



# Guide to Managing Your Professional Development Log Online

July 2014



**COLLEGE OF  
PHARMACISTS  
OF MANITOBA**

## Guide to Managing Your Professional Development Online

The following instructions provide step-by-step guidance for entering your professional development (PD) programs in the online PD Log. Before you start, please note:

- ✓ The process of recording a PD learning activity will take you through four web pages, followed by an option to save your entry. Once saved, you can go back to make changes to your entry, or delete it if you have made an error.
- ✓ All fields marked with a red asterisk\* are **mandatory**.
- ✓ Please use the navigation buttons located at the bottom of each page to go back to the previous page and forward to the following page. Do not use the enter key or your browser's navigation buttons.
- ✓ The titles in this guide that are **bolded** correspond with related entry fields on the image of the PD webpage. This will help you match the written instruction in this guide to the related entry field on the page.
- ✓ This guide is divided into four sections, with instructions and images to guide you step-by-step.

## Page One of Four – Member Home Page

1. Let's get started! Log into your account at <https://mpa.in1touch.org/login.html> to view your member home page. After logging in, if the page shown below is not the page you see after logging in, please click on **Member Home**.
2. There are links to documents containing information on the **PD Requirements** and to this guide, called **Guide to Managing your PD Online** (look for the blue text). Please review the requirements before proceeding. Please see the Professional Development pages on the CPhM website for more information and an FAQ on Professional Development.

The screenshot shows the Member Home Page for the College of Pharmacists of Manitoba. The page features a navigation bar with links for HOME, CONTACT, EVENTS, MEMBER HOME (highlighted), and LOGOUT. Below the navigation bar, there is a section for Member Actions... with a home icon. A section for Unpaid Invoices includes a RENEW ONLINE button. The main content area is divided into three columns: My Profile, My Membership Status, and My Professional Development. The My Profile section displays membership details for Lucy Camara, including her address and contact information. The My Membership Status section shows her membership category and expiry date. The My Professional Development section provides instructions and links for managing PD online, including a link to Record a New Learning Activity.

3. Click on the link **Record a New Learning Activity**. Your Professional Development Log entry page will open (page two of four).

## Page Two of Four - Adding a New Learning Activity

**Professional Development Log -**

**Learning activity details:**

Please select the appropriate date  
Current PD Year = (November 1, 2013 to October 31, 2014)

Professional Development Log (PD) Year: \*

**Please do not use the browser buttons to navigate or this learning activity record will be lost.**

Program or Activity Title: \*

**Please Note:** On average, the time required to complete an accredited learning activity equals the CEU value assigned, i.e. **1 CEU = 1 contact hour** involved in the accredited learning activity.

The CEU value assigned may not be increased however, if additional time is spent involved in the learning activity, it may be claimed as a non-accredited learning activity.

PD Completion Date: \*

4. From the **Professional Development Log (PD) Year** drop down menu, select the PD Log Year the program occurred in by clicking on the arrow on the right side of the box. Note that the PD year runs from November 1 to October 31.
5. Type the name of the program or learning activity in the **Program or Activity Title** box.
6. Under **PD Completion Date**, click on the calendar icon and a calendar will appear on screen. Use it to select the date you completed the learning activity on.

**Accredited Learning Activities:**

---

For Accredited Activity hours, please enter only numeric values and if with decimals, .5 for half hour, 1.5 for one and a half hours etc.

Accredited Learning Activity Hours (CEU or BCEU):

Accrediting Body:

The Manitoba Pharmaceutical Association (MPhA)  
 The Canadian Council of Continuing Education in Pharmacy (CCCEP)  
 Accreditation Council of Pharmacy Education (ACPE)  
 College of Pharmacists of Manitoba (CPhM)  
 The Royal College of Physicians and Surgeons of Canada (MOCOMP)  
 The College of Family Physicians of Canada (Mainpro)  
 American Medical Association (AMA)  
 Courses and Programs from a Canadian University  
 Other

---

Program Accreditation Number (required for MPhA, CPhM, CCCEP, ACPE programs):

8. If the activity includes accredited hours, enter the number of hours under **Accredited Learning Activity Hours (CEUs)**. This information can be found on your certificate or statement of completion for the learning activity. If the activity only contains non-accredited hours, skip to step 8.

If any of the accredited hours are also Business Continuing Education Units (BCEUs)\*, you may also enter that number in the provided field.

\*The College issues Business Continuing Education Units (BCEU) to recognized, **accredited programs in business or personal development**. A maximum of **10 BCEU in any 3 consecutive year period** may be recorded from recognized, **accredited programs in business or personal development**.

9. Next, select the accrediting body. This information can also be found on your certificate or statement of completion for the learning activity. Please note that the CPhM recognizes accredited learning activities that have been accredited by:
- The Canadian Council on Continuing Education in Pharmacy (CCCEP)
  - The Manitoba Pharmaceutical Association (MPhA)\*
  - The College of Pharmacists of Manitoba (CPhM)
  - Accreditation Council for Pharmacy Education (ACPE)
  - Continuing Medical Education (CME) Programs accredited by The Royal College of Physicians and Surgeons of Canada (MOCOMP) or The College of Family Physicians of Canada (Mainpro)
  - Courses and programs from a Canadian university

\*Although the MPhA has changed its name to CPhM, some programs are still accredited under the old name. In these cases, please select “MPhA” as the Accrediting Body.

10. Enter the **Program Accreditation Number** in the corresponding field. Please note that programs accredited by The Royal College of Physicians and Surgeons of Canada (MOCOMP), The College of Family Physicians of Canada (Mainpro), and courses from a Canadian university will not have an accreditation number. All other accredited programs require an accreditation number.
11. If the learning activity includes non-accredited hours, you may enter the number of hours under **Non - Accredited Learning Activity Hours**.

Non Accredited Learning Activities:	
For Non-Accredited Activity hours, please enter only numeric values and if with decimals, .5 for half hour, 1.5 for one and a half hours etc.	
Non-Accredited Learning Activity Hours:	<input type="text"/>

12. Next, the following two questions provide you with an opportunity to thoroughly reflect on your learning and knowledge related to the learning activity. Type each answer in the corresponding text box below each question. Please remember that fields marked with a red asterisk \* are **mandatory**.

What are your key ideas or thoughts as a result of this learning activity?: *
<input type="text"/>
Do you plan on modifying your current practice as a result of your participation in this learning activity? Why or why not?: *
<input type="text"/>

14. In the **Involvement** section, check off the boxes of all the competencies that apply.

**Involvement:**

Competencies: \*

Check all of the competencies listed below that were addressed by this learning activity.

- Communication skills
- Jurisprudence
- Technical competencies
- Disease conditions
- Pharmaceutical care process
- Drug therapy
- Documentation
- Other

15. Click **Next** to continue to page three of four.

## Page Three of Four – Suggestions

**Professional Development Log -**

Suggestions:

What programs would you like to see covered in future learning activities?

Please Specify

16. In the **Suggestions** box, share your suggestions for future learning activities.

17. Click **Next** to continue to page four of four.

## Page Four of Four – Review

This page provides you with a summary of the information you provided in this session. You may need to scroll down to see all the information. If anything needs to be edited, click “**Back**” and make corrections. If you’re satisfied with the review, click “**Save**”. You have successfully updated your PD online!

**Professional Development Log - Review**

**Learning activity details:**

Please select the appropriate date  
Current PD Year = (November 1, 2013 to October 31, 2014)

Professional Development Log (PD) Year: \* Nov 1, 2013 - Oct 31, 2014

**Please do not use the browser buttons to navigate or this learning activity record will be lost.**

Program or Activity Title: \* Test

**Please Note:** On average, the time required to complete an accredited learning activity equals the CEU value assigned, i.e. **1 CEU = 1 contact hour** involved in the accredited learning activity.

The CEU value assigned may not be increased however, if additional time is spent involved in the learning activity, it may be claimed as a non-accredited learning activity.

PD Completion Date: \* 06/17/2014

**Accredited Learning Activities:**

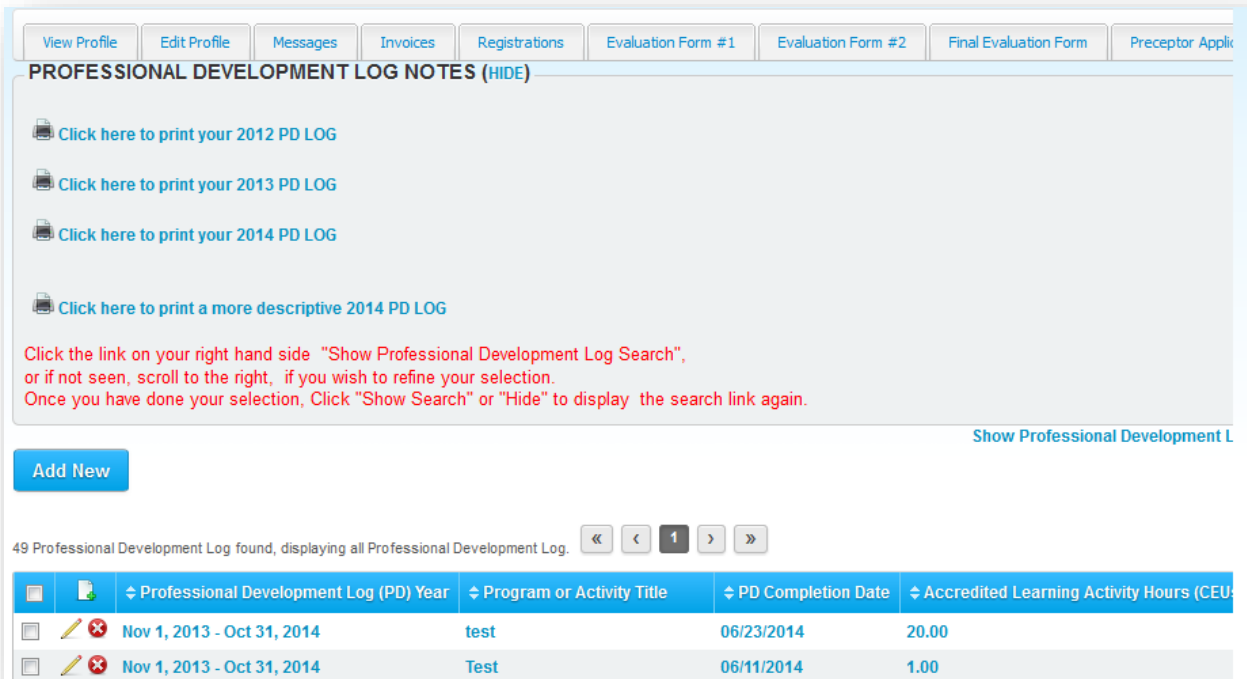
For Accredited Activity hours, please enter only numeric values and if with decimals, .5 for half hour, 1.5 for one and a half hours etc.







## View/Edit/Print your PD Log

This screen presents the learning activities you have entered into your Professional Development (PD) Log. You can access this page by clicking View/Edit Your PD Log found on your Member Home page (refer to picture on page one of this guide).

From this screen, you can print your PD Log, search, edit or delete existing entries.



The screenshot shows a web interface for managing a Professional Development (PD) Log. At the top, there are navigation tabs: View Profile, Edit Profile, Messages, Invoices, Registrations, Evaluation Form #1, Evaluation Form #2, Final Evaluation Form, and Preceptor Application. Below the tabs is a section titled "PROFESSIONAL DEVELOPMENT LOG NOTES (HIDE)". This section contains four links with printer icons: "Click here to print your 2012 PD LOG", "Click here to print your 2013 PD LOG", "Click here to print your 2014 PD LOG", and "Click here to print a more descriptive 2014 PD LOG". Below these links is a red text instruction: "Click the link on your right hand side 'Show Professional Development Log Search', or if not seen, scroll to the right, if you wish to refine your selection. Once you have done your selection, Click 'Show Search' or 'Hide' to display the search link again." A blue button labeled "Add New" is located below the instructions. At the bottom of the notes section, there is a link "Show Professional Development L". Below the notes section, there is a pagination bar showing "49 Professional Development Log found, displaying all Professional Development Log." and navigation buttons. Below the pagination bar is a table with the following columns: Professional Development Log (PD) Year, Program or Activity Title, PD Completion Date, and Accredited Learning Activity Hours (CEU). The table contains two rows of data.

	Professional Development Log (PD) Year	Program or Activity Title	PD Completion Date	Accredited Learning Activity Hours (CEU)
 	Nov 1, 2013 - Oct 31, 2014	test	06/23/2014	20.00
 	Nov 1, 2013 - Oct 31, 2014	Test	06/11/2014	1.00

### Edit:

To edit an entry, select the pencil icon (first icon from the left), make changes and save.


### Delete:

To delete an entry, select the red X icon (second icon from the left).

### View each PD Log Year:

To view your learning activities in a specific PD year, select the **Show Professional Development Log Search** button and a search menu will appear. Select the applicable time frame from the drop down menu beside **Professional Development Log (PD) Year**.

**Print Your PD Log:**

Selecting  [Click here to print your PD log](#) will open your PD log as a .pdf file that you may print or save to your computer (see below). You can also access this feature by selecting [Print Your PD Log](#) from your member home page. Please note that starting from the 2014 year, there is now added an option to print a [detailed PD log](#) that includes a summary with each activity.

This is the default PD Log printout format:

My Professional Development Log						
<b>Name:</b> Lucy Camara						
<b>License No:</b> 36561						
<b>Total Accredited Hours (CEUs):</b> 55.00						
<b>Total Non-Accredited Hours:</b> 20.00						
Year	Program Title	Date Completed	Accredited Hours CEU(s)	Accrediting Body	File No.	Non-Accredited Hours
Nov 1, 2011 - Oct 31, 2012	Patients with Type 2 Diabetes	01/06/2012	20.00	The Manitoba Pharmaceutical Association (MPhA)	123	
Nov 1, 2011 - Oct 31, 2012	Learning to use the PD log	02/21/2012	15.00	The Manitoba Pharmaceutical Association (MPhA)	123456M	10.00
Nov 1, 2011 - Oct 31, 2012	test	02/23/2012	10.00	The Manitoba Pharmaceutical Association (MPhA)	2434	
Nov 1, 2011 -	March 8 - Accredited	03/08/2012	3.00	The Manitoba Pharmaceutical	32000M	

This is the “descriptive” PD Log printout format:

Professional Development Log					
<b>Total Accredited Hours (CEUs) 2014:</b> 83.50					
<b>Total Non-Accredited Hours 2014:</b> 33.00					
Year	Program Title	Date Completed	Accredited Hours CEU(s)	File No.	Non-Accredited Hours
Nov 1, 2013 - Oct 31, 2014	test			10/17/2013	1.00
<b>Accrediting Body:</b> The Manitoba Pharmaceutical Association (MPhA)					
<b>What are your key ideas or thoughts as a result of this learning activity?:</b> xsdf					
<b>Do you plan on modifying your current practice as a result of your participation in this learning activity? V</b>					
<b>Competencies:</b> Communication skills					
<b>Suggestions:</b>					
Nov 1, 2013 - Oct 31, 2014	test			10/18/2013	1.00