



Adding your Personal Plan (PLP) and Practice & Role (P&R)

The Personal Plan is the starting point for your CPD programme and has [two components](#):

- My Practice and Roles (P&R)
- My Personal Learning Plan (PLP)

At the start of your appraisal year, it is necessary to declare your practice and roles (P&R) in your CPD ePortfolio. It is also recommended that you outline your learning objectives for the upcoming year (PLP). See further information in the [CPD Framework](#).

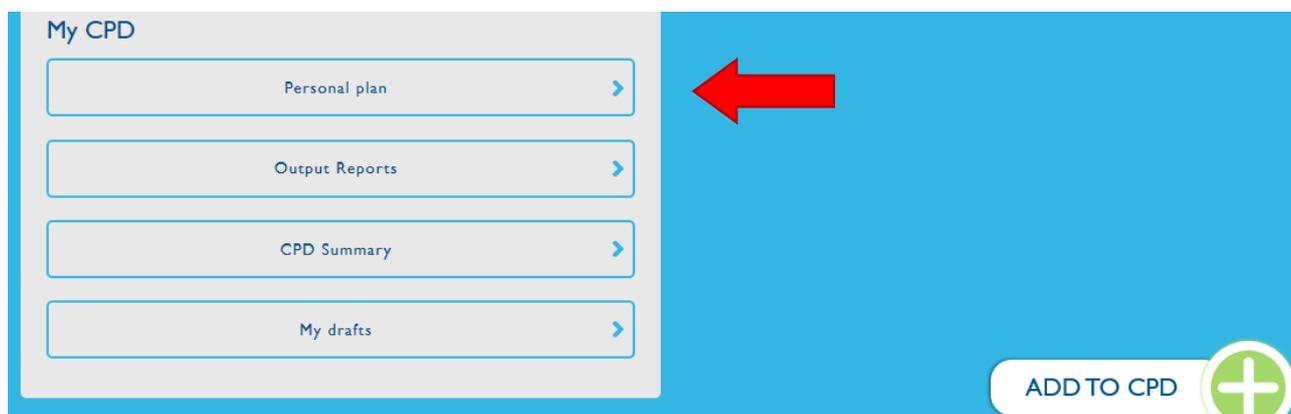
Please note: It is crucial to establish your [Practice and Roles \(P&R\)](#) in your account. When adding your Learning Events, you must link them to the relevant P&R. Failure to do so will prevent you from saving your Learning Event as complete, and your CPD credits will not be counted towards your totals.

The purpose of linking your Learning Events to the P&R is to demonstrate engagement with CPD across the various aspects of your practice and roles.

Adding your P&R

To add your **Practice & Role (P&R)**, please follow these steps:

- Log into your CPD ePortfolio account.
- Click on '**Personal Plan**' located at the bottom of the dashboard:



- On the following page, please click on 'Add to Personal Plan':

Personal Plan

Your Personal Plan forms the basis for you and your appraiser to relate your specific learning goals to the context of the healthcare environment where you practise, and also for you to set out your own learning goals. You should use your Personal Plan to drive your personal and career development.

Remember to keep your objectives SMART:

- Specific
- Measureable
- Achievable
- Realistic
- Timed

All P&R PLP Archived Add to Personal Plan +



- The 'Add to my Personal Plan' form will present. The below image shows the P&R form:

Add to my Personal Plan

P&R **PLP**

Practice / Role *

Dates
Start date: 2024-01-26 End date: 2025-02-26

Dimension **i** *

Clinical
 Professional
 Extended Role

Organisation
St John's Hospital

Description **i**

Status: Last saved Not saved yet

Save as draft Save as completed





In this form you can specify the clinical areas in which you work and whether you hold any additional roles.

- In the **Practice/Role** field, describe one of your roles (e.g. Obstetrician, Consultant, Educational Supervisor, or Urogynaecologist)
- In the **Start and End date** fields, please enter the relevant dates for your current role. If your role has no specified end date, please enter a date far in the future. (Please note: the end date must be in the future, or the system will archive that Practice & Role.)
- The **Dimensions** describe the components of the professional identity of the specialist obstetrician and gynaecologist. They reflect the type of role you have (e.g. select 'Clinical' for the role of 'Obstetrician', 'Professional' for the role of 'Communication Lead', or 'Extended Role' for a role like 'Educational Supervisor' or 'Medico-legal Expert')

Use the '**Organisation**' and '**Description**' fields to provide the name of the hospital where you work and briefly describe your role. Note that these two fields are not mandatory.

- Once all the fields have been completed, please click on '**Save as completed**' at the bottom of the form.



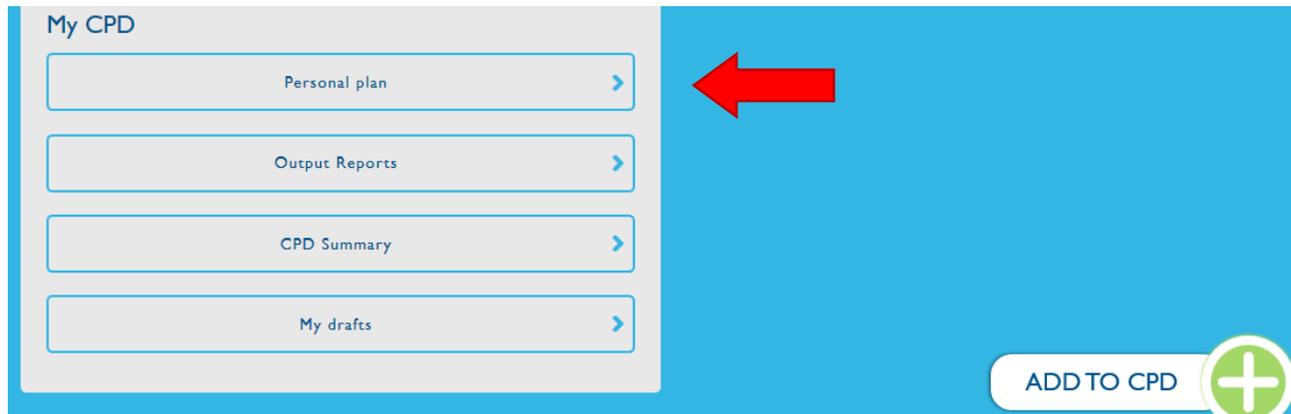
It is necessary to complete and save a different form for each different role. The reason for this is that, when you record your Learning Events, you will be asked to link them to a relevant role. Please note that if you do not do this, you will be unable to save the Learning Event as complete and the credits claimed will not count towards your totals.

Adding your PLP

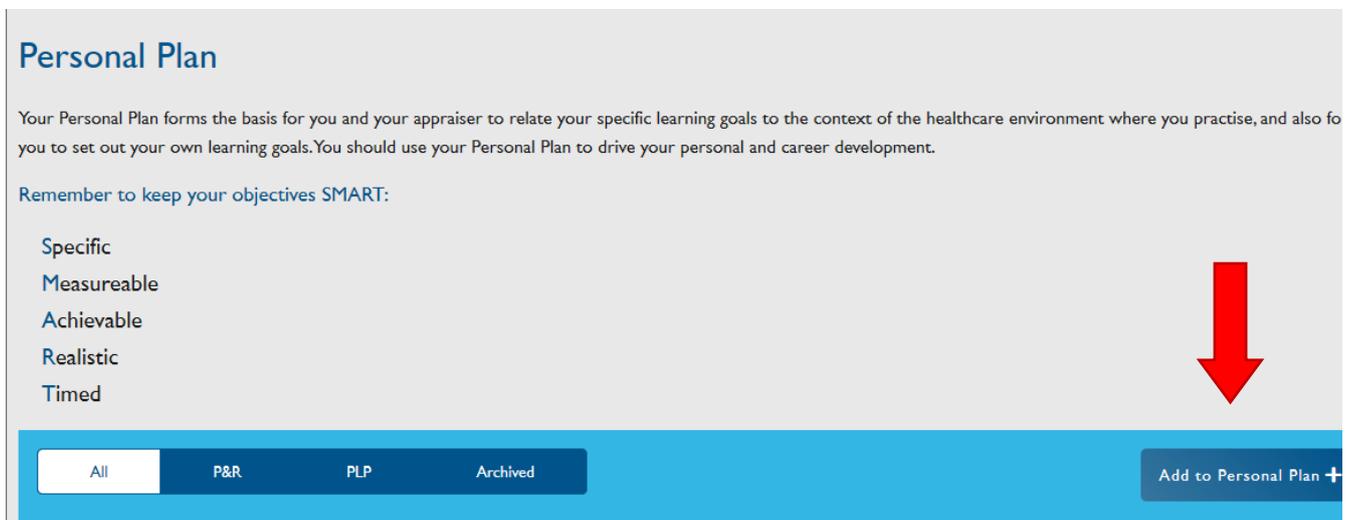
Once you have created your P&R forms for your different roles, you can start setting up your learning objectives for the coming appraisal year or, if you are not subject to appraisal, you can set up your learning objectives for a specific period of your choice.

To add your **Personal Learning Plan (PLP)** please follow these steps:

- Log into your CPD ePortfolio account.
- Click on '**Personal Plan**' located at the bottom of the dashboard:



- On the following page, please click on 'Add to Personal Plan':



The 'Add to my Personal Plan' form will present. Please click on **PLP** to find a different form where you can record your learning objectives:

Add to my Personal Plan

P&R PLP

Practice / Role *

Dates

Start date: 2024-01-26

End date: 2025-02-26

Dimension **i** *

Clinical

Professional

Extended Role



- The following PLP form will present:

Add to my Personal Plan

P&R | **PLP**

What do I want to learn? *

When: What is the timescale for achievement?

Start date: 2020-03-12 | End date: 2021-04-12

How

What do I have to do? What support do I need?

Why

What will the outcome of my learning be?

My review

Text format: Basic HTML

Have I achieved what I planned?

Status: Last saved Not saved yet | Author: cpd-admin

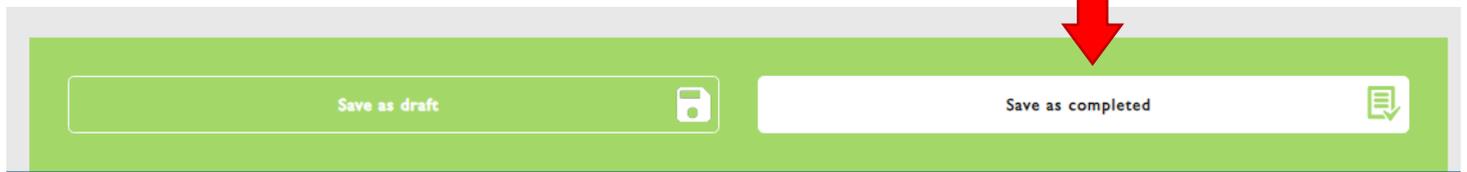
Save as draft | Save as completed

In this form you can provide all the relevant information of your Personal Learning Plan (PLP):

- In the **'What do I want to Learn?'** field, enter a title for your PLP (e.g. Improve my skills and knowledge as an O&G)
- In the **'Start and End date'** fields, you can use appraisal dates. If your PLP has no specified end date, please enter a date far in the future (Please note: the end date must be in the future, or the system will archive that PLP).
- Describe what you wish to learn or in which area you wish to update yourself by completing the **How** and **Why** fields.



- Once all the fields have been completed, please click on **'Save as completed'** at the bottom of the form. Your PLP will now be saved on your account.



CPD Office Contact

If you require technical support with the use of the CPD ePortfolio, please contact the CPD Office via email at cpd@rcog.org.uk