IPEM User Guide for mycareerpath®

IPEM Institute of Physics and Engineering in Medicine

mycareerpath®

Professional Development System

User Guide

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Contents

Document Number: 0285
Version Number: 01.00   03-13-05 Page 2 of 6
Issue Date: 08-10-2018
Filename: 03-13-05 0285 01.00 IPEM User Guide for mycareerpath®

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IPEM User Guide for mycareerpath®

1. What is mycareerpath®?

The **my**careerpath® Professional Development System is an online tool you can use to plan, evidence and report your professional development.

A **Profile** is a list of competence statements which the candidate is working towards, eg. CEng, IEng, CSci registration. The exception to this is a general CPD profile, called simply CPD, which is an open ended profile, meaning it has no competence statements.

To work towards registration, **Evidence** can be recorded against competence profiles (CEng/CSci etc.) and **reports** created to draw together plans and evidence. Plans, reports and evidence can be reviewed by a third party, exported to PDF and printed.

2. Accessing your account via IPEM website

Once you've logged into www.ipem.ac.uk you'll be able to access your account via My IPEM > **my**careerpath®

3. Adding plans/evidence for CPD

mycareerpath® can be used to record Continuing Professional Development (CPD) plans/evidence.
Once you have accessed your account, you can start to add plans and evidence of your CPD activity. *You do not need to choose a profile in order to create a 'general' CPD profile from the initial drop down menu*.

4. Adding profiles to work towards registration with mycareerpath®

Once you have accessed your account, you will need to select the relevant profile against which you will record your development, if you are working towards any of the specified professional registrations.

The profiles available will appear in a drop-down menu. Simply select a profile and select the **Add** button.

There is no restriction on the number of profiles used – you can record progress against any or all of the profiles offered. Once you've created a profile, you can view all of its competences by selecting the profile name.

On most pages you can save your changes and send your work by email to a colleague for review (see Section 8). This could be to a mentor, your line manager, your institution or any other appropriate person you choose.

5. Competence profile self-assessment – for registrations

mycareerpath® enables you to self-assess your progress against the individual competences within a chosen profile. From the **Home** screen create or, if you've previously created, select a profile name.

With **my**careerpath® you can use a star system to self-rate your progress. The starting point is zero and you can change this as you develop within each competence.
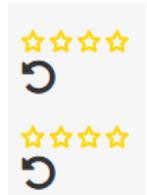
You can **Save Changes** at the bottom of the competences page.

CPD has no competence statements attached – and so no star rating system.

6. Creating an action plan

To create a professional development action plan, select **Plans** in the menu. Then select **Add action plan**.

Document Number: 0285
Version Number: 01.00
Issue Date: 08-10-2018
Filename: 03-13-05 0285 01.00 IPEM User Guide for mycareerpath®

03-13-05 Page 3 of 6

Responsible Body: M&T Dept
Creation Date: 08-10-2018
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Give your plan a title and enter your objectives. You will need to enter a start date and a completion date.

The profile will default to CPD. If your plan is relating to a registration, choose the profile against which you want to apply this plan and select the competences you will demonstrate through this plan.

If not CPD, under **Competence** Standards choose the appropriate competence from the **available competences** list, then **Add** it to the **selected competences** list. You can select multiple competence statements. Each one you add to your plan will appear in the selected competences.

Finally, **Save** your plan.

7. Recording evidence

You can add evidence, including any supporting documentation like certificates, videos or testimonies, to demonstrate that you have developed or increased competence. To add evidence to your account, select **Evidence** in the menu then select **Add evidence**.

Give your evidence a title and enter the 'Benefits to self/own practice' and 'Benefits/impact to service' gained from your professional development activity. Enter a start date and a completion date covering the amount of time taken on the activity. You can also enter the number of hours and points if you wish.

The profile will default to CPD. If your evidence is relating to a registration choose the profile you want to record this evidence against and select any linked competences you have demonstrated through this activity.

You can add web links (e.g. a webpage showing you giving a presentation) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files). These will remain attached to the **evidence** (and any **reports** created using it) and reviewers will be able to examine them. Web links should be in the format http://www.website.com

Once a file is uploaded select the filename or link to view it. Files and links can also be deleted. **Save** your evidence when you're finished.

From the home screen, if you are recording CPD evidence, you can create a 'quick' CPD evidence item by clicking **Quick CPD record**. This will create a new evidence item which you can expand on later when you have more time.

8. Generating a report

Reports are used to gather plans and evidence over a specified period of time. To generate a progress report select **Reports** in the menu then **Add Report**. On the resulting Report Wizard page give your new report a title and enter a start date and an end date for the period you want the report to cover.

Select the report type (either **CPD** or **Competence**) and a profile.

- A **CPD report** assembles a list of all plans and evidence within the profile selected that *started* during the period specified. This is useful for displaying all of your activity in a given period such as for an annual CPD audit report.

Document Number: 0285
Version Number: 01.00   03-13-05 Page 4 of 6
Issue Date: 08-10-2018
Filename: 03-13-05 0285 01.00 IPEM User Guide for mycareerpath®

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- A **Competence report** assembles a list of plans and evidence from the profile selected that *started* during the period specified. Evidence will be ordered down by linked competence statement. This is useful for displaying your progress against a list of competence statements.

As the CPD profile has no linked competences it can't be used to create a competence report. Use a CPD report to show CPD activity over a given period.

Select **Save & View** when you're done to display the report.

If you have added plans or evidence, allocated to your CPD profile, you can also create a 'quick' report by clicking **Quick CPD Report**. This will instantly generate a report for all plans and evidence from the past 12 months.

9. Sending work for review

Plans, evidence, reports and competence profiles (star-rating pages) can all be sent for review by email. This allows you to demonstrate progress to colleagues or employers.

To send a page for review, enter the email address of the reviewer and select **Save & Review**. The reviewer will receive an email inviting him or her to view the page in question and add comments. Reviewers won't be able to see any other information on your account. You will be notified of any comments added when you next log into the system under the **Recent Reviews** section of the **Home** page.

10.Exporting data to PDF

Plans, evidence, and reports can be exported and saved in PDF format. Next to any item in **Plans**, **Evidence** or **Reports**, use the PDF icon to generate a PDF. The PDF file will be saved to your computer or opened depending on your browser settings. Exported PDF files can be emailed, printed or saved to a computer or portable drive.

11.Help

Help documents, including this User Guide, can be found by selecting **Help** in the menu.

IPEM User Guide for mycareerpath®

12. Quick start guide

This section shows a typical progression from a blank profile through to a comprehensive report.

1. Select a profile
- After accessing the **my**careerpath® system choose one of the profiles offered by IPEM then select **Add**. If adding a plan or evidence relating to CPD, go straight to Plans or Evidence.

2. Create a plan
- Select **Plans** and add a new action plan. Give your plan a name, a set of objectives and dates and link it to the relevant profile . If not relating to CPD, you can link your action plan to specific competences you aim to work towards.

3. Add evidence
- Select **Evidence** then **Add Evidence**. You can add details of your professional development progress including 'benefits to self/own practice' and 'benefits/impact to service'. If not relating to CPD, link any specific competences if applicable. Documentation of evidence can be attached.

4. Create a report
- Select **Reports**. Choose between an evidence-based and a competence-based report (see Section 8 for details). Choose a date range and select a profile. **Save and View** when you're done to generate the report.

5. Send for review
- When viewing your report, enter the email address of a colleague in the **Have your report reviewed** section. The recipient will receive an email inviting them to review and comment. **Plans** and **Evidence** can also be sent for review.

6. Export a page
- Choose **Plans**, **Evidence** or **Reports** from the **my**careerpath® menu. Next to any item you have created, click **PDF**. A portable file of that item will be downloaded to your computer. This can be saved, printed, emailed or transferred.