



## Recording Internal CPD Activity for PCS

For CPD categories (1 hour of activity = 1 CPD credit)

### What is internal CPD?

Internal CPD credits relate to internal practice evaluation and development. You are required to record a minimum of 20 internal CPD credits per PCS year (these requirements are currently reduced due to COVID-19; for more information on current requirements please click [here](#))

### What to record for your internal CPD

- **Case presentation:** presenting patient scenarios to inform others about approaches to care/treatment, including feedback on care or treatment regimes
- **Clinical case discussion:** discussing clinical issues and approaches to a patient's treatment and care with another healthcare professional
- **Clinical club:** forming a club with GP colleagues for regular clinical case discussions
- **Clinical risk meeting:** developing a plan for a GP practice to manage clinical risks (e.g. plan to deal with seasonal epidemics)
- **Committee participation:** you can record this activity 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:** conducting a survey to obtain patient feedback on the practice
- **Peer review group:** presenting patient cases / practice issues to peers who provide advice and suggest alternative approaches to care and treatment, e.g. at a CME Small Group
- **Practice-based meeting:** meeting with your clinical and non-clinical practice colleagues to discuss elements of your practice e.g. patient engagement, quality review. Please visit [www.icgp.ie/pcs\\_templates](http://www.icgp.ie/pcs_templates) to download a practice meeting template
- **Professional Development Plan (PDP):** complete a PDP to plan your learning needs and review it with a colleague for internal CPD credits, see [www.icgp.ie/pdp](http://www.icgp.ie/pdp) for details
- **Quality improvement process:** review of an approach to care/treatment and implementation of outcomes
- **Significant Event Analysis:** template available at [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 retain evidence to support your recorded activities. When recording internal CPD to your ePortfolio, you should enter a description (min. 50 characters)

Evidence includes the topics reviewed/discussed, the number of people in attendance (where relevant) and any practice changes resulting from the activity.

### Further information

Visit [www.icgp.ie/pcs](http://www.icgp.ie/pcs) or email [professionalcompetence@icgp.ie](mailto:professionalcompetence@icgp.ie)

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