INSTRUCTIONS FOR ADDING A CPD ACTIVITY TO MYRACMA

1. **Log-in**
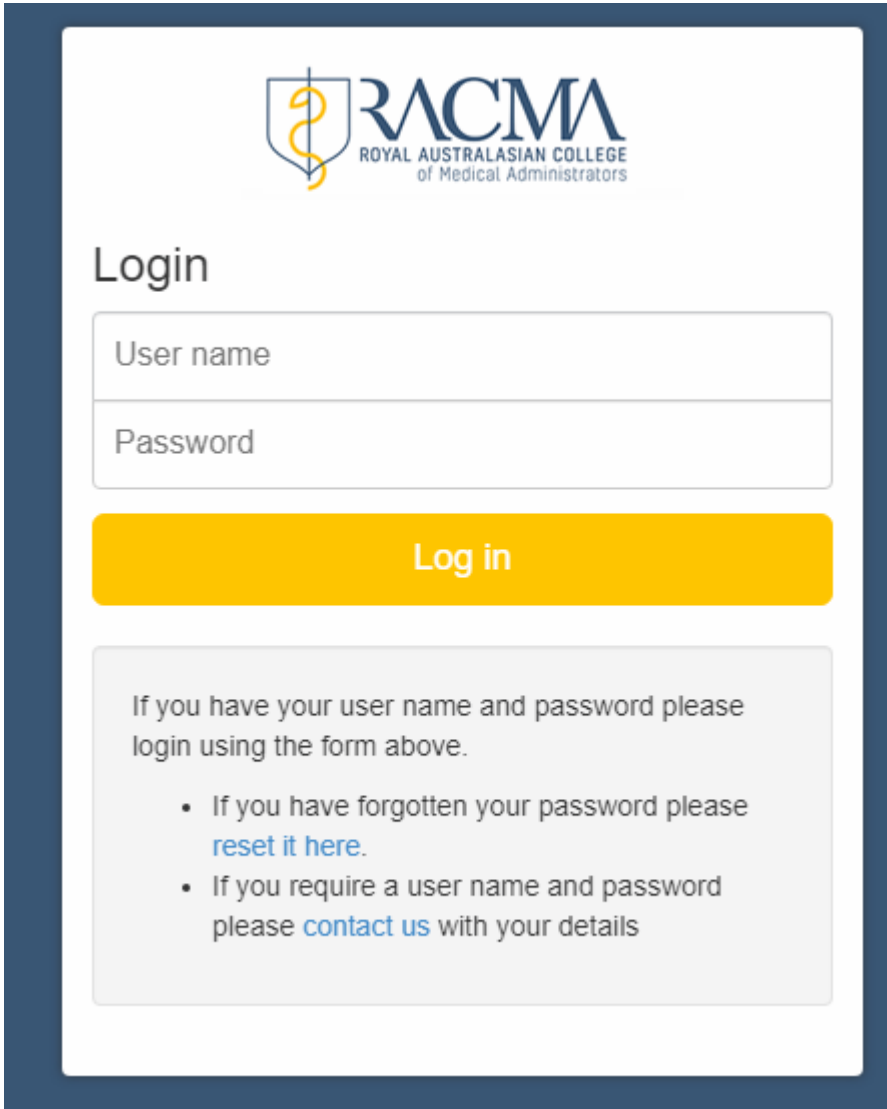   https://my.racma.edu.au/
   Or through the CPD Hub on the College home page
   https://racma.edu.au/members/cpd/
   Your username is your college membership number.
   You can organise a college password through the links on the log-in page.

2. MyRACMA landing page

Make sure that you are in the correct year at the top of the CPD summary. If adding activities for a previous year select the blue "Previous" button directly under CPD Summary

Then select the category of activity you would like to add from the menu:

Professional Development Plan

Annual Conversation

Reviewing Performance

Measuring Outcomes

Education Activities

(Guidance on each category of activity and the requirements for Fellows and Associate Fellows is available in the CPD Handbook)

Click the Add button associated with the activity category. In this example let us use Annual Conversation

3. Add New Activity page

The page for the selected category will open. As the Annual Conversation is a Reviewing Performance activity, the page will open with Standard: Reviewing Performance and Activity: Annual Structured Conversation

Other activities can be chosen from the drop-down menus for "Standard" and "Activity." Activities not listed can be placed in the "other" category in the Activity drop-down menu.

Add New Activity

Enter your CPD activity by selecting the relevant Standard and Activity from the dropdown lists in each field. Further instructions on each field can be found by clicking on the accompanying ❓.

Standard:	Reviewing performance ⌄
Activity:	Annual Structured Conversation (mandatory) ⌄
Description / Title: ❓	
Date of activity: ❓	29/12/2022
How does this activity relate to cultural safety and/or health equity? ❓	
Evidence: • Evidence for PDP ❓ • Evidence for all other activities ❓	
Hours: ❓		Maximum 5 hours per annum

Add/view files (0)   Download a template

Delete   Cancel   Print   Save

4. Name and date your activity

This must be in the appropriate year. In this example "2023 Annual conversation" on 24/01/2023

5. Evidence

a. You may enter a statement on how the activity relates to cultural safety and health equity or write "see file" or leave blank.

b. In the evidence box you may enter a reflective statement or write "see file" if you are uploading documentary evidence of the activity

Edit/view Activity

Enter your CPD activity by selecting the relevant Standard and Activity from the dropdown lists in each field. Further instructions on each field can be found by clicking on the accompanying ❓.

Standard:	Reviewing performance ⌄
Activity:	Annual Structured Conversation (mandatory) ⌄
Description / Title: ❓	2023 Annual Conversation
Date of activity: ❓	24/01/2023
How does this activity relate to cultural safety and/or health equity? ❓	see file

Evidence:
- Evidence for PDP ❓
- Evidence for all other activities ❓

see file

Hours: ❓   [   ]   Maximum 5 hours per annum

Add/view files (0)   **Download a template**

Delete   **Cancel**   **Print**   **Save**

6. Uploading evidence

Uploading a Template

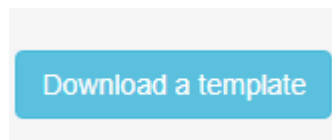The new activity page has templates for.

Professional Development Plan
Annual Conversation
Regular Practice Review and
Audits
are available on the site (more are being developed)

i.   Click the Download a Template button.

This takes you to the Template Selection page. In this example you click the Annual Conversation template hyperlink

ii.   This then downloads and opens a Word document

RACMA CPD ANNUAL CONVERSATION TEMPLATE

Your Name	
Your Signature	
Name of Reviewer (Supervisor, Colleague, Peer, Other).	
Reviewer Signature	
Date	

1. Your primary position and location of work	
2. Full or Part Time	
3. Nature of work performed during normal duties	
4. Your secondary position(s) (if applicable)	
5. Nature of work performed during normal duties in secondary position(s)	
6. Total hours worked per week including on-call roster	
7. College or other professional association activities (estimate of time spent)	
8. a. Review of last year 8.1 Successes	
8.2 Opportunities for improvement	

iii. After completing the template save it to your computer (always remembering where it is saved!)

iv. Return to the Add an Activity page by closing the Template selection page.

v. Click the Add/View Files Button

Add/view files (0)

This takes you to the Upload a File Page

Upload a file

2023 Annual Conversation

NB. Acceptable file types are: .pdf, .jpg, .png .txt, .doc, .docx and .rtf

Further information/Comment (Once uploaded will appear on hovering over the filename)

| Select a file | Upload |

vi. Click the Select a file button and select your saved template.

vii. Click the Upload button.

viii. The page confirms that the file is uploaded. It can be downloaded from this page if further editing is required later.

Upload a file

2023 Annual Conversation

NB. Acceptable file types are: .pdf, .jpg, .png .txt, .doc, .docx and .rtf

Further information/Comment (Once uploaded will appear on hovering over the filename)

✓ File uploaded

| Select a file | Upload |

Filename

2023_Annual_Conversation.docx   Download   Delete

ix. Close the upload a file page. This will return you to the Add an activity page

Uploading Other Documents

Any other documents used for evidence can be uploaded by following steps v. to ix. in the uploading a template process

v. Click the Add/View Files Button

vi. Click the Select a file button and select your document

vii. Click the Upload button.

viii. The page confirms that the file is uploaded. It can be downloaded from this page if further editing is required later.

ix. Close the upload a file page. This will return you to the Add an activity page.

Acceptable file types are; pdf, .jpg, .png .txt, .doc, .docx and .rtf

7. Number of Hours

On the Add an activity page Insert the number of hours taken for the activity. The Professional Development Plan and Annual Conversation are credited for a maximum of 5 hours per annum. Other activities have a suggested maximum.

8. Save
MOST IMPORTANTLY save the activity by clicking the green Save Box
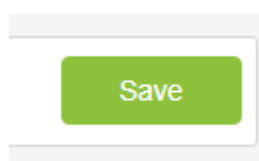
9. CPD Activities page

This opens automatically after saving and shows that the activity is recorded. It can be edited from this page later. This page also gives a running total of hours of CPD completed.

10. CPD Summary Page

Clicking the My ePortfolio button at the top of the screen and then Summary takes you back to the first page
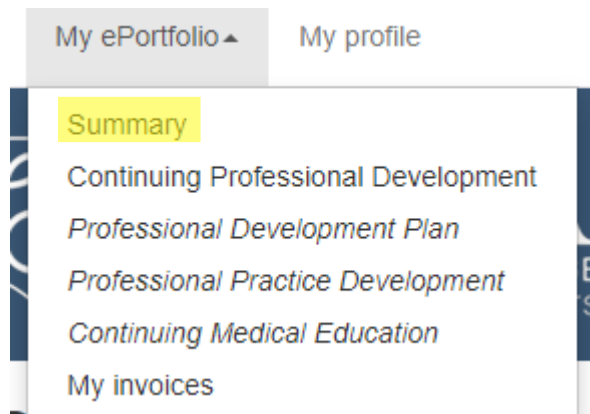
This now shows that the Annual Conversation has been completed and gives a running total of the various requirements for completion of your portfolio

CPD Summary

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Minimum	Completed
Professional development plan (one per annum)													Add		0
Annual conversation													Add		✓
Reviewing performance													Add	5	5
Measuring outcomes													Add	5	0
Sub total														25	5
Educational activities													Add	12.5	0
Total hours														50	5
Certification	Pending										Get certificate of currency				