

## How to create and use the CPD Record

- 1) Log in to the APPN site, and click on the 'Competency' tab



- 2) Click on the 'Start Using CPD Record' button
- 3) Under CPD Type, select 'GP' from the drop down list, and the CPD start date will be prefilled in with the start date of the current triennium period.
- 4) Click on 'Create CDP Record' button

### Continuing Professional Development Record

CPD Type:  



CPD Start Date: 01/01/2014 The Start Date of your Current Triennium



- 5) All modules are listed under the 'In Progress', 'Available Modules' or 'Completed Modules' depending on the status of that module
- 6) Select your CPD organisation by clicking on the 'CPD Points' drop down menu. Next to 'RACGP #' or 'ACRRM #', click on the '(not set)' link and a box will appear to enter in your membership number, then click 'Apply'.

### Continuing Professional Development Record

CPD Record Period:  ( 01/01/2011 - 31/12/2013 )

CPD Points:   RACGP # [\(not set\)](#) 

Note: Tasks marked with an asterisk (\*) are mandatory

Start Date	Provider	Learning	Topic and Description	Reflection (Outcome)	Evidence (Certificate)	Evaluation Completed	CPD Hour (s)
<b>In Progress</b>							
No modules are in progress							
<b>Available Modules</b>							
Not Started	APPN	Online	Anticoagulation INR Module				4 hours
Not Started	APPN	Online	Atrial Fibrillation Webinar				1 hours
Not Started	APPN	Online	Cardiac BNP Module				1 hours

- 7) Click on the plus symbol to expand a module  
Note: Clicking on the minus symbol will collapse the module
- 8) Select your training stream (device you use in your workplace) from the drop down menu. Click on the 'Apply' button.

#### Continuing Professional Development Record

CPD Record Period: 2011 - 2013 ( 01/01/2011 - 31/12/2013 )

CPD Points: RACGP RACGP # 54321

Note: Tasks marked with an asterisk (\*) are mandatory


Start Date	Provider	Method of Learning	Topic and Description	Reflection (Outcome)	Evidence (Certificate)	Evaluation Completed	CPD Hour (s)
In Progress							
No modules are in progress							
Available Modules							
Not Started	APPN	Online	Anticoagulation INR Module				4 hours
The following tasks all need to be completed to attain 6 CPD points. The evaluation can only be completed once all other tasks are completed.							
Select Training Stream:					-- Select --	<input type="button" value="Apply"/>	
Not Started	APPN	Online	Atrial Fibrillation Webinar				1 hours
Not Started	APPN	Online	Cardiac BNP Module				1 hours
Not Started	APPN	Online	Cardiac D-Dimer Module				1 hours
Not Started	APPN	Online	Cardiac NT-proBNP Module				1 hours

- 9) Clicking on the task underline in blue will direct you to the document/presentation. Ticking the box will mark the task as completed and the date will appear in the 'Date Completed' column.

Note: If you need to refer back to the document/presentation you can still click on the link




Start Date	Provider	Method of Learning	Topic and Description	Reflection (Outcome)	Evidence (Certificate)	Evaluation Completed	CPD Hour (s)
In Progress							
No modules are in progress							
Available Modules							
Not Started	APPN	Online	Anticoagulation INR Module				4 hours
The following tasks all need to be completed to attain 6 CPD points. The evaluation can only be completed once all other tasks are completed.							
Select Training Stream:					Roche CoaguChek XS Plus	<input type="button" value="Apply"/>	
CPD Assessment	Task		Time Allocated		Date Completed		
Clinical Resources	<a href="#">Watch "Monitoring Anticoagulation" Presentation *</a>		10 minutes		<input type="checkbox"/>		
	<b>INR Clinical Competency *</b>		15 minutes		<input checked="" type="checkbox"/>		
	<a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a>		10 minutes		<input type="checkbox"/>		
	<b>INR Over- Anticoagulation Competency *</b>		15 minutes		<input checked="" type="checkbox"/>		
	<a href="#">Read "Tips on Using PoCT INR Methods" *</a>		10 minutes		<input type="checkbox"/>		
	<a href="#">Read "FAQ's for patients with fluctuating INR's" *</a>		15 minutes		<input type="checkbox"/>		
	<a href="#">Read "Age Adjusted Warfarin Initiation Protocol" Document *</a>		15 minutes		<input type="checkbox"/>		
	<a href="#">Management of Overanticoagulation and Preoperative Management of Warfarin Dose *</a>		25 minutes		<input type="checkbox"/>		
Webinar	<a href="#">INR and Warfarin; maximising effectiveness and minimising bleeding risk *</a>		60 minutes		<input type="checkbox"/>		
	<a href="#">Read Method and Sample Collection *</a>		20 minutes		<input type="checkbox"/>		
	<a href="#">Read Bench Method *</a>		10 minutes		<input type="checkbox"/>		
	<a href="#">Read Document on Error Codes *</a>		10 minutes		<input type="checkbox"/>		
	<a href="#">Watch Training Video</a>				<input type="checkbox"/>		
	<b>INR Roche CoaguChek XS Plus Competency *</b>		10 minutes		<input checked="" type="checkbox"/>		
	<b>Anticoagulation Module Evaluation (Final) *</b>						
Certificate	Print Certificate with CPD						


10) Once you have completed a task in the module, the module will move to the 'In Progress' section.

11) Once you have read the document/watched the presentation, click on the  'enter doorway symbol' to take the corresponding competency test

Note: You can do read the documents and do the corresponding competency tests in any order





Note: Tasks marked with an asterisk (\*) are mandatory


Start Date	Provider	Method of Learning	Topic and Description	Reflection (Outcome)	Evidence (Certificate)	Evaluation Completed	CPD Hour (s)
<b>In Progress</b>							
24/01/2013	APPN	Online	Anticoagulation INR Module [Roche CoaguChek XS Plus]				4 hours
The following tasks all need to be completed to attain 6 CPD points. The evaluation can only be completed once all other tasks are completed. <b>Selected Training Stream:</b> Roche CoaguChek XS Plus							
CPD Assessment	Task	Time Allocated	Date Completed				
Clinical Resources	<a href="#">Watch "Monitoring Anticoagulation" Presentation *</a>	25 minutes	24/01/2013				
	<a href="#">INR Clinical Competency *</a>	15 minutes					
	<a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a>	10 minutes	<input type="checkbox"/>				
	<a href="#">INR Over- Anticoagulation Competency *</a>	15 minutes					
	<a href="#">Read "Tips on Using PoCT INR Methods" *</a>	10 minutes	<input type="checkbox"/>				
	<a href="#">Read "FAQ's for patients with fluctuating INR's" *</a>	15 minutes	<input type="checkbox"/>				

12) Once you have completed a competency test, you will receive a certificate for that competency. You can download the certificate at a later date by clicking on the  'download certificate' icon.

























13) To complete the module, all tasks marked with an asterisk symbol must be completed

Note: Tasks marked with an asterisk (\*) are mandatory






















Start Date	Provider	Method of Learning	Topic and Description	Reflection (Outcome)	Evidence (Certificate)	Evaluation Completed	CPD Hour (s)
<b>In Progress</b>							
24/01/2013	APPN	Online	Anticoagulation INR Module [Roche CoaguChek XS Plus]				4 hours
The following tasks all need to be completed to attain 6 CPD points. The evaluation can only be completed once all other tasks are completed. <b>Selected Training Stream:</b> Roche CoaguChek XS Plus							
CPD Assessment	Task	Time Allocated	Date Completed				
Clinical Resources	<a href="#">Watch "Monitoring Anticoagulation" Presentation *</a>	25 minutes	24/01/2013				
	<a href="#">INR Clinical Competency *</a>	15 minutes		24/01/2013	<a href="#">Review</a>		
	<a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a>	10 minutes	<input type="checkbox"/>				
	<a href="#">INR Over- Anticoagulation Competency *</a>	15 minutes					
	<a href="#">Read "Tips on Using PoCT INR Methods" *</a>	10 minutes	<input type="checkbox"/>				
	<a href="#">Read "FAQ's for patients with fluctuating INR's" *</a>	15 minutes	<input type="checkbox"/>				

14) Once all mandatory tasks has been completed, an  'enter doorway symbol' will appear next to the Module Evaluation. Click on it to complete the evaluation.

Note: The evaluation must be completed before APPN can submit point to RACGP/ACRRM.

Start Date	Provider	Method of Learning	Topic and Description	Reflection (Outcome)	Evidence (Certificate)	Evaluation Completed	CPD Hour (s)																																																																
<b>In Progress</b>																																																																							
24/01/2013	APPN	Online	Anticoagulation INR Module [Roche CoaguChek XS Plus]				4 hours																																																																
<p>The following tasks all need to be completed to attain 6 CPD points. The evaluation can only be completed once all other tasks are completed.</p> <p><b>Selected Training Stream:</b> Roche CoaguChek XS Plus</p> <table border="1"> <thead> <tr> <th>CPD Assessment</th> <th>Task</th> <th>Time Allocated</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td>Clinical Resources</td> <td><a href="#">Watch "Monitoring Anticoagulation" Presentation *</a></td> <td>25 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><b>INR Clinical Competency *</b></td> <td>15 minutes</td> <td> 24/01/2013 <a href="#">Review</a> </td> </tr> <tr> <td></td> <td><a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a></td> <td>10 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><b>INR Over- Anticoagulation Competency *</b></td> <td>15 minutes</td> <td> 24/01/2013 <a href="#">Review</a> </td> </tr> <tr> <td></td> <td><a href="#">Read "Tips on Using PoCT INR Methods" *</a></td> <td>10 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read "FAQ's for patients with fluctuating INR's" *</a></td> <td>15 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read "Age Adjusted Warfarin Initiation Protocol" Document *</a></td> <td>15 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Management of Overanticoagulation and Preoperative Management of Warfarin Dose *</a></td> <td>25 minutes</td> <td>24/01/2013</td> </tr> <tr> <td>Webinar</td> <td><a href="#">INR and Warfarin; maximising effectiveness and minimising bleeding risk *</a></td> <td>60 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read Method and Sample Collection *</a></td> <td>20 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read Bench Method *</a></td> <td>10 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read Document on Error Codes *</a></td> <td>10 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Watch Training Video</a></td> <td></td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><b>INR Roche CoaguChek XS Plus Competency *</b></td> <td>10 minutes</td> <td> 24/01/2013 <a href="#">Review</a> </td> </tr> <tr> <td></td> <td><b>Anticoagulation Module Evaluation (Final) *</b></td> <td></td> <td> </td> </tr> </tbody> </table> <p>Certificate <a href="#">Print Certificate with CPD</a></p>								CPD Assessment	Task	Time Allocated	Date Completed	Clinical Resources	<a href="#">Watch "Monitoring Anticoagulation" Presentation *</a>	25 minutes	24/01/2013		<b>INR Clinical Competency *</b>	15 minutes	 24/01/2013 <a href="#">Review</a> 		<a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a>	10 minutes	24/01/2013		<b>INR Over- Anticoagulation Competency *</b>	15 minutes	 24/01/2013 <a href="#">Review</a> 		<a href="#">Read "Tips on Using PoCT INR Methods" *</a>	10 minutes	24/01/2013		<a href="#">Read "FAQ's for patients with fluctuating INR's" *</a>	15 minutes	24/01/2013		<a href="#">Read "Age Adjusted Warfarin Initiation Protocol" Document *</a>	15 minutes	24/01/2013		<a href="#">Management of Overanticoagulation and Preoperative Management of Warfarin Dose *</a>	25 minutes	24/01/2013	Webinar	<a href="#">INR and Warfarin; maximising effectiveness and minimising bleeding risk *</a>	60 minutes	24/01/2013		<a href="#">Read Method and Sample Collection *</a>	20 minutes	24/01/2013		<a href="#">Read Bench Method *</a>	10 minutes	24/01/2013		<a href="#">Read Document on Error Codes *</a>	10 minutes	24/01/2013		<a href="#">Watch Training Video</a>		24/01/2013		<b>INR Roche CoaguChek XS Plus Competency *</b>	10 minutes	 24/01/2013 <a href="#">Review</a> 		<b>Anticoagulation Module Evaluation (Final) *</b>		 
CPD Assessment	Task	Time Allocated	Date Completed																																																																				
Clinical Resources	<a href="#">Watch "Monitoring Anticoagulation" Presentation *</a>	25 minutes	24/01/2013																																																																				
	<b>INR Clinical Competency *</b>	15 minutes	 24/01/2013 <a href="#">Review</a> 																																																																				
	<a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a>	10 minutes	24/01/2013																																																																				
	<b>INR Over- Anticoagulation Competency *</b>	15 minutes	 24/01/2013 <a href="#">Review</a> 																																																																				
	<a href="#">Read "Tips on Using PoCT INR Methods" *</a>	10 minutes	24/01/2013																																																																				
	<a href="#">Read "FAQ's for patients with fluctuating INR's" *</a>	15 minutes	24/01/2013																																																																				
	<a href="#">Read "Age Adjusted Warfarin Initiation Protocol" Document *</a>	15 minutes	24/01/2013																																																																				
	<a href="#">Management of Overanticoagulation and Preoperative Management of Warfarin Dose *</a>	25 minutes	24/01/2013																																																																				
Webinar	<a href="#">INR and Warfarin; maximising effectiveness and minimising bleeding risk *</a>	60 minutes	24/01/2013																																																																				
	<a href="#">Read Method and Sample Collection *</a>	20 minutes	24/01/2013																																																																				
	<a href="#">Read Bench Method *</a>	10 minutes	24/01/2013																																																																				
	<a href="#">Read Document on Error Codes *</a>	10 minutes	24/01/2013																																																																				
	<a href="#">Watch Training Video</a>		24/01/2013																																																																				
	<b>INR Roche CoaguChek XS Plus Competency *</b>	10 minutes	 24/01/2013 <a href="#">Review</a> 																																																																				
	<b>Anticoagulation Module Evaluation (Final) *</b>		 																																																																				

15) The module will then move to the 'Completed Modules' section and the 'Print Certificate with CPD' will be activated so you can download your certificate with CPD.

<b>Completed Modules</b>																																																																							
1/01/2013	APPN	Online	Anticoagulation INR Module [Roche CoaguChek XS Plus]			<b>4 hours</b>																																																																	
<p><b>Selected Training Stream:</b> Roche CoaguChek XS Plus</p> <table border="1"> <thead> <tr> <th>CPD Assessment</th> <th>Task</th> <th>Time Allocated</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td>Clinical Resources</td> <td><a href="#">Watch "Monitoring Anticoagulation" Presentation *</a></td> <td>25 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><b>INR Clinical Competency *</b></td> <td>15 minutes</td> <td> 24/01/2013 <a href="#">Review</a> </td> </tr> <tr> <td></td> <td><a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a></td> <td>10 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><b>INR Over- Anticoagulation Competency *</b></td> <td>15 minutes</td> <td> 24/01/2013 <a href="#">Review</a> </td> </tr> <tr> <td></td> <td><a href="#">Read "Tips on Using PoCT INR Methods" *</a></td> <td>10 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read "FAQ's for patients with fluctuating INR's" *</a></td> <td>15 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read "Age Adjusted Warfarin Initiation Protocol" Document *</a></td> <td>15 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Management of Overanticoagulation and Preoperative Management of Warfarin Dose *</a></td> <td>25 minutes</td> <td>24/01/2013</td> </tr> <tr> <td>Webinar</td> <td><a href="#">INR and Warfarin; maximising effectiveness and minimising bleeding risk *</a></td> <td>60 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read Method and Sample Collection *</a></td> <td>20 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read Bench Method *</a></td> <td>10 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Read Document on Error Codes *</a></td> <td>10 minutes</td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><a href="#">Watch Training Video</a></td> <td></td> <td>24/01/2013</td> </tr> <tr> <td></td> <td><b>INR Roche CoaguChek XS Plus Competency *</b></td> <td>10 minutes</td> <td> 24/01/2013 <a href="#">Review</a> </td> </tr> <tr> <td></td> <td><b>Anticoagulation Module Evaluation (Final) *</b></td> <td></td> <td>24/01/2013 <a href="#">Review</a></td> </tr> </tbody> </table> <p>Certificate <a href="#">Print Certificate with CPD</a> </p>								CPD Assessment	Task	Time Allocated	Date Completed	Clinical Resources	<a href="#">Watch "Monitoring Anticoagulation" Presentation *</a>	25 minutes	24/01/2013		<b>INR Clinical Competency *</b>	15 minutes	 24/01/2013 <a href="#">Review</a> 		<a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a>	10 minutes	24/01/2013		<b>INR Over- Anticoagulation Competency *</b>	15 minutes	 24/01/2013 <a href="#">Review</a> 		<a href="#">Read "Tips on Using PoCT INR Methods" *</a>	10 minutes	24/01/2013		<a href="#">Read "FAQ's for patients with fluctuating INR's" *</a>	15 minutes	24/01/2013		<a href="#">Read "Age Adjusted Warfarin Initiation Protocol" Document *</a>	15 minutes	24/01/2013		<a href="#">Management of Overanticoagulation and Preoperative Management of Warfarin Dose *</a>	25 minutes	24/01/2013	Webinar	<a href="#">INR and Warfarin; maximising effectiveness and minimising bleeding risk *</a>	60 minutes	24/01/2013		<a href="#">Read Method and Sample Collection *</a>	20 minutes	24/01/2013		<a href="#">Read Bench Method *</a>	10 minutes	24/01/2013		<a href="#">Read Document on Error Codes *</a>	10 minutes	24/01/2013		<a href="#">Watch Training Video</a>		24/01/2013		<b>INR Roche CoaguChek XS Plus Competency *</b>	10 minutes	 24/01/2013 <a href="#">Review</a> 		<b>Anticoagulation Module Evaluation (Final) *</b>		24/01/2013 <a href="#">Review</a>
CPD Assessment	Task	Time Allocated	Date Completed																																																																				
Clinical Resources	<a href="#">Watch "Monitoring Anticoagulation" Presentation *</a>	25 minutes	24/01/2013																																																																				
	<b>INR Clinical Competency *</b>	15 minutes	 24/01/2013 <a href="#">Review</a> 																																																																				
	<a href="#">Watch "Warfarin Overanticoagulation" Presentation *</a>	10 minutes	24/01/2013																																																																				
	<b>INR Over- Anticoagulation Competency *</b>	15 minutes	 24/01/2013 <a href="#">Review</a> 																																																																				
	<a href="#">Read "Tips on Using PoCT INR Methods" *</a>	10 minutes	24/01/2013																																																																				
	<a href="#">Read "FAQ's for patients with fluctuating INR's" *</a>	15 minutes	24/01/2013																																																																				
	<a href="#">Read "Age Adjusted Warfarin Initiation Protocol" Document *</a>	15 minutes	24/01/2013																																																																				
	<a href="#">Management of Overanticoagulation and Preoperative Management of Warfarin Dose *</a>	25 minutes	24/01/2013																																																																				
Webinar	<a href="#">INR and Warfarin; maximising effectiveness and minimising bleeding risk *</a>	60 minutes	24/01/2013																																																																				
	<a href="#">Read Method and Sample Collection *</a>	20 minutes	24/01/2013																																																																				
	<a href="#">Read Bench Method *</a>	10 minutes	24/01/2013																																																																				
	<a href="#">Read Document on Error Codes *</a>	10 minutes	24/01/2013																																																																				
	<a href="#">Watch Training Video</a>		24/01/2013																																																																				
	<b>INR Roche CoaguChek XS Plus Competency *</b>	10 minutes	 24/01/2013 <a href="#">Review</a> 																																																																				
	<b>Anticoagulation Module Evaluation (Final) *</b>		24/01/2013 <a href="#">Review</a>																																																																				

16) Other features include

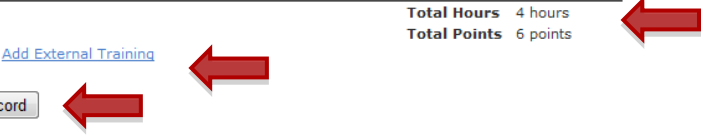
- Calculating your total hours/points accumulated
- Adding External Training onto your CPD record
- Printing your CPD Record
- Changing your Profession
- Deleting your CPD record
- Flagging competencies that have expired

---

[Add External Training](#)

**Total Hours** 4 hours

**Total Points** 6 points



**My Completed Competencies**

Please Note: Although no legislative requirements for PoCT exist in Australia, Point of Care devices operators should undergo annual competencies.

Show History

Test Name	Completed Date	Expiry Date	
Arterial Sample Collection	4/04/2011	4/04/2012	⚠
Capillary Sample Collection	4/04/2011	4/04/2012	⚠
Glucose Roche Accu-Chek Inform II	26/05/2011	26/05/2012	⚠
Glucose Roche Accu-Chek Performa	27/05/2011	27/05/2012	⚠
Glucose Roche Accu-Chek Performa Nano	3/06/2011	3/06/2012	⚠
HbA1c AMSL Quo-Test	6/04/2011	6/04/2012	⚠
HbA1c POCD Afinion	5/04/2011	5/04/2012	⚠
HbA1c Siemens DCA Vantage	6/04/2011	6/04/2012	⚠
INR Abbott i-STAT	5/04/2011	5/04/2012	⚠
INR Alere INRatio2	4/04/2011	4/04/2012	⚠
INR Clinical Competency	5/04/2011	5/04/2012	⚠
INR Over- Anticoagulation	5/04/2011	5/04/2012	⚠
INR Roche CoaguChek XS	5/04/2011	5/04/2012	⚠
INR Roche CoaguChek XS Plus	5/04/2011	5/04/2012	⚠
INR Roche CoaguChek XS Pro	5/04/2011	5/04/2012	⚠
Interference with Blood Glucose Measurements	3/06/2011	3/06/2012	⚠
Quality Assurance	4/04/2011	4/04/2012	⚠
Venous Sample Collection	4/04/2011	4/04/2012	⚠

