

ICGP PROFESSIONAL COMPETENCE ePORTFOLIO

**STEP-BY-STEP GUIDE** 

The mission of the ICGP is to support its members and trainees by encouraging and maintaining the highest standards of general medical practice and so ensure a high quality of care to patients.

# PROFESSIONAL COMPETENCE AT A GLANCE

- All registered medical practitioners must participate in professional competence schemes.
- From May 2011, doctors must enrol in a professional competence scheme and engage in professional competence activities.
- Initially, the scheme will consist of two main elements: Continuous Professional Development (CPD) and Clinical Audit.
- The minimum number of credits required are: 50 credits per year and 250 credits per five year cycle.
- All doctors should engage in clinical audit and at a minimum participate in one audit exercise annually. It is recommended that doctors spend at a minimum of one hour per month in audit activity.



# ENROLING ON THE SCHEME

#### **Member of the ICGP**

- 1 / Go to www.icgp.ie.
- 2 / Click the link 'Membership Enrolment on ICGP Professional Competence Scheme'.
- 3 / Log in using your ICGP ID and PIN. Please email <a href="info@icgp.ie">info@icgp.ie</a> or tel: 01 6763705 if you do not have these details.
- 4 / If you are a member of the College you have been rolled over onto the Professional Competence Scheme. Review your personal information from our database and update if information is incorrect. If you are not a member of the College you may be asked to fill in these details.



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- **5** / Enter some details on your current employment.
- **6** / Review the compliance and data protection statement.
- 7 / Click the Proceed to Payment button. You will then be asked to enter credit card details to pay for the fee.
- **8** / Once the financial transaction is completed, you will be presented with a link to the Professional Competence ePortfolio.

# PROFESSIONAL COMPETENCE FRAMEWORK

The framework for professional competence is as follows:

- 50 CPD credits per annum.
- Minimum of 12 hours per annum clinical audit.
- Monitoring will be over a 5 year cycle.

The following represents a breakdown of the various categories of relevant CPD activities and the credits to be acquired.

#### **External**

# Maintenance of Knowledge & Skills

20 credits per year minimum

- CME small group network meetings
- Conferences
- Courses
- Examinations
- Faculty meetings
- Lectures
- Medical advanced degree
- Clinical meetings
- Online courses
- Seminars
- Workshops

#### **Personal Learning**

5 credits per year minimum

- Journals & Journal club
- E-learning
- Learning Diary
- Online search
- Personal Reading

#### Internal

# Practice Evaluation & Development

20 credits per year minimum

- CME small group network meetings
- Case presentation/conference
- Chart review
- Clinical club
- Clinical case discussion
- Clinical risk meeting
- Patient survey
- PCT/HSE meeting
- Peer review group
- Practice-based meeting
- Quality improvement project
- Significant event analysis

### **Research or Teaching**

2 credits per year desirable

- Accreditation visit
- Article publication
- Assistant Programme Director
- GP Trainer
- ICGP Director
- ICGP Examiner/Fellow/Tutor
- Lecturer
- National standards development
- Scientific meeting presentation
- Programme Director
- Question setting
- Research

#### **Clinical Audit**

## 1 audit per year minimum

Audit activities should be focused on the practice of the practitioner and not on the processes. Examples of types of activities can include:

- Measurement of individual compliance with guidelines/protocols (one per year).
- Skills analysis.
- Department/practice audit.
- Directly observed procedures.
- Individual practice review.
- Evaluation of individual risk incidents/complaints.
- Patient satisfaction.
- Medication processes/error.
- Peer review.

### PLANNING AND RECORDING YOUR ACTIVITY

The ICGP provides a bespoke ePortfolio to assist you in the planning and recording of your CPD and clinical audit activities. It is advisable that doctors would plan their CPD and audit activities in advance.

Examples of documentation required:

- 1 / Local, national and international meetings attendance certificates.
- 2 / Medically related advanced degrees copy of diploma or final transcript.
- **3** / Research copy of published article's title page.
- **4** / Poster Presentation copy of page from conference proceedings that lists the poster abstract and identifies the presenter.
- **5** / Postgraduate Trainer, Examiner, question setting Confirmed by the ICGP.
- **6** / Personal Learning: Self-documented.

## USING THE EPORTFOLIO

#### What are the main features of the ICGP ePortfolio?

The ICGP solution has many distinct features:

- Allows you to keep a detailed, permanent record of your CPD points.
- Tells you at a glance the number of points required each year/cycle and what you've earned to date. The homepage has an easy to read dashboard showing exactly how much more information is needed to complete your full portfolio.
- Breaks down the points earned by category i.e. internal, external, personal, clinical audit, and research and training.
- Gives you a searchable calendar of upcoming events and their CPD credits.
- Allows you to print a CPD record showing the points earned within a time period.
- Allows you to plan your activity in advance.
- Allows you to keep a **copy of certificates and supporting documentation** in case of audit by the Medical Council.
- Allows you to add links to supporting educational material.

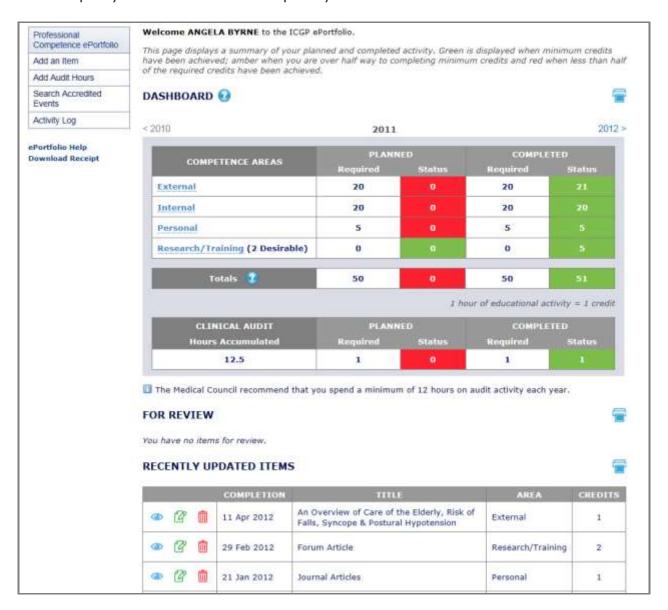
## Simple, Easy-to-use System

There are five main screens that you will use:

- 1 / A **Summary Page** which gives an overview of your planned and completed activity.
- 2 / An **Add an Item** page where you can enter in details of your professional competence activity.
- 3 / An **Add Audit Hours** page where you can add in details of your clinical audit.
- 4 / An **Event Search** page where you can search a listing of accredited events and add the details to your ePortfolio.
- 5 / An Activity Log which gives a summary of all activity either planned or completed. This area can also hold all supporting documentation that you will need in case of audit.

## EPORTFOLIO DASHBOARD

This page shows a summary of your planned and completed activity. We have used a 'traffic-light' colour-coding system to demonstrate progress with the mandatory 50 credits per year and 250 credits per cycle.

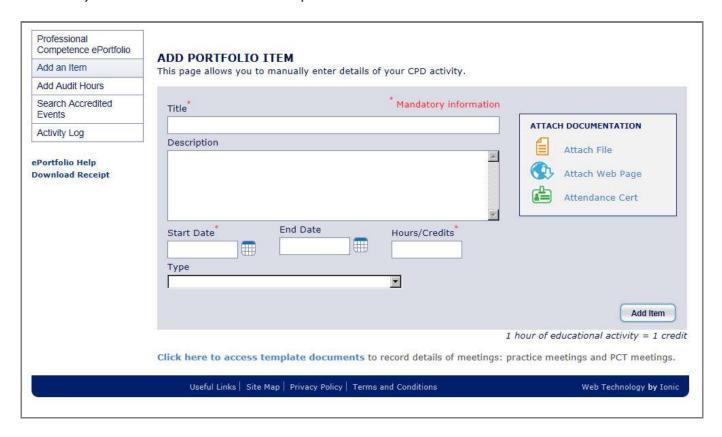


There are two columns showing activity that is planned and completed.

- Green demonstrates you have all credits accumulated.
- Amber when you are over half way to completing recommended credits.
- Red when you've completed less than half of the recommended credits.
- Items for review and recently updated items will also be displayed on this page.

# ADD AN ITEM PAGE

This feature allows you to manually fill in details of activity e.g. reading, practice meetings, clinical audit etc. Some of these fields are mandatory (marked with a red asterisk) and other elements are optional.



# **Mandatory Information**

- 1 / Enter in a Title.
- 2 / Choose a Start Date and End Date for the Activity.
- **3** / Choose a **Type** from the drop down menu.
- 4 / Enter the number of Credits/Hours. Generally one hour of activity equates to 1 credit.

# **Optional Information**

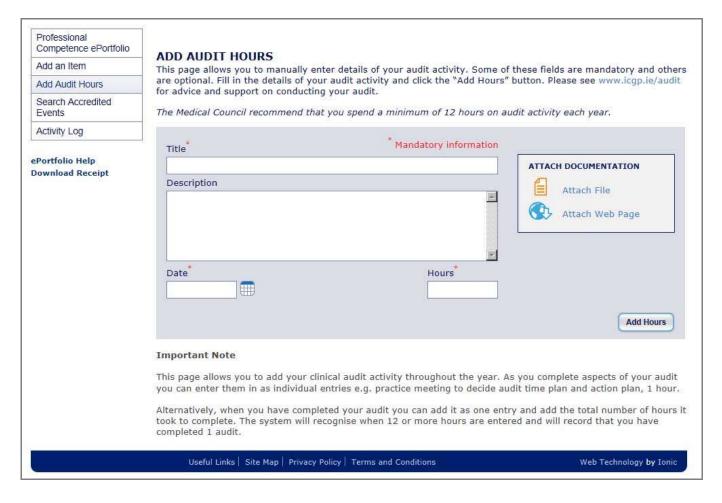
- 1 / Enter in a **Description** of your activity.
- 2 / If you have scanning facilities and/or electronic copy of certs you can attach them using the Attach an Attendance Cert option. Add the name of the meeting/CPD activity. Then click the Browse button and locate file on your PC. Click Upload if you would like to add another link or document to the CPD record.
- 3 / You can also Add Links to
  Educational Resources e.g. add
  a link to a publication on the ICGP
  library catalogue. Click the
  Attach Web Page option. Type
  in a description of the URL and
  then add the URL address.
- 4 / You can also add links to other files to help keep a record of your learning. This could be electronic versions of handouts or PowerPoint files from presentations attended. Choose the Attach File option. Type in the title of the file and click the Browse button to locate the file on your PC.

When you have finished entering all the details, click the **Add Item** Button. The item will be automatically added to your **Activity Log**.

# ADD AUDIT HOURS PAGE

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 **Add Hours** button. Please see <a href="https://www.icgp.ie/audit">www.icgp.ie/audit</a> for advice and support on conducting your audit.

The Medical Council recommend that you spend a minimum of 12 hours on audit activity each year.



#### **Important Note**

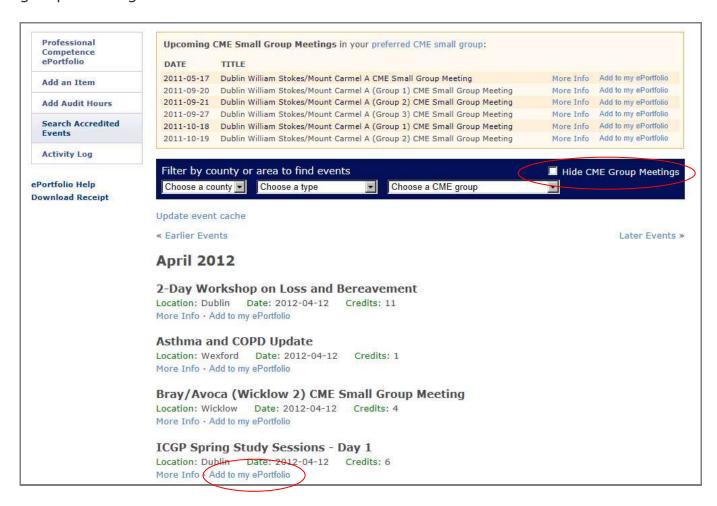
This page allows you to add your clinical audit activity throughout the year. As you complete aspects of your audit you can enter them in as individual entries e.g. practice meeting to decide audit time plan and action plan, 1 hour.

Alternatively, when you have completed your audit you can add it as one entry and add the total number of hours it took to complete. The system will recognise when 12 or more hours are entered and will record that you have completed 1 audit.

# SEARCH EVENTS PAGE

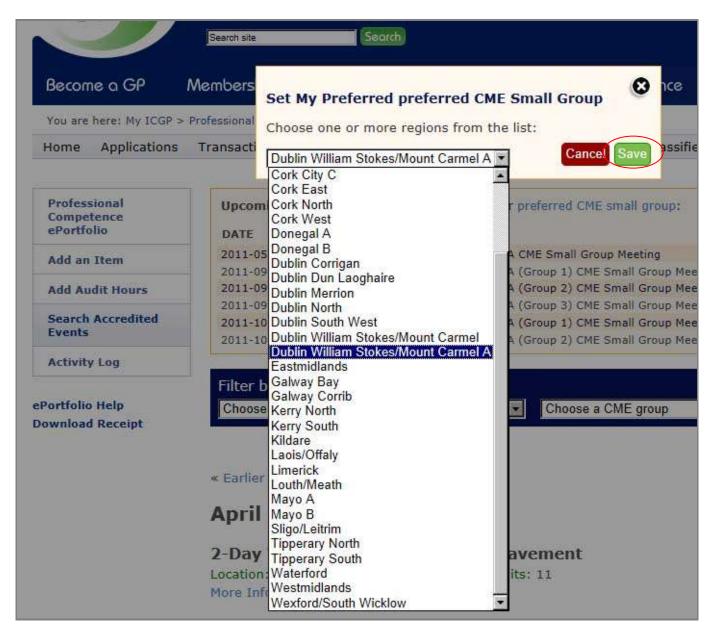
# **Search Accredited Events**

This feature allows you to search through all ICGP accredited events e.g. courses, conferences or lectures. Use the search criteria to find events – you can filter by **county, type or choose a CME small group**. You can also choose to hide CME group meetings.



Once you find an event that you would like to attend or have attended, click **Add to my ePortfolio** to update all the details onto your activity log.

It is also possible to personalise this page by choosing your local CME small group. To personalise this listing, click the link **'preferred CME small group'**. Choose your local group and then click **Save**. Your personalised listings will now appear in the yellow box at the top.



## **ACTIVITY LOG**

This screen shows a log of all activity for review, planned or completed. Like the Dashboard, it also contains a traffic-light' colour-coding system to demonstrate progress with the mandatory 50 credits per year and 250 credits per cycle.



- 1 / As you edit the items on the activity log this dashboard will simultaneously update so you will always have a picture of how you are progressing.
- 2 / If you have planned to complete activity by a certain date e.g. attend a CME meeting, once that date passes the system will ask you to review that item.
- 3 / This page also holds any supporting documentation such as certificates of attendance, related files and educational links.
- 4 / You may also choose to view your activity by area i.e. internal, external etc. Click the 'View By' drop down menu and choose Area.