Getting Started

Overview

My CPD is a web-based platform that allows you to create, record and maintain your continuing professional development (CPD). You can build and evaluate personal development plans, document learning activities, and upload supporting evidence of learning and its impact in practice. My CPD accounts for accredited CE as well other CPD activities undertaken in order to maintain and advance competencies in areas relevant to professional responsibilities.

The components of My CPD represent the five CPD stages:

<table>
<thead>
<tr>
<th>REFLECT</th>
<th>Consider current/future practice and professional development needs based on defined competencies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN</td>
<td>Create a personal development plan to address identified learning needs, set SMART learning objectives, and identify activities and resources to meet goals.</td>
</tr>
<tr>
<td>LEARN</td>
<td>Implement the plan using a range of learning activities and methods; document all learning (CE and non-CE) that occurred to meet goals and objectives.</td>
</tr>
<tr>
<td>EVALUATE</td>
<td>Assess (1) outcomes and effectiveness of the plan in meeting stated learning needs and goals and (2) the impact of the application of learning.</td>
</tr>
<tr>
<td>APPLY</td>
<td>Document how acquired knowledge, skills, attitudes, and values have been applied into practice.</td>
</tr>
</tbody>
</table>

This guide will provide information on how to navigate and record information in My CPD.

Home Page

My CPD can be accessed via the CPE Monitor Plus mobile app or web browser.

Mobile app view

![My CPD Mobile App](image)

Web-based view

![My CPD Web-based View](image)
Menus/Structure

My CPD is made of up several menus you can access by clicking on the relevant link.

- **My CPD** - Takes you to the main page of My CPD.
- **New Cycle** - Allows you to name and create new CPD cycles.
- **Open Cycles** - Displays your open cycles including the date started, date last modified, and progress status.
- **Closed Cycles** - Displays your completed and closed cycles. Closed cycles can be moved to Open Cycles, if needed.
- **My Progress** - Displays an overview of all your CPD cycles, both open and closed. This function can be useful once you have multiple cycles created.
- **FAQs** - Provides answers to frequently asked questions.
- **Contact Us** – Allows you to send messages. You may also email us directly at cpdinfo@acpe-accredit.org.

Creating and Editing CPD Cycles

New Cycles

You can create a CPD cycle for any aspect of your professional development on which you would like to focus. It could be something that is achievable in a shorter timeframe (e.g., developing a medication-use evaluation process, assessing patient health literacy) or it could be something that requires a longer timeframe and a greater amount of learning and resources to accomplish (e.g., implementing an antimicrobial stewardship program, achieving board certification). The important thing is that your CPD cycles are relevant to your area of practice and reflect the work you do.

To create a new CPD cycle, select either:

- **New Cycle** from the menu bar at the top of the web page (pictured) or hamburger menu when accessing via the app

- Or **Start a new cycle** at the bottom of the home page

1. Enter a title for the CPD cycle. Choose a title that relates to the area you have identified.
2. Click on **Select the stage to start in** to select the stage of the cycle at which you want to begin: REFLECT, PLAN, or LEARN. Most cycles will begin at REFELCT, allowing you to think about and document what competency areas you want to develop or improve. However, as not all learning stems from reflection, My CPD also allows you to begin at PLAN or LEARN. For example, a learning activity (e.g., reading a journal article, discussion with a colleague about patient care or practice issue) may be undertaken without prior reflection or planning due to a specific event that occurs in practice. If not relevant to an existing CPD cycle, such learning could be documented as a CPD cycle starting at LEARN.
3. Click on Date range for personal development plan to record the anticipated timeframe to complete the cycle. This field can be edited later.
4. Click Save. Your new CPD cycle will appear in Open Cycles where you can start editing.

Open Cycles
This section of My CPD provides a list of all your open cycles with the most recently modified at the top. Click on the desired cycle you would like to open and edit.

You can view your progress for each CPD stage in the Edit Cycle page based on the color scheme:
- **Green** = Completed
- **Yellow** = Saved but not completed (in progress)
• Red = Not yet attempted
• Grey = Does not require completion (e.g., cycles starting at LEARN, cycles that don’t include APPLY)

Editing Cycles
CPD Cycles in My CPD are comprised of five stages: REFLECT, PLAN, LEARN, EVALUATE, and APPLY. Click on the stage name to open that stage and view the associated questions or prompts. Click on each question to see the response options, using tick boxes or text boxes to complete the stage. Each stage also includes Personal Notes for recording additional details, if desired.

REFLECT
The initial step in CPD is reflecting on one's practice to identify learning needs and goals. Competency areas requiring professional development should be identified as well as the sources or catalysts for reflection.
PLAN
Once learning needs have been identified, a personal development plan is created to help ensure that goals are achieved. Planning involves the process of defining SMART learning objectives. SMART learning objectives are defined as:

- **Specific**: state clearly and concisely what you will be able to do
- **Measurable**: include an observable or quantifiable action or behavior; avoid vague terms
- **Achievable**: integrate action that is feasible/attainable; ensure realistic expectations
- **Relevant**: align with practice and/or organizational goals
- **Timed**: include a target date for completion

Examples:
- Vague: I want to learn more about statin drugs.
- SMART: By December 20xx, I will be able to explain the therapeutic differences between the three major statin drugs taken by my patients.

- Vague: I want to understand ways to decrease tobacco use.
- SMART: I will create a health promotion event within my local community at the upcoming Great American Smokeout in order to provide education on smoking cessation services and resources.

Each CPD cycle can include up to three learning objectives. One objective may be adequate for some CPD cycles, while others may benefit from multiple objectives to aid in achieving your professional development goal (e.g., new service implementation).

The PLAN stage also involves identifying learning activities to help meet your objectives. With My CPD, you are not limited to continuing education (CE) activities recorded in your CPE Monitor transcript. You may find relevant learning activities from other sources, both formal and informal. You are encouraged to select and engage in learning activities that are most beneficial to your practice, e.g., patient care, research, administration, industry, etc.
The menu of learning activities in My CPD is organized into the following categories:

- **Continuing Education** - formal, structured CE activities (e.g., ACPE-accredited provider, Board of Pharmacy approved)
- **Academic/Professional Study** - structured non-CE education or unstructured autonomous learning
- **Scholarly Activities** - generation and dissemination of knowledge to advance practice or profession
- **Teaching and Precepting** - active involvement in the education and training of others
- **Workplace Activities** – work experiences that promote learning and professional development
- **Professional/Community Service** - contributions or leadership in professional or community activities that align with professional/career goals

**Guidance on selecting CPD activities**

When creating a learning plan, activity selection should be based on the following criteria:

- The activity addresses a defined or established educational need or career goal;
- The activity aids in achieving a specific learning objective included in the learning plan;
- The activity links to meaningful professional development; and
- The effectiveness of the activity is evaluated based on measurable outcomes and impact in practice.

After identifying types of learning activities (e.g., CPE activities, healthcare literature, in-service training), you can document specific activities you would like to complete as part of your personal development plan.

- When selecting “CPE activities by ACPE-accredited providers”, you can search for available CPE activities using the Add ACPE-Accredited Activities button. This function allows you to generate a custom search based on the competencies selected in REFLECT and keywords associated with objective(s) created in PLAN. If the custom search does not provide relevant CPE activities, the search can be further refined. Clicking **Add** will allow you to enter a target completion date and add the activity to your plan.
When selecting other learning activities (i.e., non-ACPE CE), you can include descriptions and target completion dates for the activities you intend to complete.

**LEARN**

After creating learning objectives and identifying learning activities, the plan is put into action through engagement in a range of learning opportunities and methods such as structured formats (e.g., attending a CE workshop, completing an on-demand webinar) or informal learning resources (e.g., reading articles on a particular topic, discussing an issue with colleagues).

To document learning activities you have completed:

1. Click on **Add** button to add a CPD learning activity.
2. Click on **Select Activity** and choose the activity from the menu.
3. For CE activities (ACPE and non-ACPE):
   a. Select a date range (**CPEActivityDateFrom** and **CPEActivityDateTo**) to search for activities in your CPE Monitor transcript and click **Search**.
   b. Click the corresponding tick box to select the desired CE activity/activities.
   c. Click on **Save** button to complete entry. It will appear in the **Activity** list.
4. For non-CE activities
   a. Enter a brief description in the **Description of CPD Activity** text box and enter date completed using the calendar icon (📅).
   b. Click **Save**.
   c. After the page refreshes, click on **Upload file** button to display a pop-up window for uploading supporting evidence.
   d. In the pop-up window, 1) complete the **Type of Evidence** text box, 2) click on the **Choose File** button to select the desired file to upload, 3) click the tick box next to the attestation statement, and 4) click **Upload**. Note: Attestation must occur for evidence to upload.
   e. “Upload Successful” will appear on the main page. Click **Save & Close** to complete the entry.

5. Repeat as necessary to add more learning activities.
6. Once all activities have been entered and saved, click on **Complete** button to finish the stage.
   Note: After completing the stage, clicking on **Re-Open** button will allow for additional entries.
### Menu of CPD Activities and Sample Evidence

<table>
<thead>
<tr>
<th>Category</th>
<th>CPD Activities</th>
<th>Sample Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education</td>
<td>• CE activities by ACPE-accredited providers</td>
<td>• CPE Monitor statements of credit</td>
</tr>
<tr>
<td></td>
<td>• Non-ACPE CE activities (e.g. CME, BOP)</td>
<td>• Non-ACPE CE statements of credit</td>
</tr>
<tr>
<td>Academic/Professional Study</td>
<td>• Conferences, workshops</td>
<td>• Academic transcripts, course syllabus</td>
</tr>
<tr>
<td></td>
<td>• Certificate courses</td>
<td>• Certificate of attendance/completion</td>
</tr>
<tr>
<td></td>
<td>• Academic courses, postgraduate education</td>
<td>• Independent learning contract</td>
</tr>
<tr>
<td></td>
<td>• Reading/reflecting on healthcare literature</td>
<td>• Journal article; citation, abstract</td>
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<tr>
<td></td>
<td>• Leading/participating in journal clubs</td>
<td></td>
</tr>
<tr>
<td>Scholarly Activities</td>
<td>• Conducting research in professional field</td>
<td>• Research proposal, approved IRB</td>
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<tr>
<td></td>
<td>• Presenting/publishing scholarly works</td>
<td>• Abstract, publication, grant summary</td>
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<tr>
<td></td>
<td>• Preparing/writing grant proposals</td>
<td>• Reviewer disposition letter</td>
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<tr>
<td></td>
<td>• Content reviewer</td>
<td>• Publication acceptance letter</td>
</tr>
<tr>
<td>Teaching and Precepting</td>
<td>• Presenting, authoring educational content</td>
<td>• Acceptance letter for presentation, poster</td>
</tr>
<tr>
<td></td>
<td>• Teaching/precepting students, residents, others</td>
<td>• Copy of abstract, educational content</td>
</tr>
<tr>
<td></td>
<td>• Peer coaching or mentoring programs</td>
<td>• Faculty agreement</td>
</tr>
<tr>
<td></td>
<td>• Content reviewer</td>
<td>• Precepting, mentoring documentation</td>
</tr>
<tr>
<td>Workplace Activities</td>
<td>• Point-of-care learning</td>
<td>• Summary of point-of-care interventions</td>
</tr>
<tr>
<td></td>
<td>• In-service training; job shadowing</td>
<td>• Performance improvement measures</td>
</tr>
<tr>
<td></td>
<td>• Implementing performance improvement projects</td>
<td>• Record of in-service, training</td>
</tr>
<tr>
<td></td>
<td>• Serving on a committee</td>
<td>• Meeting minutes, summaries</td>
</tr>
<tr>
<td></td>
<td>• Consultation with peers, healthcare experts</td>
<td></td>
</tr>
<tr>
<td>Professional Service</td>
<td>• Active involvement in professional organizations</td>
<td>• Description of duties</td>
</tr>
<tr>
<td></td>
<td>• Involvement in advocacy, outreach</td>
<td>• Letter documenting appointment, election</td>
</tr>
<tr>
<td></td>
<td>• Volunteer experiences</td>
<td>• Certificate, Attestation of service</td>
</tr>
</tbody>
</table>

BOP = Board of Pharmacy, IRB = Institutional Review Board

To view details of learning activities recorded in LEARN:

- Click on the desired activity in the **Activity** list.
- For non-CE activities, you can download and view activity evidence by clicking on **View**.
- For CE activities (ACPE and non-ACPE), evidence (e.g., statement of credit, transcript) can be found in your CPE Monitor profile.
- Note: Saved activities and evidence can be deleted in LEARN.
EVALUATE

Critical to CPD is assessing the outcomes or “success” of the plan in meeting stated learning needs and goals. If learning needs are not fully met, it may be possible to identify further development needs at this stage. Evaluation can lead to additional reflection, which continues the ongoing cyclical process of CPD.

The EVALUATE stage allows you to document status of your CPD cycle: **In Progress, Complete, or Unable to Complete**.

If **In Progress**, you will be prompted to choose a reason why:
- More information or learning is needed
- More time is needed
- Modify learning objective(s)
- Additional reflection on professional development needs
- Other

While **In Progress**, you should consider what additional learning might be need and continue to engage in and record relevant activities in LEARN. Additionally, you may need to modify the date range for cycle completion (on Edit Cycle page) and/or add/modify learning objectives in PLAN. Changes made to a CPD cycle can be tracked by clicking on History icon on the Edit Cycle page.

If **Complete**, you will be prompted to evaluate:
- The extent to which each learning objective was achieved: **Fully, Partially, or Not Achieved**. If the objective was not fully achieved, please provide comment.
- The outcome of your learning:
  - Intend to implement in practice – allows progression to APPLY stage
  - Reinforced current knowledge, skills, practice – APPLY stage does not require completion

If **Unable to Complete**, you will be prompted to describe why you were unable to complete the cycle.

Note: If **In Progress**, the EVALUATE stage can only be saved. In order to complete the stage, the status must be **Complete** or **Unable to Complete**.
**APPLY**
This stage represents the crucial process of bringing learned knowledge, skills, attitudes, and values to one's work and using it to impact practice and/or patient care. It is a fundamental distinction between CPD and traditional CE.

In APPLY, you will be asked to indicate if you were able to implement what you learned into practice.

- If **Yes**, you will be prompted to choose how learning impacted your practice.
- If **No**, you will be prompted to indicate barriers preventing implementation.

A ‘Yes’ response will also allow you to upload supporting documentation after you click on **Save**.
Documentation Examples of Application of Learning
(Adapted from CPD Portfolio for Healthcare Professionals. ACPE & Pharma Expert 2017)

- Adverse Drug Reaction (ADR) identification/resolution
- Improved medication adherence
- Medication review summary
- Medication Therapy Management (MTM) outcomes (e.g., preventing interactions, screening results, changes to medication therapy)
- Public health campaign results
- Educational leaflets or resources for patients
- Medication Use Evaluation (MUE) results
- Immunization services documentation

Saving and Completing CPD Stages and Cycles

For each stage, you have the choice to select Save or Complete.

- **Save** can be used when stages are in progress but not yet fully complete – it allows you to save your work and return to it later. Stages that have been saved will show as yellow in **Edit Cycle** and **My Progress**. Note: If you leave a stage without saving it, the information will be lost.

- **Complete** indicates the stage has been finished and will show as green in **Edit Cycle** and **My Progress**. Once a stage is complete, you have the option to **Re-Open**, go **Back to Cycle**, or go to the next stage.

Once all applicable stages are complete (green), the cycle can be archived in **Closed Cycles**. Upon completing the final stage, you will be prompted to close the cycle.

If you select ‘No’, you have the option of closing the cycle from **Edit Cycle** by clicking on the lock icon.
Exporting CPD Cycles

CPD cycle summaries can be exported from My CPD in three ways:

- Print Cycle function 📜: cycles can be printed or saved as PDFs
- Send to Self function 📧: cycles can be sent to your email account
- Share with Others function ➡️: cycles can be sent to other email accounts for a specified time

All functions are accessible from the Edit Cycle page for a specific cycle or from the list of CPD cycles in Open Cycles and Closed Cycles.

When you print or email a cycle summary to yourself, you have the option to include cycle history and/or supporting evidence.

When you share with others, include the email address(es) and end date for sharing. You have the option to include supporting evidence. After selecting Share, the message “Successfully shared CPD Cycle with...” will appear on the Edit Cycle page along with a sharing log at the bottom of the page. You have the ability to Stop Sharing at any time.
**Monitoring Progress**

*My Progress* accounts for all CPD cycles (opened and closed) and displays the status of cycle stages.

<table>
<thead>
<tr>
<th>Cycle Name (Open)</th>
<th>Reflect</th>
<th>Plan</th>
<th>Learn</th>
<th>Evaluate</th>
<th>Apply</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5/1/2021 5:17 PM</td>
</tr>
<tr>
<td>Test2/CPD Cycle</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>5/1/2021 5:17 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cycle Name (Closed)</th>
<th>Reflect</th>
<th>Plan</th>
<th>Learn</th>
<th>Evaluate</th>
<th>Apply</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4/1/2021 5:17 PM</td>
</tr>
<tr>
<td>Test2/CPD Closed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4/1/2021 5:17 PM</td>
</tr>
</tbody>
</table>

**LEGEND**
- **Stage not yet attempted**
- **Stage saved but not complete (in progress)**
- **Stage completed**
- **Stage does not require completion (applies to cycles starting at LEARN or cycles that don’t include APPLY)**