



## Guide to the ICGP PCS Annual Verification Process

**NB: Do not include patient identifiers on your ePortfolio, in documents or communications that you send to the ICGP.**

### What is verification?

ICGP carries out the annual PCS verification process under arrangement with the Medical Council.

Verification is a supportive process designed to assist GPs in meeting their annual PCS requirements. During the process, ICGP examines the individual ePortfolios of a random sample of 3-5% of PCS enrolees. Enrolees who have been randomly selected are notified of this process in advance.

Verification is always carried out on the most recent **complete** PCS year.

When examining ePortfolios, the ICGP PCS Department will check to see if each selected enrolee has recorded the following:

- A minimum of 50 CPD credits to include:
  - 20 internal credits
  - 20 external credits
  - 5 personal learning credits
  - 5 additional credits in any of the above or in research and teaching
- A minimum of 1 clinical/practice audit
- Evidence to support the recorded activity (please see Appendix 1)

### I have been randomly selected – what should I do?

You will have received a notification email with instructions on how to review your ePortfolio. Please follow these instructions and, where necessary, update your ePortfolio accordingly. If you have not already done so, you will need to add relevant, anonymised evidence to support each activity recorded on your ePortfolio, please see samples of evidence in Appendix 1.

For assistance in attaching documents to your ePortfolio, please click [here](#).

### How will I know the outcome of the process?

ICGP will contact you via email once review of your ePortfolio has been completed to confirm one of the following outcomes:

- Successful verification (your name will be removed from the random sample selection for the next 2 PCS years)
- Clarification or further information sought (you will be asked to provide this and given a time frame in which to do so)
- Corrective Action (your ePortfolio will be reviewed again in the following PCS year)

I am having difficulty uploading my evidence, what should I do?

If you have followed the guidelines on uploading evidence and still experience difficulty, please email [professionalcompetence@icgp.ie](mailto:professionalcompetence@icgp.ie) and we will assist you.

**NB:** We wish to advise that you should not send any original documentation to ICGP as unfortunately, we are unable to accept responsibility for loss or damage to original documents.

## Appendix 1 – Examples of Evidence

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- **External Credits** (minimum 20 per annum)
  - CPDR Code should be used to record ICGP events, to enter the code please follow the steps below:
    - Log on to [www.icgp.ie/pcs](http://www.icgp.ie/pcs)
    - Select 'Access ePortfolio'
    - Select 'Add CPDR Attendance Code'
    - Confirm the event
  - In the case of non ICGP events, your certificate of attendance. This includes events granted recognition by other Irish Medical Postgraduate Training Bodies.
  - In the event that you have recorded an activity which has not been recognised for CPD, please provide both a certificate of attendance and a short description of how the activity reflects and impacts on your practice.
- **Internal Credits** (minimum 20 per annum)
  - Ideally you should include anonymised minutes for any internal meetings.
  - If you do not have meeting minutes, in the description box of the activity you should record the main points discussed at the meeting as well as any actions taken you.
  - [Templates](#) for recording practice meetings and primary care team meetings are provided on the PCS website.
- **Personal Learning Credits** (minimum 5 per annum)
  - Details of the journals you have read, dates and titles of articles.
  - For online learning, you should record details of the website and date you accessed the website as well as any key points.
- **Research and Teaching** (2 desirable)
  - In the case of lectures, you could provide notes (please don't include full Powerpoint presentations).
  - In the case of research, provide a summary of the research work.
- **Clinical/Practice Audit** (1 per annum – circa 12 hours)
  - You should attach a summary or a full copy of your audit report. Please exclude any patient identifiers.