

MCCC accredited Supervisors are required to complete **six hours per year** of Professional Development (PD) activities relevant to their role as a GP Registrar Supervisor.

These details will be stored on **SWAN**.

Attendance at workshops and small group meetings will be entered automatically. Other PD activities can be submitted via **SWAN**.

This document will show you how to submit an application form **for MCCC Supervisor PD** hours and how to view previously completed approved activities.

### Applying for MCCC Supervisor PD Hours

To apply for **PD Hours**, click on the **My Activities** subheading under your supervisor profile, on your **SWAN** homepage:

The screenshot shows the SWAN - UAT homepage. On the left is a navigation menu with the following items: Home, My Details, SUPERVISOR (with a profile icon), Profile, My Facilities, My Registrars, My Accreditations, My Activities/CPD (highlighted with a red box and a red arrow pointing to it), RCTIs, ECT VISITOR, Profile, MeL, About, and Privacy Policy. The main content area is titled 'HOME PAGE' and includes a 'Supervised Registrars' section with a list of dots, a 'To Do List' section with checkboxes for 'Show To Do for All Registrars at Facility' and 'Include', and a table with the following data:

Registrar	Unit	Type	Assessm
N/A	N/A	Supervisor CPD	Recognit Completi
	G3	Supervisor Feedback	First
	G2	Supervisor Feedback	First
	G3	Supervisor Feedback	Second

You will then come to a page that will list your **MCCC Supervisor PD Activities**. To apply for new PD hours to be approved, click on **Supervisor PD** under **Add Form** on the right-hand side of this page:

The screenshot shows a supervisor profile page. At the top, it says 'Status: Active'. Below this is a table with columns 'Hours' and 'Status'. The 'Status' column has a red arrow pointing to it, and the value 'Pending' is visible. To the right of the table is a profile icon and a green 'ADD FORM' button with a plus icon. A dropdown menu is open below the button, showing 'MCCC Supervisor PD Hours'.

This will take you to the **MCCC Supervisor PD** Application form.

The screenshot shows a web form titled "SUPERVISOR CPD" with a "CURRENT MILESTONE : New" indicator. At the top, there are buttons for "Save", "Save & Close", and "Reset". The form fields include: "Date Of Activity" (25/09/2018), "Supervisor" (test@mccc.com.au), "Supervisor Email" (test@mccc.com.au), "Practice" (dropdown), "Region" (North East), "Type" (dropdown), "Professional Development Activity" (text area), "Duration Of Activity" (text area with a note "Hours (to a maximum 6 hours)"), "List three learning outcomes from this activity:" (three numbered text areas), "How will this activity change what you do as a supervisor?" (three numbered text areas), and "Comments" (large text area). At the bottom of the form, there is a note "Please retain evidence of completion of activity" and buttons for "Save" and "Save & Close".

Complete the form as appropriate. Click **Save** when you are done (please ignore the **Save and Close**).  
Once **Saved**, you can then scroll to the bottom of the page and click **Submit**:

This screenshot shows the bottom section of the form. It features a header "Please retain evidence of completion of activity" and buttons for "Save" and "Save & Close". Below this is a section titled "FORM ACTIONS:" with a "Milestone Comment:" label and a large text area for input. At the bottom of this section are buttons for "Submit" and "Cancel".

### Appendix: Viewing Previously Entered and Verified MCCC PD Hours

To view any previously entered **MCCC PD Hours**, select the **Forms** tab in your profile. Previously applied for activities will be displayed here:

<b>Details</b> <input checked="" type="checkbox"/>	Contact <input type="checkbox"/>	Accreditations <input type="checkbox"/>	Facility <input type="checkbox"/>	<b>Forms</b> <input type="checkbox"/>	Activities <input type="checkbox"/>	Current Units <input type="checkbox"/>
<b>Details</b>						
Name:						
RTP						
Gender						
Date Of Birth						
Supervisor Roles						
<b>Forms</b>						
SUPERVISOR CPD						
<b>Date</b>	<b>Type</b>					
18/09/2018	Recognition of Completion					
18/09/2018	Recognition of Completion					
25/09/2018	Recognition of Completion					
25/09/2018	Pre-approval					
<i>Click ID or Double Click row to open.</i>						

The **Type** is the current stage of the entry. **Pre-approval** means it has been submitted but not yet approved. **Recognition of Completion** means it has been approved by the MCCC PD Medical Educator team.

For all SWAN related enquiries, please contact the SWAN team via [swan@mccc.com.au](mailto:swan@mccc.com.au) for assistance.