



Medical Council of Malawi Information System (MCMIS)

**CPD Module – User Manual for CPD Provider Registration
Publishing CPD Activity**

Version 1.0

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1. Introduction

The Continuing Professional Development (CPD) Module within the Medical Council of Malawi Information Management System (MCMIS) enables accredited CPD Providers to create, manage, and publish CPD activities online.

The system supports:

- Digital publishing of CPD activities
- Practitioner booking and attendance management
- Real-time communication between CPD providers and practitioners
- Allocation of CPD points after activity completion

This manual provides step-by-step guidance for CPD Coordinators on how to create and publish CPD activities through the system.

2. Purpose of the CPD Module

The module is designed to:

- Simplify the management of CPD activities
- Provide practitioners with access to Activities organized by registered CPD providers
- Improve transparency in attendance management
- Facilitate online confirmation of participation
- Automate CPD point allocation to practitioners

3. System Access Requirements

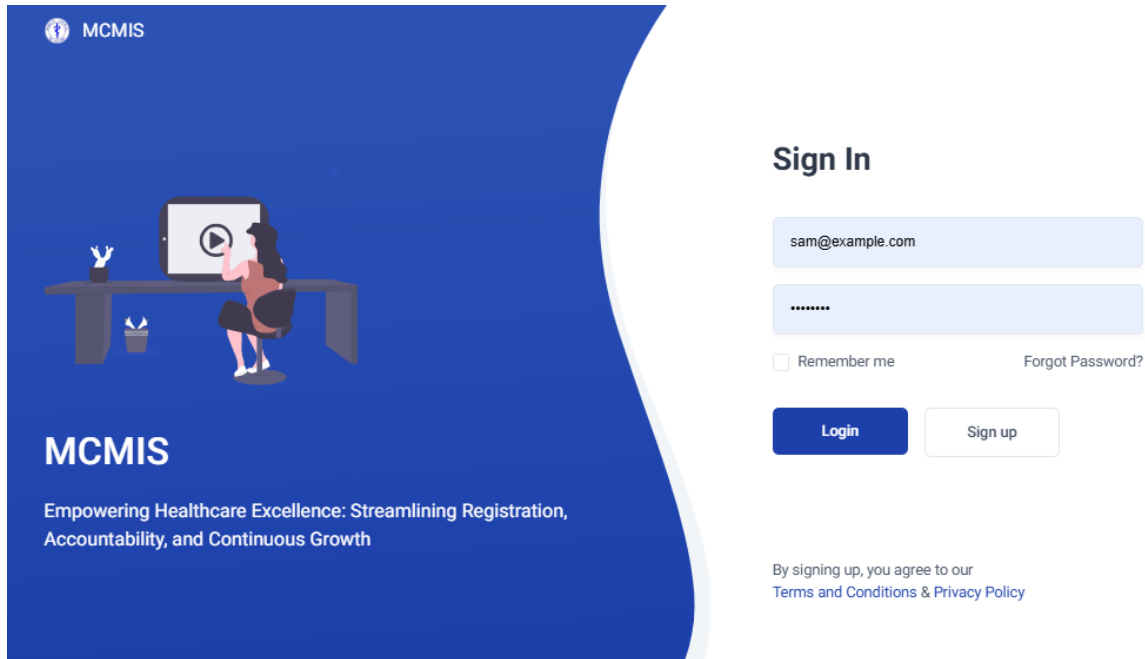
To use the system, CPD Providers must have:

- Computer, laptop, tablet, or smartphone
- Stable internet connection
- Updated web browser (Google Chrome recommended)

4. Step-by-Step Guide for CPD Providers

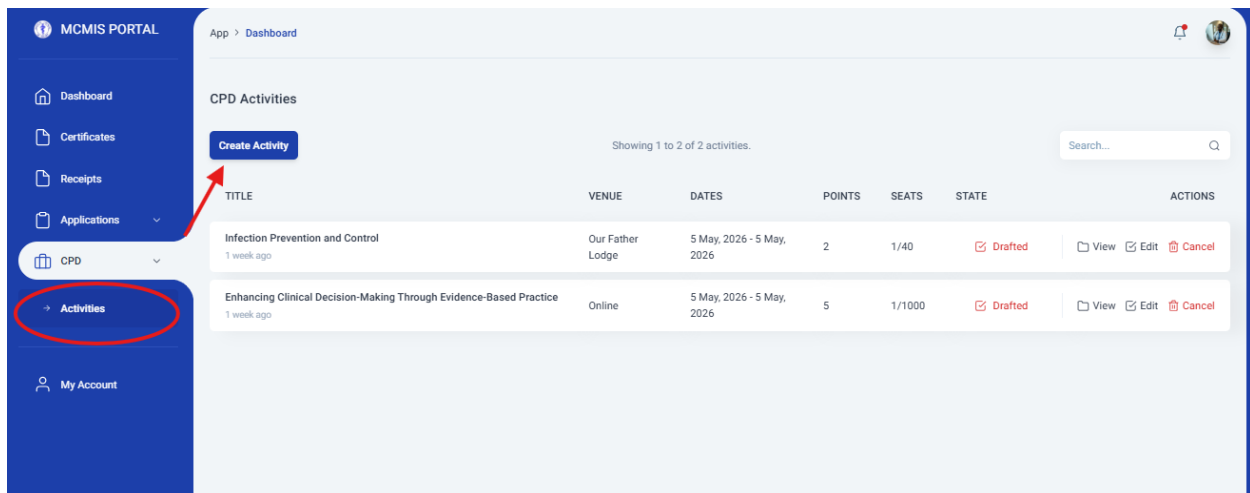
Step 1: Sign In to the System

- Open the MCMIS Home Page, Click Sign In.
- Enter your “**Email address**” and “**Password**”.
- Click “**Login**” to access the CPD Provider Dashboard.



Step 2: Navigate to Activities

- On the sidebar menu, click “**CPD**”.
- A dropdown menu will appear.
- Select “**Activities**”.
- Click the “**Create Activity**” button.



Step 3: Fill in Activity Details

- The new CPD Activity page will appear.
- Complete all required details, including:
 - Activity Information
 - Target Audience, select the targeted cadre (s)
 - Choose attendance mode, i.e. Physical, Virtual, Hybrid
- Complete all additional required information and click **“Save”**.

The 'New CPD Activity' form is displayed with the following fields and values:

- Title:** Advanced Life Support Training
- Details:** Participation in structured in-person or online sessions covering airway management, cardiac resuscitation, and emergency scenarios. Includes practical workshops, simulations, and assessments. Evidence may include attendance certificates or workshop logs.
- Venue & Link Details:** Malawi University of Health Sciences
- Start Date:** 13-May-2026
- End Date:** 16-May-2026
- Registration Start:** 13-May-2026
- Registration End:** 15-May-2026
- CPD Activity Type:** Clinical meetings, workshops, or seminars
- Number of Hours:** 3
- Participation Fees:** 20000
- Restrict Audience (leave blank to invite everyone):** Select up to 15 Options...
- Attendance Mode:** Hybrid (Physical & Virtual)
- Number of Participants:** 58

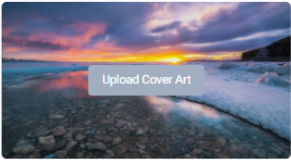
At the bottom left is a 'Back' button, and at the bottom right is a 'Save' button, which is circled in red.

Step 4: Upload Cover Art

- Click “Upload Cover Art”.
- Upload a clear and relevant activity image/banner.
- Importance of Cover Art:
 - Makes the activity more professional
 - Builds trust and authenticity

Activity Details

✓ CPD Activity created successfully!

	Title Advanced Life Support Training	Category Clinical meetings, workshops, or seminars	Attendance Type Hybrid
	Venue Malawi University of Health Sciences	Dates 13 May, 2026 - 16 May, 2026	Registration 13 May, 2026 - 15 May, 2026
Target Audience Open to any practitioner	Number of Participants 58	Participation Fee 20,000	Created 13 May 2026, 11:26am (1 second ago)

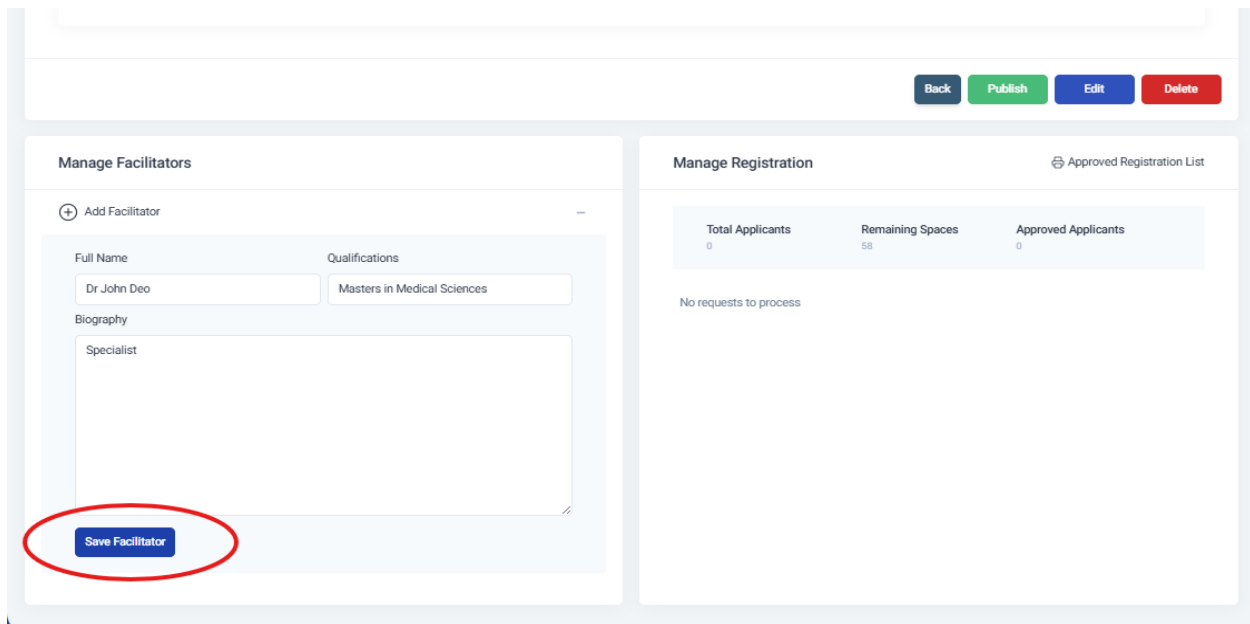
Participation in structured in-person or online sessions covering airway management, cardiac resuscitation, and emergency scenarios. Includes practical workshops, simulations, and assessments. Evidence may include attendance certificates or workshop logs. .

[Back](#) [Publish](#) [Edit](#) [Delete](#)

[Manage Facilitators](#) [Manage Registration](#) [Approved Registration List](#)

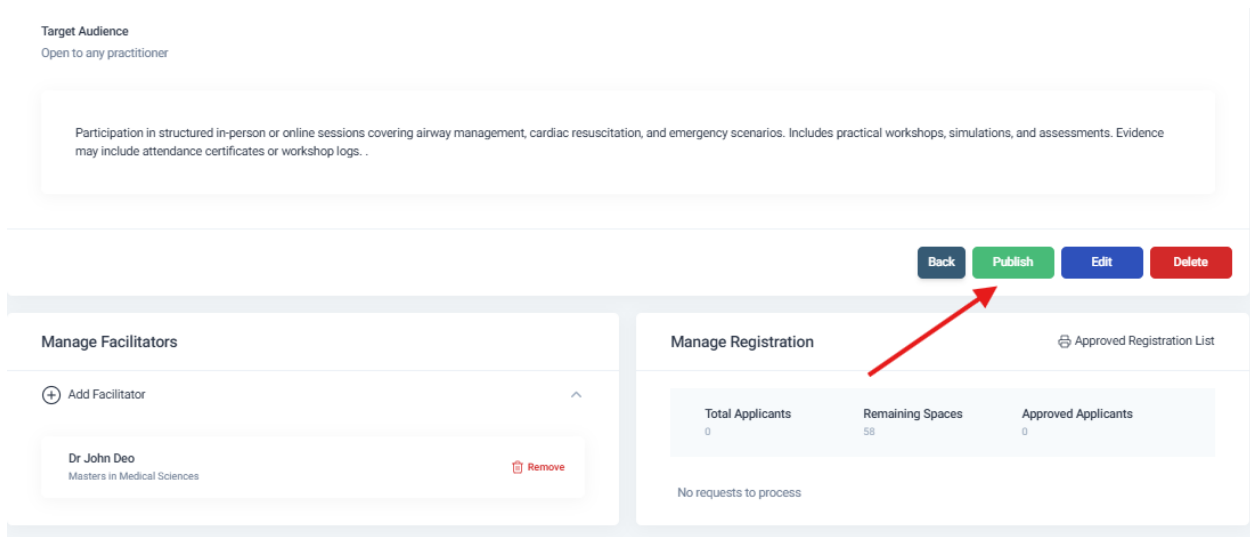
Step 5: Add Facilitator Details

- Scroll down the page
- Add facilitator information, including:
 - Facilitator Name
 - Professional Qualification
 - Biography



Step 6: Review and Publish Activity

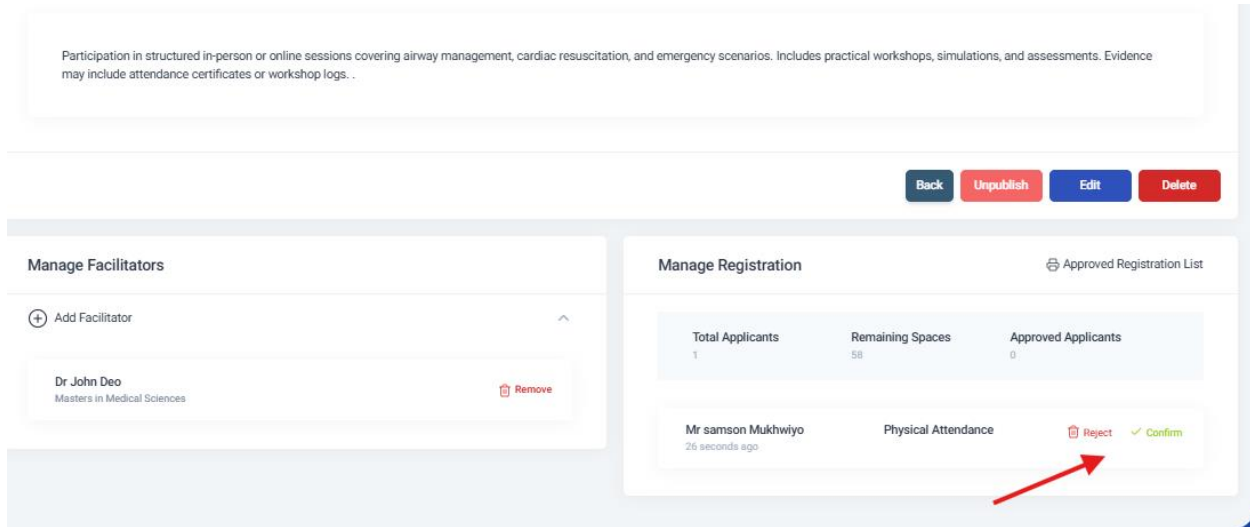
- Review all entered information carefully
- Confirm and Click **“Publish”**.
- Once published, practitioners can view the activity and book for attendance.



Step 7: Confirm or Reject Attendance Requests

- When the practitioner apply to attend the activity:
 - The coordinator receives attendance requests
 - Can choose to either confirm or reject request

- The practitioner will automatically receive a notification regarding the decision.

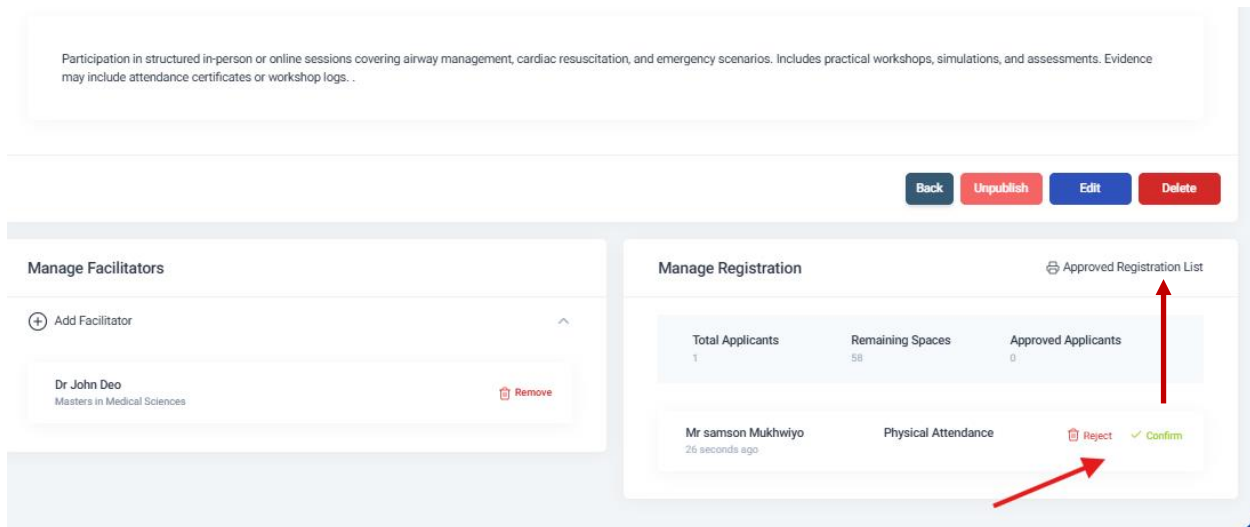


Step 8: View Approved Applicants

To see practitioners approved for attendance:

- Navigate to the Activity page
- Click “Approved Applicants”

The system will display the list of approved applicants.



Step 9: Confirm Participation After the Activity

The CPD activity will be conducted off the MCMIS. After the CPD activity is completed:

- Open the Approved Applicants page

- Click on “**Confirm Participation**” for practitioners who participated
- The CPD points are automatically allocated to practitioner.
- The points reflect in the practitioner CPD records for both the CPD Coordinator, Practitioner and the Council to see.


Activity Approved Registration List

Advanced Life Support Training
13 May, 2026 – 16 May, 2026

Spaces	Applied	Registered	Attended
58	1	1	0

1 Mr samson Mukhiyo
Physical Attendance Awaiting Completion

[Back](#)



5. Support and Contact Information

For assistance, please contact:

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