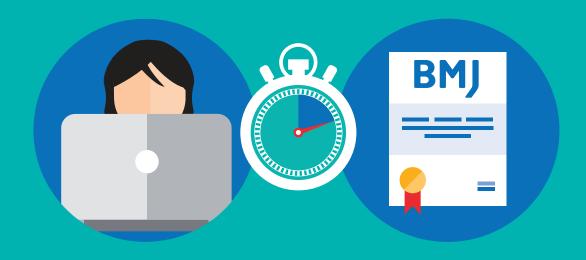
# BMJ Best Practice



## User guide

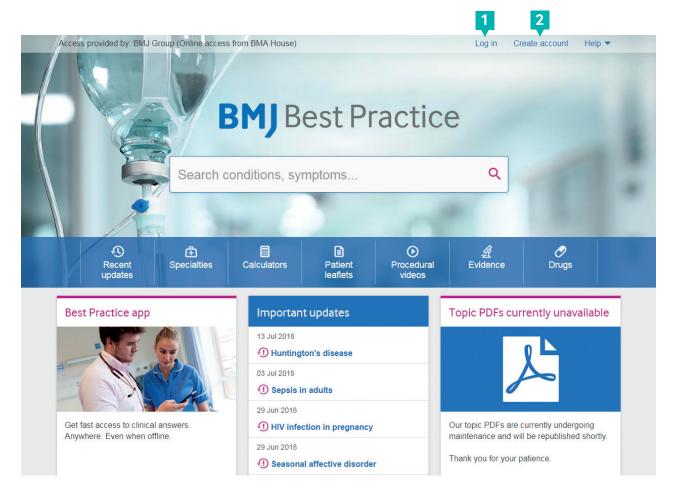
CME/CPD activity tracking with BMJ Best Practice "BMJ Best Practice is my reliable resource of evidence based practice. It is my reference for teaching, training, writing, in doubt, in emergencies and in leisure."

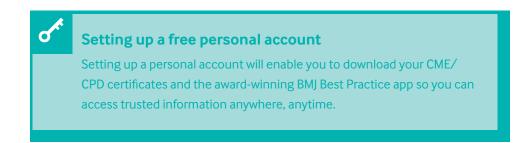
**Consultant Anaesthetist** UK Hospital

## How to start tracking your CME/CPD activities

#### Visit the BMJ Best Practice homepage

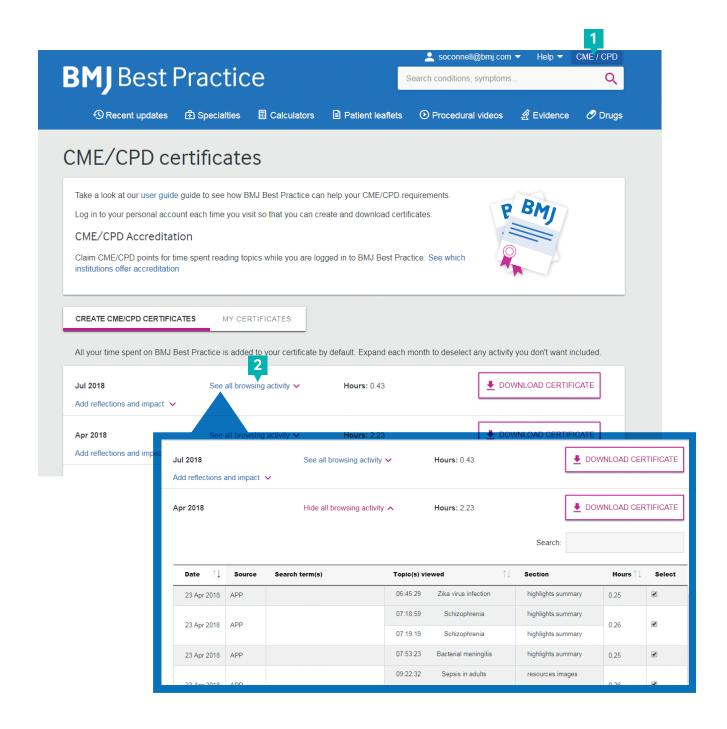
- 1. Log in with your personal account
- 2. If you do not have a personal account, this is easy and free to set up. Click to "Create an account" and fill in the registration fields. Once you submit, you are registered and automatically logged in.





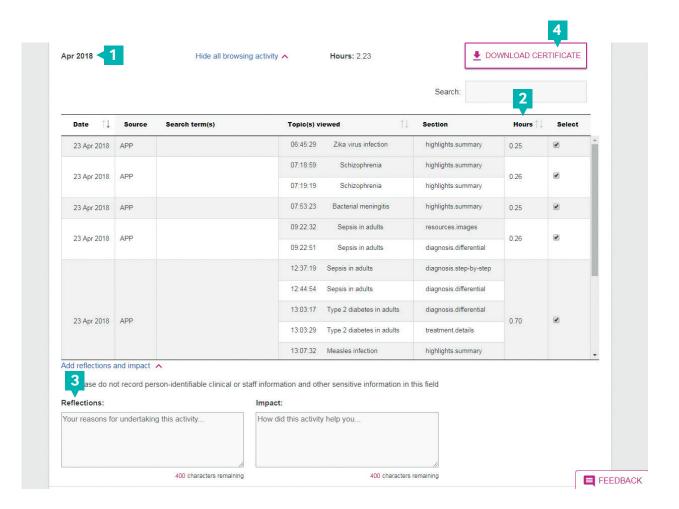
#### How to view your CME/CPD activities

- 1. Once logged in, click on the blue 'CME/CPD' button to see an overview of your activities on a per month basis.
- 2. If you click on 'see browsing activity' for each month, you'll be able to see a more detailed view of your activities. In this detailed view, you can see a breakdown of searches performed, topics and pages viewed, and the time spent.



## How to create an activity certificate

- 1. If you would like to create a certificate for your activity, please expand the month you would like to generate a certificate for. You will need to select a minimum of one month in order to create a certificate.
- 2. Within the month you have selected, your total hours will be calculated for display on your certificate.
- 3. Fill in your supporting Reflections and Impact statements (optional).
- **4.** Click 'Download certificate'. Your certificate is automatically created and downloaded as a PDF.

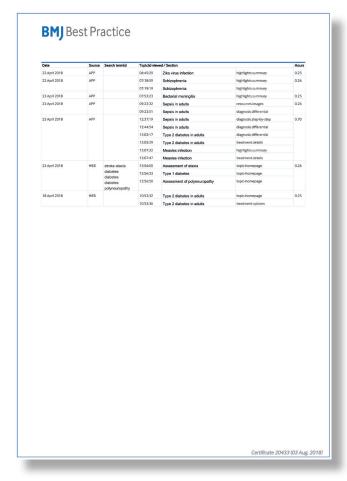


#### Viewing your certificate

The front page of your certificate will include your name, the month/s selected, the total hours activity, and the reflection and impact statements (if these were added). If no statements were added, this section will be blank.

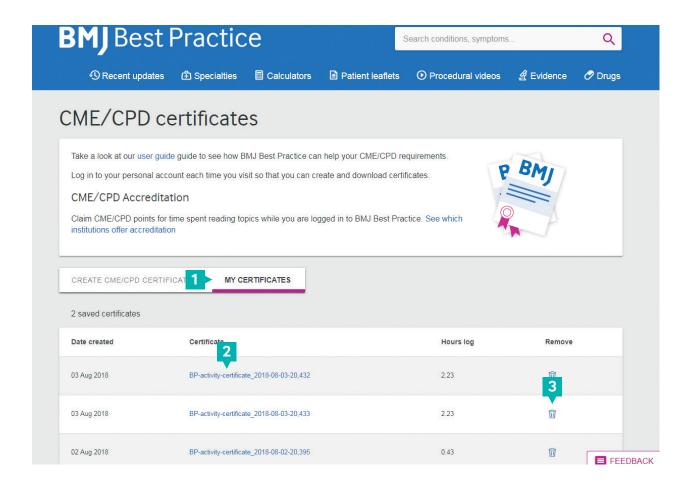
On the reverse of the certificate, you will find a detailed log of the CME/CPD activity.





#### Managing your certificates

- 1. Click on the 'My Certificates' tab to view all of your previously generated certificate/s. Here you can also download or remove the certificates you have created over the last year.
- 2. To generate a previous certificate, click on the certificate name in blue.
- 3. If you would like to remove a certificate, click the blue bin icon, and confirm the deletion.





#### Help?

For any other queries, or if you experience any issues, please don't hesitate to contact *BMJ Best Practice* customer services: **support@bmj.com** 

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