Australian College of
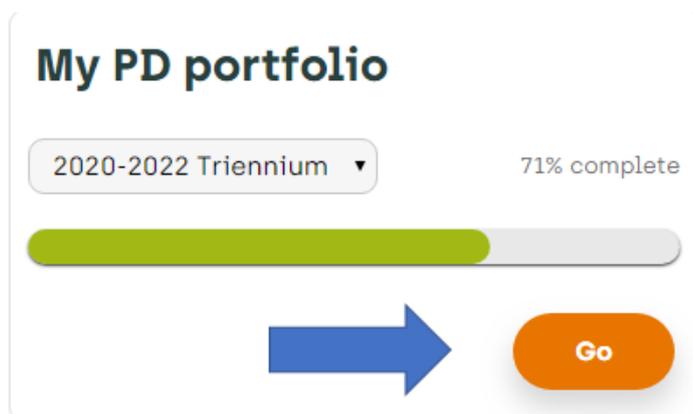**Rural & Remote Medicine**
WORLD LEADERS IN RURAL PRACTICE

My PD portfolio

Accessing your PD portfolio
You can access your PD portfolio from your dashboard by logging into the ACRRM website with your user name and password. Click on your name in the top right-hand corner of the web page if you can't see your dashboard.

Click on the orange Go button under My PD portfolio
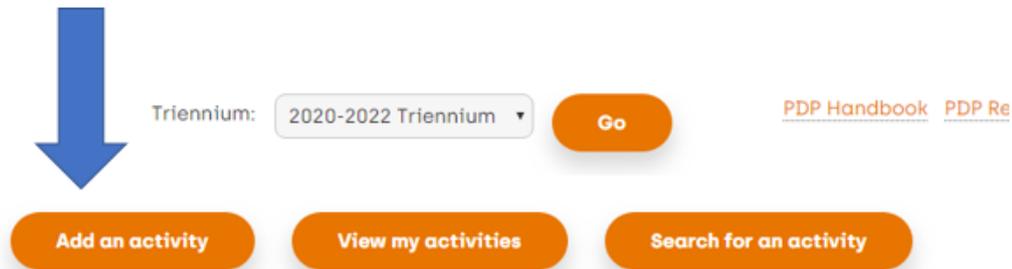

Summary page
The summary page displays your triennium progress and will update instantly as soon as you log your activity (with the exception of life support and MOPs activities which will continue to be approved by the PDP team). You can also add an activity, view your activity details, search for an accredited activity and print a statement from this page.

Add an activity

1. Click on the orange Add an activity button

2. Select the category of the activity that you are recording

3. Use the arrow beside each heading to show the options for each category and select the appropriate activity type. If your activity is not listed, use the 'Other' option.

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4. Complete the activity details. Include your self-reflection time as well as face to face event time - you can add hours and/ or minutes.

Activity details

Activity type	Case based discussion (peer review)
Activity name *	
	Please include any pre and post activity reflection time and round
Hours *	

5. You can keep optional reflective notes with your activity, and this can be your evidence for most activities.

Optional reflective notes (this can be used as evidence of the activity)	*(Maximum 500 characters)*

6. Some activities are eligible for MOPs credit as well as contributing to your main PDP requirements. If applicable, tick the box to also record the activity for MOPs purposes. This will only appear if you have nominated MOPs requirements and you have selected an eligible activity.

Maintenance of Professional Standards (MOPS)

Also count this activity towards my M[a]tenance of Professional Standards (MOPS) re

Note: Each MOPs activity should be at le[a] ours long. If you are attending shorter sessions, ple

Select the appropriate category	☐ Emergency Medicine

7. If you have other evidence such as a certificate of attendance, or confirmation of participation from an education provider you can browse to locate the file/s on your computer. In most cases you don't need to store your evidence with the activity but if you are selected for audit, you will need to produce it.

Evidence

Describe the type of activities undertaken in the activity description field and upload evidence

Add File *	Browse

Allowed file types: doc, docx, pdf, jpg, jpeg, gif, bmp, ppt, pptx
Max size: 5MB

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8.   Complete the declaration tick box and click Submit

Declaration

I declare that the information on this form is, to the best of my knowledge, complete and cor

I will notify the College if I receive conditions to my AHPRA registration.

I acknowledge that my membership to ACRRM is bound by the policies and procedures of th
of ACRRM and abide by the Regulations and the Code of Professional Ethics and Conduct wh
of clinical, professional and ethical behavior in all of my activities.

☐ I declare that the information provided is true and correct. *

Submit

Accessing your PDP Statement or Compliance Certificate

1. From the My PD Summary screen, select the relevant triennium from the drop down box and click on Print statement or Certificate of Compliance to download the relevant document:

My PD summary - 2017-2019 Triennium

Triennium: 2017-2019 Triennium   ▼   Go   View web guide Certificate of Compliance Print statement