



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.



The Irish College of General Practitioners
Coláiste Dhochtúirí Teaghlaigh Éireann
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Tel: 01 6763705 Fax: 01 6765850 email: info@icgp.ie

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 info@icgp.ie 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.

Personal Details	
Title	Medical Council Number
<input type="text" value="MS"/>	<input type="text" value="12345"/>
First Name	Date of Birth
<input type="text" value="SANDRA"/>	<input type="text" value="4"/> <input type="text" value="April"/> <input type="text" value="1971"/>
Surname	Gender
<input type="text" value="ROONEY"/>	<input type="text" value="Female"/>
Home Address	
Street Address Line 1	Town
<input type="text" value="11 HILLCREST ROAD"/>	<input type="text" value="BLACKROCK"/>
Street Address Line 2	County
<input type="text" value="WHEATBROOK"/>	<input type="text" value="CO LOUTH"/>
Street Address Line 3	Country
<input type="text"/>	<input type="text" value="IRELAND"/>
Telephone	Email Address
<input type="text" value="042 9567890"/>	<input type="text" value="SANDRA12@GMAIL.COM"/>

WORK Address

Street Address Line 1

9 MAIN STREET

Town

DUNDALK

Street Address Line 2

County

CO LOUTH

Street Address Line 3

Country

IRELAND

Telephone

042 8889889

Preferred Correspondence Address

Home Work

Work Details *Select all that currently apply*

General practice

Full time

Part time

Locum

Registrar

Academic

Fully retired

Research

Private practice

Other

Current Employment

Please indicate your status in practice:

Partner

Please state commitment in days or part thereof

5

Submit Application

I consent to the use of my personal information subject to these restrictions.

I agree to comply with the code of conduct, terms & conditions, and the privacy & security policies.

Proceed to Payment

- 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.

<p style="text-align: center;">External</p> <p style="text-align: center;">Maintenance of Knowledge & Skills</p> <p style="text-align: center;"><i>20 credits per year minimum</i></p> <ul style="list-style-type: none"> • CME small group network meetings • Conferences • Courses • Examinations • Faculty meetings • Lectures • Medical advanced degree • Clinical meetings • Online courses • Seminars • Workshops 	<p style="text-align: center;">Internal</p> <p style="text-align: center;">Practice Evaluation & Development</p> <p style="text-align: center;"><i>20 credits per year minimum</i></p> <ul style="list-style-type: none"> • 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
<p style="text-align: center;">Personal Learning</p> <p style="text-align: center;"><i>5 credits per year minimum</i></p> <ul style="list-style-type: none"> • Journals & Journal club • E-learning • Learning Diary • Online search • Personal Reading 	<p style="text-align: center;">Research or Teaching</p> <p style="text-align: center;"><i>2 credits per year desirable</i></p> <ul style="list-style-type: none"> • 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.

Professional Competence ePortfolio

Add an Item

Add Audit Hours

Search Accredited Events

Activity Log

Welcome ANGELA BYRNE to the ICGP ePortfolio.

This page displays a summary of your planned and completed activity. Green is displayed when minimum credits have been achieved; amber when you are over half way to completing minimum credits and red when less than half of the required credits have been achieved.

DASHBOARD

< 2010 **2011** 2012 >

COMPETENCE AREAS	PLANNED		COMPLETED	
	Required	Status	Required	Status
External	20	0	20	21
Internal	20	0	20	20
Personal	5	0	5	5
Research/Training (2 Desirable)	0	0	0	5
Totals	50	0	50	51

1 hour of educational activity = 1 credit

CLINICAL AUDIT Hours Accumulated	PLANNED		COMPLETED	
	Required	Status	Required	Status
12.5	1	0	1	1

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

FOR REVIEW

You have no items for review.

RECENTLY UPDATED ITEMS

	COMPLETION	TITLE	AREA	CREDITS
	11 Apr 2012	An Overview of Care of the Elderly, Risk of Falls, Syncope & Postural Hypotension	External	1
	29 Feb 2012	Forum Article	Research/Training	2
	21 Jan 2012	Journal Articles	Personal	1

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.

Professional Competence ePortfolio

[Add an Item](#)

[Add Audit Hours](#)

[Search Accredited Events](#)

[Activity Log](#)

[ePortfolio Help](#)

[Download Receipt](#)

ADD PORTFOLIO ITEM

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

*** Mandatory information**

Title *

Description

Start Date * End Date Hours/Credits *

Type

[ATTACH DOCUMENTATION](#)

- [Attach File](#)
- [Attach Web Page](#)
- [Attendance Cert](#)

[Add Item](#)

1 hour of educational activity = 1 credit

[Click here to access template documents](#) to record details of meetings: practice meetings and PCT meetings.

[Useful Links](#) | [Site Map](#) | [Privacy Policy](#) | [Terms and Conditions](#)

Web Technology by Ionic

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 www.icgp.ie/audit 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.

Professional Competence ePortfolio
Add an Item
Add Audit Hours
Search Accredited Events
Activity Log

[ePortfolio Help](#)
[Download Receipt](#)

ADD AUDIT HOURS


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

Mandatory information


Title*


Description

Date* 

Hours*

ATTACH DOCUMENTATION

 [Attach File](#)

 [Attach Web Page](#)

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.

[Useful Links](#) | [Site Map](#) | [Privacy Policy](#) | [Terms and Conditions](#) Web Technology by Ionic

Important Note

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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.

The screenshot shows the 'Search Accredited Events' interface. On the left is a navigation menu with 'Search Accredited Events' highlighted. The main content area features a table of 'Upcoming CME Small Group Meetings' with columns for DATE and TITLE. Below this is a filter bar with dropdowns for 'Choose a county', 'Choose a type', and 'Choose a CME group', and a checkbox for 'Hide CME Group Meetings'. The event list for April 2012 includes '2-Day Workshop on Loss and Bereavement', 'Asthma and COPD Update', 'Bray/Avoca (Wicklow 2) CME Small Group Meeting', and 'ICGP Spring Study Sessions - Day 1'. The 'Add to my ePortfolio' link for the last event is circled in red.

DATE	TITLE	More Info	Add to my ePortfolio
2011-05-17	Dublin William Stokes/Mount Carmel A CME Small Group Meeting	More Info	Add to my ePortfolio
2011-09-20	Dublin William Stokes/Mount Carmel A (Group 1) CME Small Group Meeting	More Info	Add to my ePortfolio
2011-09-21	Dublin William Stokes/Mount Carmel A (Group 2) CME Small Group Meeting	More Info	Add to my ePortfolio
2011-09-27	Dublin William Stokes/Mount Carmel A (Group 3) CME Small Group Meeting	More Info	Add to my ePortfolio
2011-10-18	Dublin William Stokes/Mount Carmel A (Group 1) CME Small Group Meeting	More Info	Add to my ePortfolio
2011-10-19	Dublin William Stokes/Mount Carmel A (Group 2) CME Small Group Meeting	More Info	Add to my ePortfolio

Filter by county or area to find events

Hide CME Group Meetings

Update event cache

« Earlier Events Later Events »

April 2012

2-Day Workshop on Loss and Bereavement
Location: Dublin Date: 2012-04-12 Credits: 11
[More Info](#) · [Add to my ePortfolio](#)

Asthma and COPD Update
Location: Wexford Date: 2012-04-12 Credits: 1
[More Info](#) · [Add to my ePortfolio](#)

Bray/Avoca (Wicklow 2) CME Small Group Meeting
Location: Wicklow Date: 2012-04-12 Credits: 4
[More Info](#) · [Add to my ePortfolio](#)

ICGP Spring Study Sessions - Day 1
Location: Dublin Date: 2012-04-12 Credits: 6
[More Info](#) · [Add to my ePortfolio](#)

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.

The screenshot shows a web application interface with a modal dialog box titled "Set My Preferred preferred CME Small Group". The dialog contains a list of regions and a "Save" button circled in red. The background shows a sidebar with "Professional Competence ePortfolio" and a main content area with a calendar for April.

Set My Preferred preferred CME Small Group

Choose one or more regions from the list:

- Dublin William Stokes/Mount Carmel A
- Cork City C
- Cork East
- Cork North
- Cork West
- Donegal A
- Donegal B
- Dublin Corrigan
- Dublin Dun Laoghaire
- Dublin Merrion
- Dublin North
- Dublin South West
- Dublin William Stokes/Mount Carmel
- Dublin William Stokes/Mount Carmel A
- Eastmidlands
- Galway Bay
- Galway Corrib
- Kerry North
- Kerry South
- Kildare
- Laois/Offaly
- Limerick
- Louth/Meath
- Mayo A
- Mayo B
- Sligo/Leitrim
- Tipperary North
- Tipperary South
- Waterford
- Westmidlands
- Wexford/South Wicklow

Cancel Save

Professional Competence ePortfolio

Add an Item

Add Audit Hours

Search Accredited Events

Activity Log

ePortfolio Help

Download Receipt

Upcoming

DATE

2011-05

2011-09

2011-09

2011-09

2011-10

2011-10

Filter by

Choose

« Earlier

April

2-Day

Location:

More Info

Choose a CME group

avement

its: 11

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.

Professional Competence ePortfolio

Add an Item

Add Audit Hours

Search Accredited Events

Activity Log

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.

YEAR IN CYCLE	EXTERNAL 20 per year min.	INTERNAL 20 per year min.	PERSONAL 5 per year min.	RESEARCH/TRAINING 2 per yr desirable	CLINICAL AUDIT 1 per year	TOTAL OUTSTANDING Over 5 areas
1 2 3 4 5						
Year 1	21	20	5	5	1	0

View By: Status View Year: 1 = Auto updated by ICGP

Status
Area

Completed Activity for Year 1

COMPLETION	TITLE	AREA	CPD	DOCS/LINKS
01 Oct 2011	4th West of Ireland Integrated Diabetes Care Conference - ABC of Diabetes Care in GP	External	4.5	
11 Apr 2012	An Overview of Care of the Elderly, Risk of Falls, Syncope & Postural Hypotension	External	1	
26 Oct 2011	Chart Review	Internal	2	
21 Nov 2011	Chart Review	Internal	1.5	
03 Aug 2011	Chart Review	Internal	2	

Any item on your plan can be edited at any time.

- 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**.