CPDeLearning

RC PSYCH ROYAL COLLEGE OF PSYCHIATRISTS

Proposal

The first step is to prepare a module proposal, this should include:

- a working title
- several learning objectives
- section headings with brief content notes
- ideas for making the module interactive and engaging.

Authors can book in a call with the eLearning Manager to guide direction of proposal.

4-8 weeks

Revision

The first draft is submitted to the eLearning Manager who provides feedback and guidance to prepare the draft for peer review. The module may also be run through appropriate plagiarism checking tools.

Authors should expect 1-2 rounds of revisions at this stage.

6 – 8 weeks

Peer Review

The module is sent for single-blind peer review to an expert reviewer. The Editor also reviews the module and reviewer's comments.

Feedback from the Editor, peer reviewer and eLearning Manager is sent back to authoring team for further revision.

3 – 6 weeks

Revision

The module is revised by the author in line with the peer review comments.

Once ready, the module is returned to the eLearning Manager for approval.

The Editor will make the final decision on the content being ready to move forward to production. Once approved, the module enters production.

4 – 8 weeks

Production

The module is built into our authoring tool, incorporating interactive and multimedia components.

We have a 3-stage process for development, including build, quality assurance and final fixes.

Once ready, the preview is shared with the authors to ensure they approve and sign off the final module.

All authors must sign authoring agreements and declaration of interest forms before the module can be published.

Commissioning

Once the CPD eLearning Editor has approved the proposal, the module is commissioned, and the author(s) begins writing their first draft, in the templates provided by the eLearning team.

12 weeks

Throughout the process, authors are supported by the eLearning Editorial Coordinator and eLearning Manager.

These timeframes are approximates and should be used as a guide and are subject to stakeholder availability and submission of content.

Updates

We ask our module authors to review and update their modules regularly, contacting them every **2 years** to ensure material is updated and kept relevant.