



Guide to the Irish College of GPs PCS Annual Verification Process

What is verification?

The 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 only.

When examining the 2025 2026 ePortfolios, the PCS Department will check to see if each selected enrolee has recorded and provided evidence (see *Appendix 1*) to support the following credit minimums:

- 5 credits for a completed PDP
- 10 credits for a Practice Review (audit, quality improvement, or practice evaluation)
- 15 credits for Work-based Learning activity
- 20 credits for Accredited CE activity

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 2026**. 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 using the ePortfolio, please see [our ePortfolio user guides](#).

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 once the process has concluded.

No further changes will be possible after verification 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?

Please consult see [our ePortfolio user guides](#) in the first instance. Attachments must be in PDF, JPEG, PNG, or MS Word format and 3MB or less.

If you are still experiencing 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 must 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 Team Lead 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:

- [Guide to CPD credit categories and requirements](#)
- [PCS ePortfolio Guides](#)
- [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

Accredited CE

- Use a CPDR Code to record College events, by selecting the *Add CPDR Codes* link on your College website dashboard or in the ePortfolio.
- For non-College events, including those granted recognition by other Irish Postgraduate Medical Training Bodies, click *Add New Item* and attach your certificate of attendance. Alternatively, use the *Search Recognised Activities* link in the ePortfolio to find the event you are recording.
- Note that all activities in this category must be accredited by the Irish College of GPs, another Irish Postgraduate Medical Training Body, or an international equivalent such as EACCME. This accreditation should be specified on the certificate including the name of the accrediting body.

Work-based Learning

- Attaching a document is optional when recording Work-based Learning.
- For practice and other meetings, you would ideally upload anonymized minutes. If you do not have meeting minutes, in the description box of the activity you should record the main topics discussed at the meeting and any educational impact. You can access [templates](#) for recording practice / primary care team meetings on our website.
- For reading, viewing, or listening material you should record a citation for the material and any key points or topics. This can be entered into the textbox; there is no need to upload the publication itself.
- For teaching or training activity please include notes or a summary of topics covered. This can be entered into the textbox or attached as a document - Powerpoint presentations are not required.
- In the case of research, provide a summary of the research work. This can be entered into the textbox or attached as a document.

Practice Review

- Attach a summary or a full copy of your practice review project. NB: Please exclude any patient identifiers. [See our website for report templates.](#)

PDP

- All four segments of this must be complete, and the entire PDP marked complete in order to meet this requirement (see below). The PDP does not need to match what you have recorded for the year; it is understood that plans naturally change throughout the year.

