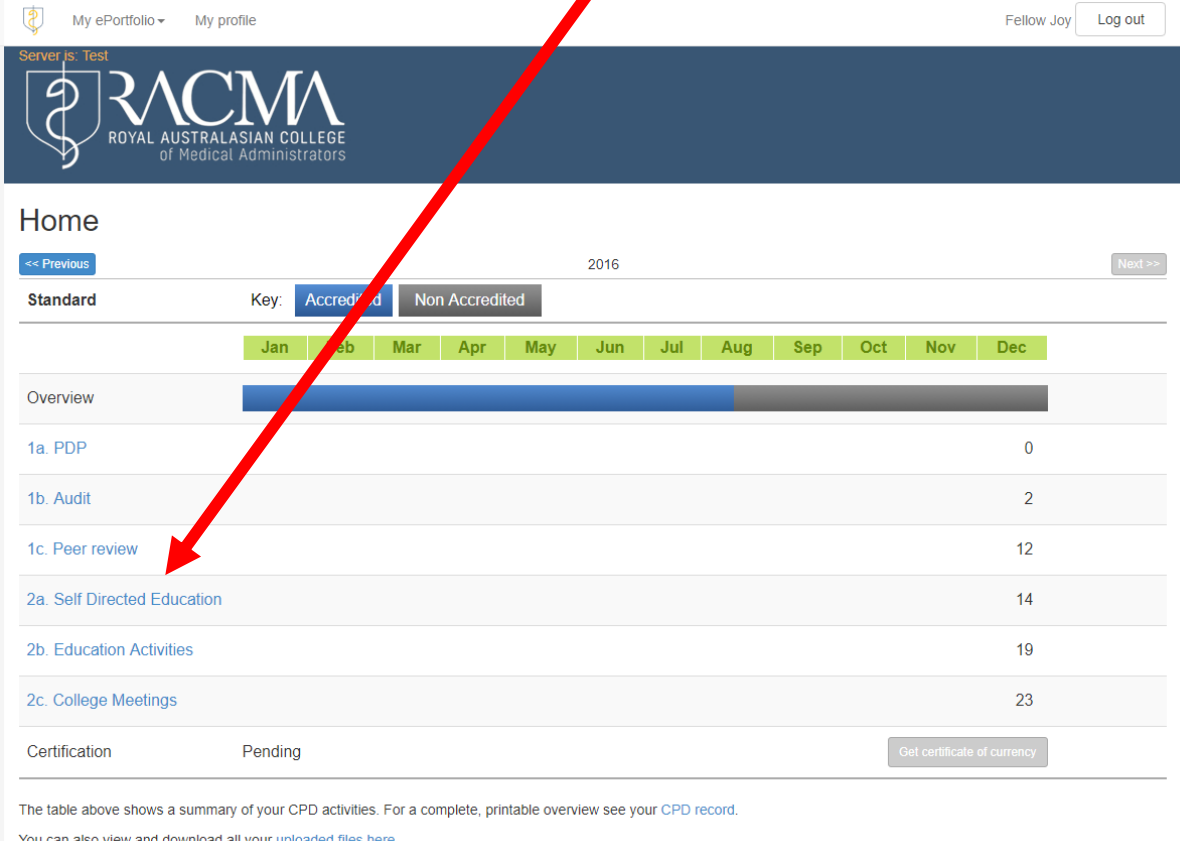


QRG 3 – Enter a New Activity

1. Once logged into MyRACMA select the category you wish to enter an activity against.



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Standard Key: Accredited Non Accredited

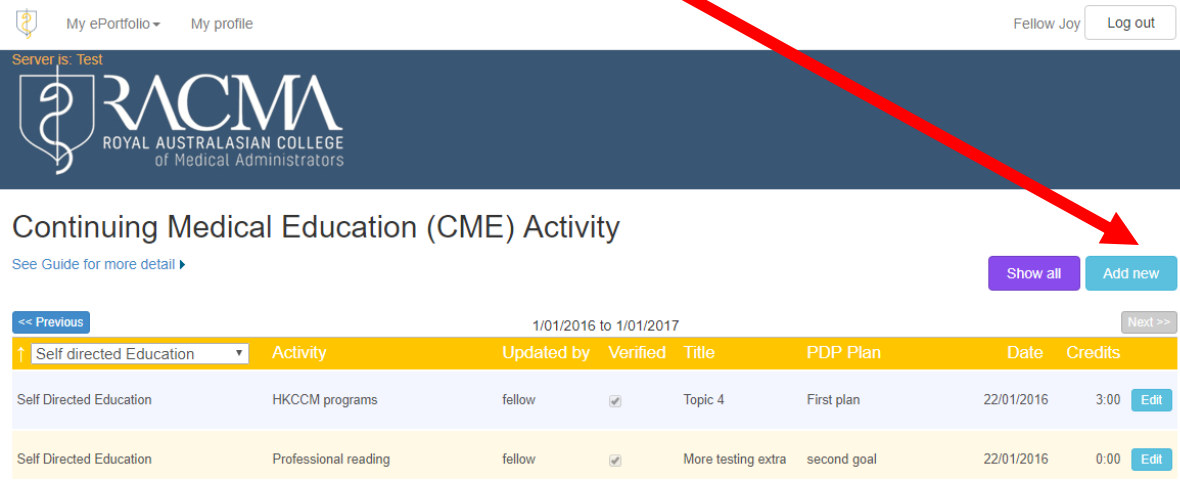
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Category	Credits
Overview	
1a. PDP	0
1b. Audit	2
1c. Peer review	12
2a. Self Directed Education	14
2b. Education Activities	19
2c. College Meetings	23

Certification Pending [Get certificate of currency](#)

The table above shows a summary of your CPD activities. For a complete, printable overview see your [CPD record](#).
You can also view and download all your [uploaded files here](#).

2. Once in the selected category, select 'Add New'



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Continuing Medical Education (CME) Activity

[See Guide for more detail](#)

Show all Add new

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Self directed Education	Activity	Updated by	Verified	Title	PDP Plan	Date	Credits
Self Directed Education	HKCCM programs	fellow	☑	Topic 4	First plan	22/01/2016	3:00 Edit
Self Directed Education	Professional reading	fellow	☑	More testing extra	second goal	22/01/2016	0:00 Edit

3. You can now complete entering the new activity and be sure to select 'Save' once you have completed entering the details. For further information on entering activities, please refer to '[CPD Activity Options](#)' link on the website.

Add Activity ✕

Use the form below to add, update or view details of your CME activities. Click on ? to get more information on the relevant field.

Standard:	<input type="text" value="Self Directed Education"/>
Activity: (* denotes accredited activities.)	<input type="text" value="Prepare & Present Lectures, Seminars, Presentations etc at E"/>
Description / Title: ?	<input type="text"/>
Date of activity: ?	<input type="text" value="4/06/2018"/>
Link to a PDP Plan: ?	<input type="text"/>
Evidence, either:	
• Reflective Statement? ?	<input type="text"/>
• Associated file (No file) ?	
<input type="button" value="Select a file"/>	
Time credits: ?	<input type="text"/> 1 point per hour
<input type="button" value="Delete"/>	<input type="button" value="Cancel"/>
<input type="button" value="Save"/>	

To return to summary page go to 'My ePortfolio' tab on the menu bar and select 'Summary'.

Note: If you do not add a file as evidence you must complete a reflective statement on what you learnt from the activity.