



ICGP 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 at on 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 choose to attach copies of supporting documentation to your ePortfolio and these will remain on the system for a **maximum of three PCS years**.

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 log in with your email address and password



Lifelong Learning & PCS ▾

Training & Assessment ▾

Clinical Hub ▾

Explore the College ▾



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'.

Please log in to continue

You must be logged in to access this page.

Email Address

Password

Log in

[Forgot password](#) · [Recover account](#) · [New to ICGP](#)

3. Select 'Renew & Enrol'

Professional Competence Scheme

The Irish College of GPs' Professional Competence Scheme (PCS) offers an easy and comprehensive method of maintaining your professional competence as a GP.

Renew & Enrol

ePortfolio

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. Select 'Access ePortfolio'

Access your PCS ePortfolio

Log into your PCS ePortfolio

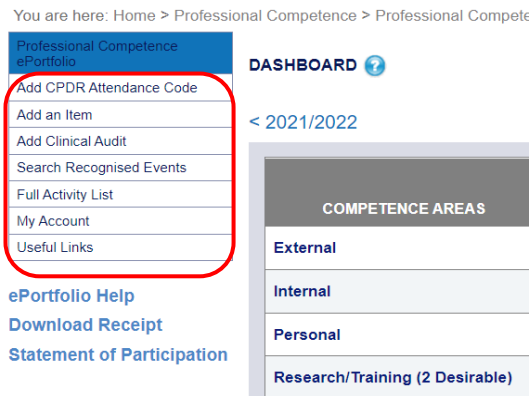


NB: Please review the [ICGP PCS Code of Conduct](#) prior to using your ePortfolio.

Adding CPD Credits to your ePortfolio

There are three methods of adding credits to your ePortfolio and all three are located in the menu to the left of your ePortfolio.

You are here: Home > Professional Competence > Professional Compete



Professional Competence ePortfolio

DASHBOARD ⓘ

< 2021/2022

COMPETENCE AREAS

- External
- Internal
- Personal
- Research/Training (2 Desirable)

[ePortfolio Help](#)
[Download Receipt](#)
[Statement of Participation](#)

Add 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. Select 'Add CPDR Attendance Code' from the menu on the left of your ePortfolio
2. Enter your 4-digit code

ADD PORTFOLIO ITEM

Enter your attendance code to add an activity to your portfolio.

3. Confirm the event to add it to your ePortfolio

Add an Item

This allows you to manually add CPD activity to your ePortfolio. To use this function, please follow the steps below:

1. Select 'Add an Item' from the menu on the left of your ePortfolio
2. Enter the necessary details in all mandatory fields and select 'Add Item'

ADD PORTFOLIO ITEM

This page allows you to manually enter details of your CPD activity.

Title * * Mandatory information

Description (See note below)

Start Date * **End Date** **Hours/Credits ***

Type *

OPTIONAL DOCUMENTATION

Attendance Cert

Attach Other File

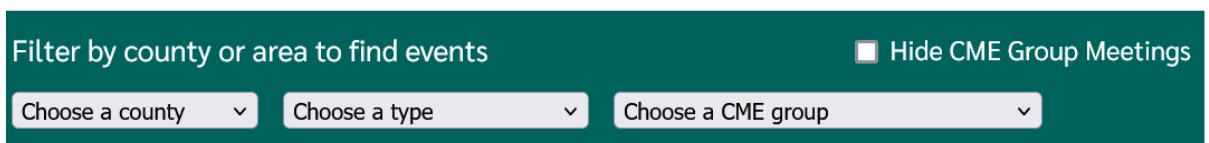
1 hour of educational activity = 1 credit

NB: Activities will automatically add to the relevant PCS ePortfolio year based on the dates entered.

Search Recognised Events

Allows you to find an event recognised for CPD by Irish College of GPs and add it with one click. To use this function, please do the following:

1. Select the 'Search Recognised Events' option
2. Use the navigation pane at the top to find the event you wish to add



Filter by county or area to find events Hide CME Group Meetings

Choose a county ▾ Choose a type ▾ Choose a CME group ▾

3. Select 'Add to my ePortfolio' under the relevant event

ICGP Wednesday Webinar

Location: Date: 2022-10-05 Credits: 2


[More Info](#) · [Add to my ePortfolio](#)

Adding an Audit to your ePortfolio

To add a clinical / practice audit or quality improvement process to your ePortfolio, please follow the steps below:

1. On the menu to the left, select 'Add Clinical Audit'

Home » PCS ePortfolio » Dashboard



Dashboard

- [Add CPDR Attendance Code](#)
- [Add an Item](#)
- [Add Clinical Audit](#)
- [Search Recognised Events](#)
- [Full Activity List](#)
- [My Account](#)

DASHBOARD ?

< 2023/2024

CPD CR
Total CPD

2. Enter the relevant details in the mandatory fields and **tick the 'audit completed' box to ensure your audit is reflected on your Statement of Participation.**

ADD CLINICAL AUDIT

This page allows you to manually enter details of your audit activity. Some of these fields are mandatory and others are optional. Fill in the details of your audit activity and click the "Save Audit" button. Please see www.icgp.ie/audit for advice and support on conducting your audit.

It is a requirement to complete one clinical/practice audit per year. The guideline is that, in general, one clinical audit equals 12 hours of activity.

Title * * Mandatory information

Description

OPTIONAL DOCUMENTATION

[Attach File](#)

Date *

Hours *

Only completed clinical audits count towards your annual activity statement. If you have completed all aspects of this audit, check the box:

Audit Completed

[Save Audit](#)

3. We recommend that you include evidence to support your audit. This can be an attached audit report (see [College website](#) for a template audit report). Please see the section below for details on how to add an attachment.
4. Select 'Save Audit' to add to your ePortfolio.

NB: No patient identifiers should appear anyone on your ePortfolio or in any attachments.

Attaching a Document to an ePortfolio Item

To attach a document to your ePortfolio when recording an activity, please follow the steps below:

1. Login to [Irish College of GPs website](#) and select 'Access ePortfolio'
2. Select 'Add an Item' on the menu to the left
3. Enter the relevant details in the mandatory fields
4. Select 'Attach file'

Title* * Mandatory information

Description

Date* **Hours***

OPTIONAL DOCUMENTATION
 [Attach File](#)

5. Enter a name for your attachment then select 'Choose File' and locate the saved file on your computer

Attach File (Optional)

Enter a name for your attachment* (Max. file size: 2MB)

You can upload images, Microsoft Word documents, and PDFs.

Choose the file to upload*

No file chosen

6. Select 'Open' and then 'Add Item' to save.

If you have already added an activity and would like to subsequently include an attachment, please do the following:

1. Login to [Irish College of GPs website](#)
2. Select 'Access ePortfolio'
3. Select 'Full Activity List' on the menu to the left
4. Select the year you wish to view

- Professional Competence ePortfolio
- Add CPDR Attendance Code
- Add an Item
- Add Clinical Audit
- Search Recognised Events
- Full Activity List
- My Account
- Useful Links

ACTIVITY LOG

The activity log is a record of all educational activity planned or completed. You can view at a glance where you need to make up credits over the current year or the 5 year cycle.

View By: Status View Year: 2022/2023 = Auto updated by ICGP

Completed Activity for Year 2022/2023

COMPLETION	TITLE	AREA	CPD
7 Jan 2023	Test	External	1

5. Scroll to the entry you wish to edit and select the green notepad and pen symbol to the left

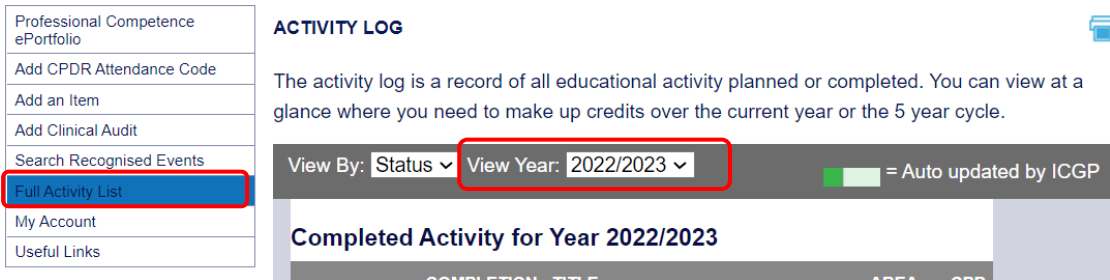
COMPLETION	TITLE	AREA	CPD
7 Jan 2023	Test	External	1

6. Follow steps 4 – 6 above

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. Select 'Full Activity List' on the menu to the left
2. Select the year you wish to view



The screenshot shows the 'Professional Competence ePortfolio' navigation menu on the left with 'Full Activity List' highlighted. The main area is titled 'ACTIVITY LOG' and contains a description of the activity log. Below the description, there are filters for 'View By: Status' and 'View Year: 2022/2023'. A table titled 'Completed Activity for Year 2022/2023' is partially visible at the bottom.

3. Scroll through the list to the required entry
4. Use the green paper and pen icon to amend an entry

COMPLETION	TITLE	AREA	CPD
  	7 Jan 2023 Test	External	1

5. Use the red bin icon to delete an entry

COMPLETION	TITLE	AREA	CPD
  	7 Jan 2023 Test	External	1

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. Certificate of Attendance

Statement of Participation

1. Login to Irish College of GPs website and select 'Access ePortfolio'
2. Select 'Statement of Participation' on the left

Professional Competence ePortfolio
Add CPDR Attendance Code
Add an Item
Add Clinical Audit
Search Recognised Events
Full Activity List
My Account
Useful Links

[ePortfolio Help](#)

[Download Receipt](#)

[Statement of Participation](#)

3. Select 'Download your Statement of Participation' to print or save your Statement.

PCS Receipt

1. Login to [Irish College of GPs website](#) and select 'Access ePortfolio'
2. Select 'Download Receipt' on the left

Professional Competence ePortfolio
Add CPDR Attendance Code
Add an Item
Add Clinical Audit
Search Recognised Events
Full Activity List
My Account
Useful Links

[ePortfolio Help](#)

[Download Receipt](#)

[Statement of Participation](#)

3. Select the receipt you wish to download to print or save the document.

Certificate of Attendance

1. Login to [Irish College of GPs website](#) and select 'Access ePortfolio'
2. Select 'Full Activity List' on the menu to the left
3. Select the year you wish to view

Professional Competence ePortfolio

Add CPDR Attendance Code

Add an Item

Add Clinical Audit

Search Recognised Events

Full Activity List

My Account

Useful Links

ACTIVITY LOG

The activity log is a record of all educational activity planned or completed. You can view at a glance where you need to make up credits over the current year or the 5 year cycle.

View By: Status ▾ View Year: 2022/2023 ▾ = Auto updated by ICGP

Completed Activity for Year 2022/2023

COMPLETION	TITLE	AREA	CPD
	7 Jan 2023	Test	External 1

4. Scroll through the list to the relevant activity and select the blue eye icon to the left

COMPLETION	TITLE	AREA	CPD
	7 Jan 2023	Test	External 1

5. Select 'Get Certificate'

Status

Completed

6. From here, you can print or download your certificate to your device

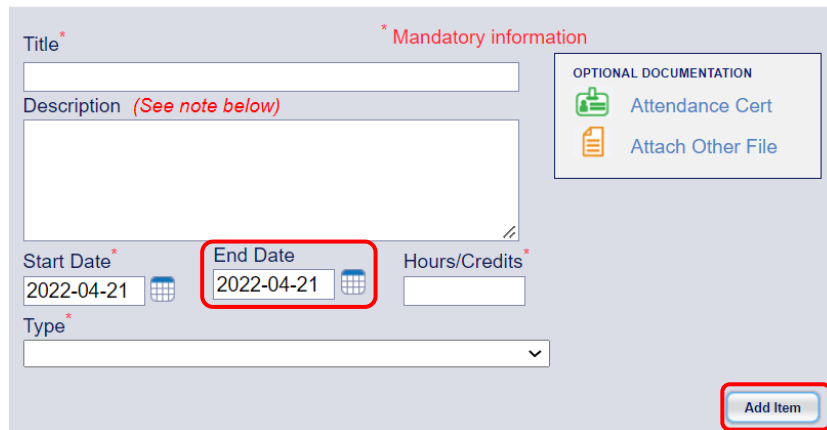
Adding Activity to a Previous PCS Year

You may, on occasion, wish to add an activity to a previous ePortfolio (for example, if you missed the deadline in a particular year). You can access up to six years of your ePortfolio records – the current year and five previous. To add an activity to a previous year's ePortfolio, please follow the steps below:

1. Login to [Irish College of GPs website](https://www.icgp.ie) and select 'Access ePortfolio'
2. On the menu to the left, select 'Add an Item'
3. Enter the details and ensure that the end date is in the relevant PCS year (i.e. if you wish to add to the 2021 2022 PCS year, end date must be before 30/04/2022) and select 'Add Item'.

ADD PORTFOLIO ITEM

This page allows you to manually enter details of your CPD activity.



Title * * Mandatory information

Description (See note below)

Start Date * 2022-04-21 **End Date *** 2022-04-21 **Hours/Credits ***

Type *

OPTIONAL DOCUMENTATION

- Attendance Cert
- Attach Other File

Add Item

Downloading and Saving ePortfolio Records

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. If you do have documents on your ePortfolio that you need to download and save, please follow the steps below:

1. Login to [Irish College of GPs website](#)
2. Select 'Access ePortfolio'
3. From the menu on the left, select 'Full Activity List'
4. Select 'view year' to the year you wish to access
5. Scroll through the list to the activity you want to download and click on the blue eye icon to the left
6. From here, you will be able to download any attachments, including certificates generated by entering your [CPDR code](#)

NB: if you wish to download and save description notes, please click on the green paper and pen icon to allow you to copy and paste the text.

Deleting ePortfolio Attachments

To delete an attachment from your ePortfolio, while retaining the ePortfolio entry, please follow the steps below:

1. Login to [Irish College of GPs website](#)
2. Select Access ePortfolio
3. On the menu to the left, select 'Full Activity List'
4. Pick the year you wish to delete attachments from on the drop down menu
5. Scroll to the activity and click on the green edit button to the left
6. Click on the 'delete' option to the right of your attachment name
7. Click on 'Add Item' to save your changes

NB: 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.

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 2MB and there is a 30MB total limit to your ePortfolio. The College retains your ePortfolio attachments for 3 PCS years – the current year and 2 previous. Please see section on Deleting ePortfolio Attachments to learn how to free up space on your ePortfolio.

Q: Why is my audit not showing on my Statement of Participation?

A: There are 2 reasons why this may occur:

1. You have not ticked the 'audit completed' box when recording your audit.

2. *Your date is in the correct PCS year – date needs to be on or before 30 April of the relevant PCS year.*

You can amend your audit entry to rectify this by following steps on ‘Removing or Amending Activity’

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 see documents that I attached in previous PCS years?

A: *To ensure the efficiency of the ePortfolio, the College removes ePortfolio attachments every year.*

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.*