

Welcome to the third instalment of an email bulletin series to assist participants to become familiar with the updated *gplearning* website. This bulletin discusses:

- [finding a completed activity](#)
- [completing activity evaluation forms](#)
- [finding completion certificates](#).

Remember to contact Helpdesk if you have any questions about *gplearning*: [contactus@gplearning.com.au](mailto:contactus@gplearning.com.au) or 1800 284 789.

#### TOPICS OF OTHER EMAIL TUTORIAL BULLETINS

Previous two tutorial bulletins	Future tutorial bulletins
Logging in	Finding a new activity
Learner homepage	Completing an active learning module that you were part way through when the upgrade took place
Enrolling in new activities	Using the 'Getting started' box
Running activities (and managing popups)	Accessing QA&CPD Program credit point statements
	Using the PD Viewer
	Online resources available through <i>gplearning</i>
	Frequently asked questions

### Finding a completed activity

Getting back into a standard *gplearning* activity that you have completed can be done in five mouse clicks from your learner homepage. Click on the:

- 'Learn' tab (labelled 1 in the following image) near the top of your learner homepage
- 'Training schedule' option (2 in the image) in the drop down menu
- 'View' box (3 in the second image)
- 'Completed activities' option (4)
- 'Start' button next to the completed activity you are searching for (eg. 5) to open the activity. The last page that you were on in the activity will display.

If you have completed many activities then you may need to use the 'Next'/'Previous' page buttons at the top of the table (6) to browse your full list of completed activities. Once you have pressed 'Start' and the activity has launched then you can navigate through the activity as usual.

*Case of the month* discussion forum activities are no longer accessible after they have closed at the end of the month.

*Finding the 'Training schedule' option from the learner homepage*

gp gplearning  
Learner  
Assess Plan Learn Collaborate  
Search Profile Help  
Powered by SumTotal

Home >

Getting Started

- Change my profile
- Change my preferences
- View my PD Viewer

For more information, refer to [Getting Started with TotalMS](#)

My Favourites

Clinical...

(More...)

Search

- Search
- Online Resources

Calendar

December 2009

M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

My To Do

Training

Current Training

Activities you are currently taking.

Start	Activity Name	Start Date
Start →	Course: <a href="#">AFP clinical challenge: December 2009 (Archive)</a>	3/12/2009
Start →	Course: <a href="#">AFP Clinical Test (Test)</a>	2/12/2009
Start →	Course: <a href="#">AFP Practice Challenge - November 2009 : Bites</a>	16/11/2009
Start →	Course: <a href="#">Bipolar: Colin - GP case of Bipolar</a>	11/12/2009
Start →	Course: <a href="#">Bipolar: Patient &amp; Carer Perspectives in Bipolar ...</a>	

(More...)

Upcoming Training

Future activities you are scheduled to take.

Assigned Training

Required or recommended activities for you, your job, or your organisation.

The training schedule page listing completed activities

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Home > Learn - Training Schedule

## Training Schedule

This is a list of learning activities that you have completed. To view learning activity structures, go to the completed registrations view.

Search:

View:

- Completed activities
- Current registrations
- Completed registrations
- Current activities
- Upcoming activities
- Completed activities
- Cancelled activities
- Calendar view
- Waiting list or pending approval
- Express interest

6 < PREVIOUS 1 >

Start	Name	Region	Start Date	Completed Date	Score	
Start →	Course: <a href="#">Risk Management: Dr White - Case Study of Risk Management</a>		10/02/2009	10/02/2009	0	
Start →	Course: <a href="#">Risk Management: Carole - GP Case of Risk Management</a>		10/02/2009	10/02/2009	0	Passed
Start →	Course: <a href="#">Risk Management: Pre-Disposing Activity of Risk Management</a>		09/02/2009	10/02/2009	0	Passed

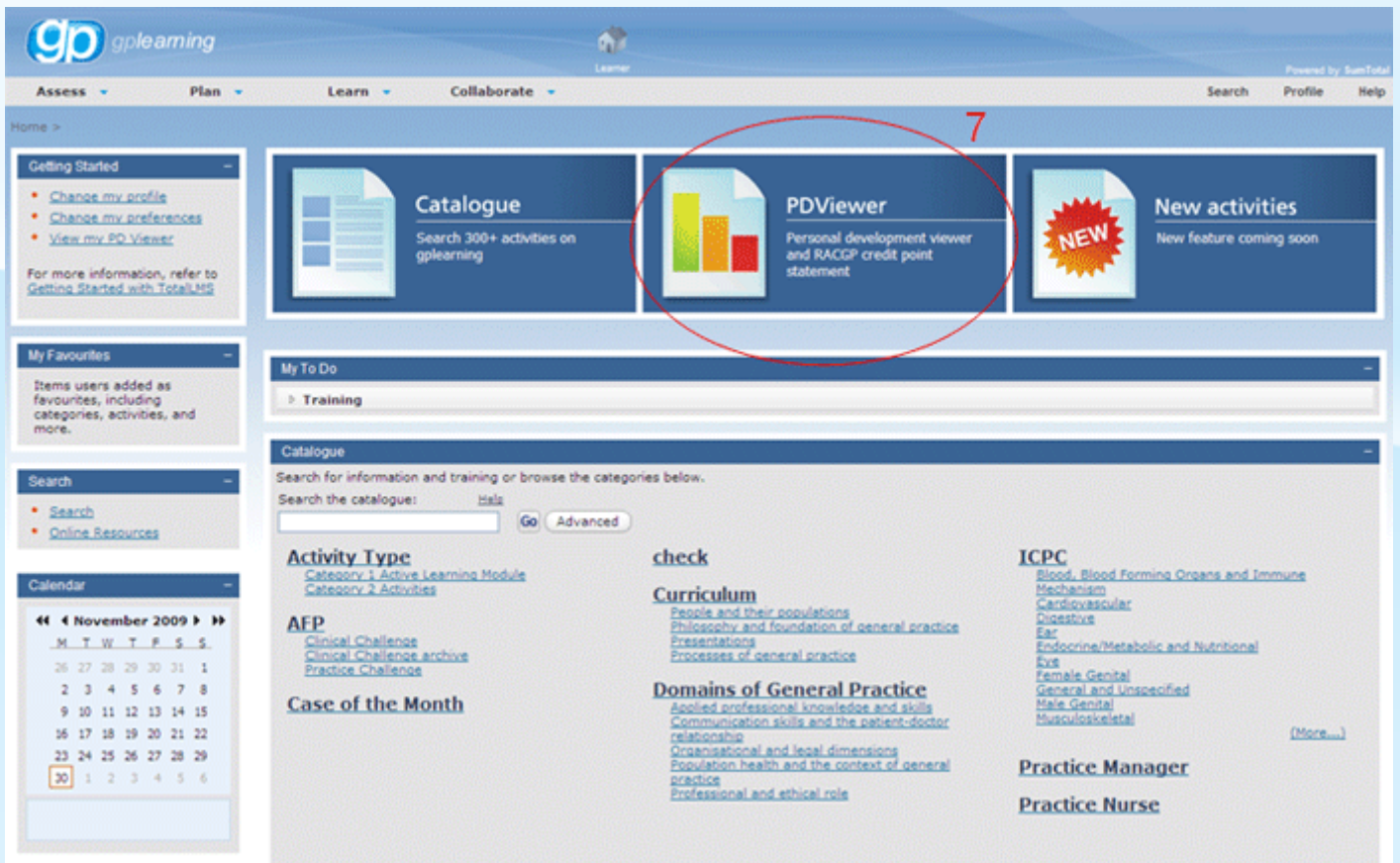
## Completing activity evaluation forms

gplearning encourages all learners to fill in an evaluation form for each activity they complete. The gplearning team uses this feedback to improve current and future activities and target them to learners' needs. Evaluation forms usually take less than 5 minutes to complete.

Evaluation forms for gplearning activities that you have completed are found through the 'PD Viewer' tab (7) on the learner homepage. On the PD Viewer page, click on the 'Evaluation' tab (8). All activities which you have fully completed but have not submitted evaluation forms for will be listed when you click the 'Select activity' box (9). Clicking on a listed activity will open the associated evaluation form. You can only complete one evaluation form per activity.

If you wish to notify the RACGP Quality Assurance and Continuing Professional Development (QA&CPD) Program of an adverse experience within an educational activity, follow the link at the bottom of the evaluation form to an additional form.

The PD Viewer tab is prominent on the gplearning learner homepage



The evaluation tab of the PD Viewer page



An example of an activity evaluation form

**Evaluation for Activity: GP Pathway module two (overview of Australian general practice requirements)**

<b>Please rate how well each of the activity's stated learning objectives has been met.</b>	<b>Not met</b>	<b>Partially met</b>	<b>Entirely met</b>	
Recognise the importance of reviewing and implementing effective practice systems that create safeguards in the event that both the GP and patient fail to follow up tests that are likely to be clinically significant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Demonstrate familiarity with key organisations and health administrative systems that affect general practice, eg. Medicare, Pharmaceutical Benefits Scheme (PBS) and WorkCover.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Describe the roles of, and assistance provided by, six Australian organisations associated with general practice training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Identify at least two uses of the RACGP Curriculum for Australian general practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appreciate that rural and remote general practice requires different training to city general practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Discuss key medicolegal issues relating to confidentiality, consent, prescribing and reporting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Confidently analyse personal continuing professional development (CPD) needs and outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
List three key areas on which doctors should focus to improve self care.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Not met</b>	<b>Partially met</b>	<b>Entirely met</b>	
Please rate how well your own learning needs were met by this activity:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Not relevant</b>	<b>Partially relevant</b>	<b>Entirely relevant</b>	
Please rate the relevance of this activity to your individual General Practice:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<b>Strongly disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly agree</b>
<b>Please rate the extent to which you agree or disagree with the following statements:</b>				
Overall I was satisfied with this activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completing this activity was enjoyable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My knowledge and/or skills increased as a result of this activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My current knowledge/skills were confirmed as a result of this activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This activity has helped me to review my clinical practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As a result of this activity I will do things differently in my practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have a clinical issue or question that you would like to raise with a Medical Educator?				
<input type="radio"/> No <input type="radio"/> Yes (Please specify)				

## Finding completion certificates

If you would like a copy of a *gplearning* completion certificate for an activity, click on:

- 'PD Viewer' on the learner homepage (7)
- 'Certificates' tab (10)
- the check box next to the relevant activity/activities (11)
- 'Generate certificate(s)' (12).

A portable document format (PDF) of your activity completion certificate will be generated which you can save on your computer and/or print.

Certificates are grouped by the triennium in which the activities were completed. You can search in different triennia using the box on the left of the screen above the tabs (13).

The 'Certificates' tab of the PD Viewer page

## PDViewer Professional Development Report

08-10 Triennium

Show help

My learning Q&ACPD points statement Self-recorded Evaluation Certificates

Please note it may take up to 14 days for your recently completed activities to appear in PDViewer, subject to provider notification and data integrity checks. The certificates below are **only for gplearning activities**.

Your available certificates are listed below. Select the certificates you wish to view then click 'Generate Certificates' at the bottom of the page.

### Your certificates

- Developing a practice-based approach - getting the most out of Health Assessment Items 718 and 719
- Fulfilling Diverse Contraceptive Needs
- GP Pathway - module one (introduction to becoming a GP in the Australian health system)
- GP Pathway module two (overview of Australian general practice requirements)
- Managing Bipolar disorder in general practice

Select All Deselect All

Generate Certificate(s)

Remember, if you encounter a problem with gplearning that you cannot resolve, contact Helpdesk ([contactus@gplearning.com.au](mailto:contactus@gplearning.com.au) or freecall 1800 284 789).

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