How to Interpret the CPD Dashboard

The new College website is best viewed using the Google Chrome Internet Browser.

The CPD Dashboard is divided into different sections.

At the top is the **Target and Performance Chart**. This section includes the **Actual Points Total Bar**.

The **Actual Points Total Bar** indicates how many points you currently have entered.

A small circle with a downwards triangle indicates the **Recommended Monthly Target** for the current CPD period.

The **Recommended Monthly Target** is a guide to help keep you on track to achieve the points target. It is calculated by dividing the **Points Target** by the number of months in a CPD period.

If the Actual Points Bar is **green**, you are meeting the recommended monthly target or ahead of the recommended monthly target.

If the Actual Points Bar is **red**, then you are not meeting the recommended monthly target.
This is also indicated by the green tick or red cross on the left hand side of the screen under the Actual Points Bar.

A table titled **Points Summary** puts the information from the Actual Points Bar into a table form.

<table>
<thead>
<tr>
<th>Points Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD Participation</td>
<td>Full CPD</td>
</tr>
<tr>
<td>Points Target</td>
<td>300.00</td>
</tr>
<tr>
<td>Recommended Target to Date</td>
<td>208.00</td>
</tr>
<tr>
<td>Actual Points Total</td>
<td>189.00</td>
</tr>
</tbody>
</table>

On the right under the Points Bar is another box that will have a green or red tick. This mark indicates your CPD compliance with the other aspects of the program other than points.

The **CPD Minimum Requirements** table outlines the compliance requirements.

The table is broken into the Categories and Levels of the program.

The areas that are compliant will have a **green tick**, the sections that are not compliant will have a **red cross**. Sections with a **grey dash** indicate that no compliance is required in this section.

To see more details about your compliance or non-compliance, click on the magnifying glass. This will bring up a table called **Detailed CPD Compliance Report**.
The Detailed CPD Compliance Report shows all submitted points. It also indicates if there is a minimum or a cap on the activity, subcategory, level or category.

A **Minimum** indicates that a particular number of points must be entered in order to satisfy compliance.

A **Cap** is the maximum number of points that will be counted towards your actual points total. A cap can be placed on a Category, Level, Subcategory or activity. You may enter more points but they will not be counted towards your Actual Points Total.

You can navigate through the different levels by clicking on the **minus and plus signs** next to the levels.
Definitions:

**Actual Points** are the points gained from all activities entered excluding any points entered over a maximum or "Cap"

**Submitted Points** are the points gained from all activities entered including any points entered over a maximum or "Cap"

**Points Target** is the minimum number of points required over the CPD period in order to meet compliance.

**Recommended Monthly Target/Recommended Target to date** is a guide to help keep you on track to achieve the points target. It is calculated by dividing the points target by the number of months in a CPD period.

**Cap** is the maximum number of points that will be counted towards your actual points total. A cap can be placed on a Category, Level, Subcategory or activity. You may enter more points but they will not be counted towards your Actual Points Total.

**Min** is the minimum number of points that must be submitted for you to be compliant. A minimum can be placed on a Category, Level, Subcategory or activity.
Underneath the Points Summary Table is the **Points Per Category Summary** table. This table shows your Actual Points compared with your Submitted Points by category and in total.

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1: Clinical and Education</td>
<td>151.00</td>
<td>156.00</td>
</tr>
<tr>
<td>Category 2: Quality Assurance</td>
<td>38.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Category 3: Professionalism</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Points Total</strong></td>
<td>189.00</td>
<td>204.00</td>
</tr>
</tbody>
</table>

The bottom section of the CPD Dashboard is the CPD **Points Earned Per Year**. This section indicates how many points have been earned per year.