

## INSTRUCTIONS FOR ADDING A CPD ACTIVITY TO MYRACMA

### 1. Log-in

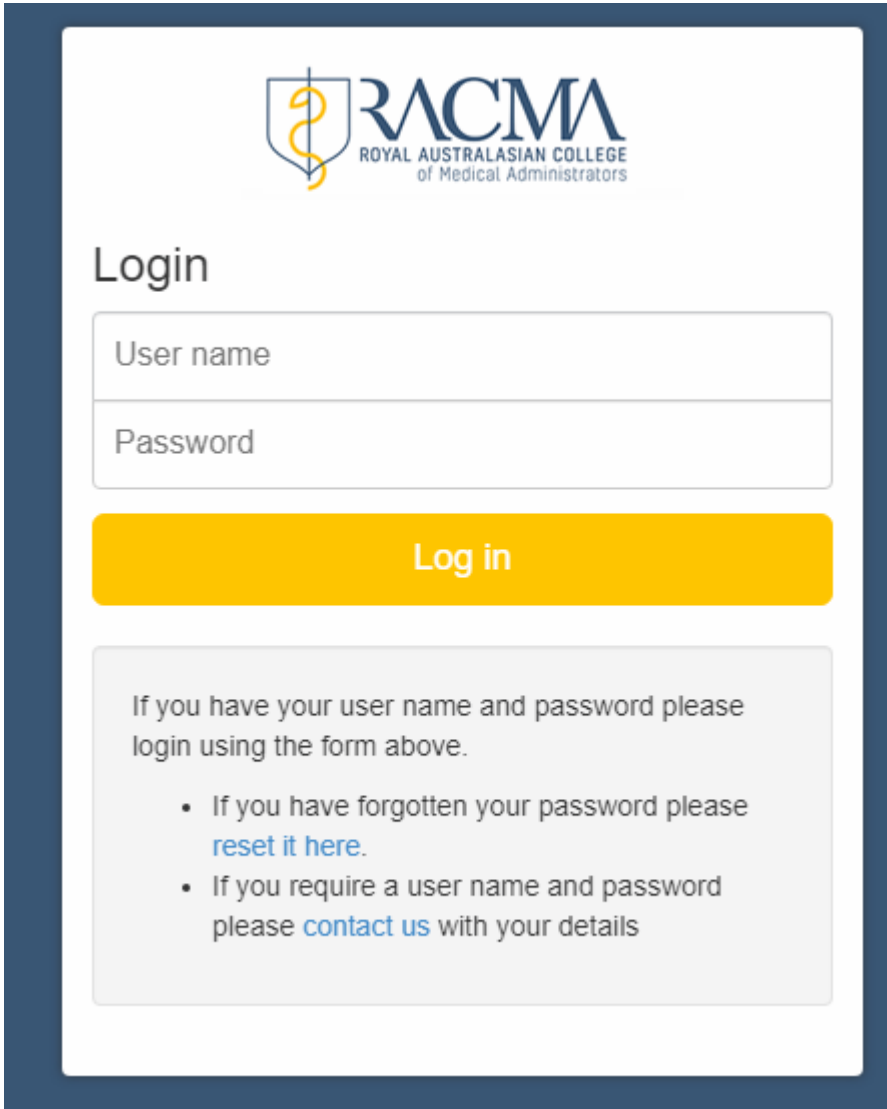
<https://my.racma.edu.au/>

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.



The screenshot shows the RACMA login interface. At the top is the RACMA logo. Below it is the heading "Login". There are two input fields: "User name" and "Password". A yellow "Log in" button is positioned below the fields. A grey box contains instructions: "If you have your user name and password please login using the form above." followed by two bullet points: "If you have forgotten your password please [reset it here](#)." and "If you require a user name and password please [contact us](#) with your details".

## 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

My ePortfolio My profile Gordon Smith Log out

**RACMA**  
ROYAL AUSTRALASIAN COLLEGE  
of Medical Administrators

### CPD Summary

<< Previous 2023 Next >>

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

### 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:	<input type="text" value="Reviewing performance"/>
Activity:	<input type="text" value="Annual Structured Conversation (mandatory)"/>
Description / Title: <a href="#">?</a>	<input type="text"/>
Date of activity: <a href="#">?</a>	<input type="text" value="29/12/2022"/>
How does this activity relate to cultural safety and/or health equity? <a href="#">?</a>	<input type="text"/>
Evidence:	<input type="text"/>
<ul style="list-style-type: none"> <li>Evidence for PDP <a href="#">?</a></li> <li>Evidence for all other activities <a href="#">?</a></li> </ul>	<input type="text"/>
Hours: <a href="#">?</a>	<input type="text"/> Maximum 5 hours per annum
<input type="button" value="Add/view files (0)"/> <input type="button" value="Download a template"/>	
<input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> <input type="button" value="Save"/>	

#### 4. Name and date your activity

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

#### 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:	<input type="text" value="Reviewing performance"/>
Activity:	<input type="text" value="Annual Structured Conversation (mandatory)"/>
Description / Title: <a href="#">?</a>	<input type="text" value="2023 Annual Conversation"/>
Date of activity: <a href="#">?</a>	<input type="text" value="24/01/2023"/>
How does this activity relate to cultural safety and/or health equity? <a href="#">?</a>	<input type="text"/>
Evidence: <ul style="list-style-type: none"><li>• Evidence for PDP <a href="#">?</a></li><li>• Evidence for all other activities <a href="#">?</a></li></ul>	<input type="text"/>
Hours: <a href="#">?</a>	<input type="text"/> Maximum 5 hours per annum
<input type="button" value="Add/view files (0)"/>	<input type="button" value="Download a template"/>
<input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/>	<input type="button" value="Save"/>

## 5. Evidence

- You may enter a statement on how the activity relates to cultural safety and health equity or write “see file” or leave blank.
- 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:	<input type="text" value="Reviewing performance"/>
Activity:	<input type="text" value="Annual Structured Conversation (mandatory)"/>
Description / Title: <a href="#">?</a>	<input type="text" value="2023 Annual Conversation"/>
Date of activity: <a href="#">?</a>	<input type="text" value="24/01/2023"/>
How does this activity relate to cultural safety and/or health equity? <a href="#">?</a>	<input type="text" value="see file"/>
Evidence: <ul style="list-style-type: none"><li>Evidence for PDP <a href="#">?</a></li><li>Evidence for all other activities <a href="#">?</a></li></ul>	<input type="text" value="see file"/>
Hours: <a href="#">?</a>	<input type="text"/> Maximum 5 hours per annum

## 6. Uploading evidence

### Uploading a Template

The new activity page has templates for.

Professional Development Plan

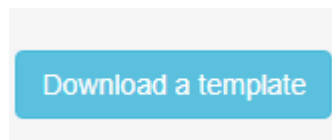
Annual Conversation

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

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## RACMA CPD templates

Below are links to templates for use in logging your CPD requirements

### Reviewing performance

- [RACMA\\_TEMPLATE-ProfessionalDevelopmentPlan.docx](#). Older
- [RACMA\\_TEMPLATE-AnnualConversation.docx](#)
- [RACMA\\_TEMPLATE-RegularPracticeReview.docx](#)

### Measuring outcomes

- [RACMA\\_TEMPLATE-AuditReporting.docx](#)

- ii. This then downloads and opens a Word document
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## RACMA CPD ANNUAL CONVERSATION TEMPLATE

<b>Your Name</b>	
<b>Your Signature</b>	
<b>Name of Reviewer (Supervisor, Colleague, Peer, Other).</b>	
<b>Reviewer Signature</b>	
<b>Date</b>	

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

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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	<a href="#">Download</a> <a href="#">Delete</a>

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

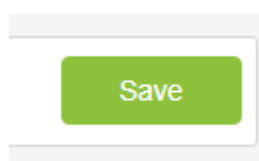
## 7. Number of Hours

Hours:   Maximum 5 hours per annum

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.



My ePortfolio
My profile

Gordon Smith
Log out


Viewing **Gordon Smith**

### CPD Activities

New CPD standards for both the Medical Board of Australia and the Medical Council of New Zealand are now fully implemented from 1 January 2023. The new categories are:

1. Reviewing Performance
2. Measuring Outcomes
3. Educational Activities

CPD records that have been created prior to 2023 can be viewed and edited by selecting the relevant year by clicking on the 'Previous' button below

**To complete outstanding CPD records for 2022**, please select the relevant link from the list below that will direct you to the previous standards and categories.

[Professional Development Plans](#)  
[Professional Practice Development \(Audits and peer review\)](#)  
[Continuing Medical Education](#)

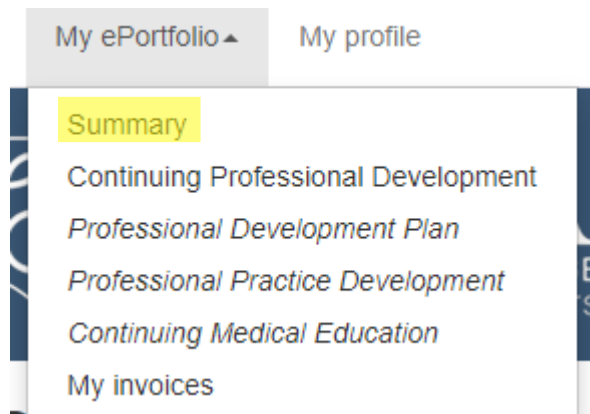
[Click here to access the CPD Handbook](#)

Download a template
Show all
Add new

<< Previous	1/01/2023 to 1/01/2024						Next >>
<span style="font-size: 0.8em;">↑</span> All CPD	Activity	Updated by	Verified	Title	Files	Date	Hours
Reviewing performance	Annual Structured Conversation ...	gordon	<input type="checkbox"/>	2023 Annual Conversation	1	24/01/2023	5 <span style="font-size: 0.8em;">Edit</span>
							5 <span style="font-size: 0.8em;">50</span>

## 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

		2023														
<< Previous														Next >>		
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		