Guide to the Irish College of GPs PCS Annual Verification Process

What is verification?

Irish College of GPs carries out the annual PCS verification process under arrangement with the Medical Council.

Verification is a supportive process designed to assist GPs in meeting their annual PCS requirements. During the process, the College examines the individual ePortfolios of a sample of PCS enrolees. Enrolees who have been selected are notified of this process in advance.

Verification is always carried out on the most recent **complete** PCS year.

When examining the 2024 2025 ePortfolios, the PCS Department will check to see if each selected enrolee has recorded and provided evidence (*see Appendix 1*) to support the following:

- A minimum of 40 CPD credits
- 1 clinical/practice audit to include:

I have been selected for verification – what should I do?

You will have received a notification email with information on the process and instructions on how to review your ePortfolio.

Please acknowledge receipt of the notification email **within 7 days**.

Please follow the instructions to review your ePortfolio and, where necessary, update it accordingly **by 30 April 2025**. You will need to add relevant, anonymised evidence to support each activity recorded on your ePortfolio, please see samples of evidence in *Appendix 1*. For assistance in attaching documents to your ePortfolio, please see How To Add ePortfolio Items

Where the PCS department has not received a response by the date indicated, a follow-up email will be sent, followed by a phone call where necessary.

Where no response is received within the indicated timeframes, the outcome will be communicated and no further changes will be possible once the process has concluded.

How will I know the outcome of the process?

The College will contact you via email once review of your ePortfolio is complete to confirm one of the following outcomes:

- Successful verification (your name will be removed from the random sample selection for the next 5 PCS years)
- Clarification or further information sought (you will be asked to provide this and given a time frame in which to do so)
- Corrective Action (your ePortfolio will be reviewed again in the following PCS year)

I am having difficulty uploading my evidence, what should I do?

If you have followed the guidelines on uploading evidence and still experience difficulty, please email professional.competence@icgp.ie and we will assist you.

NB: the College is not in a position to accept any documentation via post. All documentation should be attached to your ePortfolio or scanned and emailed to professional.competence@icgp.ie

Oversight

The PCS Department manages and administers the process with clinical oversight by the Assistant Medical Director and governance oversight by the Director of Strategic Development and Standards.

Reporting

The PCS Manager provides a detailed, anonymised report on the process to the PCS Committee and aggregated data to the Medical Council in annual reports.

Supports

For assistance with recording your CPD activity and uploading attachments, please see the following supports:

- PCS How To Leaflets
- PCS Template Documents

NB: Please do not include patient identifiers on your ePortfolio or in communications that you send to the College.

Appendix 1 – Examples of Evidence

> **NB: Do not include patient identifiers on your ePortfolio, in documents or communications that you send to the College**

- **External Credits**
    - Use your CPDR Code to record College events, by following the steps below:
        - Log on to Irish College of GPs website
        - Select 'Log in to your ePortfolio here'
        - Select 'Add CPDR Attendance Code'
        - Confirm the event
    - For non-College events, including those granted recognition by other Irish Postgraduate Medical Training Bodies, attach your certificate of attendance.
    - In the event that you have recorded an activity which has not been recognised for CPD, please provide both a certificate of attendance and a short description of how the activity reflects and impacts on your practice.

- **Internal Credits**
    - Ideally you should include anonymised minutes for any internal meetings.
    - If you do not have meeting minutes, in the description box of the activity you should record the main points discussed at the meeting as well as any actions taken.
    - You can access templates for recording practice meetings and primary care team meetings on the PCS website.

- **Personal Learning Credits**
    - Details of the journals you have read, dates and titles of articles.
    - For online learning, you should record details of the website and date you accessed the website as well as any key points.

- **Research and Teaching Credits**
    - In the case of lectures, please provide notes / overview of the lecture (Powerpoint presentations not required).
    - In the case of research, provide a summary of the research work.

- **Clinical / Practice Audit or Quality Improvement Process** (1 per annum – circa 12 hours)
    - Attach a summary or a full copy of your audit report in Word or PDF format. NB: Please exclude any patient identifiers.