Online Monitoring of Continuing Professional Development System, Ministry of Health Malaysia

USER MANUAL

myCPD 2.0 System

Module: **USER**

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INTRODUCTION

Continuing Professional Development (CPD) is a systematic maintenance, improvement and broadening of knowledge, understanding and skills, and the development of personal qualities necessary for the execution of professional duties throughout the individual's working life. CPD can involve any relevant learning activity, whether formal and structured or informal and self-directed. With rapid advancements in medicine, it is imperative that healthcare professionals continue to keep themselves abreast with new developments that would provide better care and treatment outcomes for their patients.

This user manual will serve to guide the user from other agency or ministry to conduct operation flow in myCPD 2.0 system based on user roles such as:

1. User from public and private section
2. Supervisor Role
3. Professional Regulatory Role
4. User Role
5. Provider from public and private section
6. System administrator
7. Main Admin
8. Chief of Scheme
9. Chief of Organization

Pre-requisite:

The application / registration process by the user will be conducted completely online. The following are the pre-requisites before conducting the processing in myCPD system:

1. Internet Ready PC
2. Broadband Internet connection
3. Internet Explorer 9.0 and above

Contact Person

If you have any enquiries, please contact the following person based on your nature of inquiry:

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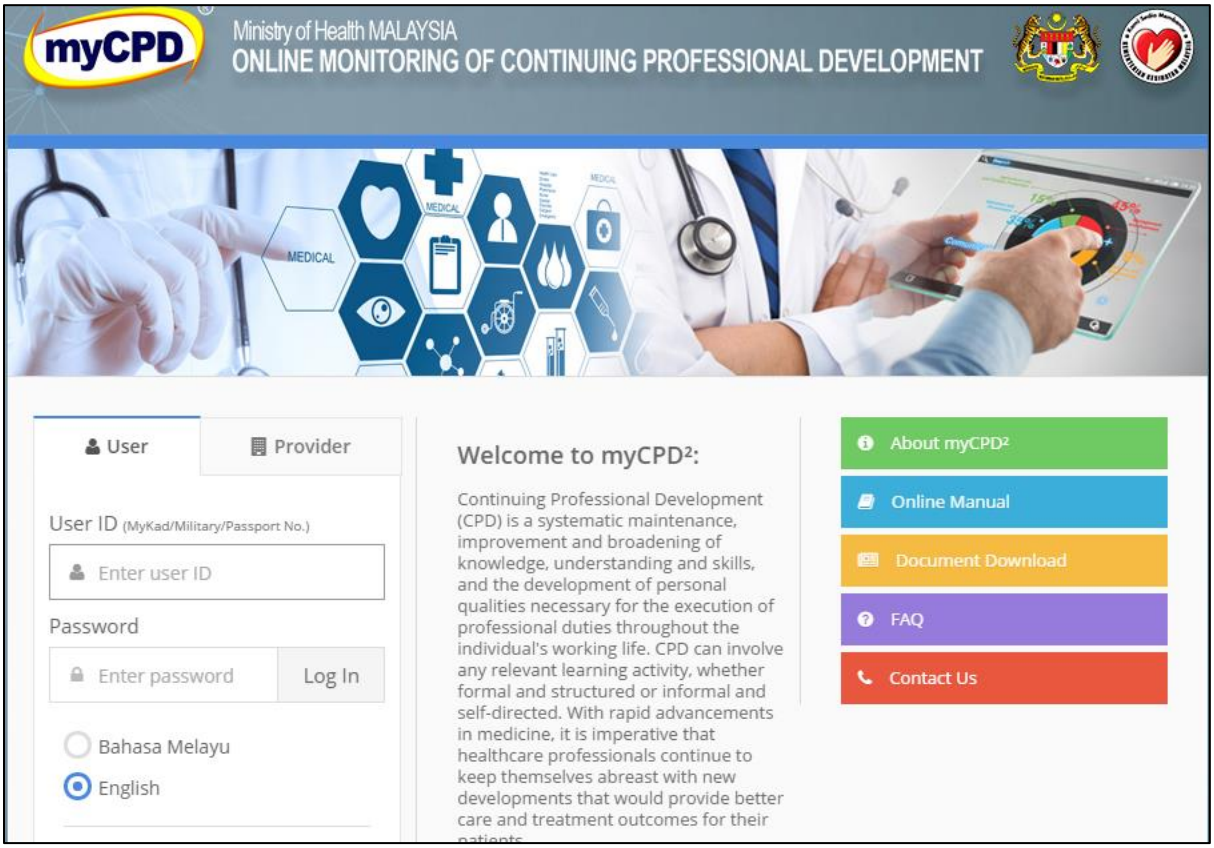
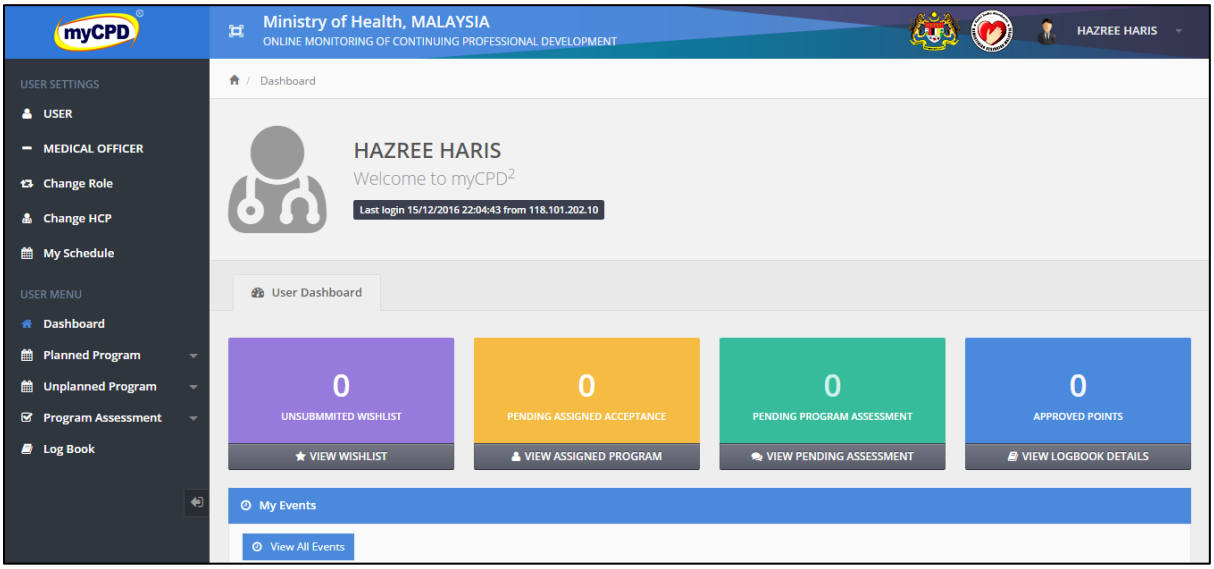
1.0 User Login

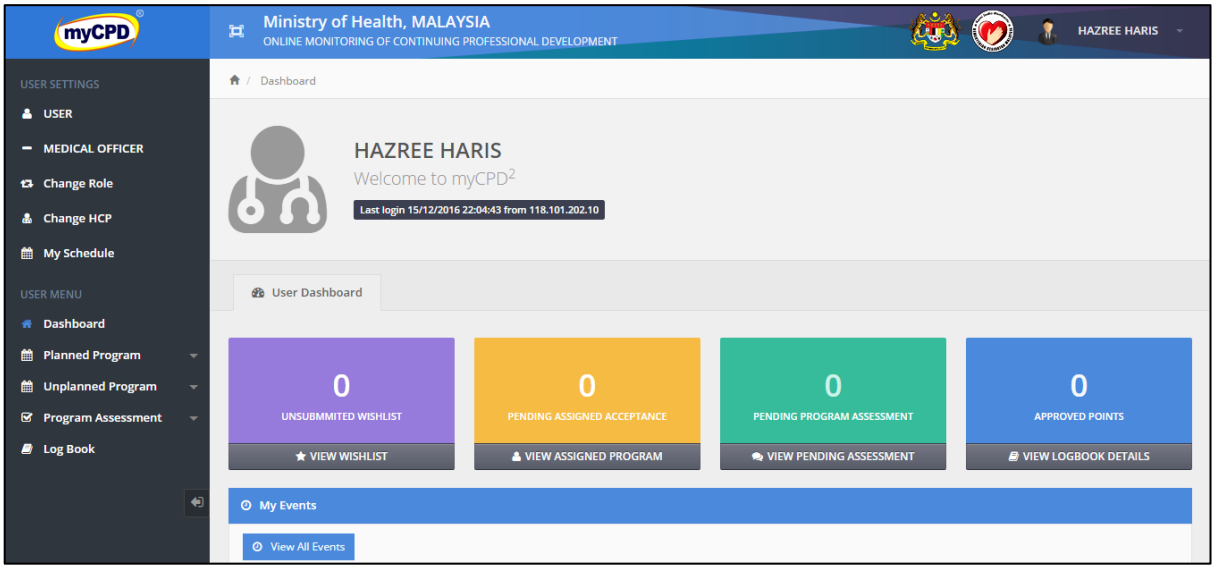
#	SCREENSHOTS / EXPLANATION
	1.1 User Login Page
FG1	 **Figure 1.1: User Login Page**
EX1	**Explanation:** 1. To access myCPD 2.0 system, user need to use the URL as below: http://www.mycpd2.moh.gov.my/ 2. Select language (*Bahasa Melayu* or English) 3. Click on User Tab and key in user ID (NRIC or Passport No) and Password 4. Click icon Log In to enter the myCPD 2.0 system

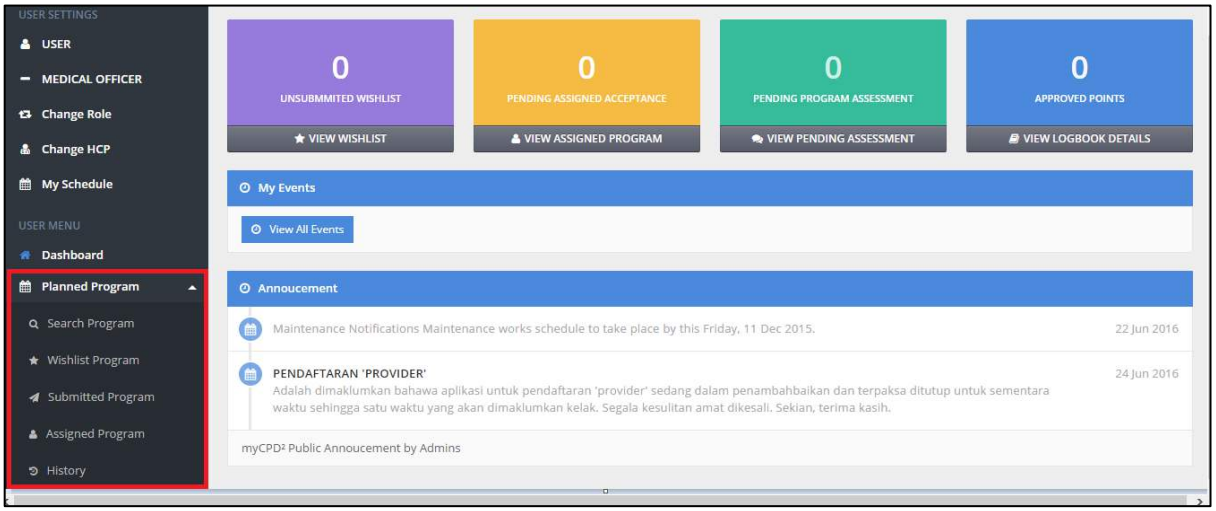
2.0 User Setting

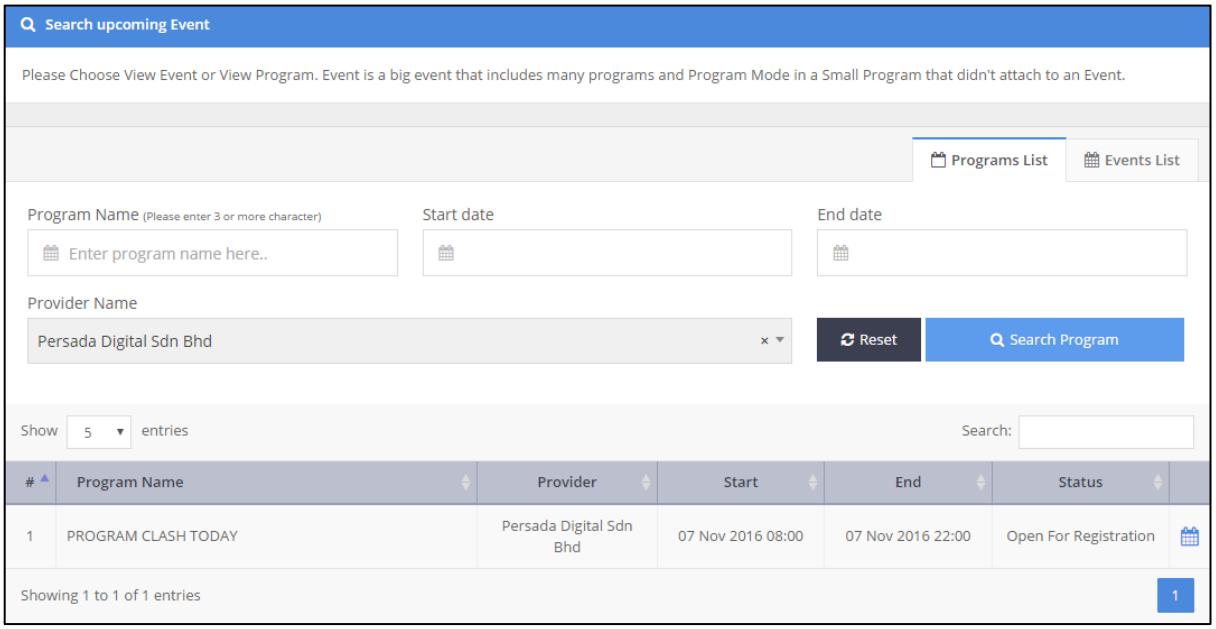
#	SCREENSHOTS / EXPLANATION
	2.1 User Dashboard
FG2	
	Figure 2.1: User Dashboard
EX2	**Explanation:** After successful login, Figure 2.1 above show a dashboard screen consists of menu on left side and notifications in color-coded box, view summary events and announcement by administration on right side. Menu involved divided by two categories:- 1. User Setting a. User – System will appeared user HCP position. b. Change Role – System will appear role information assigned by administrator c. Change HCP – System will appear list of HCP registered. User can change HCP selection and data will appeared accordingly based on the selection. d. My Schedule – System will appear schedule information by daily and monthly

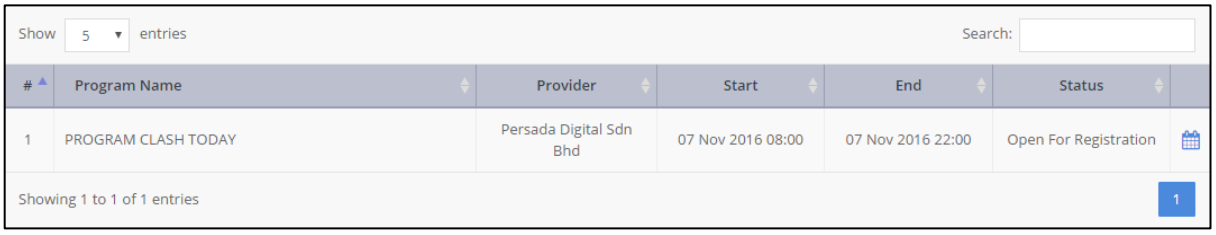
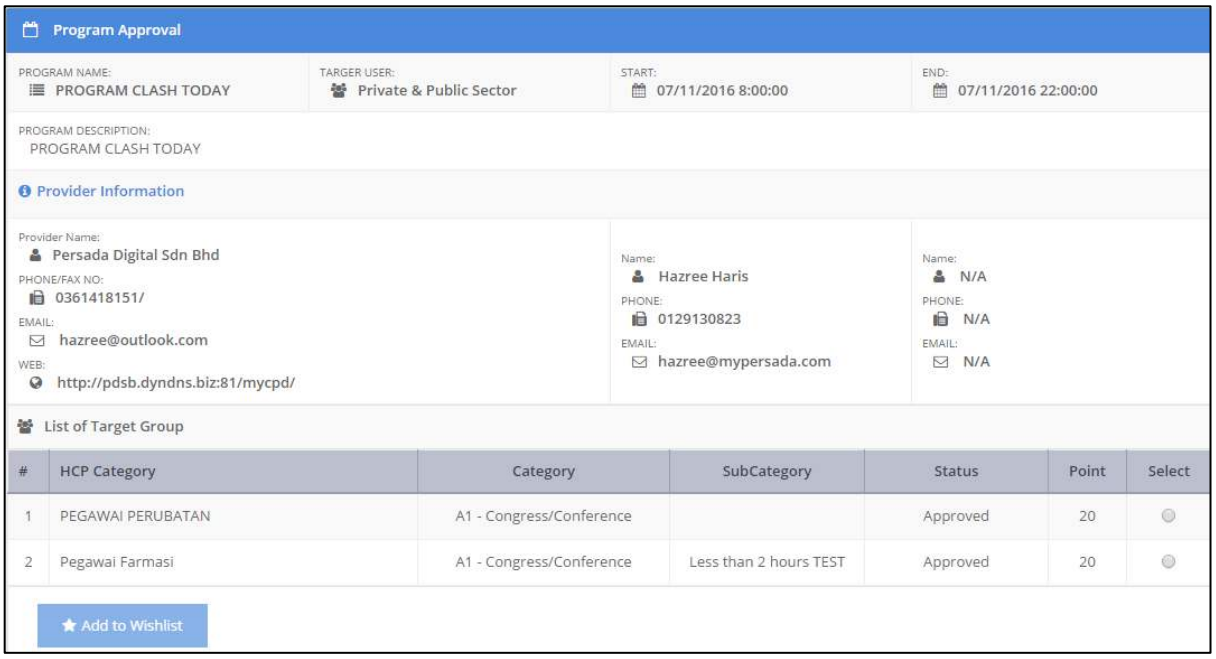
#	SCREENSHOTS / EXPLANATION
	2. User Menu a. Planned Program List of approved program by supervisor will be appeared. b. Unplanned Program User has to submit the unplanned program attended to be approved by supervisor for collecting CPD point's purposes. c. Program Assessment List of program to be attend / attended by user d. Log Book Report of CPD Point attended by user based on yearly

3.0 User Menu

#	SCREENSHOTS / EXPLANATION
	3.1 Dashboard
FG3	 **Figure 3.1: Dashboard User**
EX3	**Explanation:** 1. Figure 3.1as the above will appear after click on “Dashboard” menu. The information below will be appeared:- a. Last user login to myCPD 2.0 system. b. Total of Unlimited program, Pending Assigned Acceptance, Approved Points. User can click on icon **View** for details. c. Summary of List event(s) and click “View All Events” for details. d. List of latest announcement created by Administrator

#	SCREENSHOTS / EXPLANATION
	3.2 Planned Program
FG3	 **Figure 3.2: Planned Program**
EX3	**Explanation:** 1. Figure 3.2 as the above will appear after click on “Planned Program” menu. There was 4 sub-menu under Planned Program such as:- a. Search Program. Contains list of approval program by supervisor b. Wish list Program Contains list of wish list program selected by user to be attend c. Submitted Program Contains list of submitted program to selective supervisor d. Assigned Program Contains list of assigned program by supervisor e. History Contain list of history program submitted

#	SCREENSHOTS / EXPLANATION
	3.2.1 Search Program
FG3	 **Figure 3.2.1: Search Program – Program(s) List**
EX3	**Explanation:** 1. Figure 3.2.1 as the above will appear after click on “Search Program” sub-menu. Search Program was divided by 2 type of tab related with “Program List” and “Event List”
EX3.1	**Program List** 1. User can search the program list based on item below: a. Program Name b. Start Date c. End Date d. Selection of Program Name e. Reset Button

#	SCREENSHOTS / EXPLANATION
	System will reset the information that has been key-in by user
FG3.1	 **Figure 3.2.1: Search Program – List of Program(s)**
EX3.1	**Explanation:-** System will appear list of summary program(s) after clicking the “Search Program” Button. The information are based on the data key-in by user.
FG3	 **Figure 3.2.1: Program information detail**

#	SCREENSHOTS / EXPLANATION
EX3	**Explanation:** 1. Figure 3.2.1 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name • Target User • Start • End • Program Description b. Program Information • Provider Name • Contact Person • Phone Number • E-mail • Web • Contact Person information • List of Target Group List of HCP involved in programs or events that organized by provider under MOH. c. "Add to Wish list" List button By clicking the "Add to Wish list" button, the selected of target group will appear in "Wish List" program sub-menu.

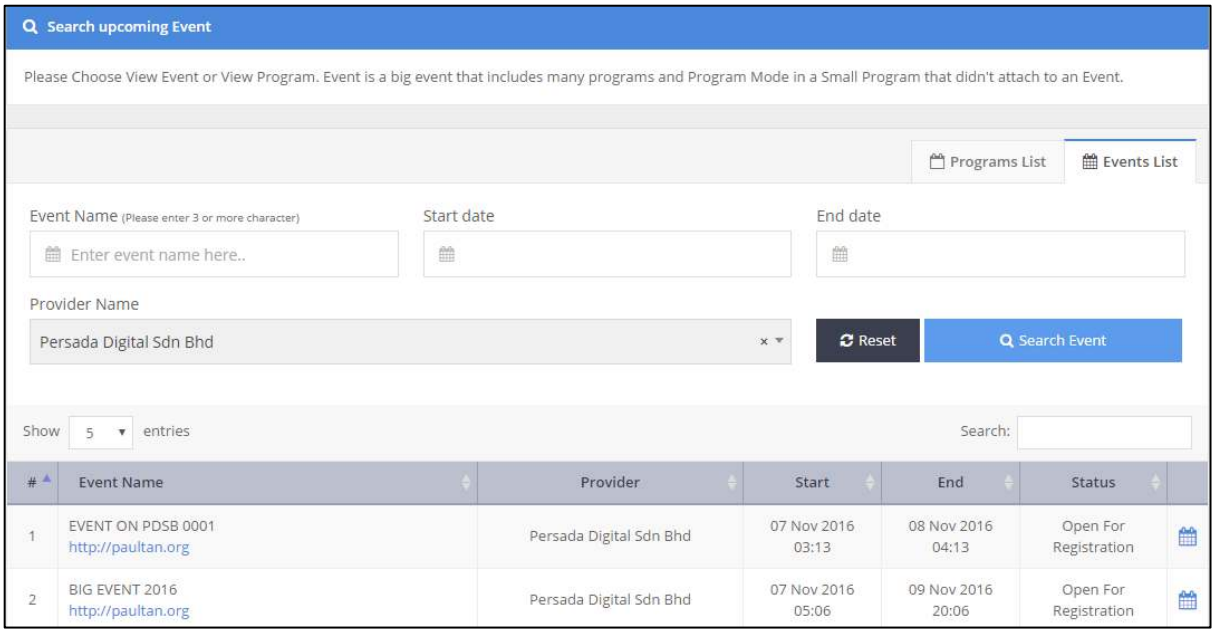
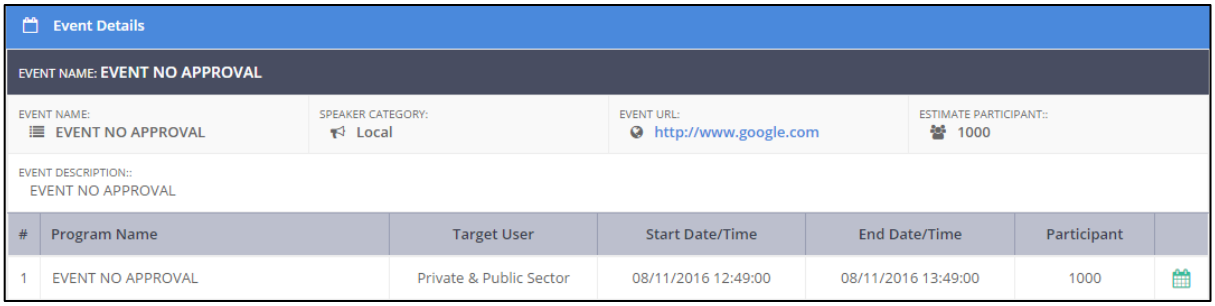
#	SCREENSHOTS / EXPLANATION
FG3	

Figure 3.2.1: Search Program – Event(s) List

EX3.1	**Event List** 1. User can search the program list based on item below: a. Event Name b. Start Date c. End Date d. Selection of Program Name e. Reset Button f. Search Event Button

#	SCREENSHOTS / EXPLANATION
FG3	 **Figure 3.2.1: Search Program – List of Event(s)**
EX3.1	**Explanation:-** System will appear list of summary event(s) after clicking the “Search Event” Button. The information are based on the data key-in by user.
FG3	 **Figure 3.2.1: Search Program – Event Detail(s)**
EX3.1	**Explanation:-** System will appear event details information after clicking icon and list of program under event.

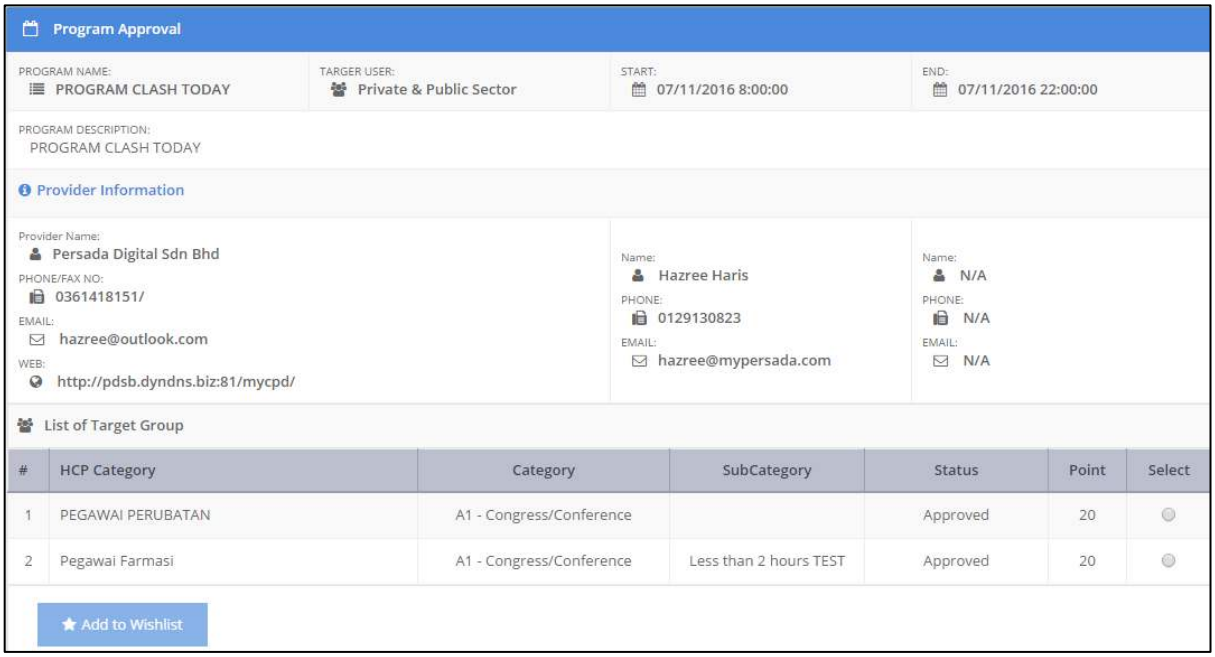
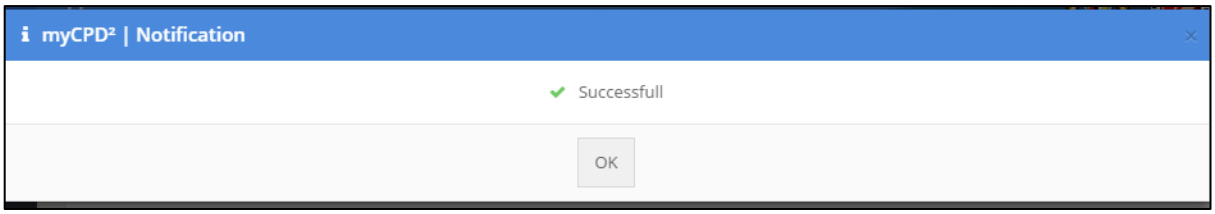
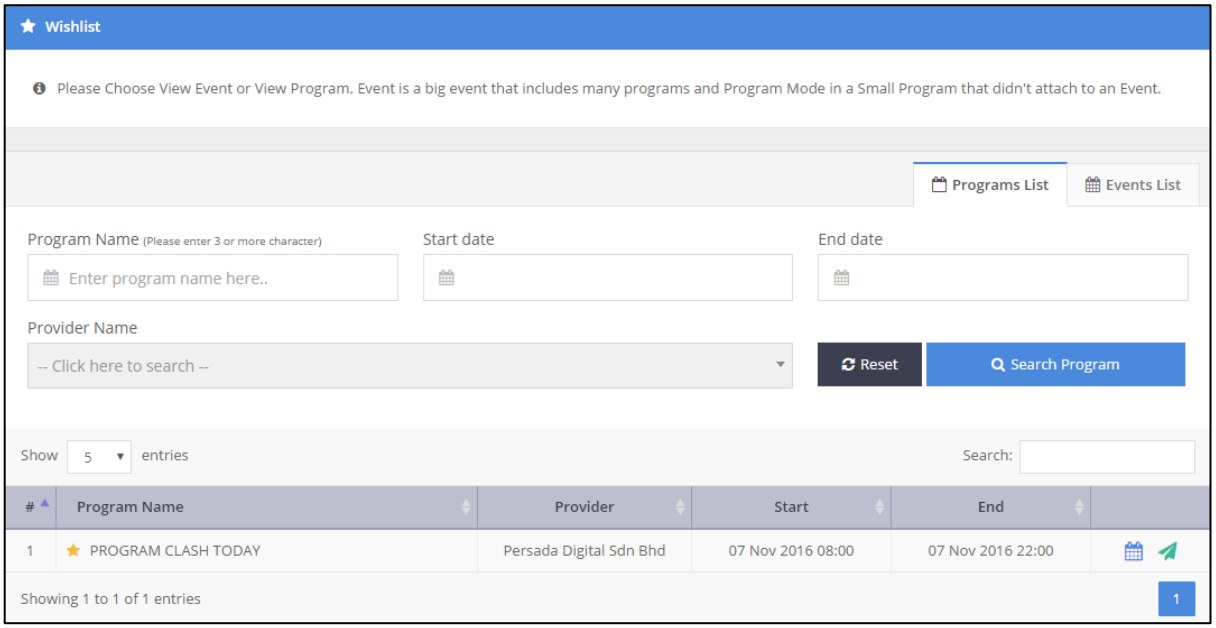
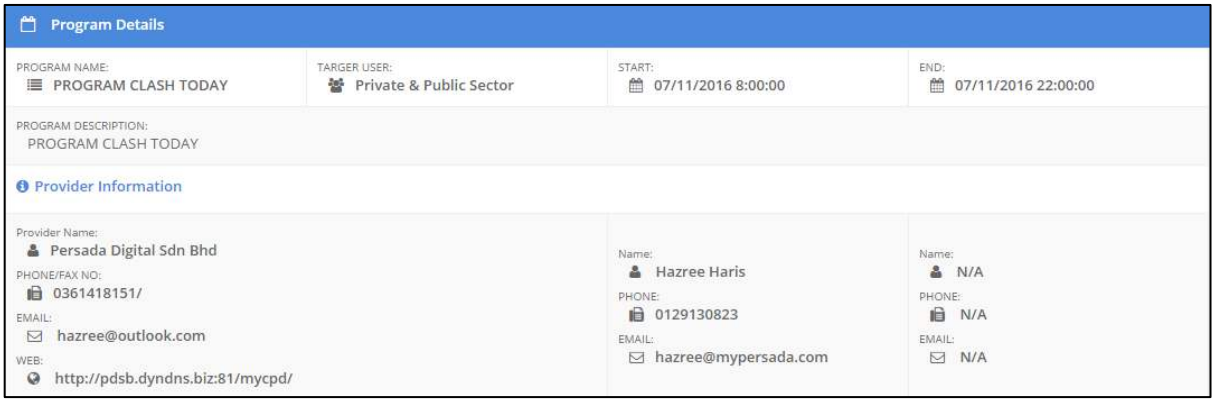
#	SCREENSHOTS / EXPLANATION
FG3	

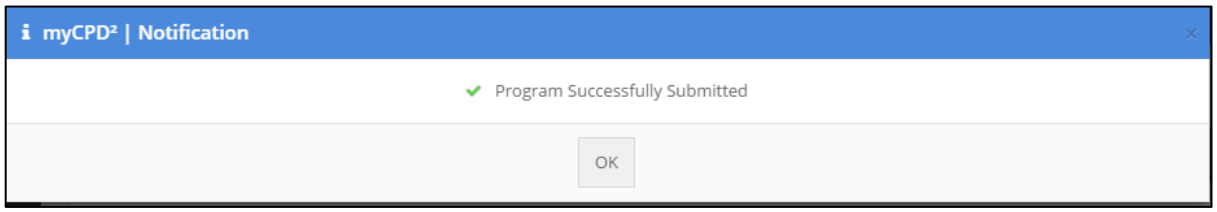
Figure 3.2.1: Program information detail

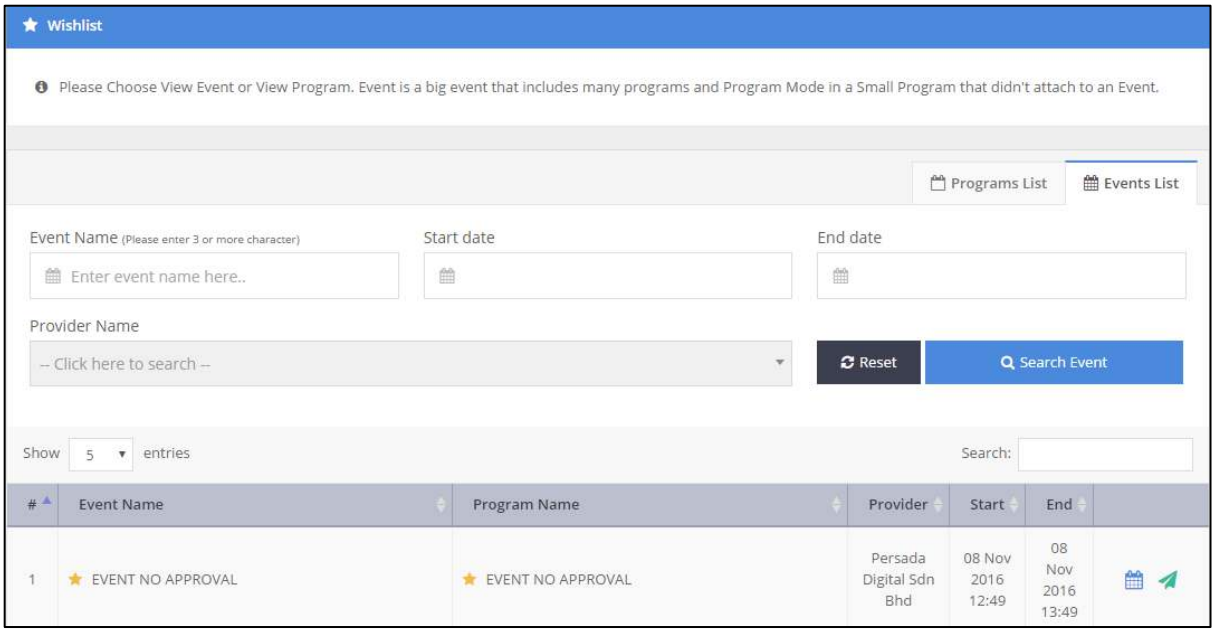
EX3	**Explanation:** 1. Figure 3.2.1 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name • Target User • Start • End • Program Description b. Program Information • Provider Name • Contact Person • Phone Number

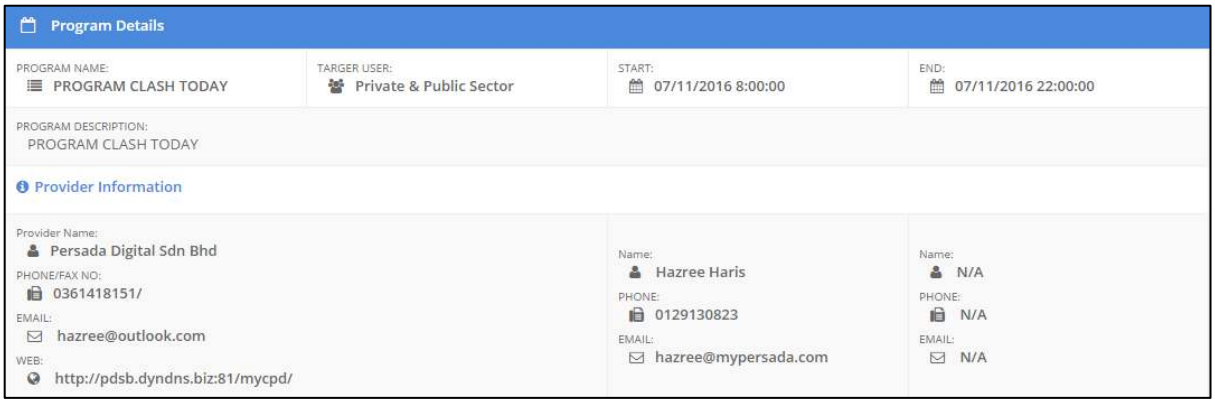
#	SCREENSHOTS / EXPLANATION
	• E-mail • Web • Contact Person information • List of Target Group List of HCP involved in programs or events that organized by provider under MOH.
FG3	 **Figure 3.2.1: Program information detail**
EX3	**Explanation:-** System will appear alert box **"Successfully"** after clicking button "Add to Wish list". The selected of target group will appear in "Wish List" program sub-menu.

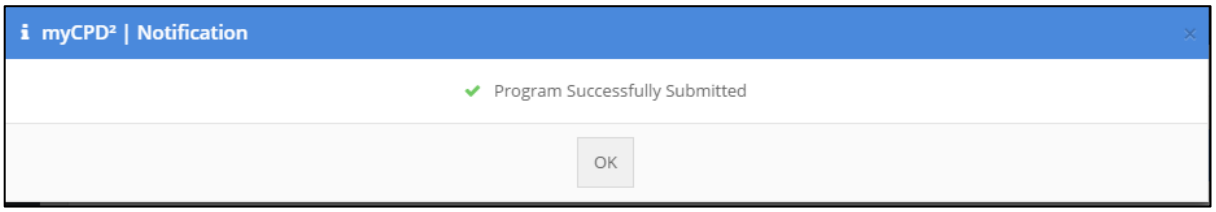
#	SCREENSHOTS / EXPLANATION
	3.2.2 Wish list Program
FG3	 **Figure 3.2.2: Wish list Program**
EX3	**Explanation:** 1. Figure 3.2.2 as the above will appear after click on “Wish list Program” sub-menu Wish list Program was divided by 2 type of tab related with “Program List” and “Event List”
EX3.1	**Program List** 1. User can search the program list based on item below: a. Program Name b. Start Date c. End Date d. Selection of Program Name

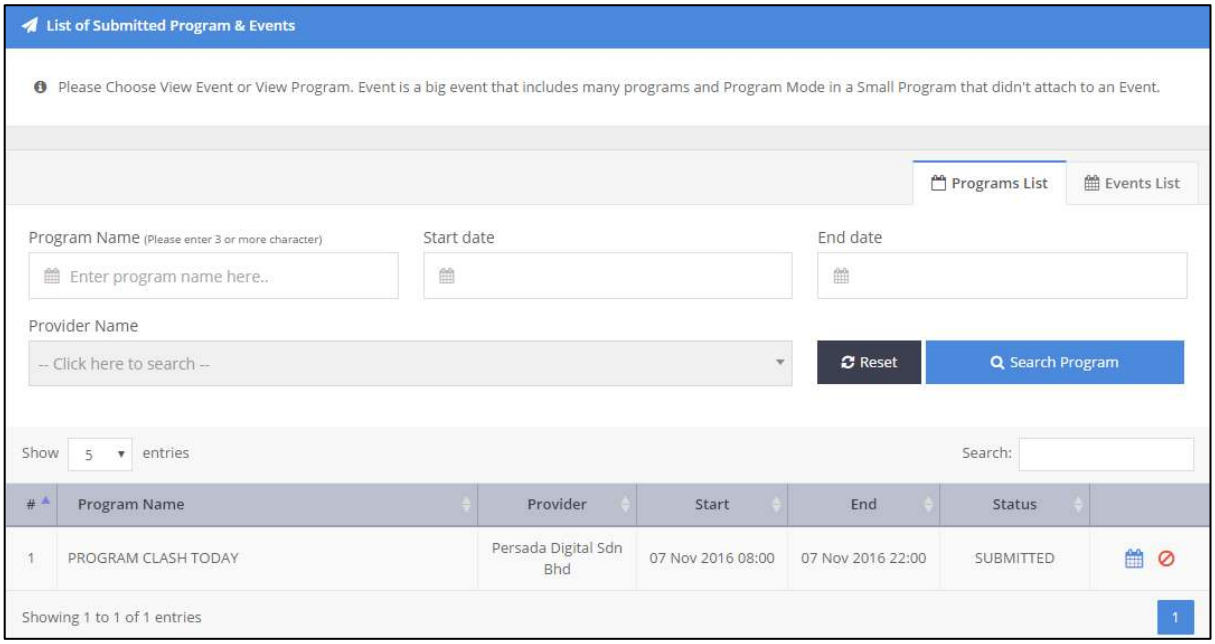
#	SCREENSHOTS / EXPLANATION
FG3	 **Figure 3.2.2: Wish list – List of Program**
EX3.1	**Explanation:-** System will appear list of summary program(s) after clicking the “Search Program” Button. The information are based on the data key-in by user.
FG3	 **Figure 3.2.2: Program information detail**
EX3	**Explanation:** 1. Figure 3.2.1 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name • Target User • Start • End • Program Description

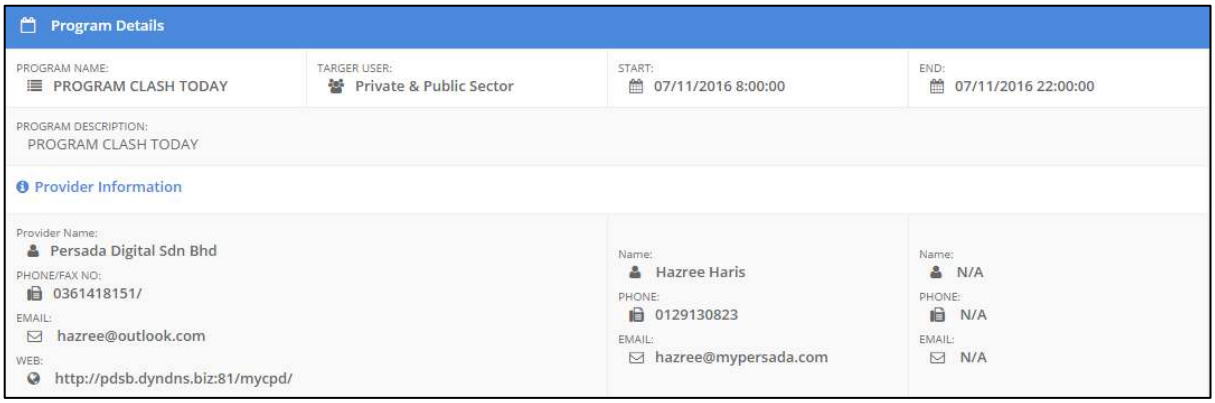
#	SCREENSHOTS / EXPLANATION
	b. Program Information • Provider Name • Contact Person • Phone Number • E-mail • Web • Contact Person information • List of Target Group List of HCP involved in programs or events that organized by provider under MOH.
FG3	 **Figure 3.2.2: Alert box**
EX3	**Explanation:** Figure 3.2.2 as the above will appear after click on icon. Confirmation alert for submission of program selected.
FG3	 **Figure 3.2.2: Alert box for confirmation successful**
EX3	**Explanation:** Figure 3.2.2 as the above for confirmation alert for submission of program selected successful

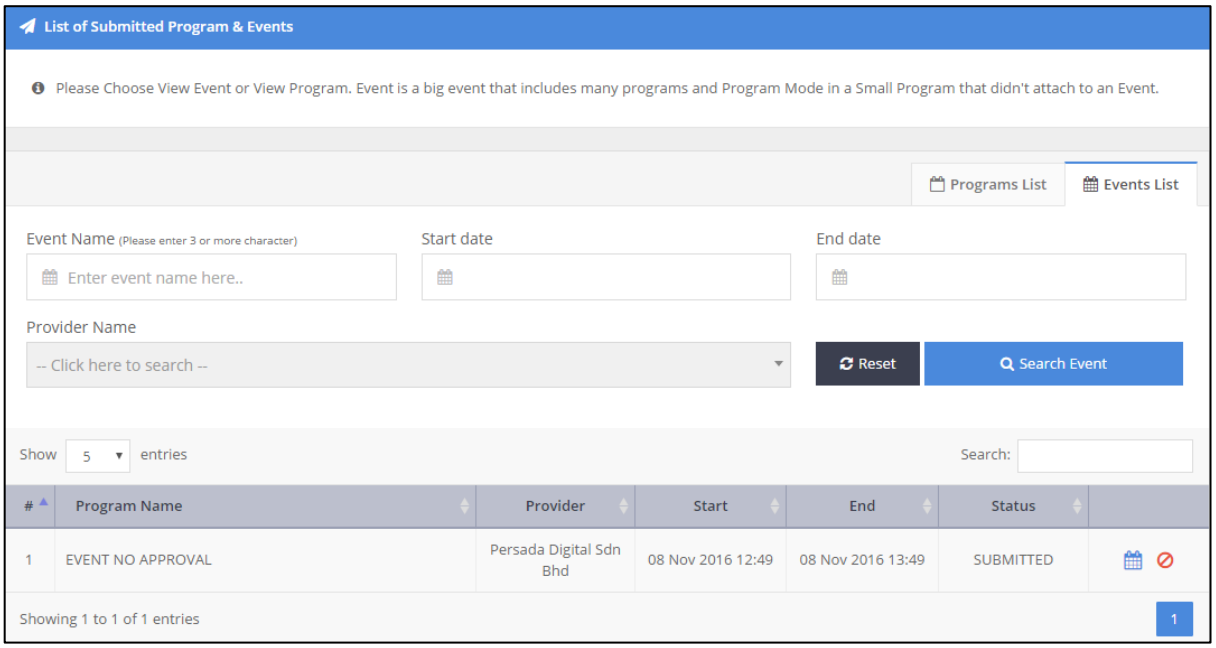
#	SCREENSHOTS / EXPLANATION
FG3	 **Figure 3.2.2: List of wish list**
EX3.1	**Event List** 1. User can search the program list based on item below: a. Event Name b. Start Date c. End Date d. Selection of Program Name

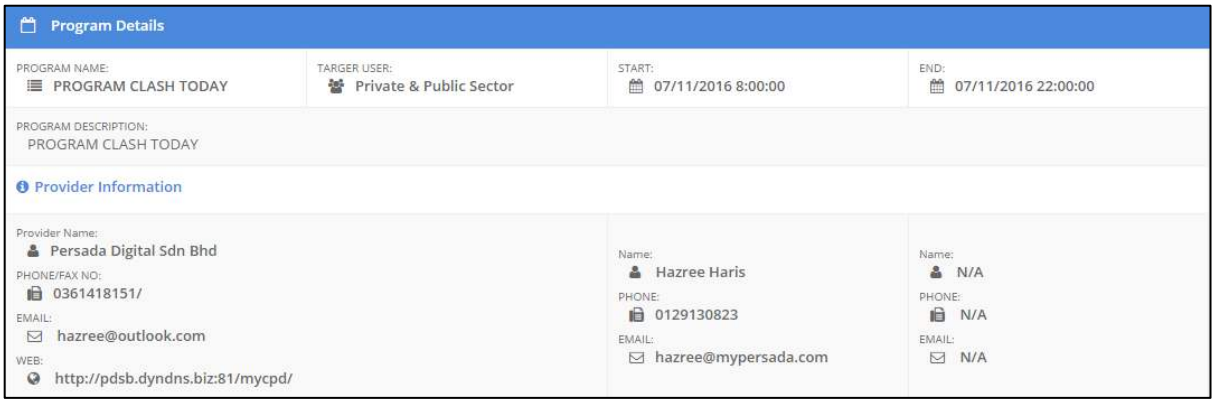
#	SCREENSHOTS / EXPLANATION
FG3	 **Figure 3.2.2: Program information detail**
EX3	**Explanation:** 1. Figure 3.2.1 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name • Target User • Start • End • Program Description b. Program Information • Provider Name • Contact Person • Phone Number • E-mail • Web • Contact Person information • List of Target Group List of HCP involved in programs or events that organized by provider

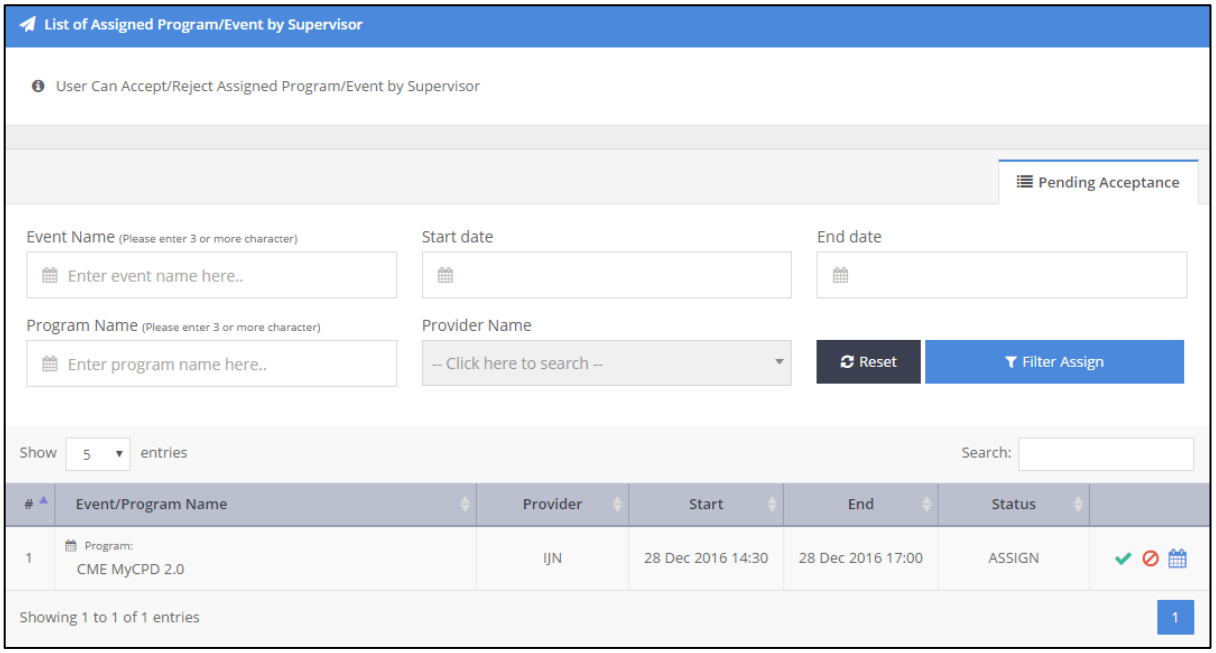
#	SCREENSHOTS / EXPLANATION
FG3	 **Figure 3.2.2: Alert box**
EX3	**Explanation:** Figure 3.2.2 as the above will appear after click on icon. Confirmation alert for submission of program selected.
FG3	 **Figure 3.2.2: Alert box for confirmation successful**
EX3	**Explanation:** Figure 3.2.2 as the above for confirmation alert for submission of program selected successful

#	SCREENSHOTS / EXPLANATION
	3.2.3 Submitted Program
FG3	 **Figure 3.2.3: Submitted Program**
EX3	**Explanation:** 1. Figure 3.2.3 as the above will appear after click on “Submitted Program” sub-menu. Submitted Program was divided by 2 type of tab related with “Program List” and “Event List” a. Program List b. Event List
EX3.1	**Program List** 1. Figure 3.2.3 as the above that user can search the program list based on item below: a. Program Name b. Start Date c. End Date d. Selection of Program Name

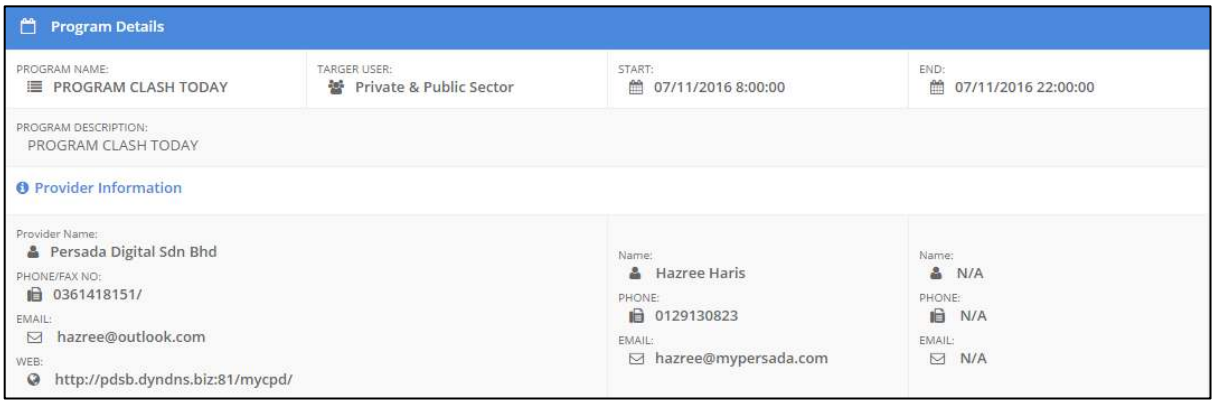
#	SCREENSHOTS / EXPLANATION
FG3	 **Figure 3.2.2: Program information detail**
EX3	**Explanation:** 1. Figure 3.2.2 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name • Target User • Start • End • Program Description b. Program Information • Provider Name • Contact Person • Phone Number • E-mail • Web • Contact Person information • List of Target Group List of HCP involved in programs or events that organized by provider

#	SCREENSHOTS / EXPLANATION
FG3	 **Figure 3.2.3: Alert box**
EX3	**Explanation:** Figure 3.2.2 as the above will appear after click on icon. Confirmation alert for submission of program selected to delete.
FG3	 **Figure 3.2.2: Program information detail**
EX3.1	**Event List** 1. User can search the program list based on item below: a. Event Name b. Start Date

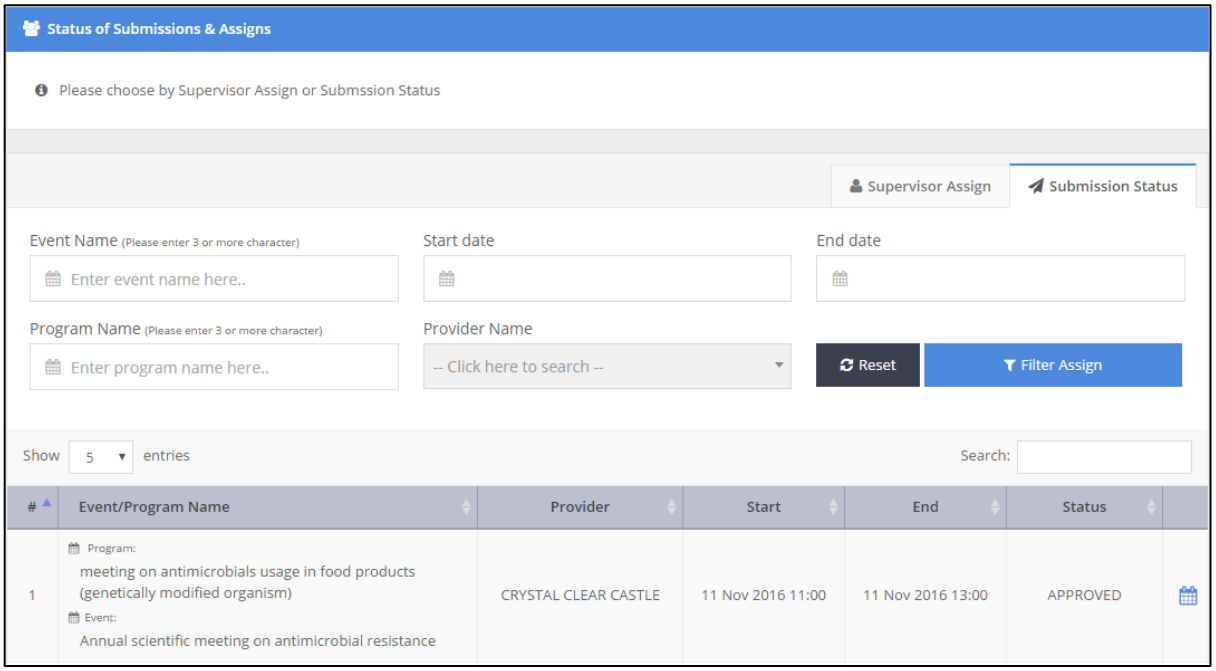
#	SCREENSHOTS / EXPLANATION
	c. End Date d. Selection of Program Name
FG3	 **Figure 3.2.2: Program information detail**
EX3	**Explanation:** 1. Figure 3.2.2 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name • Target User • Start • End • Program Description b. Program Information • Provider Name • Contact Person • Phone Number • E-mail • Web • Contact Person information

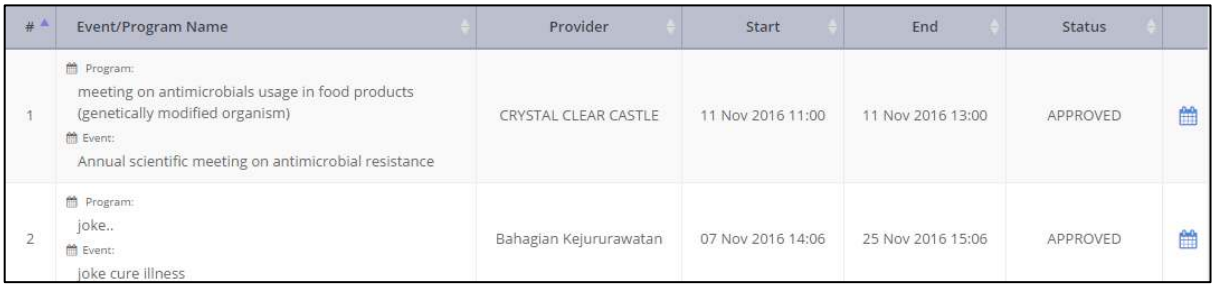
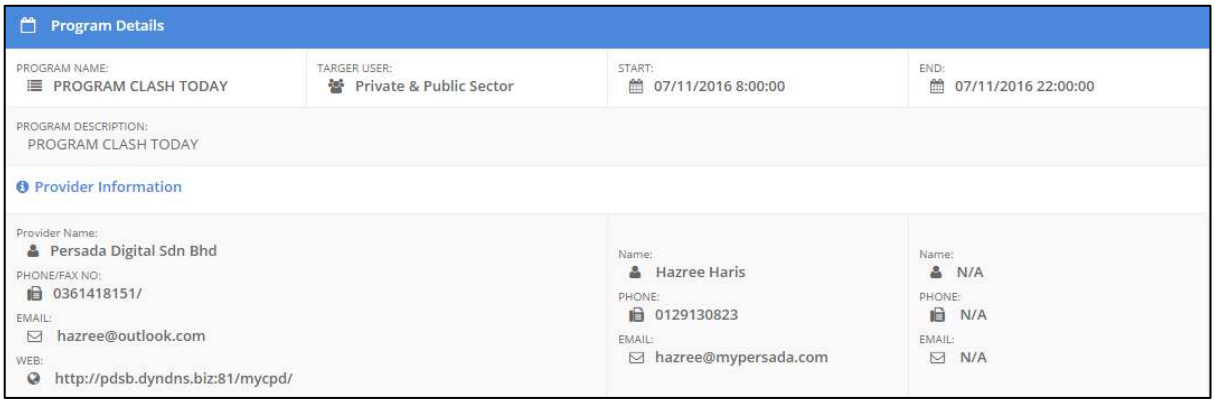
#	SCREENSHOTS / EXPLANATION
	• List of Target Group List of HCP involved in programs or events that organized by provider
FG3	 **Figure 3.2.3: Alert box**
EX3	**Explanation:** Figure 3.2.2 as the above will appear after click on icon. Confirmation alert for submission of program selected to delete.
	3.2.4 Assigned Program
FG3	 **Figure 3.2.4: Assigned Program**

#	SCREENSHOTS / EXPLANATION
EX3	**Explanation:** 1. Figure 3.2.4 as the above will appear after click on “Assigned Program” sub-menu. User can search the program list based on item below: a. Event Name (maximum 3 character(s)) b. Start Date c. End Date d. Program Name (maximum 3 character(s)) e. Selection of Provider Name Click button “Filter Assign” to appear the list of event based on search information above.
FG3	 **Figure 3.2.4: Alert box for confirmation of acceptance**
EX3	**Explanation:** 1. Figure 3.2.4 as the above will appear after click on ✔ icon. Confirmation page contain list of summary program appeared. 2. By Clicking button “Yes Confirm”, acceptance of event assigned by supervisor 3. By Clicking button “Cancel”, alert box will closed.

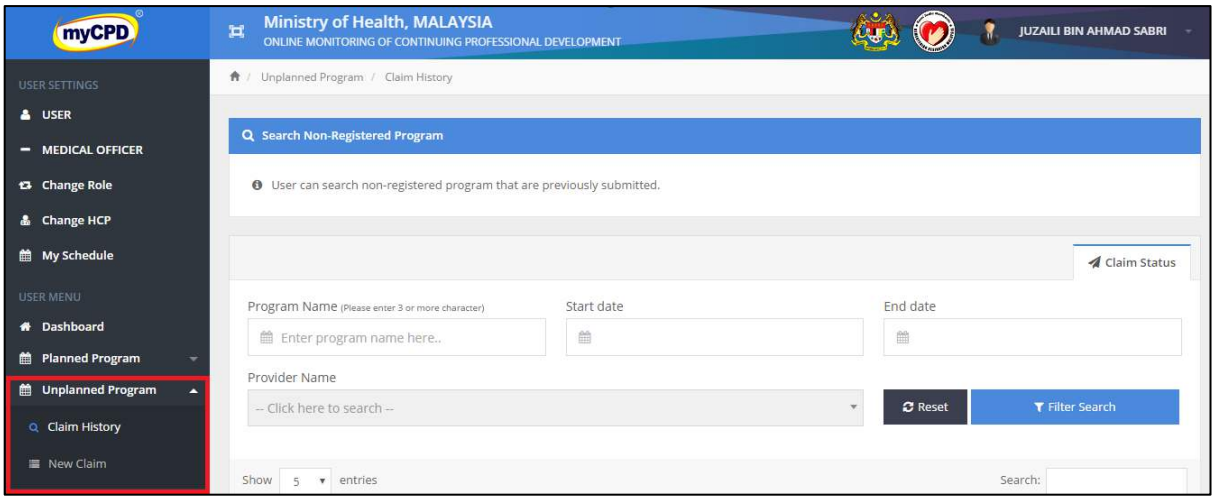
#	SCREENSHOTS / EXPLANATION
FG3	 Figure 3.2.4: Alert box for confirmation of decline
EX3	**Explanation:** 1. Figure 3.2.4 as the above will appear after click on icon. Confirmation page contain list of summary program appeared. 2. By Clicking button “Yes Confirm”, acceptance of event assigned by supervisor 3. By Clicking button “Cancel”, alert box will closed.
FG3	 **Figure 3.2.4: Program information detail**
EX3	**Explanation:** 1. Figure 3.2.4 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name

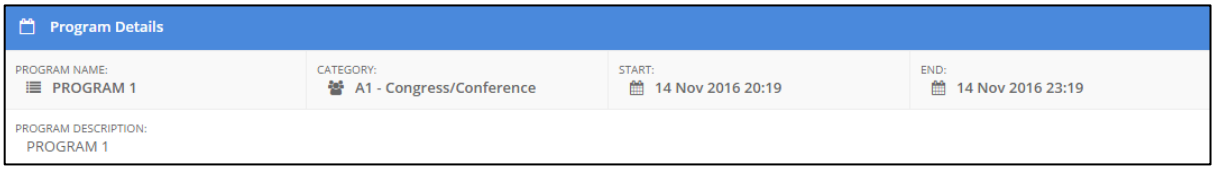
#	SCREENSHOTS / EXPLANATION
	• Target User • Start • End • Program Description b. Program Information • Provider Name • Contact Person • Phone Number • E-mail • Web • Contact Person information • List of Target Group List of HCP involved in programs or events that organized by provider

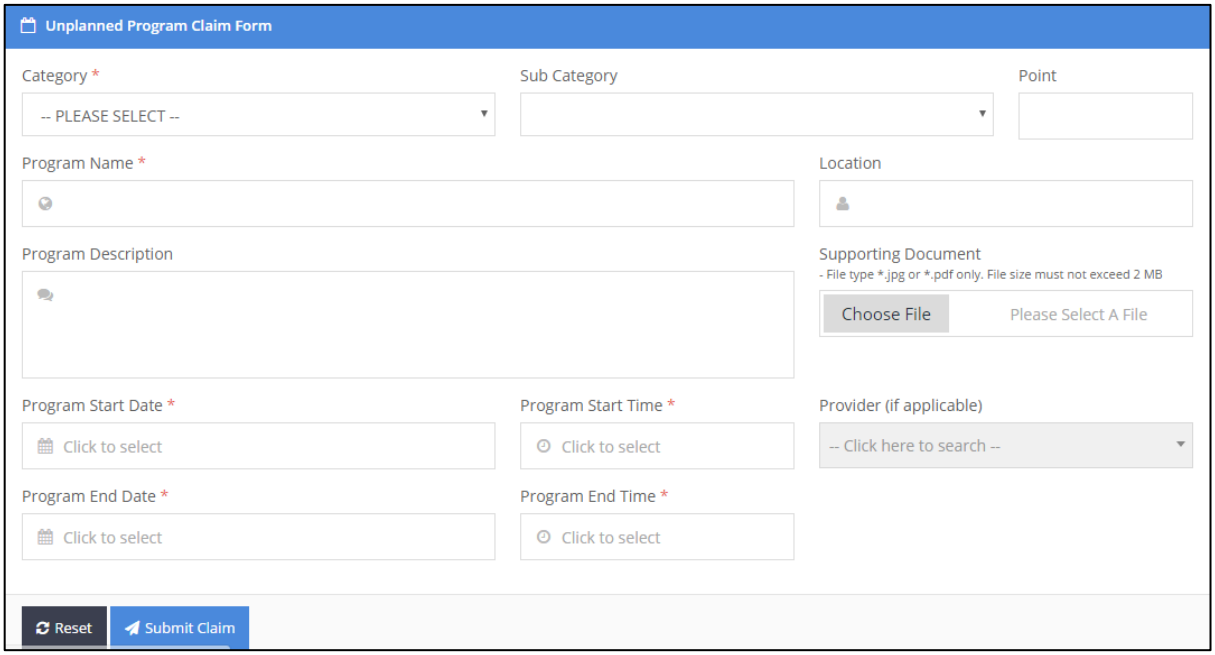
#	SCREENSHOTS / EXPLANATION
	3.2.5 History
FG3	 Figure 3.2.5: History
EX3	**Explanation:** Figure 3.2.5 as the above will appear after click on “History” sub-menu. It was divided by 2 type of tab related with “Submission Status” and “Supervisor Assign”
EX3.1	**1. Submission Status / Supervisor Assign** 1. User can search the program list based on item below: a. Event Name (enter more than 3 character) b. Start Date c. End Date d. Program Name (enter more than 3 character) e. Provider Name

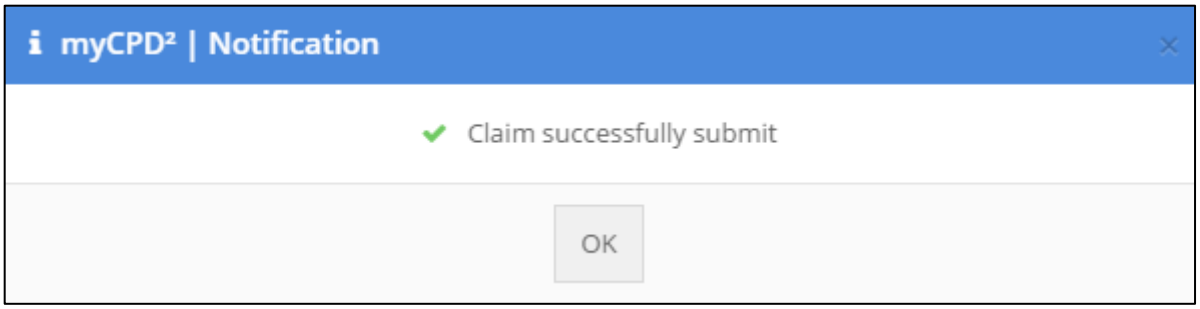
#	SCREENSHOTS / EXPLANATION
FG3	 Figure 3.2.5 – List of event
EX3	**Explanation:** Figure 3.2.5 as the above will appear after click on “Filter Assign” icon. List of event(s) contains: • Event / Program Name • Provider • Start • End • Status
FG3	 **Figure 3.2.5: Program Information Detail**

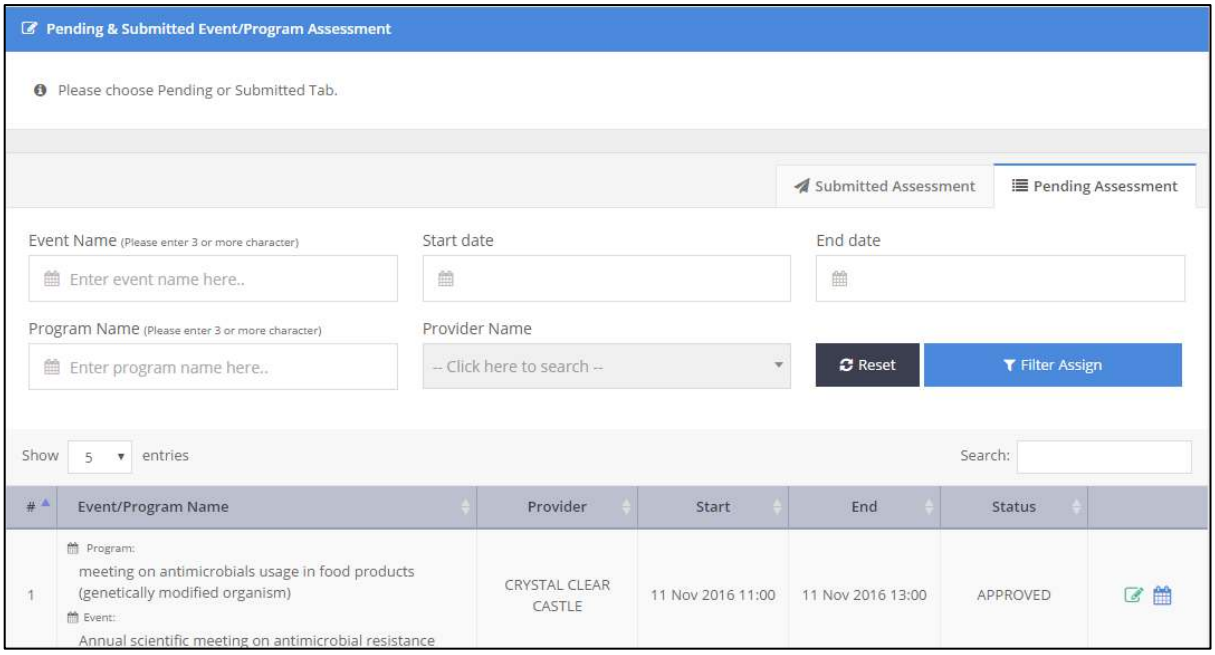
#	SCREENSHOTS / EXPLANATION
EX3	**Explanation:** 1. Figure 3.2.5 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name • Target User • Start • End • Program Description b. Program Information • Provider Name • Contact Person • Phone Number • E-mail • Web • Contact Person information • List of Target Group List of HCP involved in programs or events that organized by provider

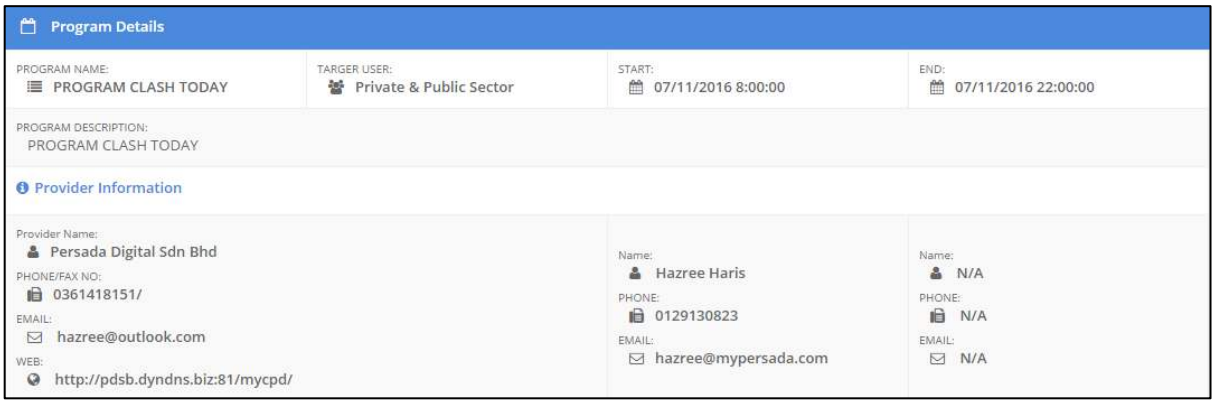
#	SCREENSHOTS / EXPLANATION
	3.3 UnPlanned Program
	3.3.1 Claim History
FG3	 **Figure 3.3.1: Claim History**
EX3	**Explanation:** 1. Figure 3.3.1 as the above will appear after click on “Claim History” menu. 2. Event information can be search based on the item below:- a. Program Name (minimum 3 character(s)) b. Start Date c. End Date d. Selection of Provider Name

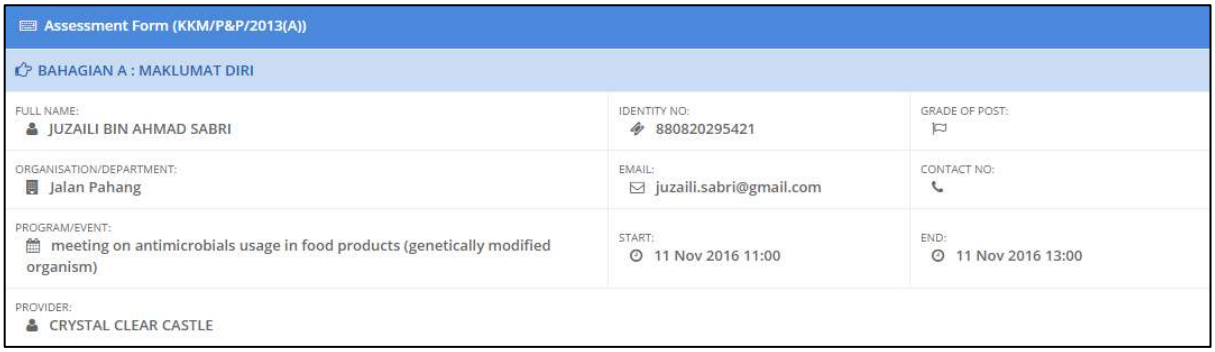
#	SCREENSHOTS / EXPLANATION
FG3	 **Figure 3.3.1: List of Event(s) and Program(s)**
EX3	**Explanation:** 1. Figure 3.3.1 as the above will appear after click on icon. 2. List of information below will be appear:- a. Event/Program Name b. Provider Name c. Category d. Date Start/End e. Status
FG3	 **Figure 3.3.1: Program Details**
EX3	**Explanation:** 1. Figure 3.3.1 as the above will appear after click on icon. 2. List of information below will be appear:- a. Program Name b. Category

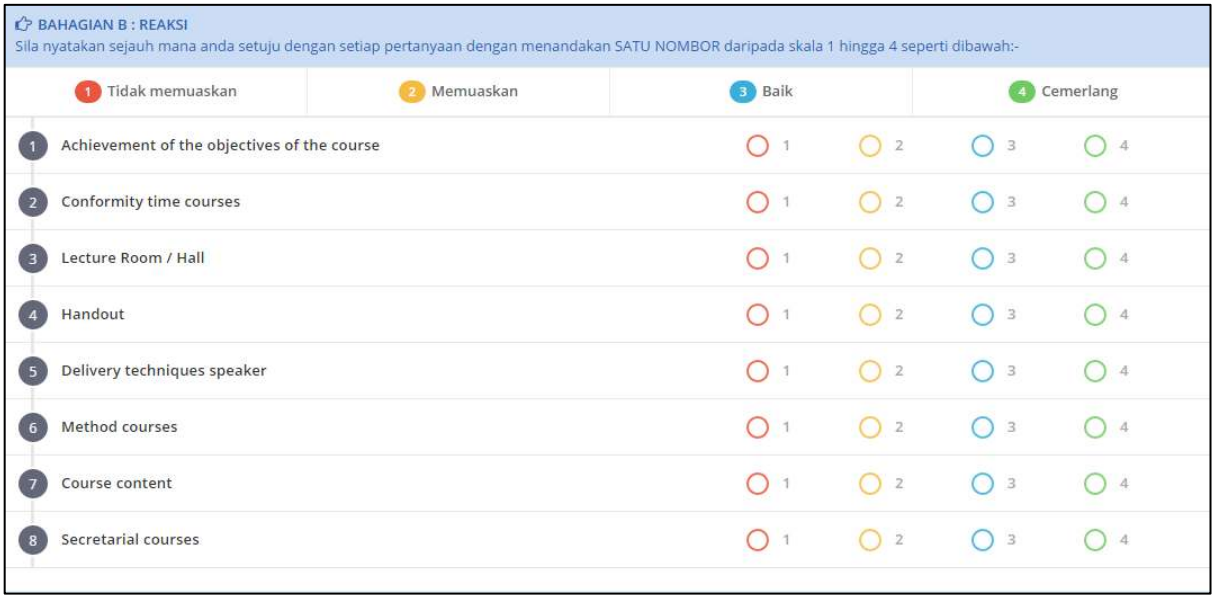
#	SCREENSHOTS / EXPLANATION
	c. Date Start d. Date End e. Program Description
	3.3.2 New Claim
FG3	 **Figure 3.3.1: New Claim Form**
EX3	**Explanation:** 1. Figure 3.3.2 as the above will appear after click on “New Claim” menu. 2. New Claim form contains:- a. Category (Program’s Category) b. Sub Category (If Any) c. Point (The information is depends from selection of category information) d. Program Name e. Location

#	SCREENSHOTS / EXPLANATION
	f. Program Description g. Supporting Document(s) in jpg or pdf only. Maximum size file is 2MB h. Program start date i. Program end data j. Program start time k. Program end time l. Selection of provider name (If any)
FG3	 **Figure 3.3.2: Claim Form**
EX3	**Explanation:** Figure 3.2.2 as the above will appear after click on icon. Confirmation alert for submission of successful claim.

#	SCREENSHOTS / EXPLANATION
	3.4 Program Assessment
	3.4.1 Pending Assessment
	 **Figure 3.4.1: Pending Assessment**
EX3	**Explanation:** Figure 3.4.1 as the above will appear after click on “Pending Assessment” sub-menu. It was divided by 2 type of tab related with “Submitted Assessment” and “Pending Assessment”
EX3.1	**Submission Assessment / Pending Assessment** 1. User can search the program list based on item below: a. Event Name (enter more than 3 character) b. Start Date c. End Date

#	SCREENSHOTS / EXPLANATION
	d. Program Name (enter more than 3 character)
FG3	 **Figure 3.4.1: List of event /program name**
EX3	**Explanation:** 1. Figure 3.4.1 as the above will appear after click on icon. 2. List of information below will be appear:- a. Event/Program Name b. Provider Name c. Date Start d. Date End e. Status
FG3	 **Figure 3.4.1: Program Information Detail**

#	SCREENSHOTS / EXPLANATION
EX3	**Explanation:** 1. Figure 3.4.1 as the above will appear after click on icon. System will appear the information below:- a. Program Information • Program Name • Target User • Start • End • Program Description b. Program Information • Provider Name • Contact Person • Phone Number • E-mail • Web • Contact Person information • List of Target Group List of HCP involved in programs or events that organized by provider
FG3	 **Figure 3.4.1: Assessment Form – Personal Information**

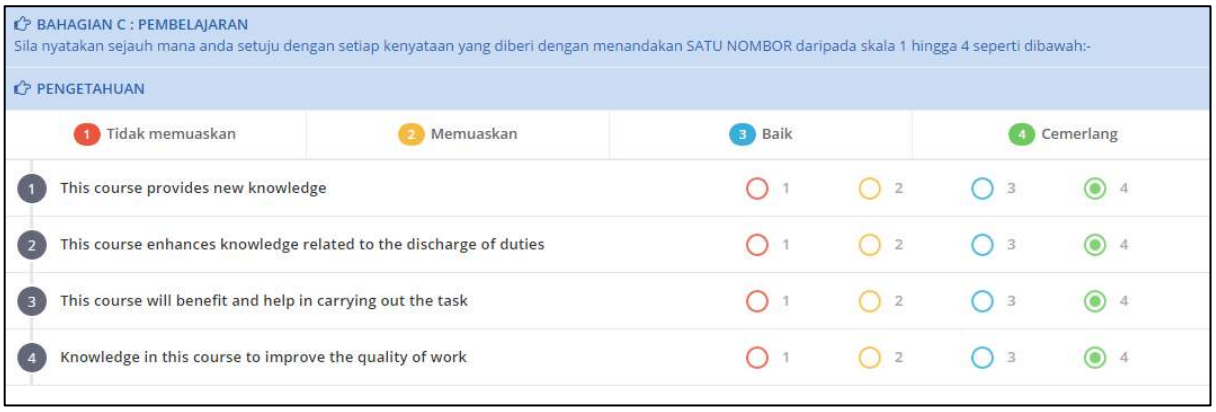
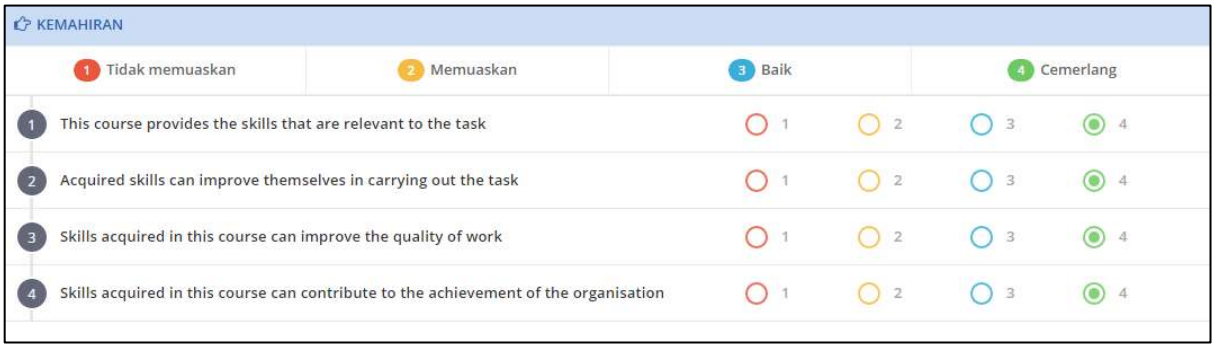
#	SCREENSHOTS / EXPLANATION
EX3	**Explanation:** 1. Figure 3.4.1 as the above will appear after click on icon. System will appear the information below:- a. Section A : Personal Information • Full Name • Identity Number • Grade of Post • Organization/Department • E-mail • Contact Number • Program / event • Date Start • Date End • Provider Name
FG3	

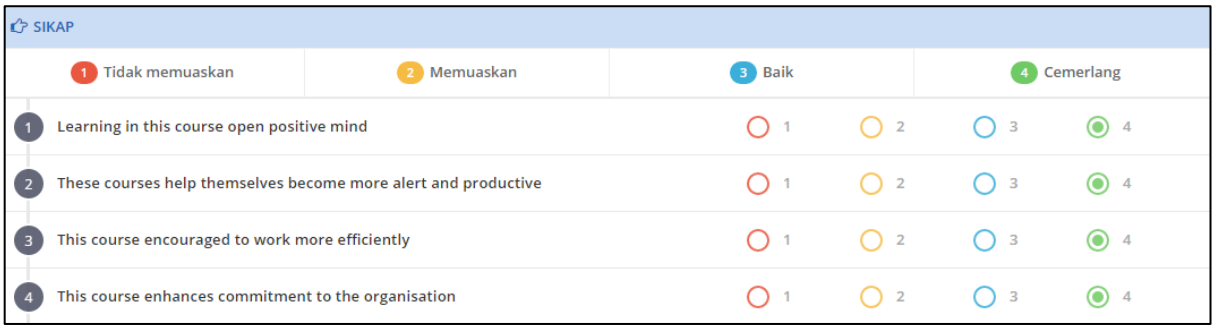
BAHAGIAN B : REAKSI

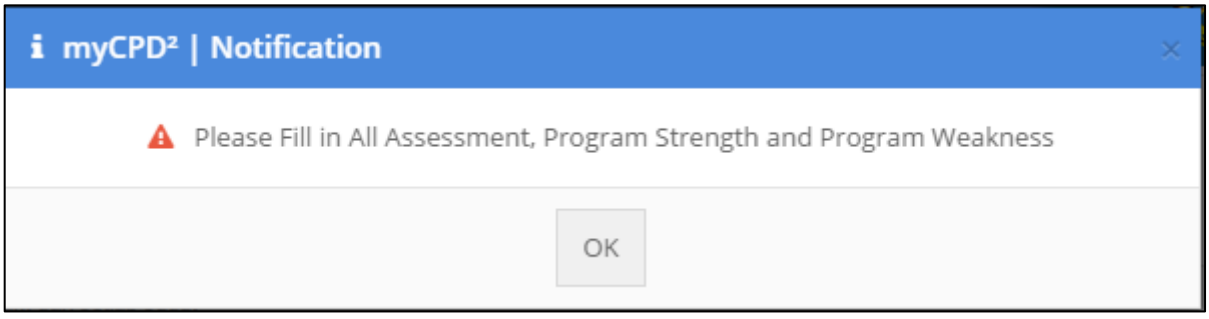
Sila nyatakan sejauh mana anda setuju dengan setiap pertanyaan dengan menandakan SATU NOMBOR daripada skala 1 hingga 4 seperti dibawah:-

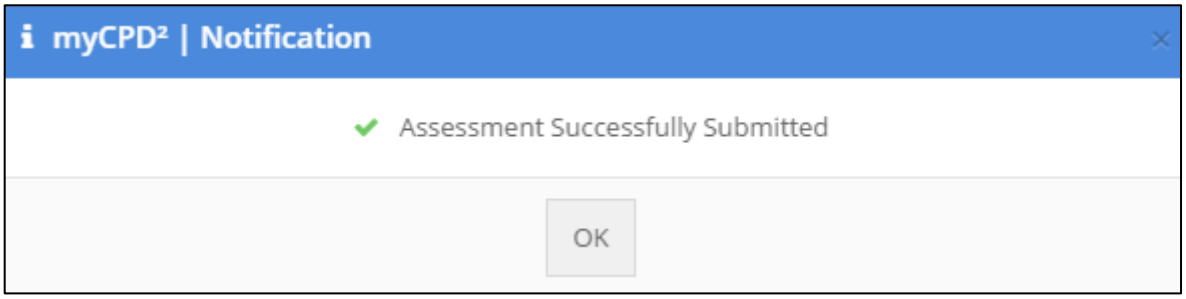
	1 Tidak memuaskan	2 Memuaskan	3 Baik	4 Cemerlang
1	Achievement of the objectives of the course	1	2	3	4
2	Conformity time courses	1	2	3	4
3	Lecture Room / Hall	1	2	3	4
4	Handout	1	2	3	4
5	Delivery techniques speaker	1	2	3	4
6	Method courses	1	2	3	4
7	Course content	1	2	3	4
8	Secretarial courses	1	2	3	4

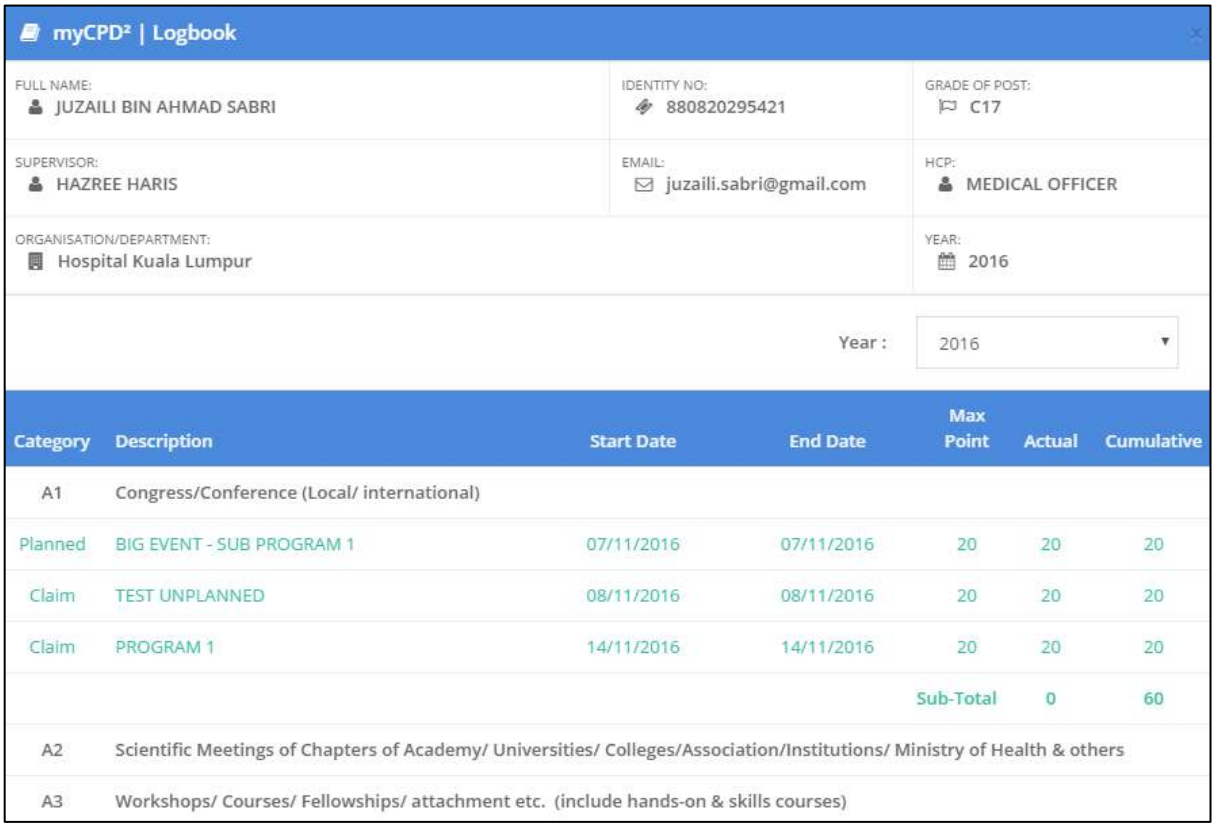
Figure 3.4.1: Assessment Form – Reaction Information

#	SCREENSHOTS / EXPLANATION
EX3	**Explanation:** Figure 3.4.1 as the above are related with reaction information. User has to key-in the information marks for each of assessment.
	 BAHAGIAN C : PEMBELAJARAN Sila nyatakan sejauh mana anda setuju dengan setiap kenyataan yang diberi dengan menandakan SATU NOMBOR daripada skala 1 hingga 4 seperti dibawah:- PENGETAHUAN 1 Tidak memuaskan 2 Memuaskan 3 Baik 4 Cemerlang 1 This course provides new knowledge 2 This course enhances knowledge related to the discharge of duties 3 This course will benefit and help in carrying out the task 4 Knowledge in this course to improve the quality of work **Figure 3.4.1: Assessment Form – Learning Information**
EX3	**Explanation:** Figure 3.4.1 as the above are related with Learning Information. User has to key-in the information marks for each of assessment.
	 KEMAHIRAN 1 Tidak memuaskan 2 Memuaskan 3 Baik 4 Cemerlang 1 This course provides the skills that are relevant to the task 2 Acquired skills can improve themselves in carrying out the task 3 Skills acquired in this course can improve the quality of work 4 Skills acquired in this course can contribute to the achievement of the organisation **Figure 3.4.1: Assessment Form – Skill Information**

#	SCREENSHOTS / EXPLANATION
EX3	**Explanation:** Figure 3.4.1 as the above are related with skill Information. User has to key-in the information marks for each of assessment.
	 SIKAP 1 Tidak memuaskan 2 Memuaskan 3 Baik 4 Cemerlang 1 Learning in this course open positive mind 1 2 3 4 2 These courses help themselves become more alert and productive 1 2 3 4 3 This course encouraged to work more efficiently 1 2 3 4 4 This course enhances commitment to the organisation 1 2 3 4 **Figure 3.4.1: Assessment Form – Attitude Information**
EX3	**Explanation:** Figure 3.4.1 as the above are related with attitude Information. User has to key-in the information marks for each of assessment.

#	SCREENSHOTS / EXPLANATION
	 Figure 3.4.1: Assessment Form – Learning Information
EX3	**Explanation:** Figure 3.4.1 as the above are related with learning information. User has to key-in the information for *kekuatan program*, *kelemahan program* and *cadangan* (*jika ada*) for each of assessment.
FG3	 **Figure 3.4.1: Alert Box for verification**

#	SCREENSHOTS / EXPLANATION
EX3	**Explanation:** Figure 3.4.1 as the above will appear after click on Submit icon. Verification alert for submission of assessment.
FG3	 **Figure 3.4.1: Alert Box for submission**
EX3	**Explanation:** Figure 3.4.1 as the above will appear after click on Submit icon. Verification alert for successfully submission of assessment.

#	SCREENSHOTS / EXPLANATION
	3.5 Log Book
	
EX3	**Explanation:** Figure 3.5 as the above will appear after click on "Logbook" menu. System will appear the information below:- • Full Name • Identity Number • Grade of Post • Supervisor • E-mail

myCPD² | Logbook

FULL NAME: JUZAILI BIN AHMAD SABRI
IDENTITY NO: 880820295421
GRADE OF POST: C17
SUPERVISOR: HAZREE HARIS
EMAIL: juzaili.sabri@gmail.com
HCP: MEDICAL OFFICER
ORGANISATION/DEPARTMENT: Hospital Kuala Lumpur
YEAR: 2016

Year : 2016

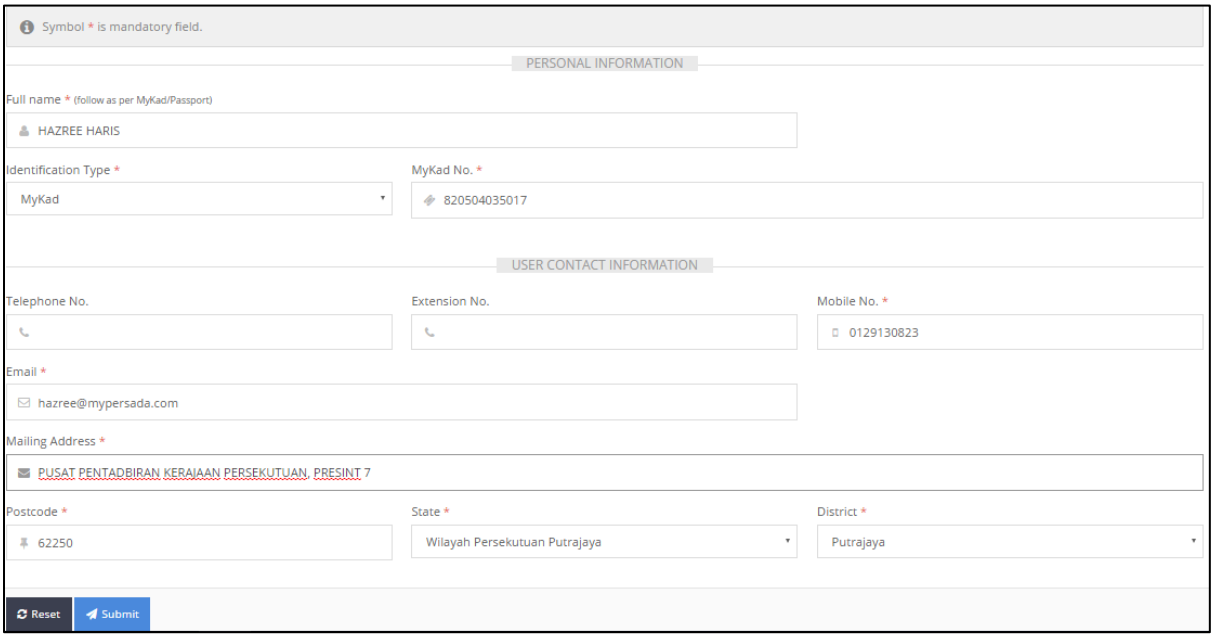
Category	Description	Start Date	End Date	Max Point	Actual	Cumulative
A1	Congress/Conference (Local/ international)					
Planned	BIG EVENT - SUB PROGRAM 1	07/11/2016	07/11/2016	20	20	20
Claim	TEST UNPLANNED	08/11/2016	08/11/2016	20	20	20
Claim	PROGRAM 1	14/11/2016	14/11/2016	20	20	20
				Sub-Total	0	60
A2	Scientific Meetings of Chapters of Academy/ Universities/ Colleges/Association/Institutions/ Ministry of Health & others					
A3	Workshops/ Courses/ Fellowships/ attachment etc. (include hands-on & skills courses)					

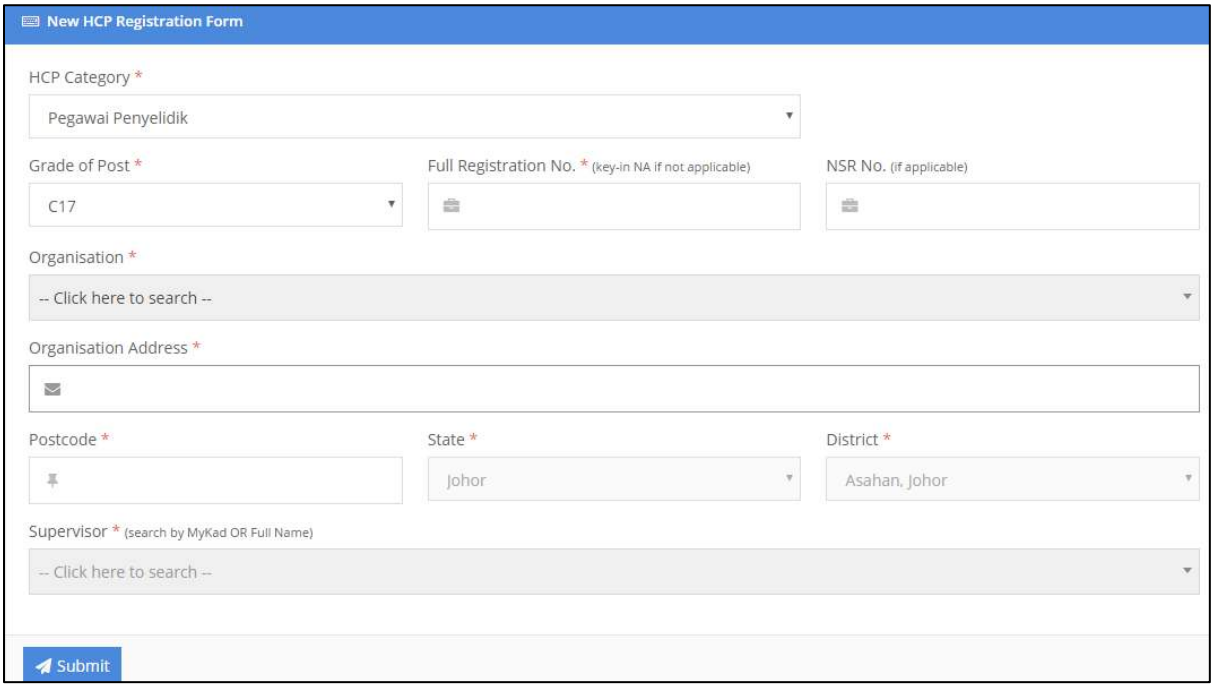
Figure 3.5: Logbook Information

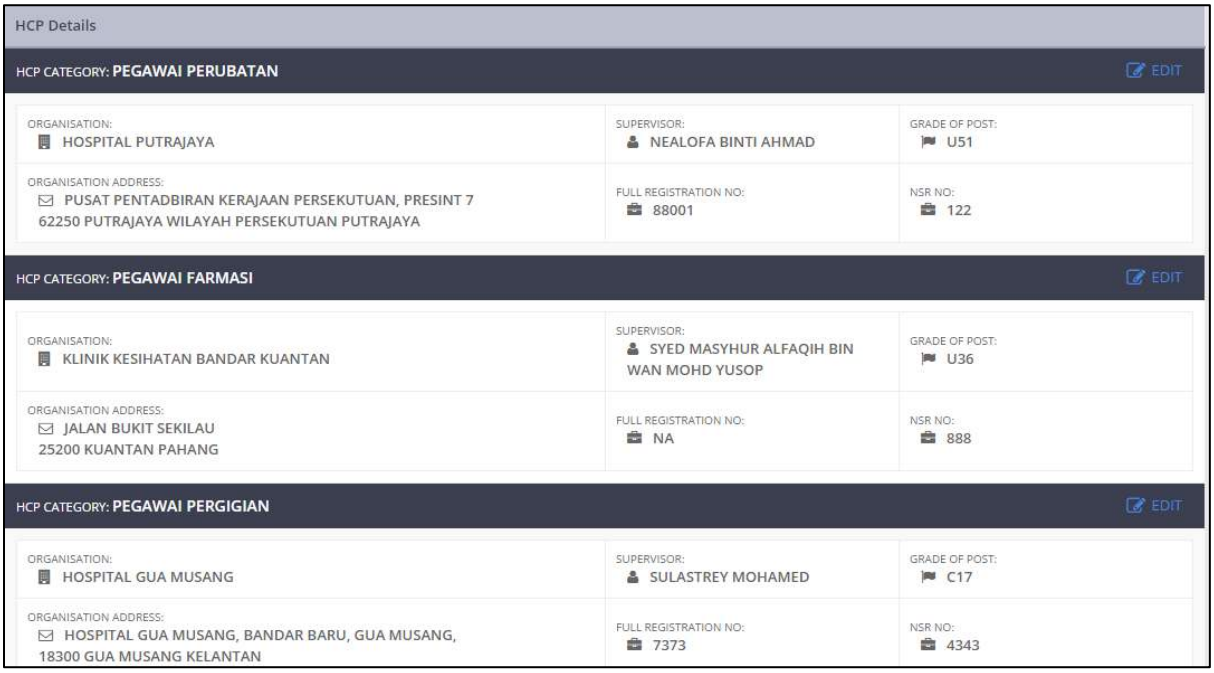
#	SCREENSHOTS / EXPLANATION
	• HCP • Organization/Department • Year • Selection of Year • List of Program(s)

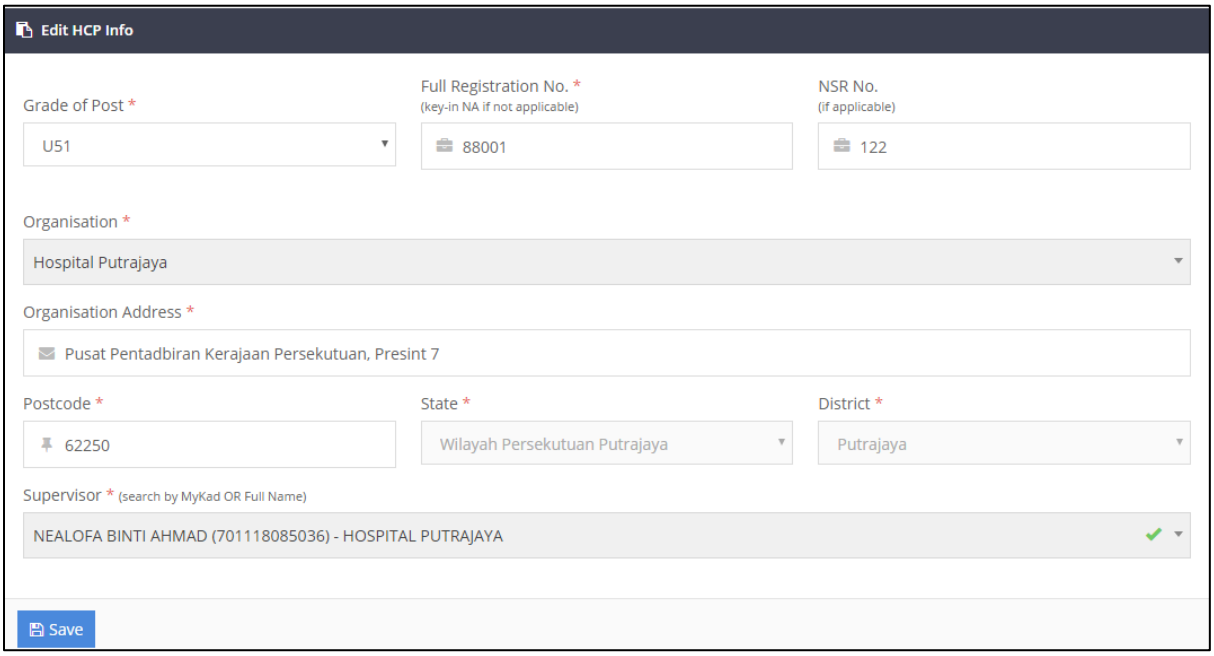
4.0 User Information

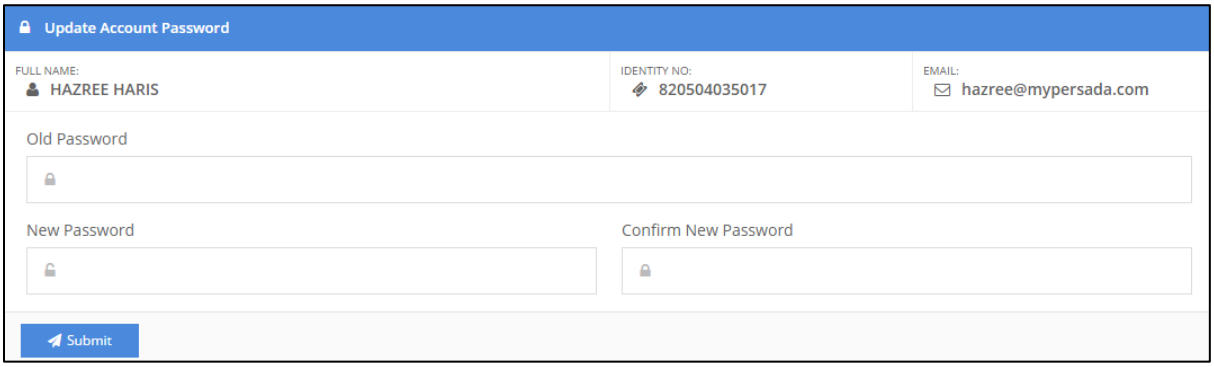
#	SCREENSHOTS / EXPLANATION
	4.1 User Profile
FG4	 **Figure 4.1: User Profile Information**
EX4	**Explanation:** Figure 4.1 above show a dashboard screen consists of menu to update user information. The sub-menu involved are :- 1. Update profile 2. Register New HCP 3. Update HCP Info 4. Update Password

#	SCREENSHOTS / EXPLANATION
	4.1.1 Update Profile
FG4	 **Figure 4.1.1: Update Information Form**
EX4	**Explanation:** Figure 4.1.1 above show a screen contains user information form that can be update by user. There are:- 1. Full Name 2. Identification Type 3. My Card No 4. Telephone Number 5. Extension Number 6. Mobile Number 7. E-mail 8. Mailing Address

#	SCREENSHOTS / EXPLANATION
	4.1.2 Register New HCP
FG4	 **Figure 4.1.2: HCP Registration Form**
EX4	**Explanation:** Figure 4.1.2 above show a screen contains HCP registration form that can be submitted by user via online. The information that has to be key-in by user are:- 1. HCP Category 2. Grade of Post 3. Full Registration Number 4. NSR Number (If applicable) 5. Selection of organization name 6. Supervisor 7. Click Submit icon to update HCP information

#	SCREENSHOTS / EXPLANATION
	4.1.3 Update HCP Information
FG4	 **Figure 4.1.3: Update HCP Information**
EX4	**Explanation:** 1. Figure 4.1.3 above show a screen contains HCP Information after click menu “Update HCP info. 2. The information contains list of HCP category that related with user. Each of HCP category contains information for organization, supervisor, grade of post, organization address, full registration no and NSR No. 3. Click icon to edit HCP information.

#	SCREENSHOTS / EXPLANATION
FG4	 **Figure 4.1.3: Update HCP Info (Edit)**
EX4	**Explanation:** 1. Figure 4.1.3 above show a screen contains HCP Information after click EDIT icon 2. The information contains list of HCP category that related with user. Each of HCP category contains information for organization, supervisor, grade of post, organization address, full registration no and NSR No. 3. Click Save icon to save the HCP information

#	SCREENSHOTS / EXPLANATION
	4.1.4 Update Password
	 Figure 4.1.4: Update Account Password
EX4	**Explanation:** Figure 4.1.4 above show a screen contains update account password form that can be updated by user via online. The information that has to be key-in by user are:- 3. Old Password 4. New Password 5. Confirmation Password 6. Click icon to update the password