

Frequently Asked Questions (FAQs)



About Learning Plans

1. **What if I want to add the same type of activity more than once, but don't want to type it up every time eg four separate conferences ?**

Go to **LIST** beside the relevant component on the home / main screen. Select the activity in the check box beside conferences. Type in any details in the notes box provided, such as the name, place, hours and date of the event. Press **ADD SELECTED ACTIVITIES**. It has now been added to your chosen activities list.

For the **next** conference, go to the **EDIT** button beside the relevant component. Your list of chosen activities will appear. Press the **EDIT** button beside conferences. Add the new title, place and date in the notes or summary section. Press **SAVE ACTIVITY** at the bottom of the page. You can do this any number of times. This provides a running log for you. *There is no need to complete the date and credits section until you have finished with that activity for the pilot and flag it as complete.*

2. **If I have entered a **CHOOSE YOUR OWN ACTIVITY**, where does it go?**

Once you make up an activity, you can view it in several places. On the home page, select **LIST** beside the relevant component. It will appear. Click on the **ACTIVITY TITLE** for the information that you previously typed in. You can also hit the **EDIT** button beside the component. Your list of chosen activities appears. Press **EDIT** beside the specific activity. This time, if you want to view the information that you previously typed in, press the **DETAILS** button. You can add further information in the notes section at any time. Just remember to press **SAVE ACTIVITY** when you have finished typing.

3. How do I work out the credits and levels for an activity that is not listed?

If you choose to do your own activity, work on one credit per hour. For levels, refer to the fliers and handouts on levels, stands and components. The definitions should help you decide the most appropriate level.

4. Can I get worksheets and resources for level 2 and 3 activities?

A worksheet section has been added to the website. It is located on the left hand side of the LEAP home page. Generic worksheets have been provided for

- a. Teaching Verification
- b. Personal Critical Incident / Peer Review Records
- c. Case / Peer Review Meeting Templates
- d. QA/Audit Reviews
- e. Operating and/or Performing Procedures with a Peer.

5. Are there caps or maximum credits for some activities?

A few activities such as professional reading, presentations, examinations, post graduate studies etc have maximums that can be claimed. If a cap exists for an activity, it will be stated in the description under the **ACTIVITY TITLE**. Use the **LIST** button on the home page to access all of the activities.

6. How do I delete activities I no longer wish to include in my plan?

Go to the home/main screen of your learning plan. Select **MY CPD PLAN** at the top of the page. Scroll down the list and click on the title of the activity you wish to delete. Press select to delete, then the **DELETE ACTIVITY** button located at the bottom of the page.

7. Where can I find information about workshops that are being offered through the LEAP Pilot?

All workshops are listed on the home page of the LEAP website under New Activities for 2005. They have also been entered in the LISTS of CPD activities, under the relevant components, in your learning logs.

8. When I am ready to flag an activity as complete, what do I do?

Go into the activity using the **EDIT** button or **MY CPD PLAN** on the main screen. For a Level One activity, you will need to fill in the date completed,

change the credits, and make any notes in the summary section. For Level Two activities, there are an additional three boxes to complete and eight boxes for level three activities.

Once completed, **remember to press** **SAVE ACTIVITY** at the bottom of the page. Once done, the credits should appear in the completed column on the front / main screen.

9. **Why does the program shut down sometimes?**

The program will 'time out' after 2 hours. The program will **also** close down if you click on the **X** box on the upper right hand side of the screen. If you do this by mistake, you will have to log in, and start again. Use the back arrow on the upper left hand of the screen or the **HOME** button to return to previous pages.