



# Using CPD Now for HCPC Audit

December 2021

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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.

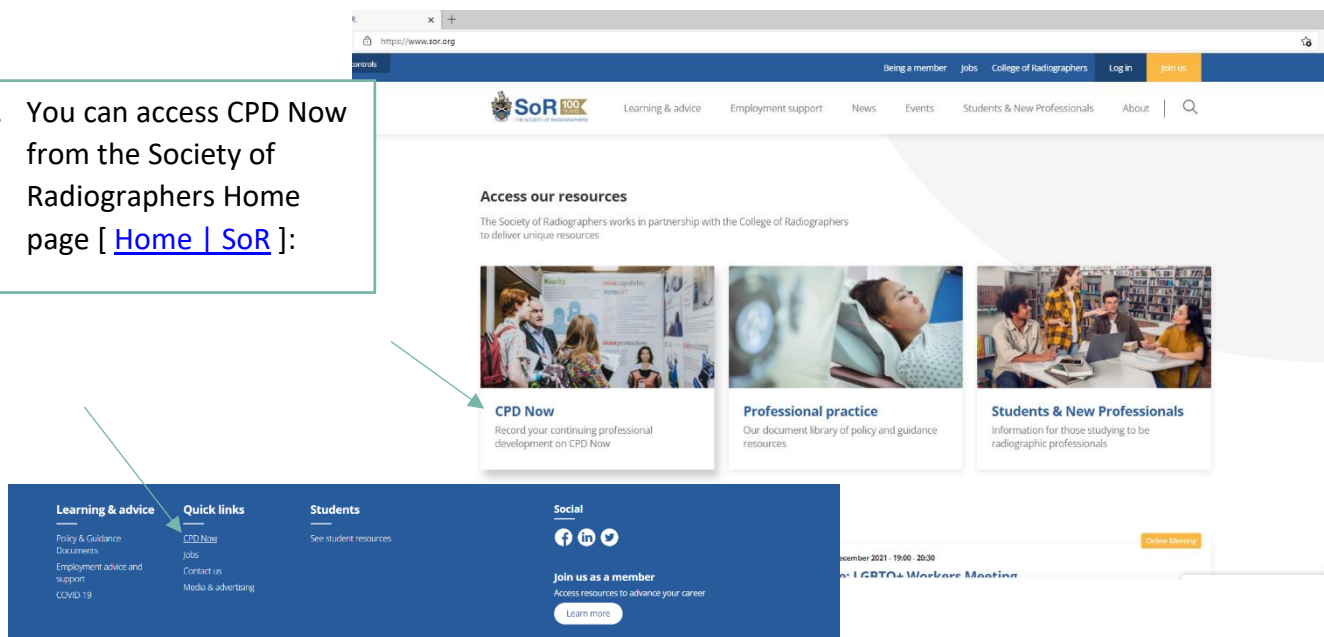
Further guidance and resources can also be found on the [HCPC website](#) regarding their requirements for CPD and the audit.

## 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](#) ]:

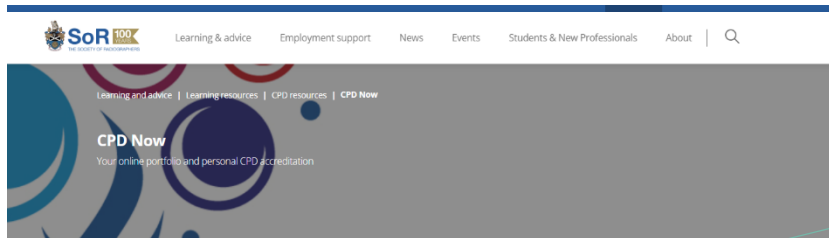


2. You will be asked for your membership login details or to sign up as a member

### Content restricted to members

This content is for members only. Please [log in](#) or [sign up](#) as a member to access this content.

[Go Back](#)



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

#### In this section

Accessing CPD Now  
Your online record of CPD  
CPD Now for practice educators, assistants, advanced or consultant practitioners  
The HCPC audit  
Need help using CPD Now?



#### Accessing CPD Now

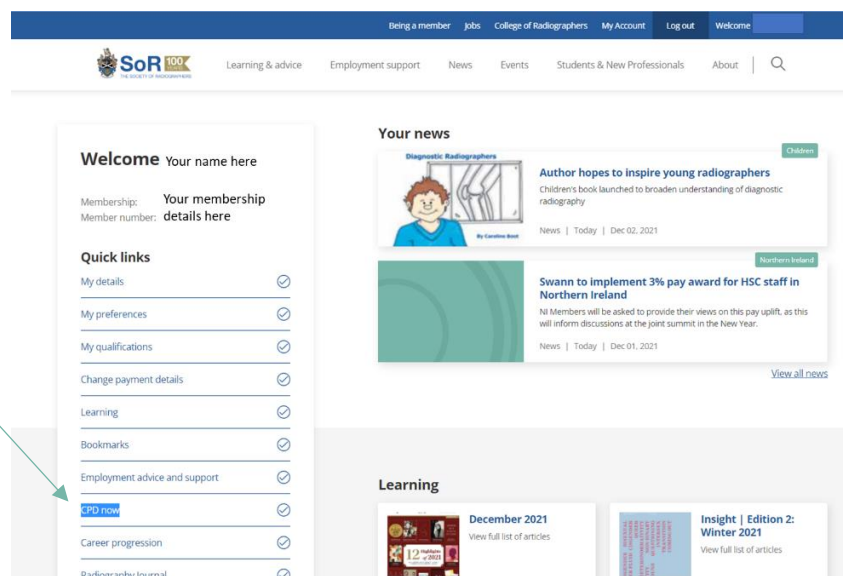
[Access CPD Now here](#) via the 'My Account' page of this website.

#### Your online record of CPD

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. CPD Now contains several features that you will find helpful:

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

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

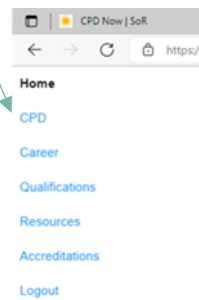


- Record CPD

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]:



Home  
CPD  
Career  
Qualifications  
Resources  
Accreditations  
Logout

### CPD Records

Your recorded CPD activities will appear under each year tab below.  
Use the Actions tabs to navigate through various functions e.g. Edit your CPD records; Invite reviewers and view review status; View and edit linked outcomes; View attachments; Print your CPD record; and/or delete CPD records.  
Record new CPD activities by selecting the relevant year tab and clicking [Add New].

Further Guidance

Add New

2021 2020 2019 2018 Older than 2018

Actions

cpd 1  
11/11/2021

## CPD Activity: Recording CPD

Please complete the fields below:

- Give your CPD activity a clear title that will easily remind you what it is.
- Provide the date when you undertook your CPD activity.
- Write a reflection of your CPD activity.
- If you are at practitioner level or above you may also wish to link relevant SCor Professional Outcomes to your reflection using the [Evidence outcomes] button
- [Quick Save] will save your current work and allow you to remain on the same page.
- [Save and Continue] will save your record and move you to the next page.
- See the further guidance tab below for more information on recording CPD

### Further Guidance

Activity Title \*

Date of CPD activity \*

DDMMYYYY

Write your reflection below. You can choose what reflective model to use. There are some suggestions in the resources section.

Edit ▾

B I A [background color] [text color] [bulleted list] [numbered list] [link icon] [undo icon] [redo icon]

Evidence Outcomes

Quick Save

Save and continue

Home

CPD

Career

Qualifications

Resources

Accreditations

Logout

State of CPD activity

DOMMYYYY

Write your reflection below. You can edit this text.

Edit

B / I A - - E

Evidence Outcomes

Assistant Practitioner 2021

Clinical imaging (CI) - Computed tomography

Close Save changes

© Session expires in 33:57

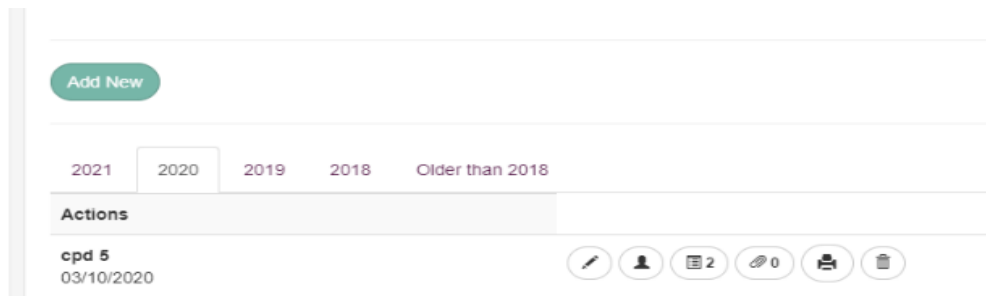
Society of Radiographers CPD New ©  
207 Providence Square, Mill Street, London SE1 2EW  
Telephone: 020 7740 7200  
www.scor.org  
www.scor.org







- 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.

CPD progress					
Year	2021	2020	2019	2018	Older
Records	6	3	0	0	0

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:

**We have detected historical data in this record!** If you wish to transfer any of this data over to the record, you may copy and paste the relevant text and include it in the corresponding field.

What type of learning activity or activities did you undertake?

Attendance based event  
Hands-on or experiential learning  
Professional body or trade union activity  
Other

If Other

Media event

Summary of Learning - What did I learn?

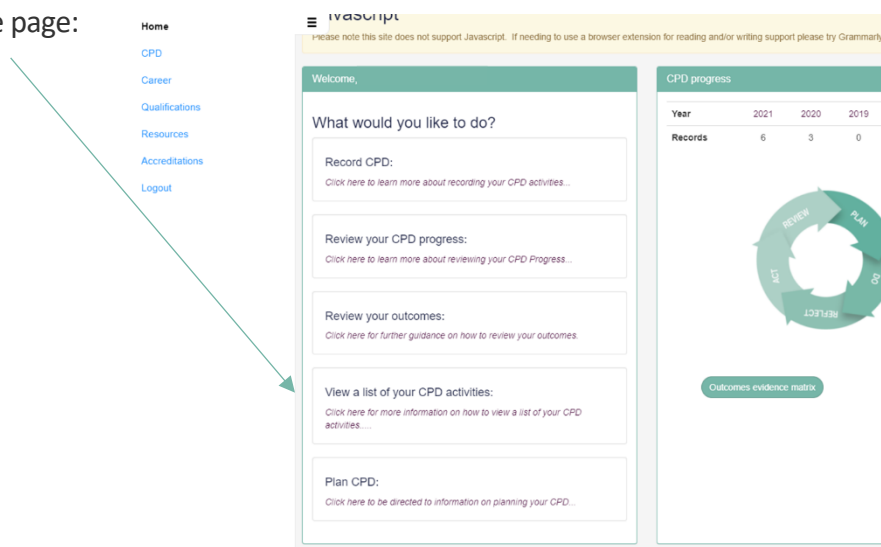
**Description**

Your previously entered reflection  
will appear here

**Feelings**

- **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:



**Home**  
CPD  
Career  
Qualifications  
Resources  
Accreditations  
Logout

**What would you like to do?**

**Record CPD:**  
Click here to learn more about recording your CPD activities...

**Review your CPD progress:**  
Click here to learn more about reviewing your CPD Progress...

**Review your outcomes:**  
Click here for further guidance on how to review your outcomes.

**View a list of your CPD activities:**  
Click here for more information on how to view a list of your CPD activities...

**Plan CPD:**  
Click here to be directed to information on planning your CPD...

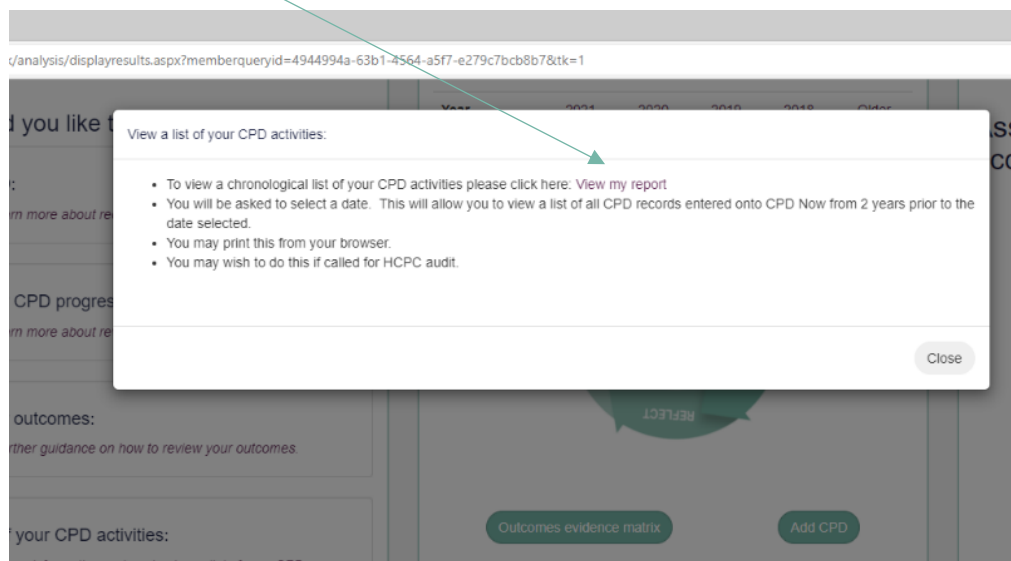
**CPD progress**

Year	2021	2020	2019
Records	6	3	0

**PLAN**  
**DO**  
**REFLECT**  
**REVIEW**

Outcomes evidence matrix



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:

Now - Print Record x +

work/Analysis/DisplayResults.aspx?MemberQueryID=BD348E62-7D58-4130-B03C-96F2098020A4



CPD List of activities

02/12/2021

Submit

Show Details

Select Date


Submit

Activity Title	Date of CPD activity
cpd 1	11/11/2021
non verified cpd 1 no outcomes	03/11/2021
verified CPD 1 No AP outcomes	02/11/2021
outcome 20 not verified	12/10/2021
cpd 2	03/08/2021
cpd 3	08/06/2021

- Clicking on an individual [Activity Title] will display the content for that record:

CPD Now - Print Record x +

amework/Analysis/DisplayResults.aspx?MemberQueryID=8D348



**CPD Now**



CPD List of activities

03/12/2007

Activity Title

CT Course

Orthopaedic Radiography

Activity Title

CT Course

Date of CPD activity

21-06-2007

Write your reflection below. You can choose what reflective model to use. There are some suggestions in the resources section.



Supports

[CoR 02] Knowledge base  
[CoR 03] Work safety  
KSF Dimension HVB9: Equipment And Devices To Meet Health And Wellbeing Needs

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- To view a summary of all CPD Records listed, Click on [Show Details].

CPD List of activities

30/12/2007

Submit

Show Details

[Show Details]

All Records

Activity Title	Orthopaedic Radiography
Date of CPD activity	01/04/2007
Your Reflection	
Historical data	Show/Hide
Supports	[CoR 01] Practical skills [CoR 02] Knowledge base [CoR 03] Communication skills [CoR 09] Inter-professional/agency working or learning

Activity Title	CT Course
Date of CPD activity	21-06-2007
Your Reflection	
Historical data	Show/Hide
Supports	[CoR 02] Knowledge base

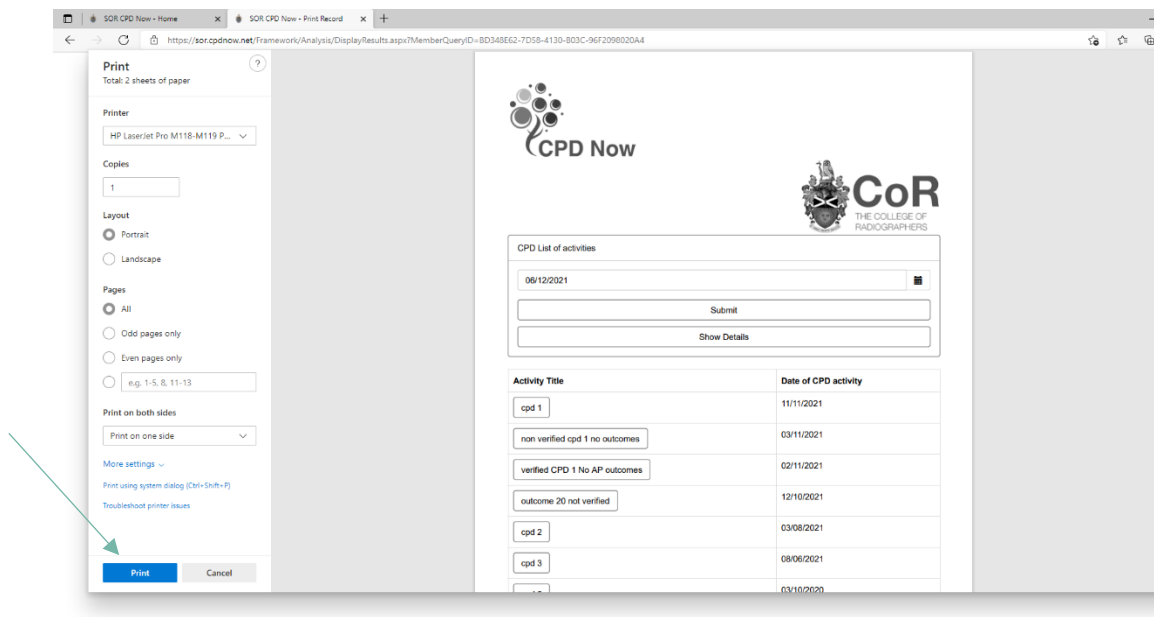
**IMPORTANT:** To view/hide reflections or data belonging to records entered on the old CPD Now system, Click on [Show/Hide] Historical data within the list of CPD Activities.

Activity Title	Orthopaedic Radiography	
Date of CPD activity	01/04/2007	
Your Reflection		
Historical data	<a href="#">Show/Hide</a>	
What type of learning activity or activities did you undertake?	Attendance based event-Teaching or presentation	
If Other		
Summary of Learning - What did I learn?	Describe the activity and any learning outcomes: In-house talks given by orthopaedic surgeons covering anatomy, pathology, and radiography of the foot and ankle and also of the upper limb. What new options and opportunities are available as a result of this activity? Ability to approach the surgeons asking advice on what they have requested. Did I fully achieve what I set out to learn? I have gained good knowledge of what the surgeons wish to visualise on requested images.	
Impact on practice - how has this activity improved my practice and benefitted my service users?	What impact has or might my learning have on: My patients and service users. This will reduce the number of repeat exposures. Service Delivery: Improved efficiency. Myself and my colleagues: I feel more confident when making decisions regarding positioning, the need for repeat exposures, and also it has provided me with an opportunity to work more closely with the orthopaedic surgeons, therefore developing my communication skills. How might I assess this impact? Review of quality of images produced with more senior member of staff.	
Further learning - What further learning has this activity helped you to identify?	Detail any further learning needs Could I have done anything better? No. What support do I or my colleagues require as a result of this activity? Regular updates from the surgeons regarding new positioning techniques to visualise new surgical implants eg. Star and Mobility ankle implants.	

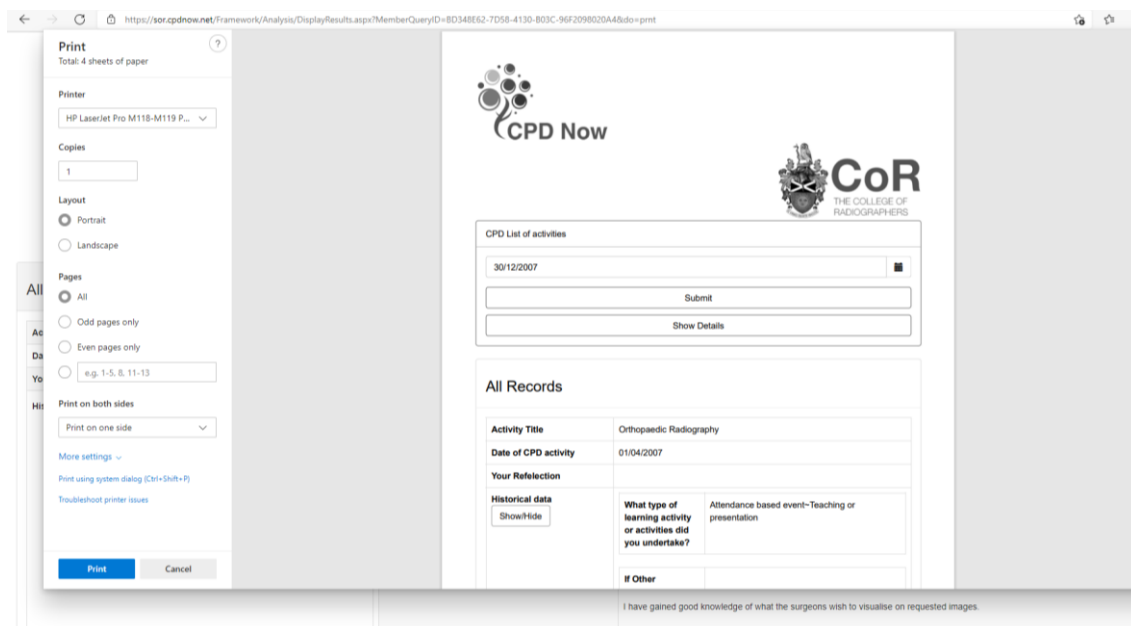
To print your List of CPD Activities, click on the 3 horizontal dots in the browser bar (top right of screen), select print, and follow the steps to print as normal (continued on next page):

The screenshot shows the CPD Now web application. The page title is "CPD Now" and the URL is "http://www.net-framework.com/Analysis/DisplayResults.aspx?MemberQueryID=ED348562-7D58-4130-803C-96F2098020A4". The page displays a table of CPD activities. A green arrow points to the three-dot menu in the browser's address bar, and another green arrow points to the 'Print' option in the dropdown menu.

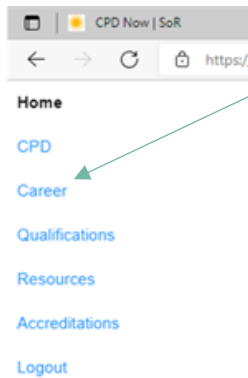
Activity Title	Date of CPD activity
cpd 1	11/11/2021
non verified cpd 1 no outcomes	03/11/2021
verified CPD 1 No AP outcomes	02/11/2021
outcome 20 not verified	12/10/2021
cpd 2	03/08/2021
cpd 3	08/06/2021
cpd 5	03/10/2020
cpd 4	05/06/2020
cpd 6	11/05/2020



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:

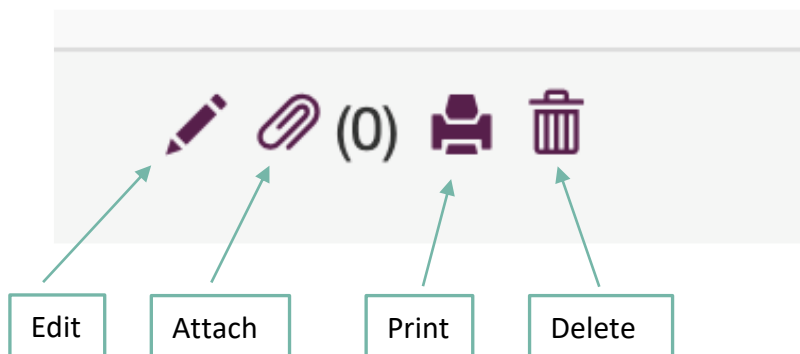
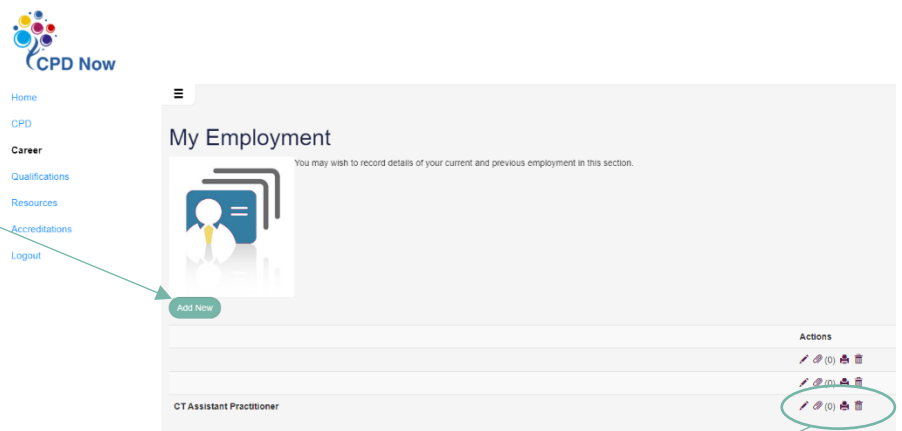



- Career Tab



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:



- 



**CPD Now**

  - Home
  - CPD
  - Career
  - Qualifications
  - Resources
  - Accreditations
  - Logout

---


## Add/edit employment

Please complete the fields below and click [Save and next] to move to the next page where you'll be able to add attachments.

Title *	<input type="text"/>
Start date dd/mm/yyyy *	<input type="text"/> 
End date dd/mm/yyyy	<input type="text"/> 
Employer *	<input type="text"/>
City/Town *	<input type="text"/>
Type	<input type="text"/>
This is my current employment	<input type="text"/>
Describe work area/practice setting and main focus of work	<div> <div>Edit ▼</div> <div> <span>B</span> <span>/</span> <span>A</span> <span>-</span> <span>A</span> <span>-</span> <span>E</span> <span>I</span> <span>T</span> <span>S</span> <span>-</span> <span>L</span> <span>I</span> <span>N</span> <span>E</span> <span>S</span> <span>-</span> <span>F</span> <span>O</span> <span>R</span> <span>M</span> <span>T</span> <span>T</span> </div> </div>

- ## My Employment

You may wish to record details of your current and previous employment in this section.




[Add New](#)

	Actions
CT Assistant Practitioner	<a href="#"></a> <a href="#"></a> <a href="#"></a> <a href="#"></a>

14

- ## 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.