



[User guide for EFI CPDme platform](#)

EFI CPDme is a platform for EFI members to easily capture Continuing Medical Education and Continuing Professional Development (CME/CPD) activities you have undertaken, save evidence and create reflective notes.

It's easy to use, log in via the EFI website. Activities can be recorded under 4 different categories (Educational, Clinical, Professional or Academic) and self-reflective notes and other supporting documentation can be linked to each activity.

You can also create a portfolio report / annual statement to summarise your activity (suitable for EFI accreditation submissions). This can be filtered using a timespan or personal tags.

Noteworthy, CPDme is meant for those EFI members that do not have access to a similar system through their work organization. Hence, if you already have a good system in use there is no need to start using CPDme as well.

You can access all the information you need for CPDMe by clicking the CPDMe Platform button on the EFI homepage.

European Federation for Immunogenetics (EFI)



EFI is a European society of professionals in immunogenetics, histocompatibility testing, and transplantation.

Resources incl. HLA Journal

CPDme Platform

Next 38th Annual Conference

EFI Committees

Here you can log into your CPDMe account and find other useful resources:

- Log into your CPDMe account
- Request a CPDMe account
- Access the CPDMe User guide
- Find examples of points and categories for CME / CPD
- Access the CPD reflective notes template



A. How to Obtain your CPDMe User Account Details

EFI Members will follow a 4-step process to obtain their CPDMe user account details:

1. Click on the CPDMe Platform button on EFI homepage to go to the CPDMe request an account form:



Home Webinars CPDteams CPD Events Contact Portfolio Dashboard

European Federation for Immunogenetics CPD System Q&A

As part of your membership to EFI, you have full access to our custom CPD Portfolio Building Platform and Mobile Application that will support you recording your Continuing Professional Development.

Here is where you can request an account or see the most frequently asked questions.



 Click to request an account

2. Click the “Request an account” button and complete the simple form with your name and email.



Please complete this form to request access to the European Federation for Immunogenetics CPD Portfolio Building Dashboard
This is a secure form and will only be processed and administrated by EFI and then deleted and not stored.

Start press Enter
● takes 30 sec

1 → Please complete this form to request access to the European Federation for Immunogenetics CPD Portfolio Building Dashboard
This is a secure form and will be processed by EFI administration and then deleted.

First name
Jane

Last name
Smith

Email
name@example.com

OK press Enter



3. Click “OK” and then enter your EFI membership number:

2 → Please enter your Membership Number

Unsure? [Log into your account](#)

Type your answer here...

Submit

press Ctrl + Enter ↵

4. Submit your form which will be emailed to the EFI Office. The office will then complete your account details and email confirmation to you.



Thank you for your request.

This will be processed and you will receive joining instructions via email.

(Please check your junk or spam folders)

The email you receive with login details will be from CPDme

You can start recording your CME/CPD activities using the new platform by accessing the CPDMe website directly and entering your user account details.

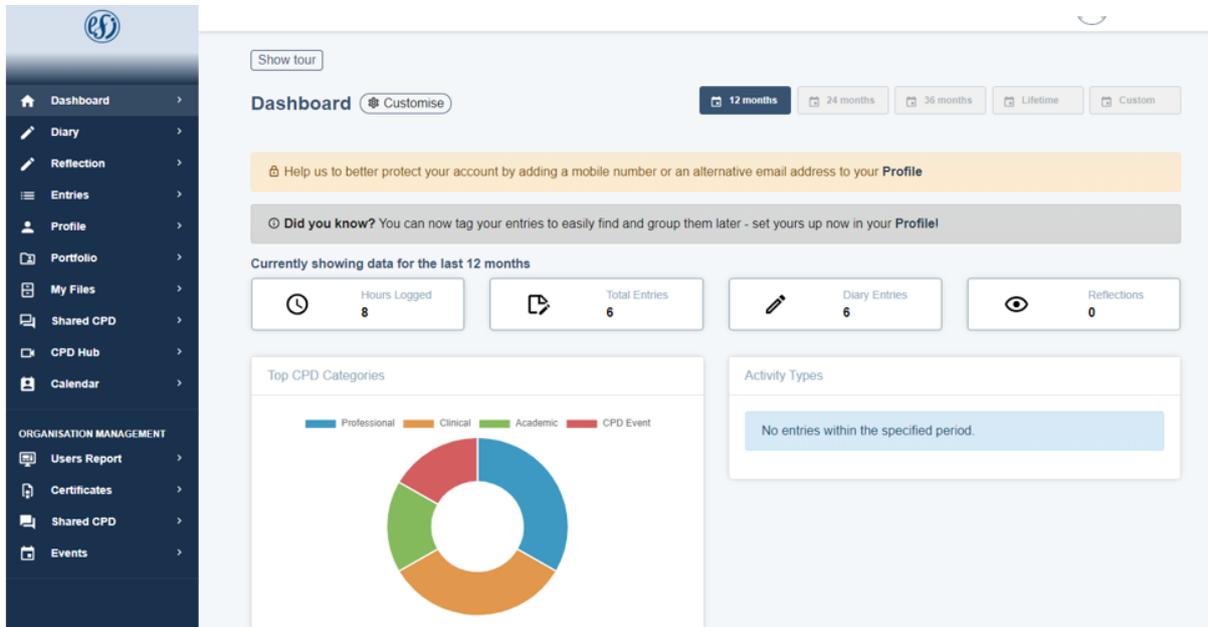
B. Getting started

1. Go to the CPDMe platform button and then select “Log into your CPDMe account”
2. Login using your CPDme registered email account and password:

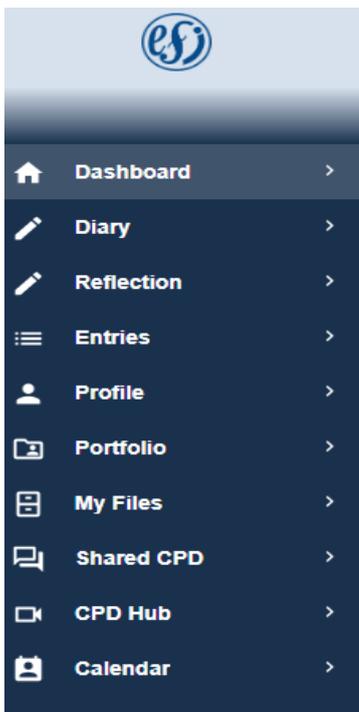
The image shows a login form for the CPDMe platform. At the top is the EFI logo. Below it are two input fields: "Email address" and "Password". At the bottom of the form is a "Login" button and a link for "Forgot Password".



3. You are now logged on to your Dashboard



C. Your CPDme Dashboard



In addition to the home option, the following are the primary options to use

- 1) Diary
- 2) Entries
- 3) Profile
- 4) Portfolio
- 5) My files



D. Using the Diary

1. To make a CPDme entry use the Diary option and fill in the information:

- a. Title: this could be the name of a conference or course, or type of activity
- b. Hours
- c. Dates
- d. Governing body is **EFI** (if not automatically assigned, select this before filling out more information)
- e. Choose which ESHI Diploma Module the credits are related to *if relevant*, otherwise choose 'not applicable'

ESHI Diploma Module

-- Please Select --

The ESHI Diploma module this activity is most related to - e.g. Solid organ, HSCT, disease association or transfusion. If not possible to characterise into these, please leave blank.



ESHI Diploma Module

Solid Organ

The ESHI Diploma module this activity is most related to - e.g. Solid organ, HSCT, disease association or transfusion. If not possible to characterise into these, please leave blank.

- f. The CPD activity category (See EFI CME/CPD point allocation guidelines for examples)



- i. Education
- ii. Clinical
- iii. Professional
- iv. Academic

The category this CPD activity relates to is

-- Please Select --

Select the type of development that this specific learning activity relates to.



The category this CPD activity relates to is

Education

Select the type of development that this specific learning activity relates to.

- g. Credits claimed (example: 0.5 point per 30 min)
- h. Under the section 'The nature of the learning activity' you can add for example
 - i. information about the organizers, where did the activity take place
 - ii. information about your participation (were you attending, invited speaker, organizer and so on)
 - iii. information in general on the nature of the activity
- i. Upload certificates or evidence

Optional:

- j. 'Description of the learning activity' add a more extensive description
- k. 'Outcome of the learning activity' add and describe what and or why this activity is relevant for your work and the credit claim
- l. Paste relevant website address under 'Website addresses relating to activity'

2. Save



An example:

Title *
Kidney transplant MDT ✓

Number of Hours
1 hours ⇅ 15 minutes ⇅
This activity is more than 24 hours

Start Date
09/05/2024 ✕
Select the date that this event took place.

End Date
09/05/2024 ✕
Use this option if the event was longer than a 24 hour period, such as a 4 day course.

Governing Body
EFI ⇅

Meeting Organiser
St. George's Hospital, London

Credits Claimed
1



ESHI Diploma Module

Solid Organ

The ESHI Diploma module this activity is most related to - e.g. Solid organ, HSCT, disease association or transfusion. If not possible to characterise into these, please leave blank.

The category this CPD activity relates to is

Clinical

Select the type of development that this specific learning activity relates to.

The nature of the learning activity - what did you do?

Discussed 3 live donor transplant pairs scheduled for transplant in next 4 weeks.

Presented for discussion, a highly sensitized patient with the potential de-listing strategy to enable an Imlifidase facilitated deceased donor transplant.

33 WORDS

Description of the learning activity - what did it consist of?

Patient discussion.

Presentation of complex HLA sensitization and antibody profiles to clinical colleagues.

13 WORDS

Outcome of the learning activity - how did the learning relate to your work?

H&I support for kidney transplantation and the discussion of immunological risk for live donor transplant pairs and a highly sensitized patient on the transplant waiting list



E. Using Entries

You can use Entries to display a summary of your diary entries:

The screenshot shows the 'My Entries' page. The sidebar on the left has the 'Entries' menu item highlighted with a red circle. The main content area is titled 'Summary of all your CPD Activities' and includes a search bar and several filter buttons: 'All Years', 'Any Tag', 'Any Type', 'Any Governing Body', 'Any Category', and 'CPD Health Check'. Below this is a table of entries with columns for Date, Type, Title, Evidence, and Actions. The table contains seven entries, each with a progress indicator (e.g., 50%, 20%, 40%, 10%, 30%, 20%, 50%) and a 'Diary' tag. The 'Actions' column for each entry includes buttons for 'Preview', 'Edit', 'Share', and 'Delete'. At the bottom right, there is a 'Support' button.

F. Profile

Click on Profile to amend and update your profile details and add personal tags (section H):

The screenshot shows the 'Personal Profile' page. The sidebar on the left has the 'Profile' menu item highlighted with a red circle. The main content area is titled 'Profile' and includes a warning message: 'To better protect your account, please provide a mobile number and/or an alternative email address. Click here to add these.' Below this is a profile card with a profile picture placeholder and the following details: Name: I, Job Title: --, Nickname: DeborahS, Mobile: --, Email Address: [Verified], and Alternative Email Address: --. To the right of the profile card, it says 'CPDme Premium Membership expires never Member Since: 03/11/2020 Payment Method: European Federation for Immunogenetics (EFI)' and shows a 'CORPORATE MEMBER' badge. Below the profile card are four tabs: 'Professional Information & Qualifications', 'Additional Information', 'EFI', and 'Annual Reviews'. The 'Professional Information & Qualifications' tab is active and shows a list of items with values: Profession (Clinical Scientist, 18/200), Business or Website Associated (24/200), Required CPD Hours Per Year (50, 0/200), and Qualifications (6/500). To the right of the tabs are sections for 'Governing Body' (You are currently registered with the following governing bodies: EFI) and 'Entry tags' (Tags allow you to categorise and group your Diary and Reflection entries. + Add your first tag).



G. Creating a Portfolio

1. Complete each step to customise your portfolio.

Step 2 / 6

Front Page

Customise the front page of your portfolio.

Title Line 1 13/24
CPD Portfolio

Title Line 2 4/24
2023

🕒 Stuck for ideas? Try one of these:

- Professional Portfolio
- CPD Portfolio



Back Next

- Select your portfolio frontpage format by scrolling through options

2. Select your portfolio frontpage by scrolling through options
3. Download your portfolio

Here's where you collate all your CPD into a polished professional portfolio

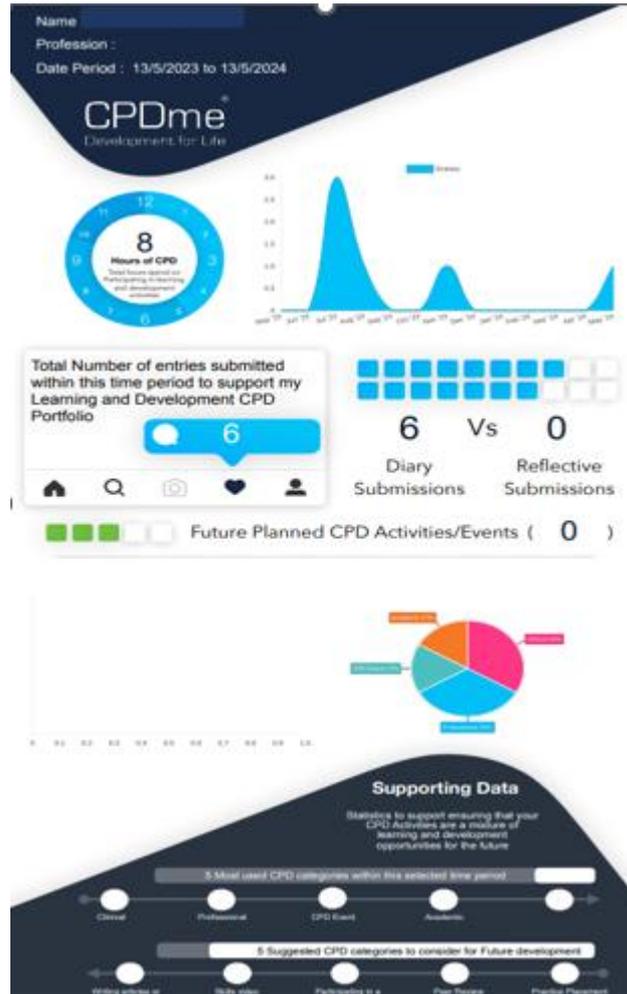


Well done!
Good, that's over 14 pages of pure CPD. Looks like all your learning has paid off.
Click the Download button below to get your printable PDF.

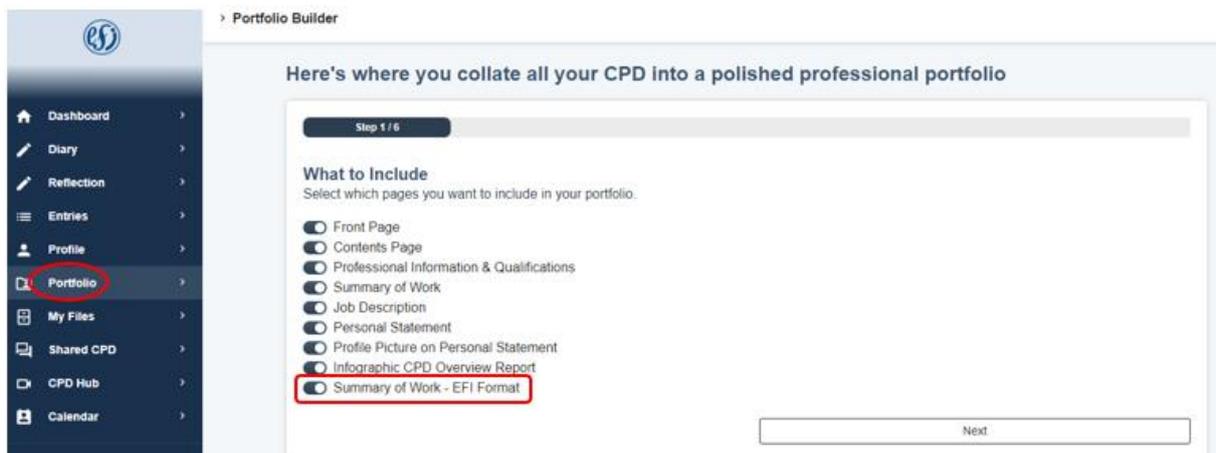
Include CPDme Branding

By creating this portfolio, you confirm that the information provided above is a true reflection of your personal development and does not contain any person, patient, client or service user identifiable data that could breach data protection laws or legislation relating to your employer, governing bodies, professional organisations, code of conduct and associated revalidation guidance.

Back Download Email



4. Select “Summary of work – EFi format” to produce a shortened summary suitable for EFi accreditation applications.





CPD Diary Entries -

Meeting Organiser	Development Description	Date	Duration (Days)	CPD Hours
St. George's Hospital, London	Kidney transplant MDT	9th May 2024	1	1.25
	CPDme Membership Certificate	3rd Nov 2023	1	
	Clinical Meeting	23rd Aug 2023	1	
	Lecture of H&I in blood transfusion	18th Jul 2023	1	2
	Education Committee meeting	11th Jul 2023	1	4
	Meeting	3rd Jul 2023	1	1

Total of 8.25 CPD Hours have been accumulated between the **3rd Jul 2023** and the **9th May 2024**. This period is inclusive of 0 Years, 10 Months and 6 Days of achieved Continued Professional Development.

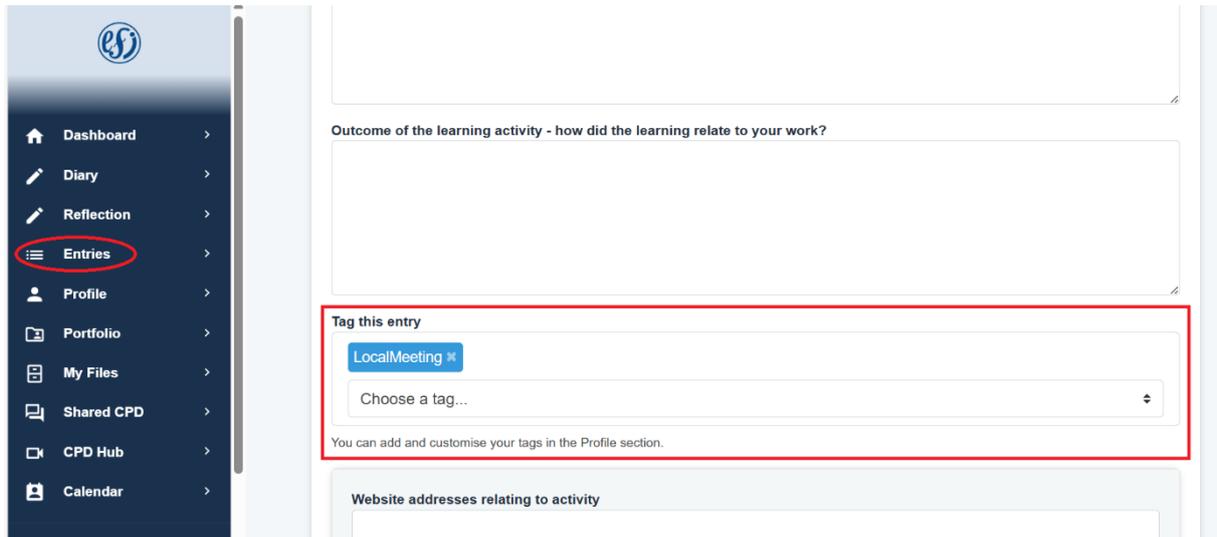
H. Using tags

Add personal tags to your profile (red box) to enable easy entry selection when generating a portfolio:

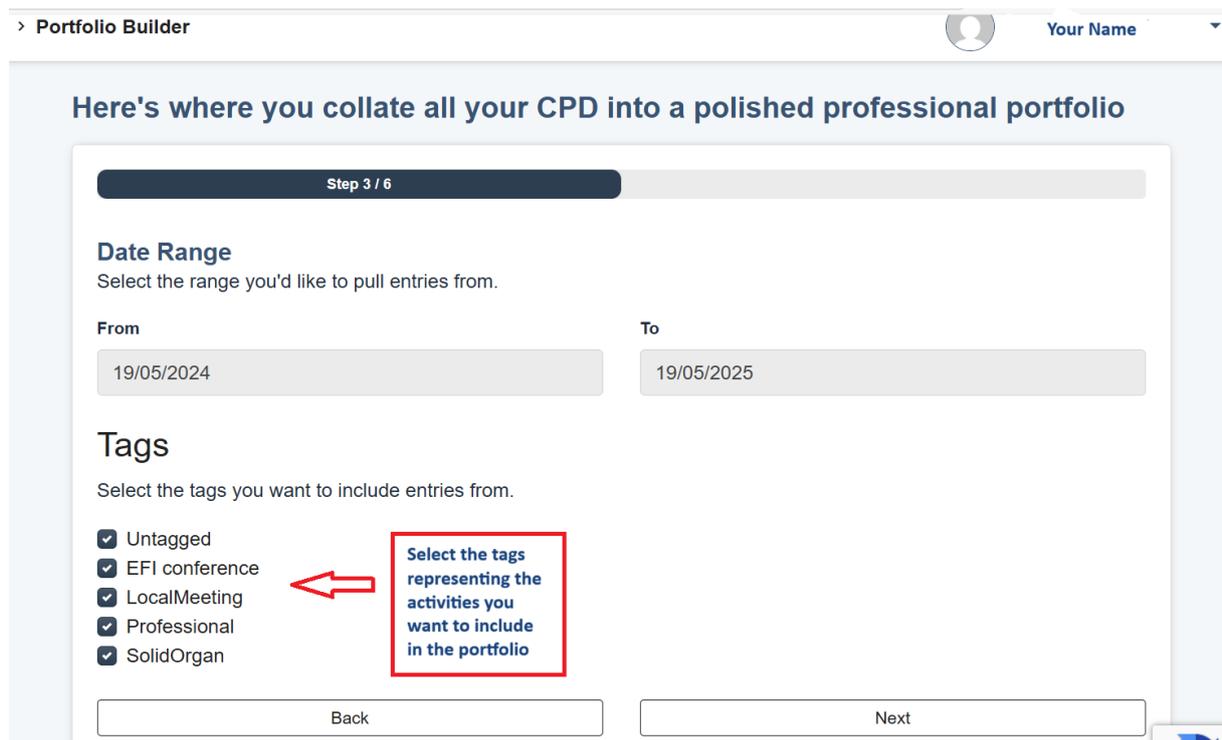
The screenshot shows the user profile page with a sidebar on the left containing navigation options: Dashboard, Diary, Reflection, Entries, Profile (circled in red), Portfolio, My Files, Shared CPD, CPD Hub, and Calendar. The main content area is titled 'Professional Information & Qualifications' and includes fields for Profession, Business or Website Associated, Required CPD Hours per Reporting Period, Start Date, Report Interval, and Qualifications. On the right, there is a 'Governing Body' section showing 'EFI' and an 'Entry tags' section highlighted with a red box. The 'Entry tags' section contains a text input field with 'Any tag I want', an 'Add' button, and a list of existing tags: 'EFI conference', 'LocalMeeting', 'Professional', and 'SolidOrgan'. A red arrow points to the 'Add' button.



Add tag(s) to your entries, you can use several tags if needed:



If using tags, you will be able to extract specific activities related to your personal tags (generated under your Profile) to be included in the portfolio:





I. Using My Files

View and upload evidence using My files

Filename	Date Uploaded	Attached To	Actions
CPDme Membership Certificate - Debor...	03/11/2023	Diary Entry	Rename Preview
EFI 2023 CERTIFICATE_O...	28/10/2023	Diary Entry	Rename Preview

J. Annual CPDme membership certificate



At the end of each year, you will receive a CPDme membership certificate to show you have been using the CPDme platform to record your CME/CPD activities.