

# CPD Online

## How to:

### Add a goal/reflection

This document will outline how to add new/edit a goal and reflection.

**The new annual requirement of recording a minimum of one goal, and associated self-reflection, is a mandatory component incorporated into the Specialist CPD Program, in line with requirements by the Australian and New Zealand medical councils. To meet this requirement, record, reflect upon, and complete at least one goal via Plan My CPD. When setting a goal you will be prompted to include an action plan, measure of success, and a timeframe in which to meet your goal.**

**The information you record as part of this cycle of planning and self-reflection is not monitored or reported.**

**Contents** (click link to go to instructions):

[Example of a Goal](#)

[Where do I add a new goal?](#)

[How do I add a new goal?](#)

[What happens once I've added a goal?](#)

[How do I add a goal reflection?](#)



## Example of a Goal

A goal can be as complex or as straightforward as you like. Below is an example:

**Add new / edit / goal reflection**

**Add New**

Goal Number 1

Description   
(100 characters max)

Domains

Prioritisation & Decision Making	Professionalism
Scholarship & Teaching	Teamwork & Collaboration
Leadership & Management	Health Advocacy
Communication	Medical Expertise

Action Plan\*   
What do you need to do to achieve the goal?  
Set S.M.A.R.T Goals

Measure of Success\*   
How will you know when you have achieved the goal?

Timeframe\*    
When do you want to have achieved this goal?

Reflection\*   
Utility: To what extent did your action plan achieve the goal?  
Impact: How has this affected your EM practice?

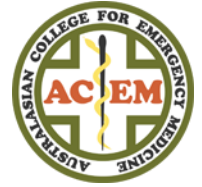
Resources: What or who helped you achieve this goal?

**Record goal-related activity**

Goal Achieved

Date goal achieved

**Cancel** **Save**



## Where do I add a new goal?

To add a new goal, [log in](#) to the [ACEM Member Portal](#) with your username (your member ID) and associated password.

If you are not sure of your password, click the forgotten password link to reset it.

Then navigate to the Plan My CPD page.

Hover your mouse over **CPD** at the top of the page, and a drop-down menu will appear. Select **Plan My CPD**.



34 Jeffcott Street, West Melbourne, Victoria 3003, Australia  
ABN 76 009 715

Tel: 61 3 9320 0444  
Fax: 61 3 9320 0400

Web: [www.acem.org.au](http://www.acem.org.au)  
Email: [admin@acem.org.au](mailto:admin@acem.org.au)

## How do I add a new goal?

You should now be seeing this page:

### Plan My CPD

Program and Resources | **Plan My CPD** | Record My Activities | Monitor My Progress | Review My CPD | CPD-Help

Cycle: 2018 to 2020 | CPD Year: All

**Administrator Options**

**Add new / edit / goal reflection**

**Add New**

**My Goals**

Goals can be created to help plan your CPD activities and evaluate how effective they were at meeting your professional learning goals.

Search Filter: All Goals

Select the 'Add New' button.

You will now be able to add your goal.

**Add new / edit / goal reflection**

**Add New**

Goal Number

Description   
(100 characters max)

Domains

Prioritisation & Decision Making	Professionalism
Scholarship & Teaching	Teamwork & Collaboration
Leadership & Management	Health Advocacy
Communication	Medical Expertise

Action Plan\*   
What do you need to do to achieve the goal?  
[Set S.M.A.R.T Goals](#)

Measure of Success\*   
How will you know when you have achieved the goal?

Timeframe\*

When do you want to have achieved this goal?

**Cancel** **Save**



## What happens once I've added a goal?

Once you have added a goal it will appear listed under 'My Goals' as below:

### Plan My CPD

Program and Resources | Plan My CPD | Record My Activities | Monitor My Progress | Review My CPD | CPD-Help

Cycle: 2018 to 2020 | CPD Year: All

Add new / edit / goal reflection

**Add New**

**My Goals**

Goals can be created to help plan your CPD activities and evaluate how effective they were at meeting your professional learning goals.

Search Filter: All Goals

Actions	Goal Number	Description	Action Plan	Measure Of Success	Time frame	Reflection	Achieved	Linked activities
	8	TEST	Test	Test	31/12/2017		No	0

## How do I add a goal reflection?

To add your goal reflection, click on the pencil icon to edit your goal.

**My Goals**

Goals can be created to help plan your CPD activities and evaluate how effective they

Search Filter: All Goals

Actions	Goal Number	Description	Action Plan
	8	TEST	Test

Edit

A section to add your reflection will now appear. You will also have the option to link your goal with any activities that you have completed, or you can tick 'goal achieved' and save.

Reflection\*

Utility: To what extent did your action plan achieve the goal?

Impact: How has this affected your EM practice?

Resources: What or who helped you achieve this goal?

Goal Achieved



34 Jeffcott Street, West Melbourne, Victoria 3003, Australia  
 ABN 76 009 715

Tel: 61 3 9320 0444  
 Fax: 61 3 9320 0400

Web: [www.acem.org.au](http://www.acem.org.au)  
 Email: [admin@acem.org.au](mailto:admin@acem.org.au)

If you choose to record a goal-related activity you will be taken to this page:

**Activity Editor**

Add New

Use this Quick Search to find an Activity Type or example activities (e.g. Peer Review, Clinical Trial etc) and pre-populate your entry.

There are four CPD Categories and a separate procedural skills component to your CPD Program (unless you have an exemption). You are required to retain evidence of your CPD activities for at least three years.

Apply to Month / Year\* Jul 2017

† Valid Date: This date falls in CPD Year 2018

Category\*

Activity Type\*

Activity Name\*

+ Create your own activity

Comments

Hours : Minutes\* 0 :00

**Domains**

Prioritisation & Decision Making	Professionalism
Scholarship & Teaching	Teamwork & Collaboration
Leadership & Management	Health Advocacy
Communication	Medical Expertise

**Linked Goals** + TEST ✕

**Attachments** Add files

Cancel Save

If you tick goal achieved you will be asked to select a date and will then be able to save your completed goal.

Record goal-related activity

Goal Achieved

Date goal achieved

Cancel
Save

Your goal will then be shown as achieved

**My Goals**

Goals can be created to help plan your CPD activities and evaluate how effective they were at meeting your professional learning goals.

Search Filter: All Goals

Actions	Goal Number	Description	Action Plan	Measure Of Success	Time frame	Reflection	Achieved	Linked activities
<span style="color: green;">✔</span> <span style="color: red;">✕</span>	8	TEST	Test	Test	31/12/2017	Test	Yes	0

Questions?

Still have questions? Please contact the CPD team at the College:

[cpd@acem.org.au](mailto:cpd@acem.org.au)

+61 3 9320 0444