



Instructions for Irish College of GPs Online CPD Application System

Background



Irish College of GPs provides CPD Accreditation for activities relevant to General Practice, under Arrangement with the Medical Council. Accreditation is provided via an online application form and the instructions below are designed to assist applicants in the completion of this form.

Please note: applications are reviewed within 4 weeks of submission. Failure to include all necessary information may result in a delay in your application being processed.

Once an application is approved for CPD, it is included on the [College events](#) calendar and the College PCS ePortfolio calendar.

Login and Register your Organisation

1. Go to [Irish College of GPs](#) website
2. If this is your first time applying, register your organisation. Allow approximately 3-4 working days for your request to be processed. The College will contact you once this is completed. Or if you have submitted an application before, click on complete an application form. See sample image below:

2. [Register your practice or organisation](#) .
3. [Complete an application form](#)  at least four weeks prior to your event.

NB: Please do NOT use the Irish College of GPs Activity application type as this is for events provided by Irish College of GPs only (e.g. CME Small Group meetings, Faculty meetings and College courses and events).

Submit a new application

Step 1: Select 'Start New Application'

Dashboard Applications Payment History Add Organisation Administration

CGP CPD Recognition Service

Alerts All alerts >
(No new alerts)

R

Start New Application

Step 2: Select Organisation

Click on the organisation on the left. If you wish to add a new organisation, select 'a different organisation' option on the right and follow the steps to register an organisation (above).

Select Applicant

☐ Organisation

[A different organisation >](#)

Step 3: Select application type 'Non- Irish College of GPs Activity' and the activity type of your event

Type of Application

☒ **Application for Non-Irish College of GPs Activity**
Apply for recognition of non-College education activity relevant to GPs for external CPD and GMS study leave (eg Balint groups, clinical society, charitable organisation commercial/private body, public hospital, HSE, university, out-of-hours service, GP surgery or LICC).

☐ **Application for Irish College of GPs Activity**
Apply for recognition of College education activity for external CPD and GMS study leave (eg CME Small Group meetings, faculty meetings, College events, education courses, workshops or webinars).

Describe your Activity

☐ **Offline Activity: Fixed Dates & Locations**
Choose this option if your application covers one or more instances of an activity that takes place on a specified date or location.

☒ **Online Activity: Live Broadcast/Meeting/Etc**
Applications that cover one or more online activities that take place, or are made available, at pre-determined dates/times, eg a webinar.

☐ **Online Activity: On-Demand**
Choose this option if your activity is an online activity which participants can participate in at any time.

Step 4: Enter details of your event

Publicity

You are considered the point of contact for this activity. Following approval, your details will be forwarded to our web editor for inclusion on our listing of CPD recognised activity, and events calendar. Your email address will be viewable by the general public, and any queries regarding this activity will be directed to it. Please enter the email address you wish to use for this purpose.

General Enquiries (Email)

If you do not want the College's web editor to publicise your event, you may opt out of our publicity service.

☒ Opt in ☐ Opt out

Details of Application

Title of Activity

Expected Number of Attendees (Per Instance of Activity)

Percentage attendance/participation per discipline, if applicable

Number of occasions of the exact same activity (NB date and venue must be provided for each occasion, otherwise it will not be possible for us to review the application)

Duration of educational Activity in days & hours – *You should not include registration, opening/closing speeches, breaks, etc.*

Step 5: Enter details for the organiser (Note: A medical organiser is required for all clinical events)

Medical or Lead Organiser

Responsible for ensuring the scientific validity and objectivity of the educational content. N.B. A medical organiser is required for clinical events.

Name & Title

Organisation

Address

IMC Registration Number (professional body number if applicable)

Email

Step 6: Enter information in the education aims and objectives section

Educational Aims & Objectives

Please detail specific knowledge, skills and attitudes that will be addressed during the activity.

Following participation/successful completion of the educational activity the participant will be able to

Step 7: Select learning and evaluation methods

Learning Methods

Please tick all that apply.

- ☐ Lectures
- ☐ Tutorials
- ☐ Demonstrations
- ☐ Practicals
- ☐ Workshops
- ☐ Discussion Groups
- ☐ MCQs
- ☐ Quizzes
- ☐ Individual Performance Review
- ☐ Online/E-Learning

Other (Please specify)

Evaluation

Please provide a description of the evaluation method(s) to be used – (e.g. delegate feedback form, assessment tools, etc.)

Step 8: Select the activity relevance to each of the 8 Domains and for Continuous Professional Development

Domains of Good Professional Practice

- | | | |
|--|------------------------------------|--------------------------------------|
| Patient safety & quality of patient care | <input type="radio"/> Not relevant | <input type="radio"/> High relevance |
| Management (including self management) | <input type="radio"/> Not relevant | <input type="radio"/> High relevance |
| Relating to patients | <input type="radio"/> Not relevant | <input type="radio"/> High relevance |
| Professionalism | <input type="radio"/> Not relevant | <input type="radio"/> High relevance |
| Communication & interpersonal skills | <input type="radio"/> Not relevant | <input type="radio"/> High relevance |
| Collaboration & teamwork | <input type="radio"/> Not relevant | <input type="radio"/> High relevance |
| Scholarship | <input type="radio"/> Not relevant | <input type="radio"/> High relevance |
| Clinical skills | <input type="radio"/> Not relevant | <input type="radio"/> High relevance |

Continuous Professional Development

The Medical Council has identified the following key areas for the continuous professional development of doctors. Select all that are relevant to the activity. You must select at least one.

- ☐ Communications
- ☐ Consent
- ☐ Doctors' Wellbeing
- ☐ Prescribing
- ☐ Professionalism
- ☐ Record Keeping

Step 9: If you are applying for a fee waiver, please add a fee waiver form to your application. Please click [here](#) for form

Apply to waive fees?

☒ Yes ☐ No

If yes, please outline the justification for the waiver application. Please refer to conditions of waiver.

<enter details if you want fee to be waived>|

Step 10: Sponsorship and costs

If your event is sponsored, enter the details in the relevant fields

Is your event sponsored?

☐ Yes ☒ No

Sponsors (including applicant organisation if commercial/private)

<enter details>

Sponsor's connection to the activity (e.g. organiser, unrestricted grant, honoraria, sponsorship of prizes, meals)

<enter details>

Amount of Sponsorship

<enter details>

Registration fee (if applicable)

<enter details if applicable>

Provide an outline of costs of the activity

<enter details>

Step 11: Upload your agenda and other relevant documentation

Supporting Documentation

Please attach all documents in format format (e.g. on headed paper) being circulated/advertised for the event. Please refer to checklist of items below

• TEST.docx

Invite

Remove

BROWSE...

Step 12: Tick all items on the checklist

Sponsorship Declarations

Please review and acknowledge the following declarations.

- ☐ I declare that all speakers at this event have confirmed to me in writing (hard or soft copy) that their presentations abide by the [College Sponsorship Policy](#) and the [IPHA Code of Practice for the Pharmaceutical Industry](#) and do not include product placement or other advertising.
- ☐ I declare that my organisation agrees to abide by the [College Sponsorship Policy](#) and the [IPHA Code of Practice for the Pharmaceutical Industry](#).
- ☐ I declare that this application conforms to the [College Guidelines for CPD Recognition of Events](#).
- ☐ I understand that a breach of any of the guidelines above constitutes unprofessional behaviour. Any such breach will be thoroughly investigated and may lead to sanctions. The Irish College of GPs reserves the right to carry out verification of the activity.

Step 13: Tick all items on the checklist that apply

Checklist of items to accompany this application

Please verify that your supporting documentation contains the following information about your event.

- ☐ Presenter details/Generic details
- ☐ Title of each presentation/generic presentation
- ☐ Individual start/finish times, where applicable, for presentation(s), Q&A session(s), break time(s), and introduction/opening/closing session(s), etc.
- ☐ Copy of the invitation to the activity/generic activity, and any promotional material/advertisements/flyers, etc.
- ☐ Copy of course assessment/MCQ
- ☐ URL and access details

Step 14: Tick the declaration box and click 'next'

Declaration

☐ I have not applied to another postgraduate medical training body, as the educational focus of this activity/target audience refers predominantly to the specialty of General Practice.

Next »

Step 15: Check your dates and enter your venues. If it is an online event, you can simply put 'online' in the venue field or use one of the other application types that are available i.e. on demand or live broadcast/meetings

Occurrences of Activity

Please complete details of your activity/activities below. Return to 'Activity Details' to change the number of occurrences.

Title	Start Date	End Date	Venue	County
<enter name of event>	2019-07-23	2019-07-23	<enter venue>	Dublin ▾

Step 16: Complete the privacy declaration and click next to go to the fee payment page

Privacy Declaration

☐ I declare that I understand and agree to abide by the [ICGP Privacy Policy](#).

Next »

Step 17: Viewing the status of your application

Go back to your dashboard and on the left-hand side under alerts, you can see the status of your application

Dashboard Applications Payment History Add Organisation Administration

Irish College of GPs CPD Recognition Service

Alerts

(No new alerts)

All alerts ▾

Recent Application Updates

All applications ▾

"test" (Incomplete)

✕ Delete

"test" (Incomplete)

✕ Delete

"Chronic Kidney Disease On-Demand Course" Awaiting Approval

🔍 View

"Quality and Safety In Practice Committee Workshop" Awaiting Approval

🔍 View

"Quality & Safety in Practice Workshop" Approved

🔍 View