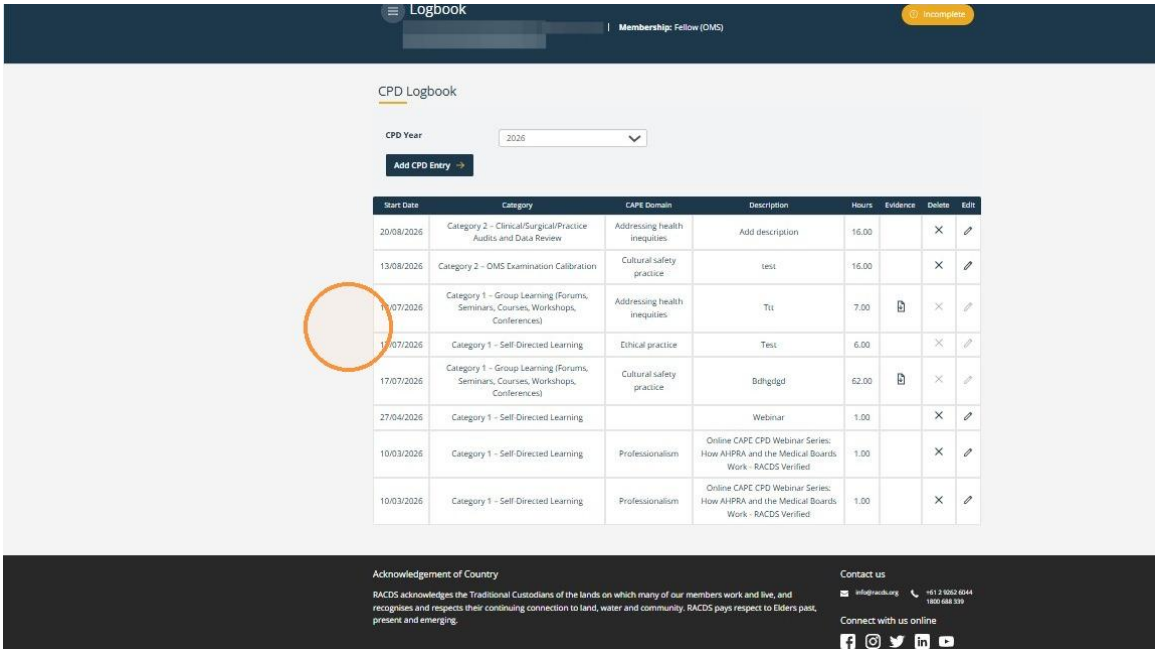


8. Ensure that you attach evidence to support your CPD entry.

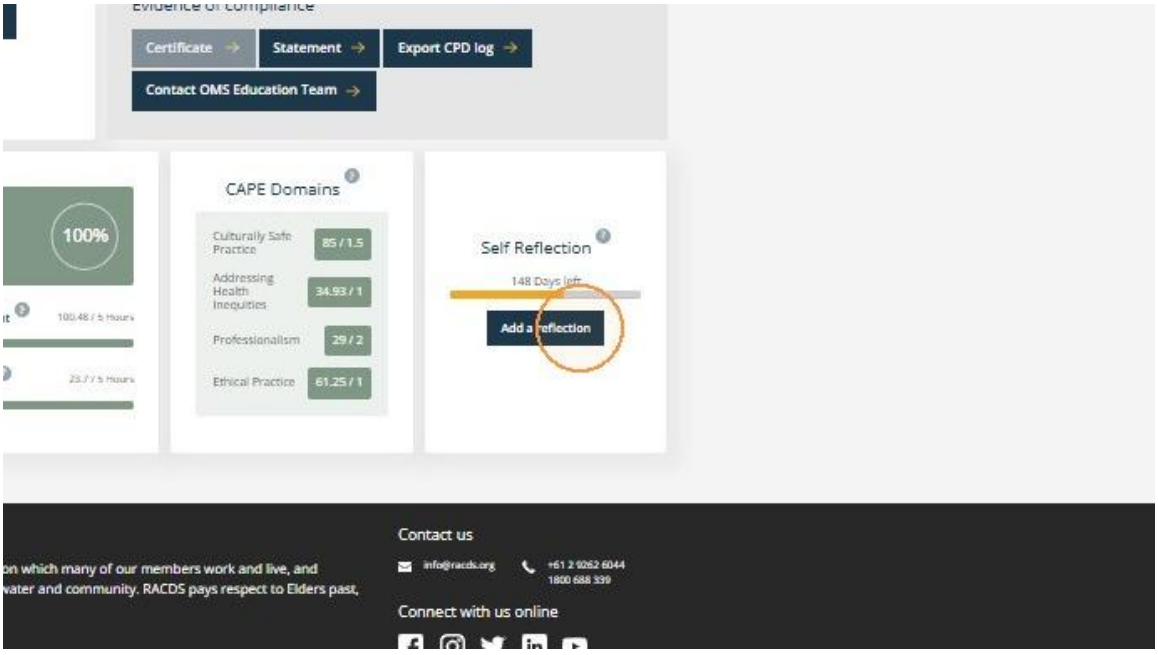
9. Click "Submit"



10. Here you can review your new entry along with any previous entries.

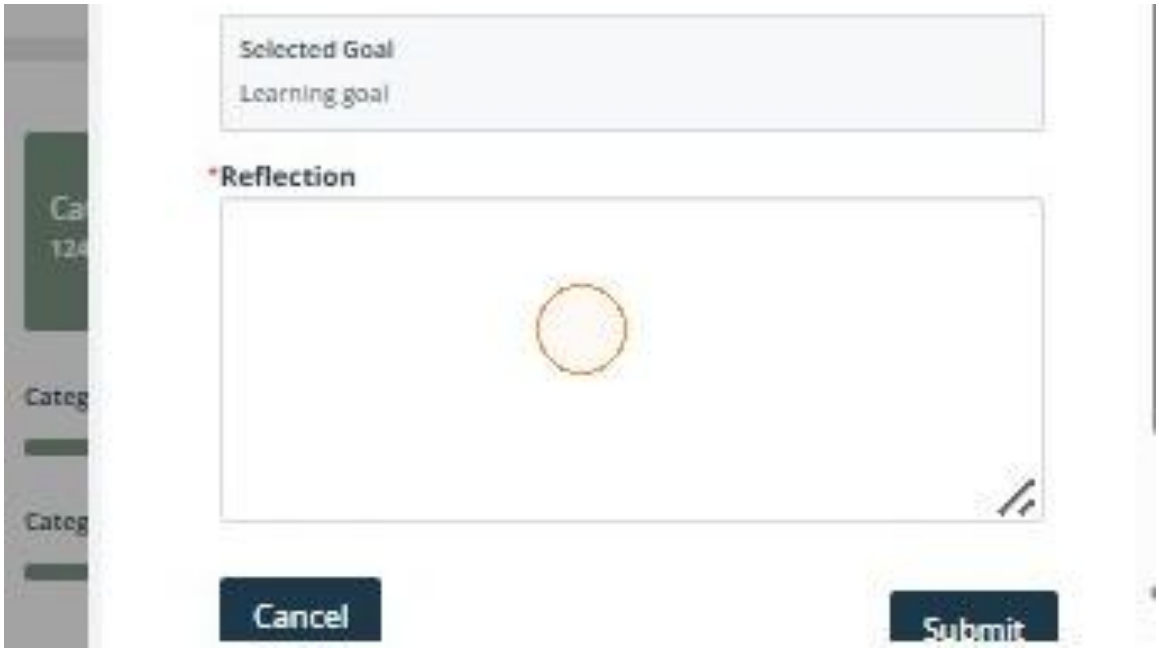


11. To add your end of year reflection select 'Add a reflection'. You will not be CPD compliant until this is added so please ensure you add it at the end of the year.

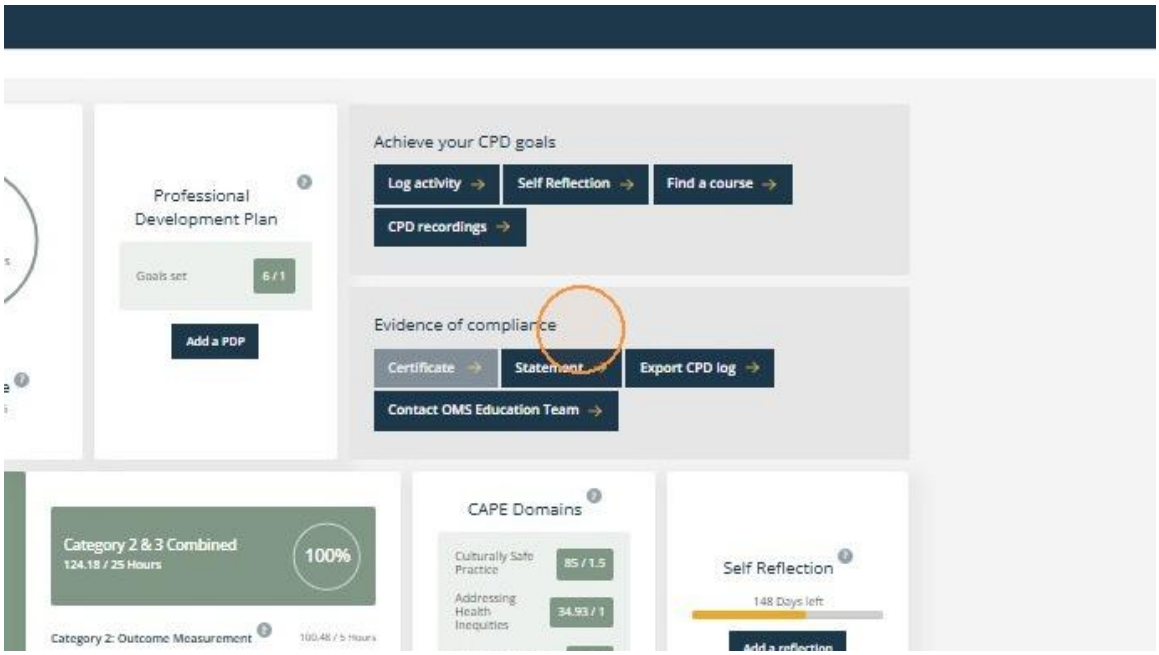


12. Select the "Learning goal" option.

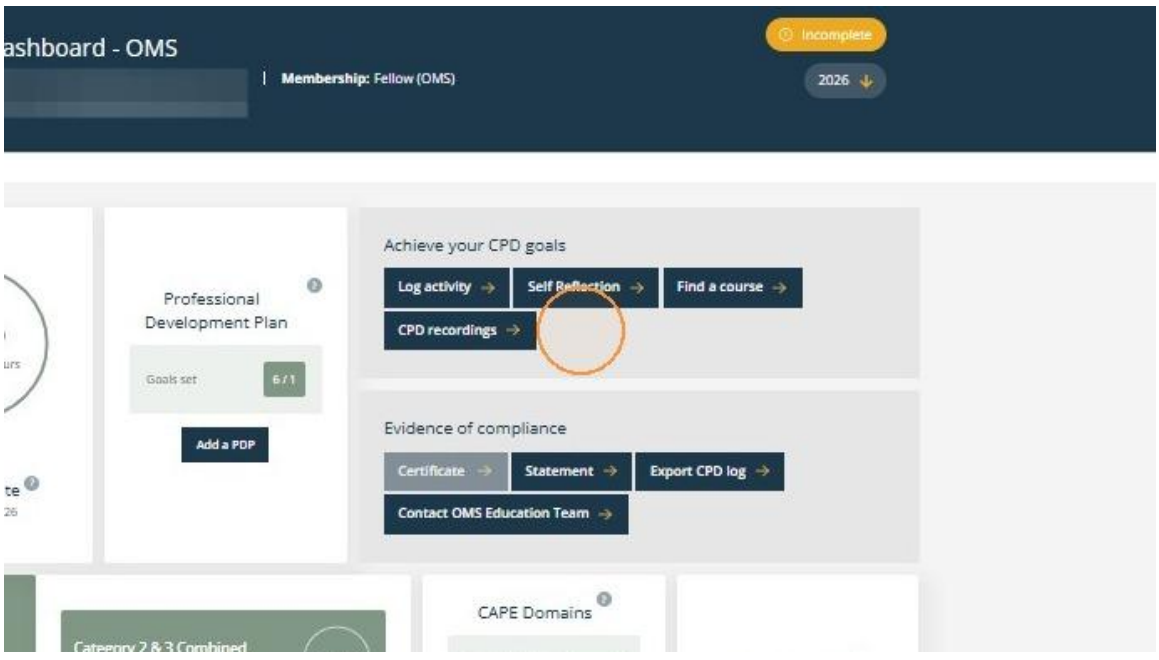
13. Add a reflection and submit.



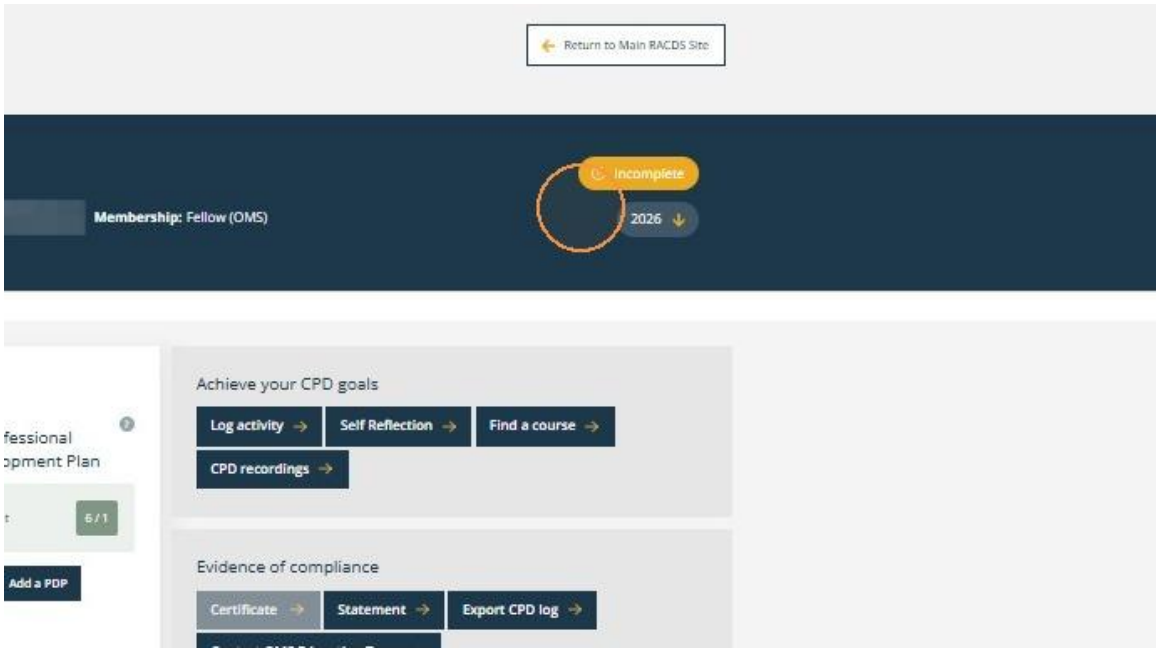
14. In this section you will find your evidence of compliance. Please note that if you have been selected for an audit you will not be able to access your certificate until our team mark you as compliant.



15. If you want to browse our learning catalogue and see any upcoming events select find a course or CPD recordings.



16. You can view your CPD status up top as well as the year you are viewing. If you would like to view a previous year select the drop down.



Thanks for reading our guide! If you run into any issues or require further clarification, please email us at omsfellow@racds.org and we'd be happy to help.