Using CPD Now for HCPC Audit

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CPD Now and the HCPC Audit

CPD Now is the College of Radiographers (CoR) online Continuing Professional Development (CPD) tool where you can plan, record, and reflect on your CPD activities. CPD Now has just been enhanced to simplify the process of recording your CPD. **If you are called for HCPC audit you will be required to complete your CPD profile on their online system.** However, CPD Now contains several features that you will find helpful if/when called for HCPC audit:

- **Record CPD**
  There is now one box to record your reflection on your CPD activity. You can choose whichever model of reflection you prefer to record what you did, the impact this activity will have on your practice and service users, and to identify any further learning or action plan required.

- **Review & Access your CPD Records**
  For each CPD record you have entered, you will be able to review your entire entry (title, date, reflection) within a single field on CPD Now. This will enable you to easily draw on your CPD activities when completing your statement within the HCPC audit portal, demonstrating how you meet the standards.

- **List of CPD Activities**
  If you are selected by the HCPC for audit, you will be required to provide a list of CPD activities undertaken. Within CPD Now you can view a list of all your CPD records entered for the last 2 years prior to the date you have selected. This information can then be copied and pasted directly into the HCPC portal or printed through your browser if you wish to have a paper copy for your own records.

- **Career Tab**
  As part of the HCPC audit you will be required to write a summary of your practice history. If you have previously used CPD Now to record employment details, you can use the [Career] tab in the left-hand menu to easily retrieve and use this information if called for HCPC audit.

- **CPD Attachments**
  For each CPD record that you enter on CPD Now, you may also add supporting documents such as certificates, handouts, leaflets etc. This information can assist you in meeting the HCPC requirement of supplying evidence to support your personal statement.
In addition to the above functions, additional guidance and resources have been added to CPD Now:

- **Guidance**
  Guidance is now available through all sections of CPD Now. While recording your CPD, click on [Further Guidance] to read guidance on that section.

- **Resources**
  This section is accessed via the left-hand menu and contains useful information such as reflection materials, glossary, guidance on Verified CPD, Guidance for Reviewers, Guidance for linking outcomes, FAQs etc.

Further guidance and resources can also be found on the [HCPC website](https://www.hcpc-uk.org) regarding their requirements for CPD and the audit.

**Using CPD Now**
The following steps will guide you on how to access the features mentioned above within CPD Now.

**Logging On to CPD Now**

1. You can access CPD Now from the Society of Radiographers Home page [Home | SoR]:

![Home page](https://www.sor.org)
2. You will be asked for your membership login details or to sign up as a member.

3. Once logged in, click on the link ‘Access CPD Now Here’.

4. This will take you to your membership profile. Click on [CPD Now] to access the home page of the CPD Now portal.
• Record CPD

1. From the CPD Now Home page you may directly record CPD by clicking on the [Add CPD] button found within the CPD Progress box...

...or by navigating using the [CPD] option in the left-hand menu and then clicking [Add new]:
2. Complete the fields shown to record your CPD activity, remembering to save your work using [Quick save] or [Save and continue].

You may evidence outcomes within your CPD record by clicking [Evidence outcomes] and selecting which outcome(s) you would like to reference in the record. The SCoR Professional Outcomes will be made available to all users. If you are at practitioner level or above, you may wish to link to these when relevant. Other practice level outcomes (e.g., Assistant practitioner outcomes, practice educator, advanced and consultant outcomes), will appear here once an application for individual accreditation has been started. Further details on linking outcomes can be found within CPD Now:
• Review and Access CPD Records

1. You can review CPD records entered by selecting the year tabs in the CPD progress box on the home page.

2. You can then use the Actions buttons to:

   open and edit the record, invite a reviewer to verify the record, view linked outcomes, add/view attachments, print the record, and/or delete the record.

**IMPORTANT:** If you have previously used CPD Now to record CPD reflections, you will see an additional green icon against old CPD records containing data:
IMPORTANT: Click on this icon to view your previously entered reflections for any given record. This will bring up the following screen where all previously entered text can be copied and pasted from:

- **List of CPD Activities**
  1. To access a list of your CPD activities, click on [View a list of your CPD Activities] on the home page:
2. Click on [View my report] in the open window:

3. Select a date and click [submit]- This will show the user all CPD records entered onto CPD Now from 2 years prior to the date selected:
4. Clicking on an individual [Activity Title] will display the content for that record:

5. To view a summary of all CPD Records listed, Click on [Show Details].
IMPORTANT: To view/hide reflections or data belonging to records entered on the old CPD Now system, Click on [Show/Hide] Historical data within the list of CPD Activities.

To print your List of CPD Activities, click on the 3 horizontal dots in the browser bar (top right of screen), select print, and follow the steps to print as normal (continued on next page):
You may also print the list with historical data showing by following the same steps, making sure to have historical data in view when selecting print:
1. You may use the [Career] tab in the left-hand menu to record your employment details. These will automatically be stored here if you have entered employment details previously on our old CPD Now system.

2. Those with previously entered details should click [Add new] to add additional employment records or use the Actions buttons to edit existing records, add attachments, print, or delete the employment record:
3. Complete the fields shown to record/edit employment details, including details of your main roles, type of practice, main duties, responsibilities, and significant achievements:

![Add/edit employment form]

4. Selecting the print action will display your record in the following format, allowing for information to be easily copied and pasted when needed:

![Printed employment record]
• **CPD Attachments**

Supporting documents such as certificates, handouts, leaflets etc. may be linked to CPD records using the action tab found in the action tab bar when viewing your records:

When viewing your CPD List of Activities you will see a live link to any attachments that you have added. Clicking on the link will open your attachment in a new window, ready for viewing or printing.