

IBMS CPD User Guide

The IBMS CPD scheme is available to members of the Institute at all levels and is designed to make it easy to maintain an accurate record of your CPD, find and engage with CPD activities and events, and support your continued registration with the HCPC and/or Science Council.

Join the IBMS CPD Scheme

If you are not currently registered on our CPD scheme, but you are a member of the IBMS please email cpd@ibms.org and ask to be registered.

Access your IBMS CPD ePortfolio

You will need to **log in** to the IBMS website – you can do this in the top right hand corner of the [website homepage](#)

You will find the **CPD pages** in the **Learning & Development** section:

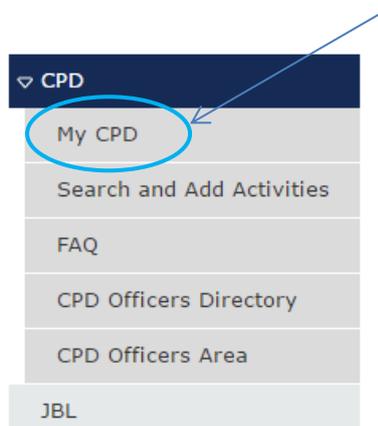
The screenshot shows the IBMS website homepage. At the top left is the IBMS logo (Institute of Biomedical Science). At the top right, there is a 'Welcome Back' message, a 'Log Out' button, and a search bar with the placeholder text 'What are you looking for...'. The main navigation bar includes 'Join', 'Learning & Development' (circled in blue), 'Resources', 'Qualifications', and 'My IBMS'. Below the navigation bar is a large banner with a network diagram. The diagram has 'CPD' at the center, connected to various icons representing different areas of study. Below the diagram, the text reads: 'Find out more about the new IBMS CPD Scheme and start using your new ePortfolio today' and 'www.ibms.org/learning/cpd'. Below the banner is a dark blue bar with the text: 'Support your professional registration with our new IBMS CPD scheme'. Below this bar are three main sections: 'News', 'HCPC', and 'Events'. The 'News' section has two items: 'Do you have an idea for a novel diagnostic to combat antibio...' (20 June 2016) and 'Histopathology reporting qualification - applications open' (16 June 2016). The 'HCPC' section has the text: 'Become Registered with the Health and Care Professions Council' and the HCPC logo. The 'Events' section has two items: 'UK NEQAS for Cellular Pathology Technique Staining Workshop B' (11 Aug 2016) and '32nd World Congress of Biomedical Laboratory Science' (31 Aug 2016).

To **access your CPD ePortfolio**, hover your cursor over Learning and Development and **select CPD** from the drop down menu that appears



The following menu will appear on the left hand side of the page

To view your ePortfolio select **My CPD**



My CPD

The My CPD page displays a list of your **current** and **past IBMS CPD diplomas**

Your **current CPD diploma** will be marked as **Open** and your **previous diplomas** will be shown as **Validated**

To **view** a CPD diploma **click** on the **diploma title** e.g. "CPD05"

My CPD

My IBMS CPD ePortfolio

The **IBMS CPD ePortfolio** provides a platform for you to record and monitor your CPD activities online.

The ePortfolio is designed to enable you to **critically analyse** and **reflect on your learning experiences** and record the resulting benefits to your professional practice and development.

Please read our [CPD guides](#) before you start using your **IBMS ePortfolio**.

CPD05

01/04/2015
Open
Activities: 24/24

CPD04

11/04/2013
Validated
Activities: 24/24

CPD03

Validated
Activities: 24/24

CPD02

Validated
Activities: 24/24

CPD01

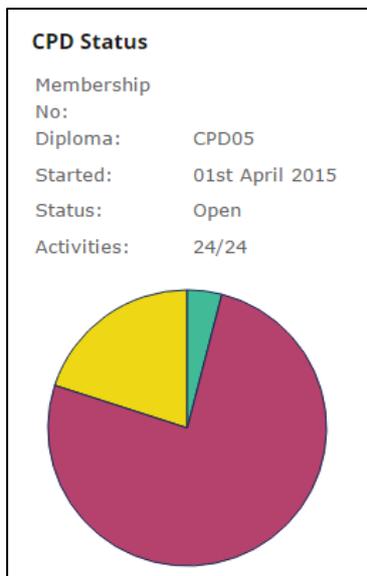
Validated
Activities: 24/24

IBMS CPD diplomas

To the bottom-left of the page you will see the **current status** of the selected diploma

This will display **how many CPD activities** you have completed out of the 24 activities across three different category you will need to achieve an IBMS CPD diploma

Each colour in the pie chart represents a different category of activity



You completed activities are listed in detail for each diploma

This includes the **name of the activity**, the **venue**, **date of completion** and the **CPD category** for each activity

You can also see when the **activity was last updated** and whether:

-  any **documents** have been uploaded
-  **reflective learning** has been logged or
-  **learning outcomes** have been recorded

Activity		When	Category	✓
15th activity	IBMS	11th June 2016	Self-directed learning	<input type="checkbox"/>
Last updated: 06th July 2016				 Edit
 x  ✓  x				
14th activity	IBMS	17th June 2016	Professional activity	<input type="checkbox"/>

Search for activities listed in your CPD diploma

You can use the box at the top of the page to search for activities listed in your diploma by name, CPD category or date

Search by name	Search by category	Search by date
Keywords		
<input type="text" value="CPD Activity 1, CPD Activity 2"/>		
		<input type="button" value="Clear search"/>
		<input type="button" value="Search"/>

Activity		When	Category	✓
15th activity	IBMS	11th June 2016	Self-directed learning	<input type="checkbox"/>
Last updated: 06th July 2016				<input type="button" value="Edit"/>
  				
14th activity	IBMS	17th June 2016	Professional activity	<input type="checkbox"/>

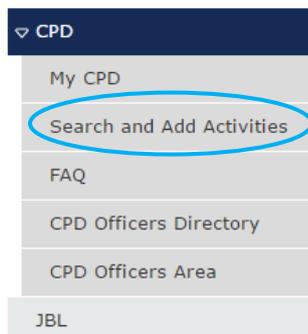
Add activities to your current CPD diploma

To **add a new activity** to your **current diploma** you can either:

- **search the list of IBMS activities** on the IBSM website or
- **add an activity** of your own

Search for a listed IBMS activity

To **search** for an IBMS approved activity select **Search and Add Activities** from the menu on the left hand side of the page



This will bring up a list of all of IBMS CPD activities which have been listed by IBMS CPD officers and the IBMS Education Team

Filter activities

Keywords
CPD Activity 1, CPD Activity 2

Category
▼

From
Day ▼ Month ▼ Year ▼ 

To
Day ▼ Month ▼ Year ▼ 

[Clear search](#) [Search](#)

Activity	Location	When	Category	✓
Activity not to be advertised Last updated: 29th July 2016	IBMS	4th September 2016	Work based learning	<input type="checkbox"/>
Activity not to be advertised Last updated: 29th July 2016		22nd September 2016	Work based learning	<input type="checkbox"/>

You can **filter** the list of activities by **keyword**, **IBMS CPD category** and **date** using the **Filter activities** box at the top of the page

Add a listed Activity to your current diploma

To add an activity to your current diploma:

- **select** the **tick box** to the right of the activity
- **click Add selected activities** at the bottom of the page



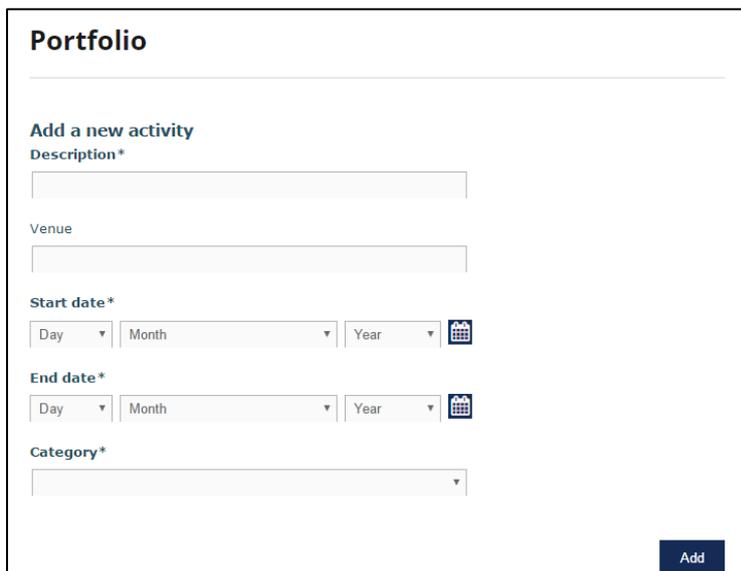
The screenshot shows a card for an activity titled "Immunology day" by "IBMS" on "10th May 2016" under the category "Self-directed learning". It was last updated on "12th May 2016". There are navigation links for "previous", "1", "2", and "next". A blue circle highlights a tick box in the top right corner. At the bottom right, a dark blue button with a white checkmark and the text "Add selected activities" is circled in blue.

To add an activity not listed on the IBMS website to your current CPD diploma

To **add a CPD activity** that is **not listed** on the IBMS website **click on Add a new activity** towards the top of the diploma page.



This will bring up a **new activity form** where you can note the **description**, **venue**, **start and end dates** (can be the same for a one-day event) and most appropriate **CPD category** for the activity



The screenshot shows a form titled "Portfolio" with the heading "Add a new activity". The form includes the following fields:

- Description***: A text input field.
- Venue**: A text input field.
- Start date***: Three dropdown menus for Day, Month, and Year, followed by a calendar icon.
- End date***: Three dropdown menus for Day, Month, and Year, followed by a calendar icon.
- Category***: A dropdown menu.

An "Add" button is located at the bottom right of the form.

Once you have entered all the activity details **click Add** to add the activity to your current diploma

Please note: that **you will not be able to add an activity occurring in the future** as CPD can only be recorded for activities which have been completed

Edit an activity you have added to your current CPD diploma

You can review the details of activities you have added to your diploma can be **reviewed** and **edited** by selecting the **Edit button** to the right of the activity on your current diploma page

Activity	When	Category	✓
Other category activity IBMS	11th June 2016	Other	<input type="checkbox"/>
Last updated: 01st August 2016			
 x  x  x			

You can now **amend the activity details** including: description, IBMS CPD category, start and end date.

Review activity details

Description*

Category*

Venue

Start date*

End date*

Add documents, evidence, reflective notes and learning outcomes to an activity

You can also **upload any documents** or **evidence**, **add reflective notes** or any **learning outcomes** for the activity using the Uploaded documents, Reflective notes and Learning outcomes section at the bottom of the page

▲ Uploaded documents ▲ Reflective notes ▲ Learning outcomes

Uploaded documents

Description*

File Upload*

Click or drag & drop files here

Files to be uploaded

Save

Documents already uploaded for Other category activity

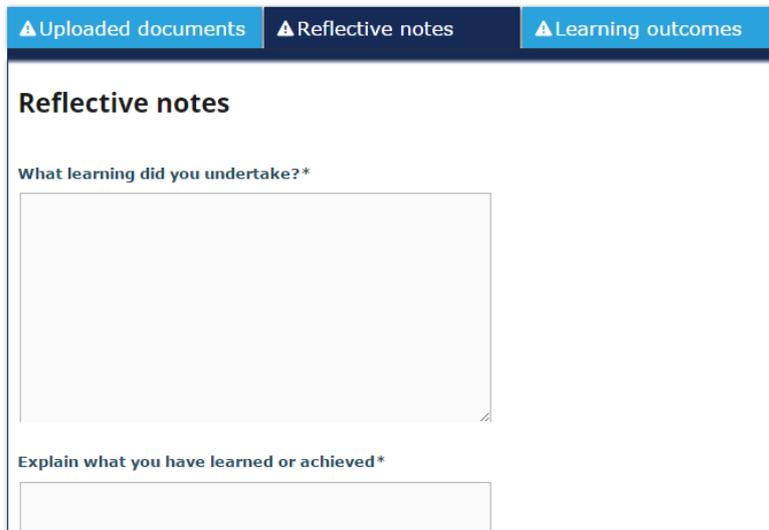
Remove selected documents

You have not added any supporting documents as yet.

Please note: It is now a **mandatory requirement to include a Reflective note** for an activity in order for an activity to count towards the award of an IBMS CPD diploma

Please see our CPD scheme guide for further information

The **Reflective notes** section includes headings which enable you to show how your CPD meets the HCPC and Science Council standards for CPD



Once you have added a Reflective note you can either **Save** or **Remove** it using the buttons at the bottom of the page:



Remove an activity from your current CPD diploma

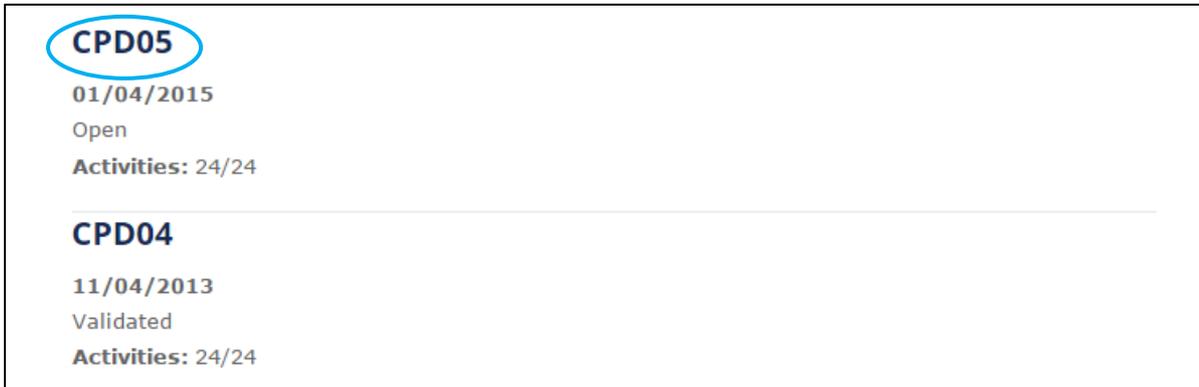
You can remove activities added in error by **selecting the tick box** to the right of the activity listed on your current diploma page and then **select Remove selected activities** at the bottom of the page



Download a record of your CPD activities

You can **download an overview** of any selected diploma in either PDF or CSV format.

Go to the **My CPD page** and **click on the diploma** that you would like to download a record of activities from



The screenshot shows a list of CPD diplomas. The first entry is **CPD05**, dated **01/04/2015**, with the status **Open** and **Activities: 24/24**. The second entry is **CPD04**, dated **11/04/2013**, with the status **Validated** and **Activities: 24/24**. The **CPD05** title is circled in blue in the original image.

There are buttons at the top of the diploma page where you can download a list of activities from that diploma

Click either **PDF** or **CSV** depending on your preferred file format



The downloaded files can then be used as evidence of your CPD for your own records or in support of continued registration with the HCPC or Science Council if you are selected for audit

Completing an IBMS CPD Diploma

You **no longer need to submit a supporting statement** when you apply for an IBMS CPD diploma.

To be eligible for the award of an IBMS CPD diploma you must:

- add a **minimum of 24 activities across a minimum of 3 IBMS CPD categories** to your diploma
- complete a **Reflective note** for **each of those activities**

You can monitor your progress towards completing your current CPD diploma by **checking the pie chart** on your current diploma page.

There will be a **note of how many activities you have completed so far** out of the required 24

Diploma No: CPD3

PDF

CSV

CPD Status

Membership

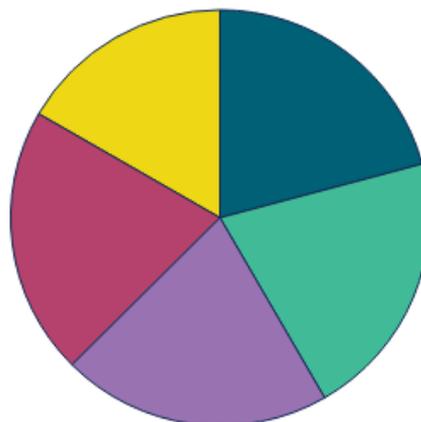
No:

Diploma: CPD3

Started: 20th May 2016

Status: Submitted

Activities: 24/24



If you have 24 or more activities in your diploma but **have not met the minimum number of IBMS CPD categories required** to achieve an IBMS CPD diploma you will see this warning:

CPD Status

You have not completed your diploma correctly as your activities do not vary enough, you must complete activities in at least 3 different categories.

If you have **not recorded Reflective notes for the 24 activities** you will see this warning:

CPD Status

Your portfolio is nearing completion, however you have not added enough Reflective notes to make a valid submission, you must add 1 more to be able to submit this portfolio.

The IBMS CPD Diploma validation process

Once you have met our criteria for the award of an IBMS CPD diploma

- a minimum of 24 activities across a minimum of 3 IBMS CPD categories to your diploma
- Reflective note for each of those activities

you will be prompted to submit your diploma for validation.

To submit your current CPD diploma for validation **click** the **Submit diploma** button below the pie chart

The screenshot shows a web interface for a CPD diploma. At the top, there is a navigation bar with links for 'ment', 'Qualifications', 'Resources', and 'My IBMS', along with social media icons for LinkedIn, Twitter, Facebook, and RSS. Below the navigation bar, the breadcrumb path is '>Diploma No: CPD05 >'. The main heading is 'Diploma No: CPD05'. Below this, there are three buttons: 'PDF', 'CSV', and 'Add a new activity'. The 'CPD Status' section displays the following information: Membership No: CPD05, Started: 01st April 2015, Status: Open, and Activities: 24/24. To the right of this text is a pie chart with three segments: a large maroon segment (approximately 75%), a yellow segment (approximately 20%), and a small teal segment (approximately 5%). At the bottom right of the page, a 'Submit diploma' button is highlighted with a blue circle.

The CPD team will be notified of your submission, process your diploma certificate and transfer you to the next diploma

Please note: that your diploma will be locked for editing from the point you submit for validation and you will not be able to use the system until you have been transferred to a new diploma