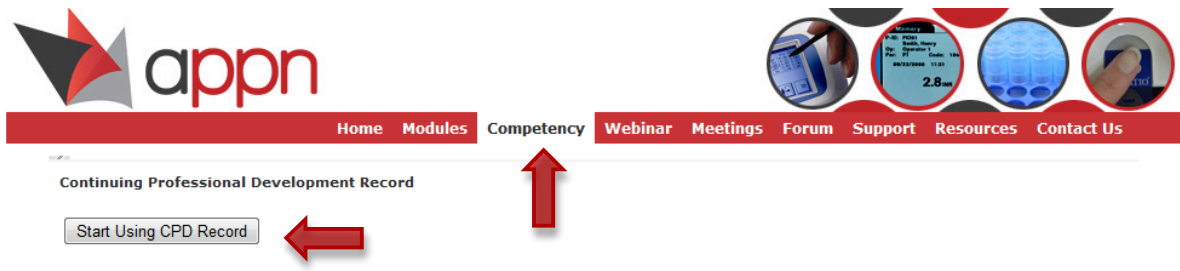


Instructions on how to create and use the CPD Record

- 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 'Nurse' from the drop down list, and the CPD start date will be prefilled in with the start date of your current registration period.
- 4) Click on 'Create CDP Record' button

Note: Your CPD record will start afresh for each registration period, so you can renew your device competency yearly and attain CPD points



- 5) All modules are listed under the 'In Progress', 'Available Modules' or 'Completed Modules' depending on the status of that module
- 6) Click on the plus symbol to expand a module

Note: Clicking on the minus symbol will collapse the module

Continuing Professional Development Record

CPD Record Period: (31/05/2012 - 30/05/2013)
 CPD Points:

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				2 hours
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
Not Started	APPN	Online	Cardiac Troponin I Module				1 hours
Not Started	APPN	Online	Cardiac Troponin T Module				1 hours
Not Started	APPN	Online	Diabetes Glucose Module				2 hours
Not Started	APPN	Online	Diabetes HbA1c Module				1 hours
Not Started	APPN	Online	Diabetes Urinary Albumin Module				1 hours
Not Started	APPN	Online	Diabetes Webinar				1 hours
Not Started	APPN	Online	Heart Failure Webinar				1 hours
Not Started	APPN	Online	INR and Warfarin Webinar				1 hours
Not Started	APPN	Online	Lipids Module				1 hours
Not Started	APPN	Online	Natriuretic Peptides Webinar				1 hours
Not Started	APPN	Online	Sample Collection & Quality Module				1 hours
Completed Modules							

- 7) 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: (31/05/2012 - 30/05/2013)
 CPD Points:

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				2 hours
The following tasks all need to be completed to attain 2 CPD points. The evaluation can only be completed once all other tasks are completed.							
Select Training Stream:					-- Select --	Apply	
					-- Select --		
Not Started	APPN	Online	Atrial Fibrillation Webinar		Alere INRatio 2		1 hours
Not Started	APPN	Online	Cardiac BNP Module		Roche CoaguChek XS		1 hours
Not Started	APPN	Online	Cardiac D-Dimer Module		Roche CoaguChek XS Plus		1 hours
Not Started	APPN	Online	Cardiac NT-proBNP Module		Roche CoaguChek XS Pro		1 hours
Not Started	APPN	Online	Cardiac Troponin I Module		Abbott i-STAT INR		1 hours


- 8) 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

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				2 hours
The following tasks all need to be completed to attain 2 CPD points. The evaluation can only be completed once all other tasks are completed.							
Select Training Stream: <div>Roche CoaguChek XS Plus</div> <div>Apply</div>							
CPD Assessment	Task	Time Allocated	Date Completed				
Clinical Resources	Watch "Monitoring Anticoagulation" Presentation *	25 minutes					
	INR Clinical Competency *	10 minutes					
	Watch "Warfarin Overanticoagulation" Presentation *	5 minutes					
	INR Over- Anticoagulation Competency *	10 minutes					
	Read Tips on Using PoCT INR Methods *	10 minutes					
	FAQ's for patients with fluctuating INR's *	10 minutes					
	Read Method and Sample Collection *	20 minutes					
	Read Bench Method *	10 minutes					
	Read Document on Error Codes *	10 minutes					
	Watch Training Video						
	INR Roche CoaguChek XS Plus Competency *	10 minutes					
	Anticoagulation Module Evaluation (Final) *						
Certificate	Print Certificate with CPD						
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


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

10)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)
In Progress							
24/01/2013	APPN	Online	Anticoagulation INR Module [Roche CoaguChek XS Plus]				2 hours
The following tasks all need to be completed to attain 2 CPD points. The evaluation can only be completed once all other tasks are completed.							
Selected Training Stream: Roche CoaguChek XS Plus							
CPD Assessment	Task	Time Allocated	Date Completed				
Clinical Resources	Watch "Monitoring Anticoagulation" Presentation *	25 minutes	24/01/2013				
	INR Clinical Competency *	10 minutes					
	Watch "Warfarin Overanticoagulation" Presentation *	5 minutes					
	INR Over- Anticoagulation Competency *	10 minutes					
	Read Tips on Using PoCT INR Methods *	10 minutes					
	FAQ's for patients with fluctuating INR's *	10 minutes					
	Read Method and Sample Collection *	20 minutes					
	Read Bench Method *	10 minutes					
	Read Document on Error Codes *	10 minutes					
	Watch Training Video						
	INR Roche CoaguChek XS Plus Competency *	10 minutes					
	Anticoagulation Module Evaluation (Final) *						
Certificate	Print Certificate with CPD						

11) 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.








12) 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)
In Progress							
24/01/2013	APPN	Online	Anticoagulation INR Module [Roche CoaguChek XS Plus]				2 hours
<p>The following tasks all need to be completed to attain 2 CPD points.</p> <p>The evaluation can only be completed once all other tasks are completed.</p> <p>Selected Training Stream: Roche CoaguChek XS Plus</p>							
CPD Assessment	Task		Time Allocated		Date Completed		
Clinical Resources	Watch "Monitoring Anticoagulation" Presentation *		25 minutes		24/01/2013		
	INR Clinical Competency *		10 minutes		24/01/2013	Review	
	Watch "Warfarin Overanticoagulation" Presentation *		5 minutes		24/01/2013		
	INR Over- Anticoagulation Competency *		10 minutes				
	Read Tips on Using PoCT INR Methods *		10 minutes		24/01/2013		
	FAQ's for patients with fluctuating INR's *		10 minutes		24/01/2013		
	Read Method and Sample Collection *		20 minutes		24/01/2013		
	Read Bench Method *		10 minutes		24/01/2013		
	Read Document on Error Codes *		10 minutes				
	Watch Training Video						
	INR Roche CoaguChek XS Plus Competency *		10 minutes				
	Anticoagulation Module Evaluation (Final) *						
Certificate	Print Certificate with CPD						

13) 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: 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							
24/01/2013	APPN	Online	Anticoagulation INR Module [Roche CoaguChek XS Plus]				2 hours
The following tasks all need to be completed to attain 2 CPD points. The evaluation can only be completed once all other tasks are completed.							
Selected Training Stream: Roche CoaguChek XS Plus							
CPD Assessment		Task		Time Allocated		Date Completed	
Clinical Resources		Watch "Monitoring Anticoagulation" Presentation *		25 minutes		24/01/2013	
		INR Clinical Competency *		10 minutes		24/01/2013	Review 
		Watch "Warfarin Overanticoagulation" Presentation *		5 minutes		24/01/2013	
		INR Over- Anticoagulation Competency *		10 minutes		24/01/2013	Review 
		Read Tips on Using PoCT INR Methods *		10 minutes		24/01/2013	
		FAQ's for patients with fluctuating INR's *		10 minutes		24/01/2013	
		Read Method and Sample Collection *		20 minutes		24/01/2013	
		Read Bench Method *		10 minutes		24/01/2013	
		Read Document on Error Codes *		10 minutes		24/01/2013	
		Watch Training Video				24/01/2013	
		INR Roche CoaguChek XS Plus Competency *		10 minutes		24/01/2013	Review 
		Anticoagulation Module Evaluation (Final) *					
Certificate		Print Certificate with CPD					

- 14) 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.

Completed Modules			
24/01/2013	APPN	Online	Anticoagulation INR Module [Roche CoaguChek XS Plus] 2 hours
Selected Training Stream: Roche CoaguChek XS Plus			
CPD Assessment	Task	Time Allocated	Date Completed
Clinical Resources	Watch "Monitoring Anticoagulation" Presentation *	25 minutes	24/01/2013
	INR Clinical Competency *	10 minutes	24/01/2013 Review
	Watch "Warfarin Overanticoagulation" Presentation *	5 minutes	24/01/2013
	INR Over- Anticoagulation Competency *	10 minutes	24/01/2013 Review
	Read Tips on Using PoCT INR Methods *	10 minutes	24/01/2013
	FAQ's for patients with fluctuating INR's *	10 minutes	24/01/2013
	Read Method and Sample Collection *	20 minutes	24/01/2013
	Read Bench Method *	10 minutes	24/01/2013
	Read Document on Error Codes *	10 minutes	24/01/2013
	Watch Training Video		24/01/2013
	INR Roche CoaguChek XS Plus Competency *	10 minutes	24/01/2013 Review
	Anticoagulation Module Evaluation (Final) *		24/01/2013 Review
Certificate	Print Certificate with CPD		
		Total Hours	2 hours
		Total Points	2 points

- 15) 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

		Total Hours	2 hours
		Total Points	2 points
Add External Training			
Print CPD Record	Change Profession	Delete CPD Record	

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