

EPortfolio User Guide

This guide outlines how to use the ePortfolio to record and view your CPD activity, specifically how to:

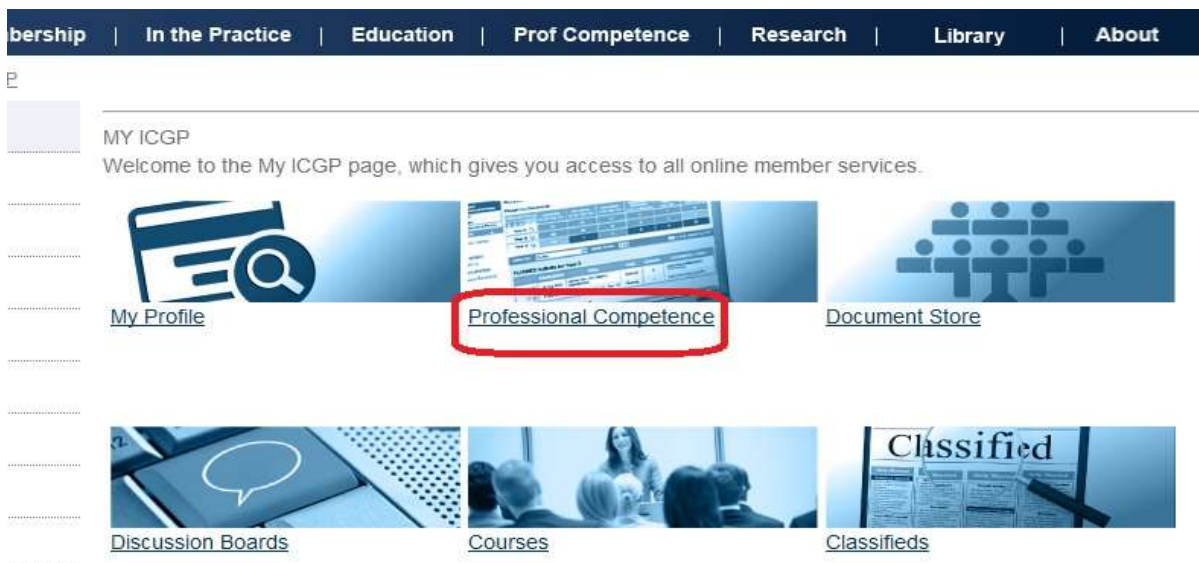
1. Log into the ePortfolio
2. Add an Item –used for recording internal, external, personal learning and research and teaching CPD
3. Add Clinical Audit
4. Search Recognised Events – can be used to find any ICGP lead activity and once located on the list, with a click of a button all the data relating to this event will automatically upload into your ePortfolio record.
5. Use the Activity Log – this displays all the activity you have recorded in your ePortfolio. You can amend any of the records you have added.
6. Download your receipt
7. Download your Statement of Participation

1. Log into your ePortfolio

- a) Go to www.icgp.ie
- b) Enter your ID & PIN in the top right-hand corner of the home page & click on 'Login'



- c) On the next page, click on 'Professional Competence'



d) On the next page, click on 'Record your activity' or 'Login to ePortfolio'

The screenshot shows the top navigation bar with links for 'Help with ePortfolio', 'Useful key messages', and 'Frequently Asked Questions'. Below this are three columns of text with 'read more' links. The main content area features two images: a person using a computer mouse and a tablet displaying a dashboard. Below the images are two sections: 'RENEW OR ENROL ON ICGP SCHEME' with a link to renew/enrol online, and 'RECORD YOUR ACTIVITY' with a link to login to the eportfolio, which is highlighted with a red box. At the bottom, there are sections for 'IMPORTANT INFORMATION' (video tutorials and step-by-step guide) and 'CLINICAL AUDIT' (recommendation to complete one audit per year).

This will bring you to the Dashboard page of your ePortfolio

The dashboard page for MAIREAD DELANEY includes a left-hand menu with options like 'Add an Item', 'Add Clinical Audit', and 'Activity Log'. A top banner explains the MPA 2007 requirement for enrolling on a professional competence scheme. Below this, a 'DASHBOARD' section shows a table of activity for the year 2012/2013. The 'RECORD YOUR ACTIVITY' link is highlighted with a red box. The table shows planned and completed credits across four competence areas: External, Internal, Personal, and Research/Training. A 'Totals' row shows 50 planned credits, 4 completed, and a 72.5% completion rate. A note states '1 hour of educational activity = 1 credit'. Below the main table is a 'CLINICAL AUDIT' section showing 12 hours accumulated, 1 required, and 1 completed.

COMPETENCE AREAS	PLANNED		COMPLETED	
	Required	Status	Required	Status
External	20	2	20	33.5
Internal	20	2	20	30
Personal	5	0	5	9
Research/Training (2 Desirable)	0	0	0	0
Totals	50	4	50	72.5

1 hour of educational activity = 1 credit

CLINICAL AUDIT	PLANNED		COMPLETED	
Hours Accumulated	Required	Status	Required	Status
12	1	0	1	1

The main table displays the total number of credits from planned and completed activities. Once you have met all the requirements in a given year, credits in the completed status column on the right will be displayed in green.

When you open the page, summary details for the current year will be displayed. You can view details for the previous year by clicking on the year to the top left of the table.

2. Add an Item

Click on this option to record external, internal, personal learning or research and teaching activities.

The screenshot shows the 'ADD PORTFOLIO ITEM' form. On the left is a navigation menu with 'Add an Item' selected. The main form area has a title 'ADD PORTFOLIO ITEM' and a subtitle 'This page allows you to manually enter details of your CPD activity.' The form includes fields for 'Title' (marked as mandatory), 'Description', 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), 'Hours/Credits', and 'Type' (a dropdown menu). A red asterisk indicates mandatory information. On the right, there is an 'OPTIONAL DOCUMENTATION' section with icons for 'Attach File', 'Attach Web Page', and 'Attendance Cert'. An 'Add Item' button is at the bottom right. A footer note states '1 hour of educational activity = 1 credit'.


- You need to enter a title for your activity and details in the description.
- Click on the calendar symbols to enter the start and end dates.
- Enter the number of hours/credits achieved by completing the activity
- When you click on the down arrow under 'Type', a list of options will appear, helping you to record your activity in the correct category – select the most relevant one.
- If you would like to attach a document to your entry, please see attached document in the appendix for instructions.
- When you are finished, click on 'Add Item' to save your entry.

3. Add Clinical Audit

Click here to record your audit.

Title* * Mandatory information

Description

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](#)

- It is advised that you attach a 2 page summary report on your audit – see appendix for instructions on how to attach documents.
- When you have your audit fully completed, remember to tick the ‘audit completed’ box, circled above. This box must be ticked in order for your audit to be registered as completed.

4. Search Recognised Events

You can use this page to find out about upcoming events and add them to your ePortfolio. You can also add events from here which you have already attended.

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

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

Update event cache

[← Earlier Events](#) [Later Events →](#)

MARCH 2013

An Overview of Common STIs and how to treat patients/How to differentiate fibromyalgia from polymyalgia in patients
 Location: Dublin Date: 2013-03-07 Credits: 1.5
[More Info](#) · [Add to my ePortfolio](#)

Bray/Avoca (Wicklow 1) CME Small Group Meeting
 Location: Wicklow Date: 2013-03-07 Credits: 4
[More Info](#) · [Add to my ePortfolio](#)

Dublin Merrion (Group 2) CME Small Group Meeting
 Location: Dublin Date: 2013-03-07 Credits: 4
[More Info](#) · [Add to my ePortfolio](#)

- You can filter your search based on county, event type or your particular CME group.
- You can also tick the ‘Hide CME Group Meetings’ box which will make the lists shorter.
- To view past events or events further into the future, click on ‘Earlier Events’ or ‘Later Events’.
- When you find an event that you plan on attending or have already attended and would like to record for credits, click on ‘Add to my ePortfolio’ and the details will automatically be updated.

5. Activity Log

Open this page to view a full list of all your recorded activity.

View By: **Status** View Year: **1** = Auto updated by IC

Planned Activity for Year 1

	COMPLETION	TITLE	AREA	CPD	DOCS/LINKS
  	22 Oct 2012	Cavan CME Small Group Meeting	External	2	
  	22 Oct 2012	Cavan CME Small Group Meeting	Internal	2	

Completed Activity for Year 1

	COMPLETION	TITLE	AREA	CPD	DOCS/LINKS
  	07 Nov 2012	Test	Internal	10	
  	03 Nov 2012	Immediate Care Cardiac Course	External	6.5	
  	19 Oct 2012	Warfarin Audit	Completed Clinical Audit	12	
  	12 Oct 2012	CME Meetings	External	20	

- Details will automatically be displayed for the current year.
- If you would like to view a list of the activity you recorded for the previous year, click on the arrow to select the year beside 'View Year'.
- You can choose to view a breakdown of your activities per CPD category by changing 'status' to 'area' beside 'View By'.
- If you would like to view further details on any of the activities listed, click on the blue eye symbol to the left of the entry.
- To edit the entry, click on the green notepad and pen symbol.
- To delete the entry, click on the red bin symbol.

6. Download Receipt

Click here to view and download a receipt for payment for the current year or previous years.

7. Statement of Participation

Click here to view and download your Statements of Participation.