



CPDR Code Policy

Background

This document is aimed at organisers of CPD (continuing professional development) activities accredited by the Irish College of GPs and should be read in conjunction with the Guidelines for CPD Accreditation.

CPDR codes are a quick and easy way for GPs to record their CPD credits in their ePortfolio. The CPDR codes are a function of the Irish College of GPs PCS ePortfolio.

Organisers give a CPDR code to attendees following verifiable attendance at an accredited activity, who enter it onto their ePortfolios. The code automatically populates the event details and credits and generates a certificate which can be used to claim study leave. The credits and study leave value are also brought into a compiled study leave certificate to enable the doctor to claim study leave for multiple accredited events at once.

Benefits of CPDR codes

- Organisers distribute codes to verified attendees instead of creating individual personalised certificates, saving administrative time.
- The code is digitally linked to the original CPD accreditation application precluding mistakes in the number of credits or value of study leave awarded.
- GPs can easily and accurately record their CPD activity as soon as they get the code without having to type in event details or upload a certificate.
- GPs can download a compiled certificate of events recorded using CPDR codes to claim study leave for multiple events at once.

Fees

Applicants for non-College CPD events may choose to pay an optional fee of €100 to receive a CPDR code for the event. This is in addition to the application fee.

Terms and conditions

CPDR codes must be requested at the time of application. They cannot be added after an application has been approved. CPDR code fees are non-refundable and non-transferable.

CPDR codes must only be provided to learners with verifiable attendance at an activity who have completed all required elements. It is the responsibility of the organiser to verify attendance against their own records. Codes must only be issued once all required elements are complete. The following warning against sharing codes should be included whenever codes are distributed.

Sharing your CPDR code is in breach of good professional practice and constitutes unprofessional behaviour.

Under no circumstances may CPDR codes be shared in a public forum, including but not limited to a mailing list or WhatsApp group.

Misuse of CPDR codes may invalidate the accreditation of an activity and lead to the rejection of future applications from an organisation. The College monitors the use of CPDR codes and will investigate any suspicious activity.

CPDR codes are a function of the Irish College of GPs PCS ePortfolio. Organisers may still need to provide alternate evidence of attendance to attendees who are not enrolled on the Irish College of GPs PCS.