Last updated September 2025

Irish College of GPs PCS ePortfolio

A Guide to Using Your PCS ePortfolio for Recording CPD Activity

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What is the Irish College of GPs PCS ePortfolio?

Irish College of GPs provides a professional competence scheme (PCS) under arrangement with the Irish Medical Council for doctors working in general practice (GPs). This includes facilitating GPs to record and document their annual CPD requirements. The College's PCS ePortfolio is available for all GPs enrolled on its PCS for the current PCS year (1st May – 30th April annually) and can be accessed directly from the homepage of the Irish College of GPs website.

The activity you record to your ePortfolio is used to populate your annual Statement of Participation, a key document demonstrating your engagement with PCS. Your Statement is created once a year in May and reflects your recorded activity for the five most recent PCS years.

Your ePortfolio retains a log of your recorded activity for six PCS years – the current year and five previous. You can also attach copies of supporting documentation to your ePortfolio and these will remain on the system for a **maximum of three PCS years**. You should retain evidence of your CPD activity in your own files for six PCS years (the period covered by your Statement).

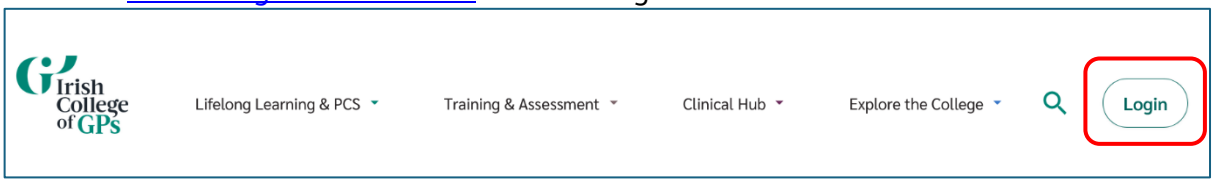
Enrolling on the Irish College of GPs PCS

In order to access your ePortfolio, you will first need to enrol on the Irish College of GPs Professional Competence Scheme (PCS). To enrol on the College's PCS, you will need to meet one or more of the following criteria:

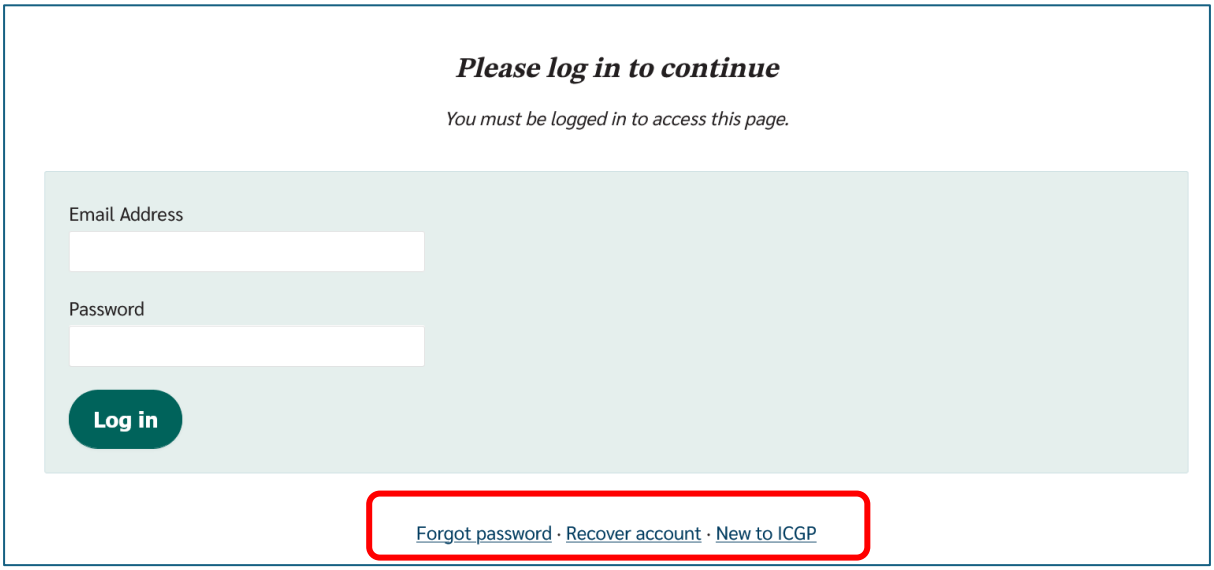
- Member of Irish College of GPs
- On the Medical Council Specialist Division for General Practice
- On the Medical Council General Division and working 50% or more in General Practice

To enrol, please follow the steps below:

1. Go to the Irish College of GPs website and click Login



2. Enter your email address and password. If you have not used the College website before, select 'New to ICGP'. If you cannot remember your password, please select 'Forgot password'.

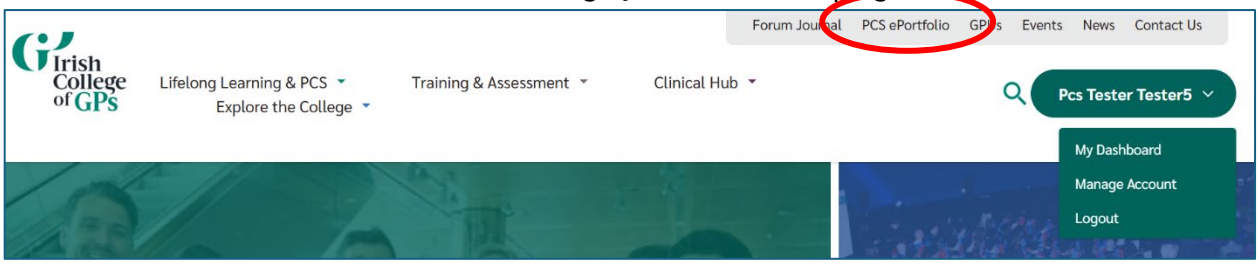


3. Select 'Renew & Enrol' from the PCS main page
4. Complete the online application form and make payment using credit or debit card. ***NB:*** *your card must support Strong Customer Authentication (SCA)*
5. Your application will be reviewed and you will receive an email once it has been accepted.
6. In the unlikely event that your application is rejected, you will receive an email outlining the reasons for rejection.

Accessing your ePortfolio

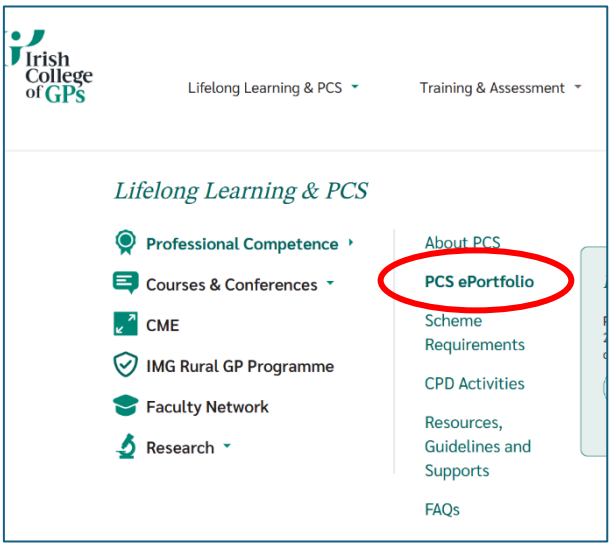
You can access your ePortfolio following the steps below:

1. Login to [Irish College of GPs website]
2. Click the link for the PCS ePortfolio in the grey menu at the top right of the screen



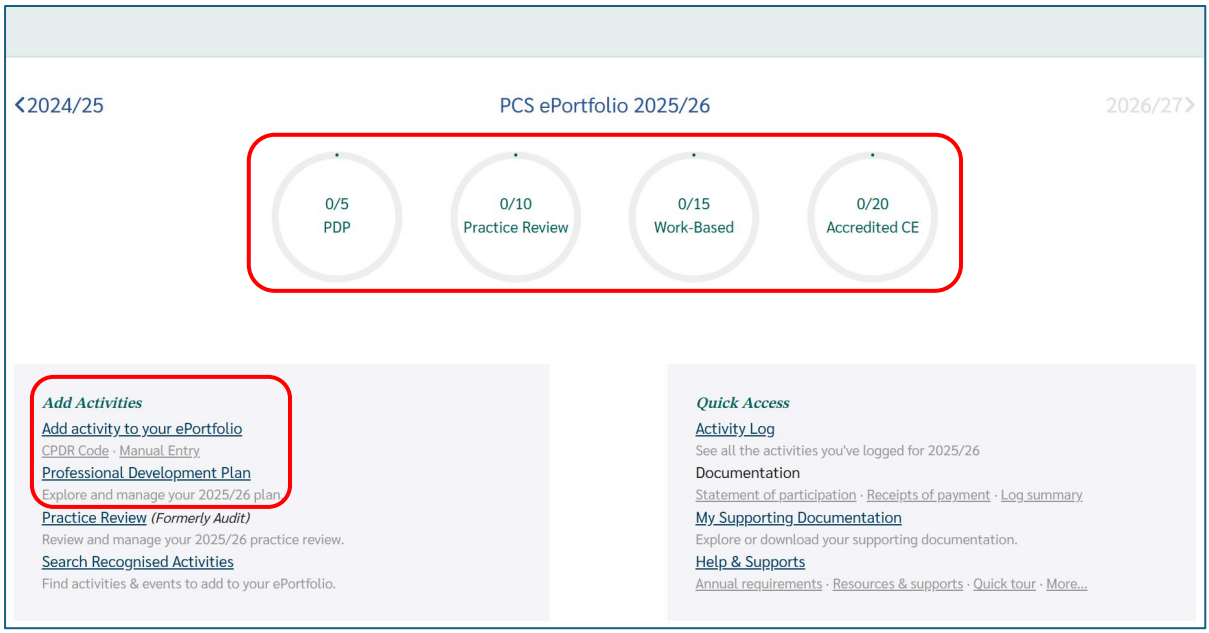
NB: *Please review the College PCS Code of Conduct prior to using your ePortfolio.*

3. Alternatively, within the Lifelong Learning & PCS menu, hover over Professional Confidence and you will see the link for the PCS ePortfolio within this menu.



Adding CPD Credits to your ePortfolio

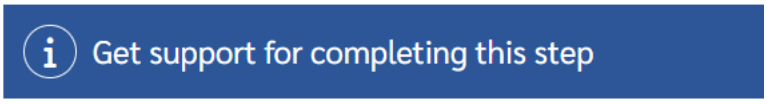
The home screen of your ePortfolio is a dashboard with four dials representing your progress towards the four categories of CPD. You can add credits to your ePortfolio either by clicking into each dial individually or by using the Add Activity links underneath the dials. This section will go into more detail about adding activity to each category.



Completing the Professional Development Plan (PDP)

The Professional Development Plan is a requirement for all doctors and involves identifying learning goals for the year, making a plan for how you will meet your credit requirements, and reflecting on the learning activities you completed in the previous year. The College has designed an interactive form which is integrated into the ePortfolio. When this form is completed, 5 credits will be added to your ePortfolio automatically.

To access the PDP, click the PDP dial on the home page. You can complete each of the four steps individually or in one sitting. There is additional guidance for each step at the top of each page with this blue icon:



When you have completed all four steps you will be able to mark your PDP complete by toggling the switch at the bottom. A link will appear to allow you to download a PDF of the completed document.

Adding Practice Review (audit, quality improvement, practice evaluation)

1. Click on the Practice Review dial
2. Fill in the details of your Practice Review. Add a title, choose which of the types of review your activity is, and fill in the hours.
3. Tick the boxes of the relevant Eight Domains of Professional Practice which relate to your review. These will populate the Eight Domains list on your ePortfolio homepage.
4. Below the Eight Domains, upload your report document as evidence. You can click Browse to select a document from your files or drag and drop a document into the grey bar. You can find template reports on the PCS Supports area of our website.
5. Click Save Review. You should see the number of hours reflected in the Practice Review dial on your dashboard.

Adding Work-based Learning

1. Click the Work-based dial
2. Click “Add New Item” at the right-hand side

3. Fill in the details of the activity you are recording. You must provide some details in the Additional Details box to substantiate the activity, such as a citation for an article, or details of who, what, where for a meeting.
4. Tick the boxes of the relevant Eight Domains of Professional Practice which relate to your review. These will populate the Eight Domains list on your ePortfolio homepage.
5. You can optionally upload a document as evidence if appropriate.
6. Click Save Activity.

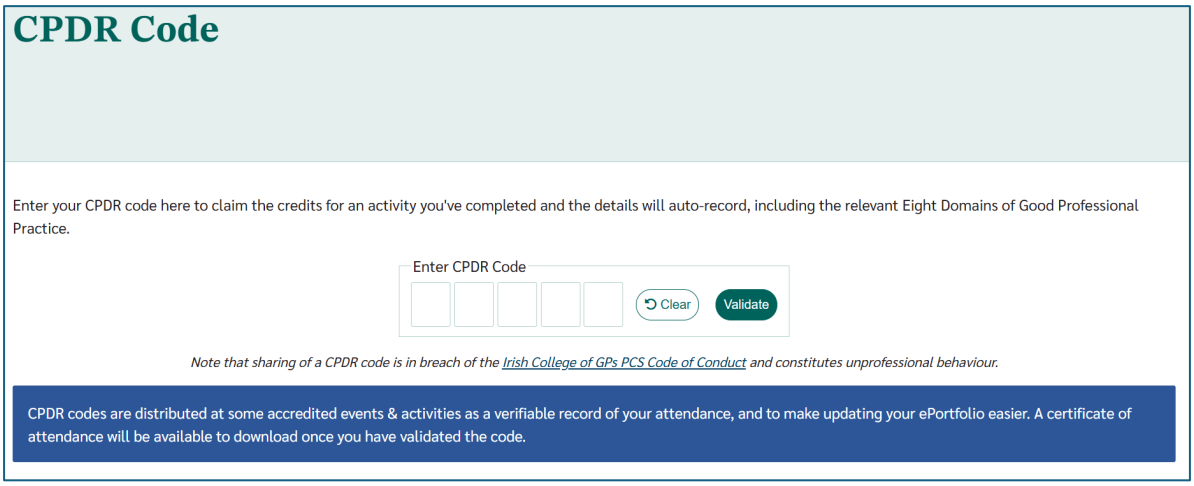
Adding Accredited CE

You can add Accredited CE activity in three ways, using a CPDR code, adding details manually, or searching the calendar for events accredited by the College.

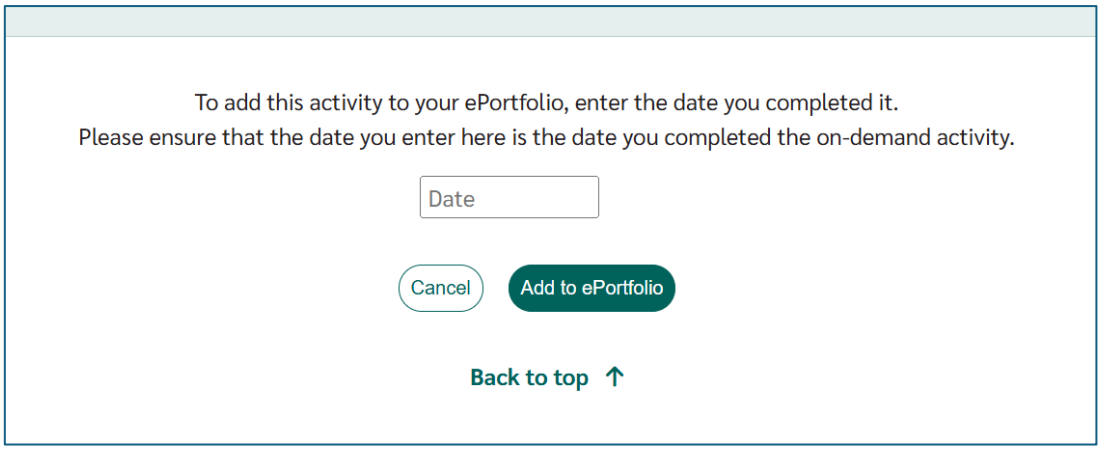
Using a CPDR Attendance Code

You will receive a CPDR Attendance Code at all Irish College of GPs activity. Entering this code will automatically add your credits, the event and your personalised certificate of attendance to your ePortfolio. To add the CPDR code, please follow the steps below:

1. You will find a CPDR Code link on the homepage under the Add Activity menu, or by clicking into the Accredited CE dial.
2. Enter your 5-digit code



3. Click Validate to confirm the details of the event. If the code is for an on-demand event, you will be prompted to record the date you completed it.

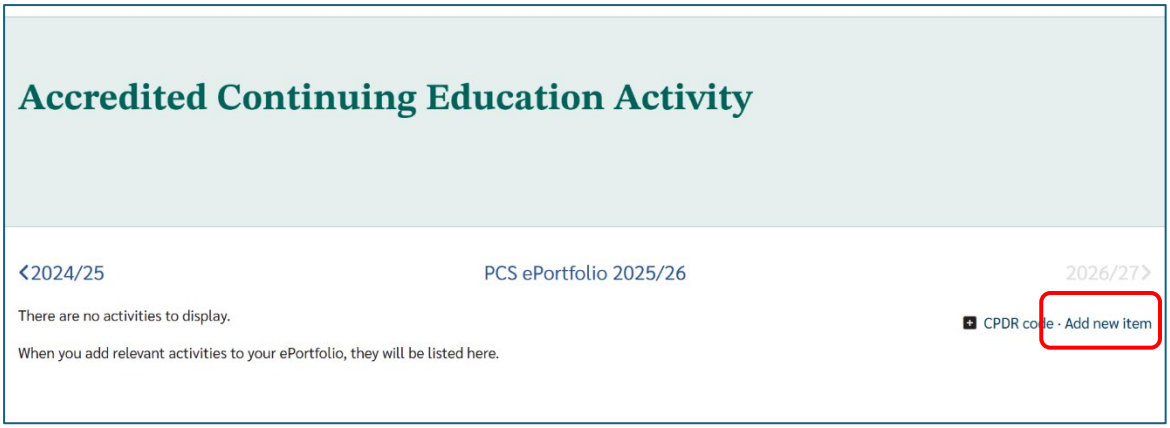


4. Click Add to ePortfolio.

Adding Accredited CE manually

If no CPDR code was provided you can add accredited courses and events manually. Note that you will need a certificate or other evidence and the event must be accredited appropriately. Read more about what constitutes accreditation here.

1. Click the Accredited CE dial.
2. Click Add New Item.

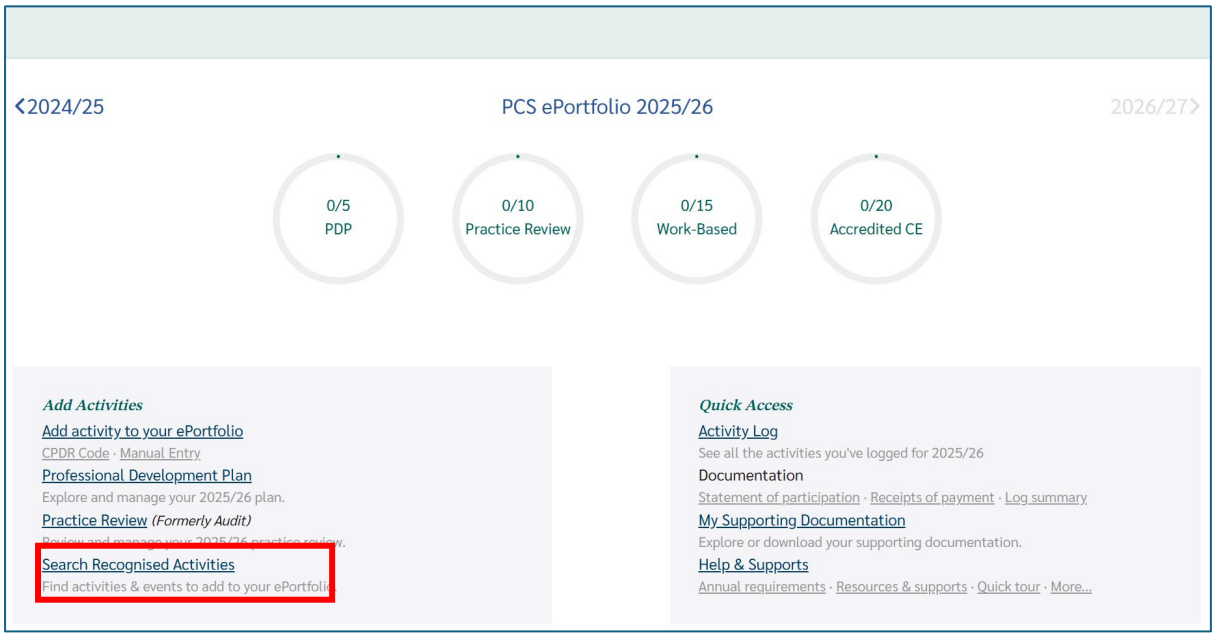


3. Fill in the details of the activity you are recording.
4. Tick the boxes of the relevant Eight Domains of Professional Practice which relate to your review. These will populate the Eight Domains list on your ePortfolio homepage.
5. Below the Eight Domains, upload your certificate or other evidence. You can click Browse to select a document from your files or drag and drop a document into the grey bar.
6. Click Save Activity.

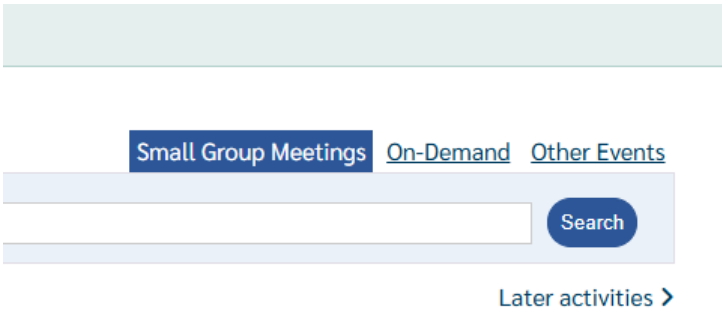
Search Recognised Events

The Irish College of GPs events calendar lists all events that have been accredited by the College for CPD credit. You can use the calendar to record events using the details that were provided by the organisers. **Note:** You can only add events that are in the past, and you must be able to upload a certificate or enter a CPDR code to save the entry.

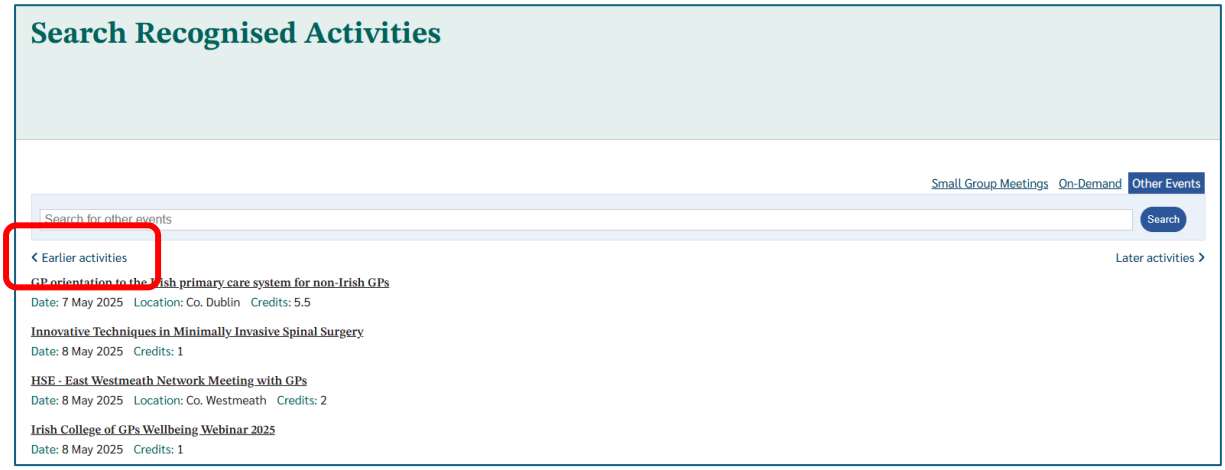
1. From the dashboard, click Search Recognised Activities in the Add Activities menu.



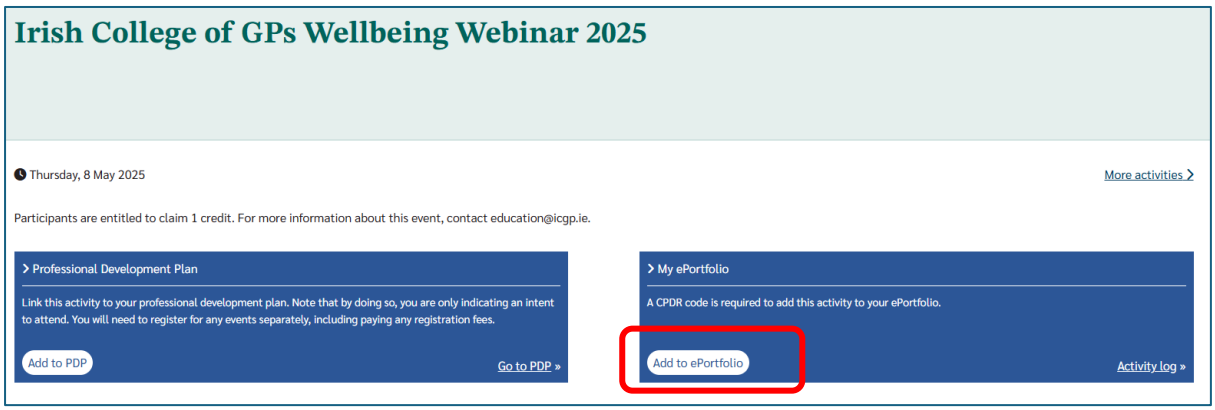
2. The events calendar is broken into three tabs to make searching easier. Small Group Meetings contains CME meetings. On-Demand contains on-demand online learning. Other Events contains all other types of events and courses.



3. Use the search bar to find the event you want to add, or use the Earlier activities arrow to browse back in time.



4. When you find the event you attended, click on the title to open the screen below. Click on Add to ePortfolio on the right-hand side. Note that you will be prompted to add evidence that you attended either by attaching a certificate or entering a CPDR code.



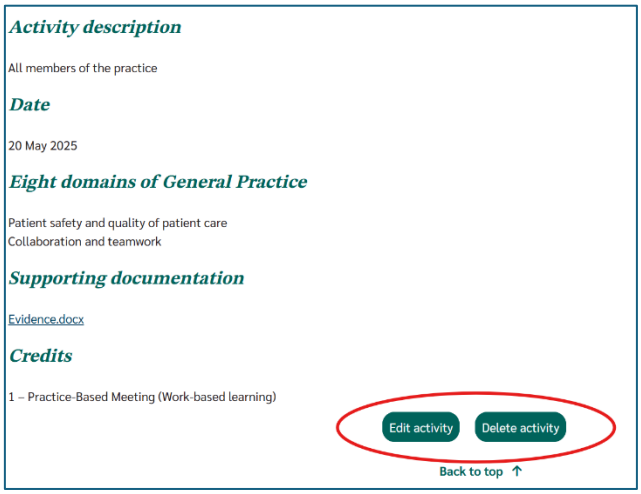
5. The event will populate into your ePortfolio using the details of title, event type, date, credits, and Eight Domains approved by the College.

Removing or Amending Activity

If you wish to remove or amend a recorded activity, please follow the steps below when logged into your ePortfolio.

1. From the dashboard page, click into the Activity Log under the Quick Access menu.

2. This page contains a list of all the activities you have added to your ePortfolio. Find the activity you want to remove or amend and click on it to open the record.
3. At the bottom of the page you will find buttons to Edit or Delete.



Note: You will not be able to delete entries or attachments that were added before 30 April 2025. Please contact the Professional Competence Team on professional.competence@icgp.ie if you are trying to delete records from before 30 April 2025.

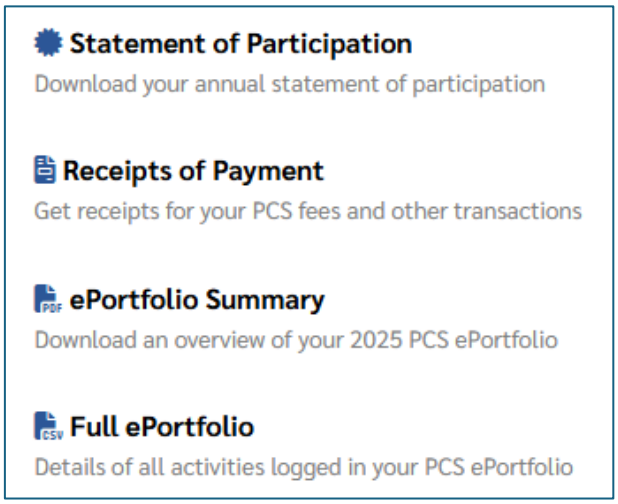
Accessing ePortfolio Documents

There are three types of document you may wish to access on your ePortfolio:

1. Statement of Participation
2. PCS Receipt
3. Certificates and other evidence documents

Statement of Participation

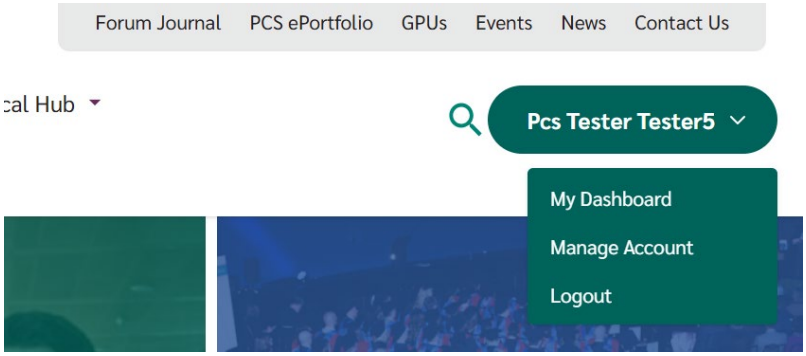
On your ePortfolio dashboard, click Documentation, then Statement of Participation to download your statement.



PCS Receipt

On your ePortfolio dashboard, click Documentation, then Receipts of Payment.

You can also access your PCS receipt through your Irish College of GPs website account. Click on your name at the top right of the screen and select My Dashboard. This will take you to your website dashboard where you will see an area for My Receipts.

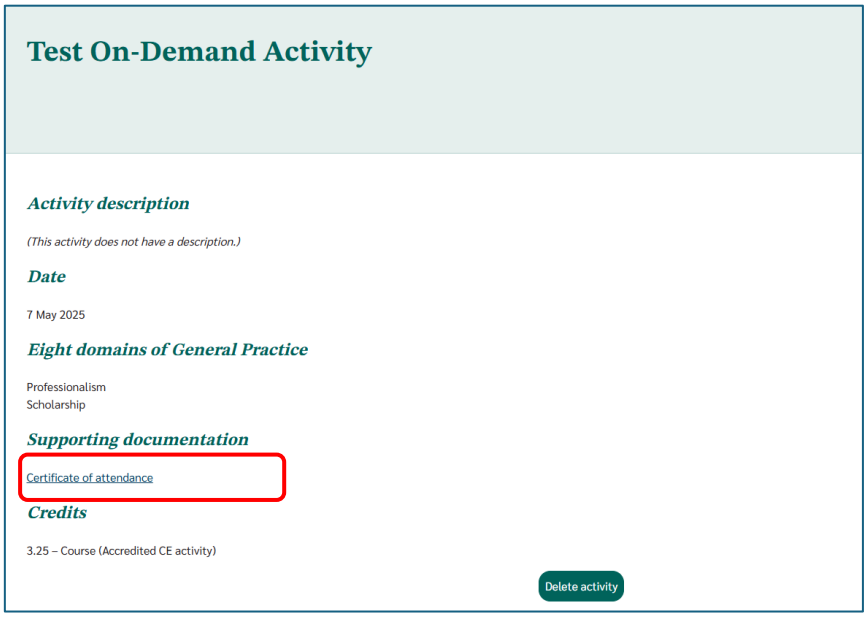


Within the Receipts area you may need to scroll down to find your Professional Competence receipts. Click to download the receipt for the relevant year.

Certificate of Attendance

1. To access the certificate for a specific event, log into your ePortfolio.
2. Click into the Activity Log for a list of all the activities you have recorded.

3. Locate the event you want the certificate for and click into it. Under Supporting Documentation you will see the certificate. Click on this to download.

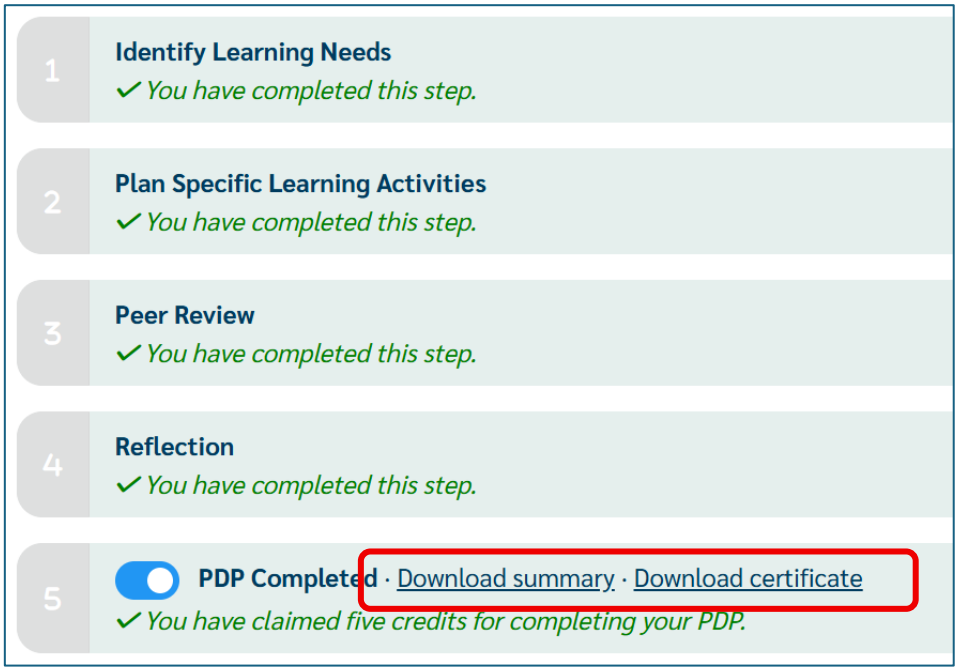


Note: If you are downloading more than one certificate please see the next section for a quick way to download all certificates at once.

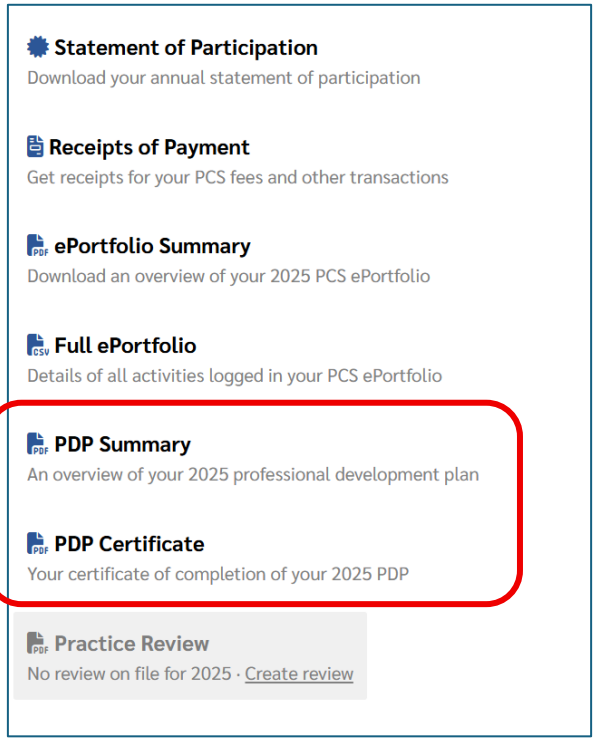
PDP Summary and Certificate

You have the option to download a PDF copy of your completed PDP suitable for printing, or a certificate which can be used to claim study leave.

1. Log into your ePortfolio.
2. Click on the dial labelled PDP on the dashboard. You will see links to download the completed PDP or certificate next the completed toggle.



3. Alternatively, click Documentation under the Quick Access menu on the dashboard, and you will see the PDP downloads toward the bottom of the list.

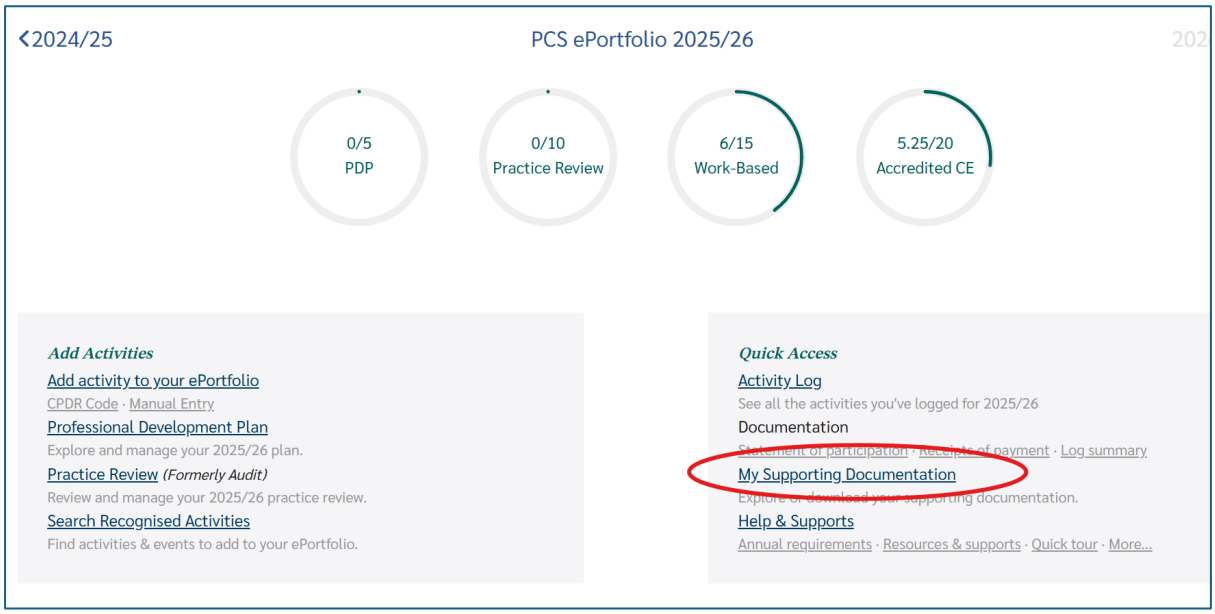


Downloading and Saving ePortfolio Records

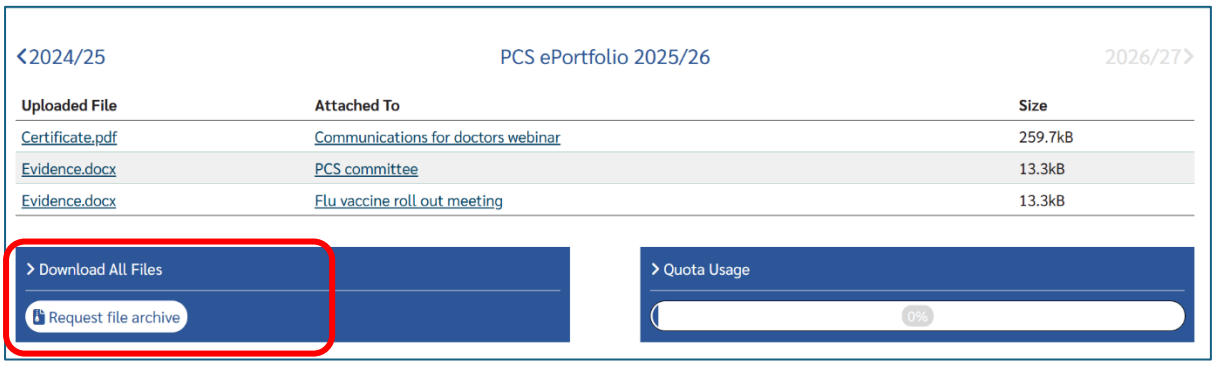
Bulk download a folder of certificates and evidence

Your Irish College of GPs ePortfolio retains your essential records for 6 PCS years – the current year and the 5 most recent. However, attachments and evidence are retained for 3 PCS years – the current year and the 2 most recent. Documents you store on your ePortfolio should also be saved in hard or soft copy. You can easily download all your attachments for the year in one file by following the steps below.

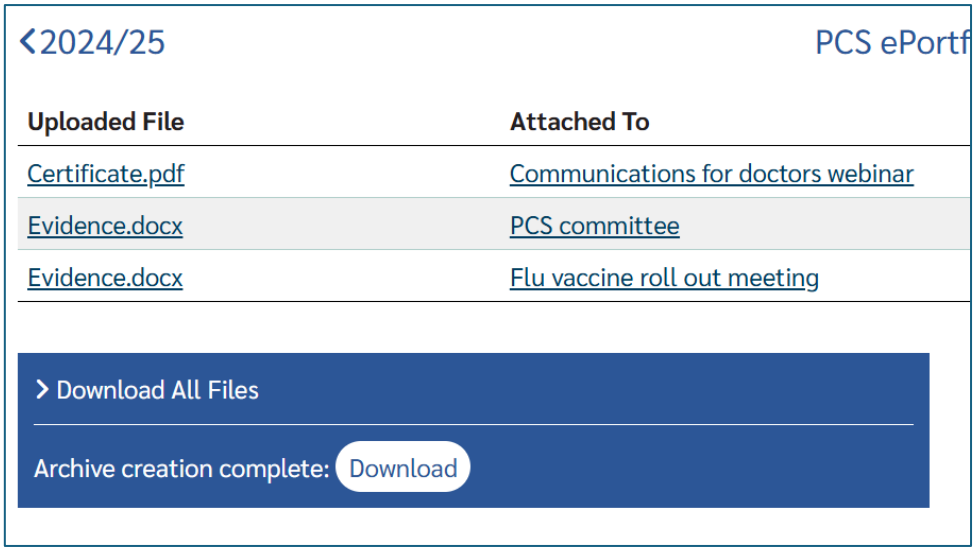
1. Log in to your ePortfolio.
2. On the main page, click My Supporting Documentation on the Quick Access menu.



3. This screen will show you a list of attachments as well as an indication of how much of your storage quota has been used. To download all your files at once click Request File Archive on the left-hand side.



4. It may take a minute for the file to be ready. When you see the download button appear as below, click to download the folder.



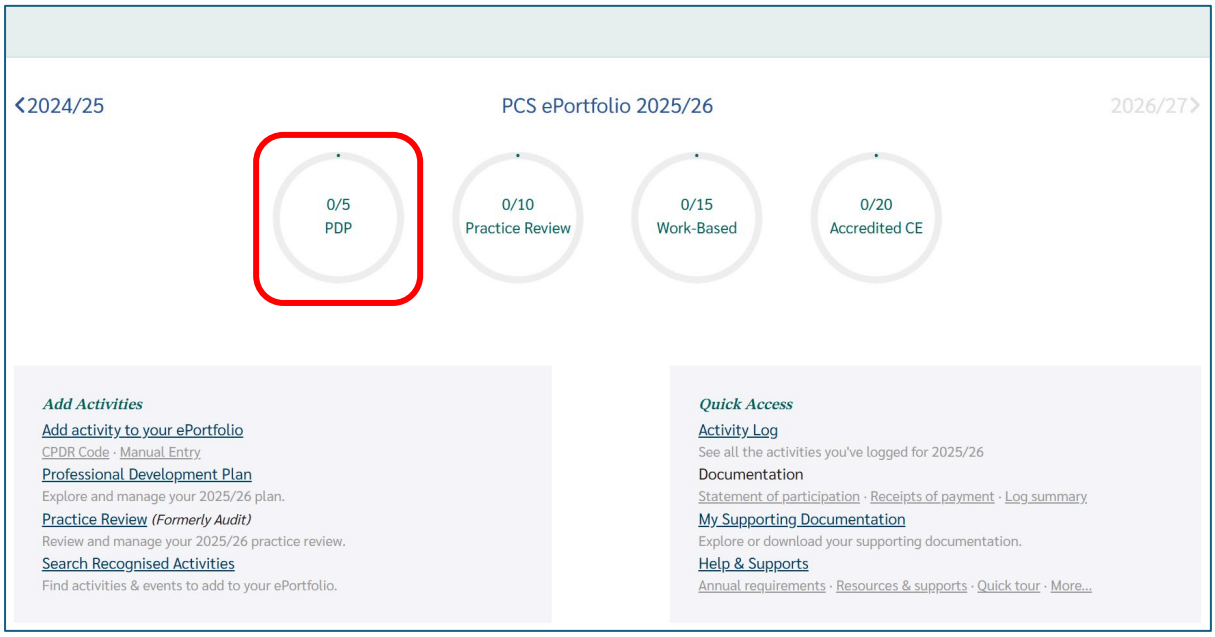
Download a copy of your ePortfolio Summary

1. Log in to your ePortfolio.
2. On the main page, click Documentation on the Quick Access menu.

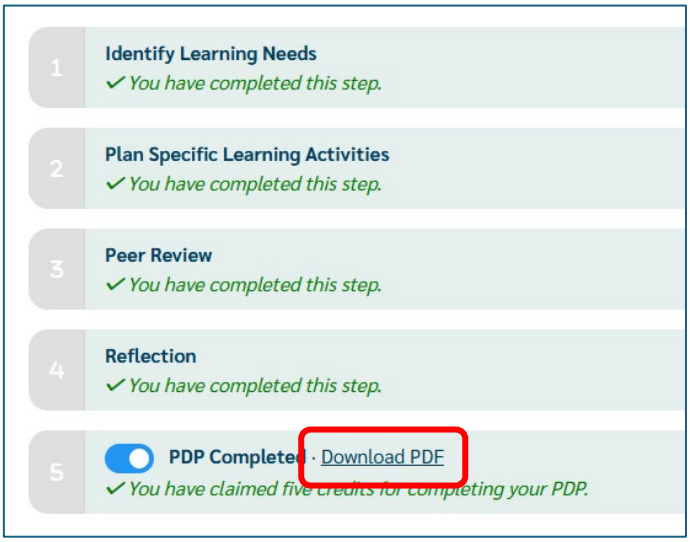
3. Select ePortfolio Summary.
4. A PDF summary of all activity logged will download automatically.

Download a copy of your PDP

1. Log in to your ePortfolio.
2. On the main page, click the PDP dial on the dashboard.



3. Next to the PDP Completed toggle, you will see a link to download a PDF copy of your completed PDP.

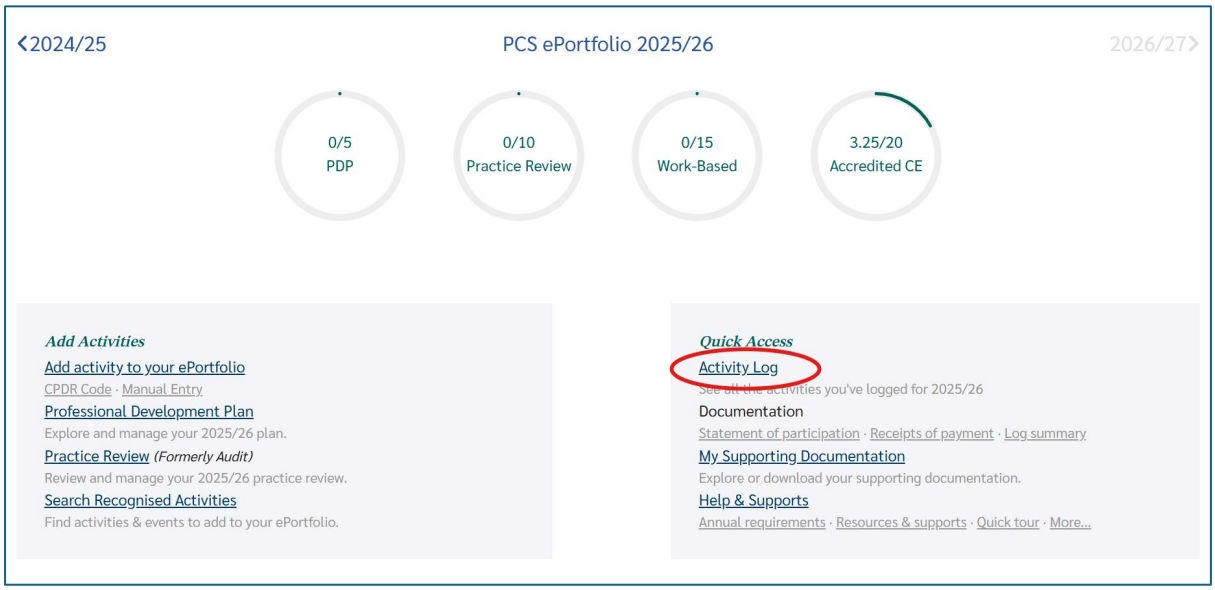


This can also be accessed through the Documentation area, along with receipts etc.

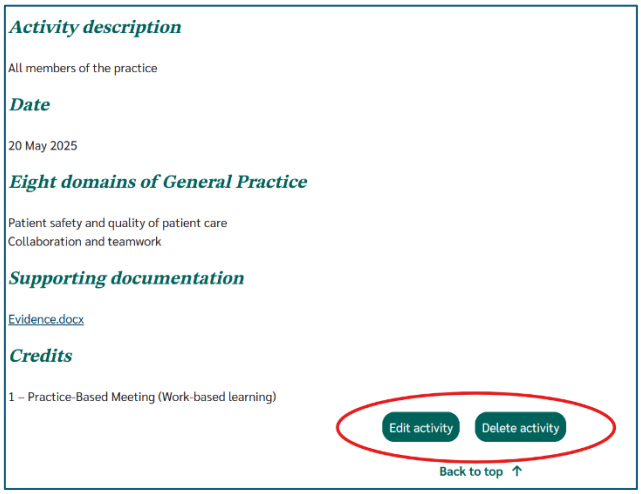
Deleting ePortfolio Attachments

To delete an attachment from your ePortfolio while retaining the ePortfolio entry, please follow the steps below. Please remember to retain evidence to support your CPD activity in a secure location for 6 PCS years, in the event that you are requested to provide same.

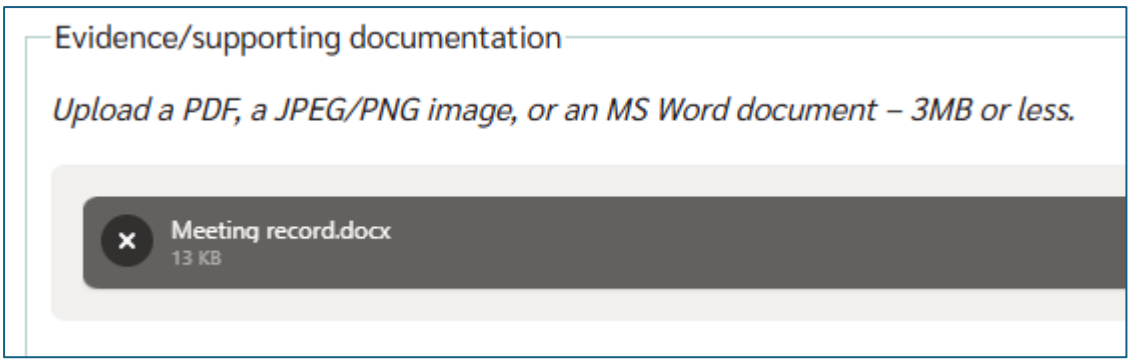
1. From the dashboard page, click into the Activity Log under the Quick Access menu.



2. This page contains a list of all the activities you have added to your ePortfolio. Find the activity with the attachment you want to delete and click on it to open the record.
3. At the bottom of the page click Edit to re-open the record.



4. Delete attachments by clicking the X next to the document. Once an attachment is deleted you can add a new attachment if you wish.



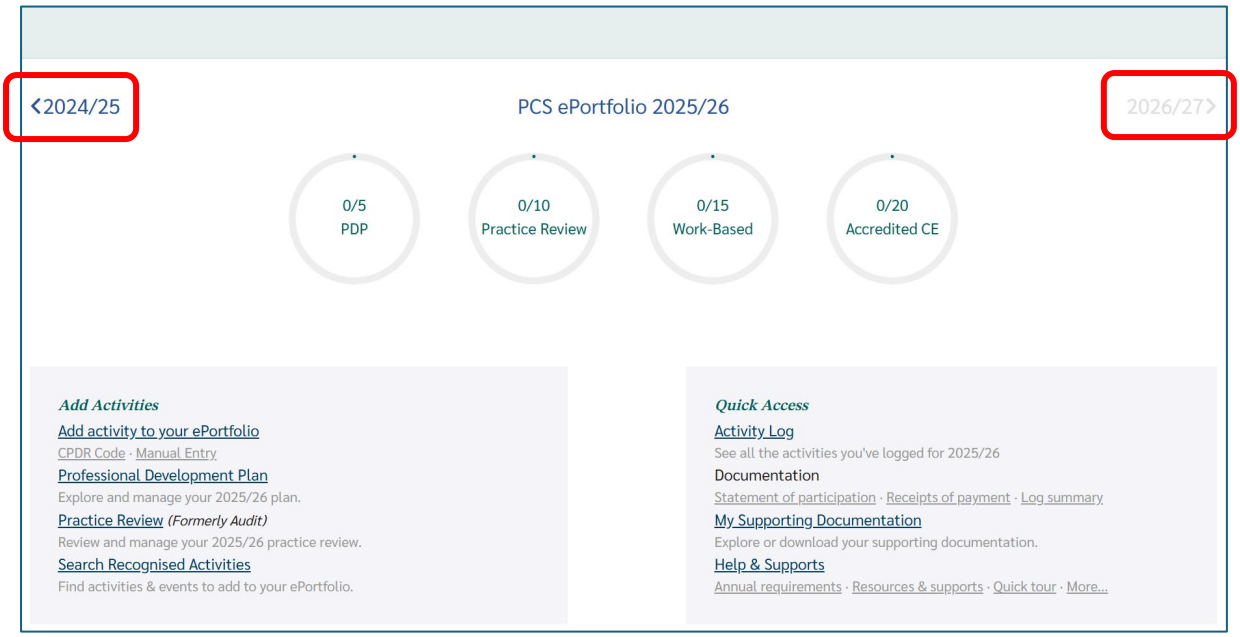
5. Click Save Activity to save your changes.

Note: You cannot save an Accredited CE or Practice Review entry without an attachment.

Note: You will not be able to delete entries or attachments that were added before 30 April 2025. Please contact the Professional Competence Team on professional.competence@icgp.ie if you are trying to delete records from before 30 April 2025.

Accessing previous PCS years

You may view records made for previous PCS years and download attachments. Use the years above the dials on your dashboard to navigate between different PCS years.



You can use the Activity Log and bulk download function to navigate and save previous year documentation.

Note: The Medical Council introduced a new framework for PCS on 1 May 2025, including a new set of category requirements. PCS activity prior to 1 May 2025 will reflect the older requirements with a simplified dashboard. You will not be able to delete entries or attachments that were added before 30 April 2025. Please contact the Professional Competence Team on professional.competence@icgp.ie if you are trying to delete records from before 30 April 2025.

Troubleshooting Q&A

Q: Why can't I access my ePortfolio?

A: To access your ePortfolio, you need to be enrolled on the current PCS year. If you have not yet enrolled, please go Irishcollegeofgps.ie and select 'Renew/Enrol'.

Q: Why can't I add an Attachment?

A: There are 2 reasons that an attachment may not add to your ePortfolio:

1. Document is not in one of the compatible file formats:
    - PDF
    - JPEG
    - PNG
    - MS Word 2007+
2. Your document exceeds the limit. The limit for each file is 3MB and there is a 30MB total limit to your ePortfolio.

Q: Why do I not have a Statement of Participation?

A: You will only have a Statement of Participation once you have completed one full PCS year. If this is your first year of enrolment, you will be able to access your first Statement once the year is complete in May.

Q: Why can't I add or edit entries to previous PCS years?

A: Per the Medical Council's rules, the PCS year runs from 1 May to 30 April each year. All activity must be recorded by the deadline in order to be counted toward that PCS year. In May 2025, the ePortfolio received a major update to correspond with the new Maintenance of Professional Competence framework introduced that year. As a result of this development work all previous years became read-only.

Q: Why do I need to record before 30 April?

A: The statutory deadline of 30 April is set by the Medical Council. Information that you record to your ePortfolio is used to populate your annual Statement of Participation – proof of your adherence to PCS requirements. As per Arrangements with the Medical Council, we raise the Statements of Participation once a year at the beginning of May, and therefore activity which you record after 30 April will not be included. Per Medical Council Guidelines, activity can only be recorded toward the requirements of the PCS year in which it took place.