



## Meeting the annual requirement for Internal CPD

Internal CPD credits relate to internal practice evaluation and development and all doctors are required to record a minimum of 20 internal CPD credits per PCS year. These can be recorded with 1 hour of activity = 1 CPD credit.

Activities which can be recorded include (but are not limited to):

- **Case presentation:** presenting particular patient scenarios as a way of informing others about approaches to care/treatment. This can be a two-way process and include feedback on care or treatment regimes
- **Clinical case discussion:** where a discussion takes place with another healthcare professional regarding clinical issues and approaches to a patient's treatment and care
- **Clinical club:** forming a club with other GP colleagues in your locality for regular clinical case discussions
- **Clinical risk meeting:** for example, where a GP/GP practice develop a plan to deal with seasonal epidemics (e.g. influenza)
- **Committee participation:** the ICGP PCS committee has agreed that this can be recorded for 1 internal CPD credit *per meeting* (to a maximum of 6 per year)
- **Locum handover:** discussing patient cases, files and updates on the practice
- **Patient survey:** where a survey is conducted to obtain patient feedback (e.g. on the practice, waiting times, friendliness of staff, care provided etc.) A sample survey template is available on [www.icgp.ie](http://www.icgp.ie)
- **Peer review group:** where patient cases/issues/practice issues are presented to peers who provide comments and advice and suggest alternative approaches to care and treatment. CME small groups act as a peer support/review group.
- **Practice-based meeting:** practices often hold regular meetings to discuss patient issues, attendance at courses & how to implement findings to improve patient care. To assist you with recording these, please see the template on [www.icgp.ie/pcs\\_templates](http://www.icgp.ie/pcs_templates)
- **Professional Development Plan (PDP):** please see [www.icgp.ie/pdp](http://www.icgp.ie/pdp) for more details
- **Quality improvement process:** review of an approach to care/treatment, etc. and implementation of outcomes
- **Significant Event Analysis:** a template is available on [www.icgp.ie/pcs\\_templates](http://www.icgp.ie/pcs_templates)

**Remember!** If you take learning back from a meeting and make subsequent changes to your practice as a result, you can record this for internal credits

**NB:** Don't forget to always retain evidence to support your recorded activities. When recording internal CPD to your ePortfolio, you will need to enter a description (min. 50 characters) into the description box. Evidence includes, at a minimum, the topics reviewed/discussed, the number of people in attendance (where relevant) and any practice changes made as a result of the activity.

**Queries/Questions?** Email [professionalcompetence@icgp.ie](mailto:professionalcompetence@icgp.ie), visit [www.icgp.ie/pcs](http://www.icgp.ie/pcs) or call 01 6763705

For a full list of internal CPD activities, please visit [www.icgp.ie/pcs\\_internal](http://www.icgp.ie/pcs_internal)