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.

🔑 **Setting up a free personal account**

Setting up a personal account will enable you to download your CME/CPD certificates and the award-winning BMJ Best Practice app so you can access trusted information anywhere, anytime.

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.

1

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soconnell@bmj.com ▾   Help ▾   CME / CPD

Search conditions, symptoms...

🕘 Recent updates   📑 Specialties   🖩 Calculators   📄 Patient leaflets   ⏵ Procedural videos   ⚖ Evidence   🖉 Drugs

CME/CPD certificates

Take a look at our user guide guide to see how BMJ Best Practice can help your CME/CPD requirements.

Log in to your personal account each time you visit so that you can create and download certificates.

CME/CPD Accreditation

Claim CME/CPD points for time spent reading topics while you are logged in to BMJ Best Practice. See which institutions offer accreditation

CREATE CME/CPD CERTIFICATES   MY CERTIFICATES

All your time spent on BMJ Best Practice is added to your certificate by default. Expand each month to deselect any activity you don't want included.

2

Jul 2018   See all browsing activity ⌄   **Hours:** 0.43   ⬇ DOWNLOAD CERTIFICATE
Add reflections and impact ⌄

Apr 2018   See all browsing activity ⌄   **Hours:** 2.23   ⬇ DOWNLOAD CERTIFICATE
Add reflections and impact

Jul 2018   See all browsing activity ⌄   **Hours:** 0.43   ⬇ DOWNLOAD CERTIFICATE
Add reflections and impact ⌄

Apr 2018   Hide all browsing activity ⌃   **Hours:** 2.23   ⬇ DOWNLOAD CERTIFICATE

Search:

Date	Source	Search term(s)	Topic(s) viewed		Section	Hours	Select
23 Apr 2018	APP		06:45:29	Zika virus infection	highlights.summary	0.25	☑
23 Apr 2018	APP		07:18:59	Schizophrenia	highlights.summary	0.26	☑
			07:19:19	Schizophrenia	highlights.summary		☑
23 Apr 2018	APP		07:53:23	Bacterial meningitis	highlights.summary	0.25	☑
23 Apr 2018	APP		09:22:32	Sepsis in adults	resources.images	0.26	☑

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.

Apr 2018 [1]   Hide all browsing activity ⌃   **Hours:** 2.23   [4] ⬇ DOWNLOAD CERTIFICATE

Search: [2]

Date ⇅	Source	Search term(s)	Topic(s) viewed ⇅	Section	Hours ⇅	Select
23 Apr 2018	APP		06:45:29 Zika virus infection	highlights.summary	0.25	☑
23 Apr 2018	APP		07:18:59 Schizophrenia	highlights.summary	0.26	☑
			07:19:19 Schizophrenia	highlights.summary		
23 Apr 2018	APP		07:53:23 Bacterial meningitis	highlights.summary	0.25	☑
23 Apr 2018	APP		09:22:32 Sepsis in adults	resources.images	0.26	☑
			09:22:51 Sepsis in adults	diagnosis.differential		
23 Apr 2018	APP		12:37:19 Sepsis in adults	diagnosis.step-by-step	0.70	☑
			12:44:54 Sepsis in adults	diagnosis.differential		
			13:03:17 Type 2 diabetes in adults	diagnosis.differential		
			13:03:29 Type 2 diabetes in adults	treatment.details		
			13:07:32 Measles infection	highlights.summary		

Add reflections and impact ⌃

[3] ...ase do not record person-identifiable clinical or staff information and other sensitive information in this field

Reflections:

Your reasons for undertaking this activity...

400 characters remaining

Impact:

How did this activity help you...

400 characters remaining

💬 FEEDBACK

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.

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Certificate of activity

This certificate confirms that

Jackie Green

has participated in educational activity using *BMJ Best Practice,* during the month(s):

April 2018

Total hours redeemed: 2.23

* see reverse for detailed list of activities

Reflection

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Impact

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Kieran Walsh
Kieran Walsh
Clinical Director

BMJ

Certificate 20433 (03 Aug, 2018)

BMJ Best Practice

Date	Source	Search term(s)		Topic(s) viewed / Section		Hours
23 April 2018	APP		06:45:29	Zika virus infection	highlights.summary	0.25
23 April 2018	APP		07:18:59	Schizophrenia	highlights.summary	0.26
			07:19:19	Schizophrenia	highlights.summary	
23 April 2018	APP		07:53:23	Bacterial meningitis	highlights.summary	0.25
23 April 2018	APP		09:22:32	Sepsis in adults	resources.images	0.26
			09:22:51	Sepsis in adults	diagnosis.differential	
23 April 2018	APP		12:37:19	Sepsis in adults	diagnosis.step-by-step	0.70
			12:44:54	Sepsis in adults	diagnosis.differential	
			13:03:17	Type 2 diabetes in adults	diagnosis.differential	
			13:03:29	Type 2 diabetes in adults	treatment.details	
			13:07:32	Measles infection	highlights.summary	
			13:07:47	Measles infection	treatment.details	
23 April 2018	WEB	stroke ataxia diabetes diabetes diabetes polyneuropathy	13:56:00	Assessment of ataxia	topic-homepage	0.26
			13:56:33	Type 1 diabetes	topic-homepage	
			13:56:50	Assessment of polyneuropathy	topic-homepage	
18 April 2018	WEB		10:53:32	Type 2 diabetes in adults	topic-homepage	0.25
			10:53:36	Type 2 diabetes in adults	treatment-options	

Certificate 20433 (03 Aug, 2018)

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.

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Search conditions, symptoms...

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CREATE CME/CPD CERTIFICAT **[1]**   **MY CERTIFICATES**

2 saved certificates

Date created	Certificate	Hours log	Remove
03 Aug 2018	BP-activity-certificate_2018-08-03-20,432 **[2]**	2.23	🗑 **[3]**
03 Aug 2018	BP-activity-certificate_2018-08-03-20,433	2.23	🗑
02 Aug 2018	BP-activity-certificate_2018-08-02-20,395	0.43	🗑

☰ FEEDBACK

❓ 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**

BMJ is a healthcare knowledge provider that advances healthcare worldwide by sharing knowledge and expertise to improve experiences, outcomes and value. From individual clinicians to major healthcare provider organisations, our range of products and services support healthcare delivery with emphasis on quality improvement and professional development.

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