Guide to the ICGP PCS Annual Verification Process

NB: Please do not include patient identifiers on your ePortfolio or in 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 4% 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 the 2020 2021 ePortfolios, the ICGP PCS Department will check to see if each selected enrolee has recorded the following:

- A minimum of 25 CPD credits to include:

    o 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:

    o Successful verification (your name will be removed from the random sample selection for the next 5 PCS years)

    o Clarification or further information sought (you will be asked to provide this and given a time frame in which to do so)

    o 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 and we will assist you.

NB: Due to the ongoing COVID-19 pandemic, ICGP is not in a position to accept any documentation via post. All documentation should be attached to your ePortfolio or scanned and emailed to professionalcompetence@icgp.ie

Oversight

The PCS Department manages and administers the process with clinical oversight by the Assistant Medical Director and governance oversight by the Quality and Policy Development Manager.

Reporting

The PCS Manager provides a detailed, anonymised report on the process to the PCS Committee at their annual March meeting and aggregated data to the Medical Council in annual reports.

Appendix 1 – Examples of Evidence

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- **External Credits**
  - 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
    - 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 to how the activity reflects and impacts on your practice.

- **Internal Credits**
  - 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.
  - You can access templates for recording practice meetings and primary care team meetings on the PCS website.

- **Personal Learning Credits**
  - 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 Credits**
  - 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.