ICGP PCS EPORTFOLIO USER GUIDE

A Guide to Using Your PCS ePortfolio for Recording CPD Activity

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Table of Contents

What is the ICGP PCS ePortfolio? 2

Enrolling on the ICGP PCS 2

Accessing your ePortfolio 3

Adding CPD Credits to your ePortfolio 3

- Add CPDR Attendance Code 4
- Add an Item 4
- Search Recognised Events 4

Adding an Audit to your ePortfolio 5

Attaching a Document to an ePortfolio Item 6

Removing or Amending Activity 7

Accessing ePortfolio Documents 7

- Statement of Participation 7
- PCS Receipt 8

Certificate of Attendance 8

Adding Activity to a Previous PCS Year 8

Downloading and Saving ePortfolio Records 9

Deleting ePortfolio Attachments 9

Troubleshooting Q&A 10

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What is the ICGP PCS ePortfolio?

ICGP provides a professional competence scheme (PCS) under arrangement with the Irish Medical Council for doctors working in general practice (GPs). This includes facilitating GPs to record and document their annual CPD requirements. The ICGP PCS ePortfolio is available for all GPs enrolled on the ICGP PCS for the current PCS year (1st May – 30th April annually) and can be accessed at www.icgp.ie/pcs

The activity you record to your ePortfolio is used to populate your annual Statement of Participation, a key document demonstrating your engagement with PCS. Your Statement is created once a year in May and reflects your recorded activity for the five most recent PCS years.

Your ePortfolio retains a log of your recorded activity for six PCS years – the current year and five previous. You can also choose to attach copies of supporting documentation to your ePortfolio and these will remain on the system for a maximum of three PCS years.

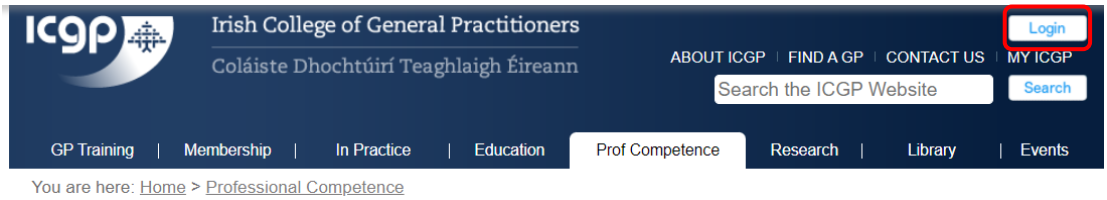
Enrolling on the ICGP PCS

In order to access your ePortfolio, you will first need to enrol on the ICGP Professional Competence Scheme (PCS). To enrol on the ICGP PCS, you will need to meet one or more of the following criteria:

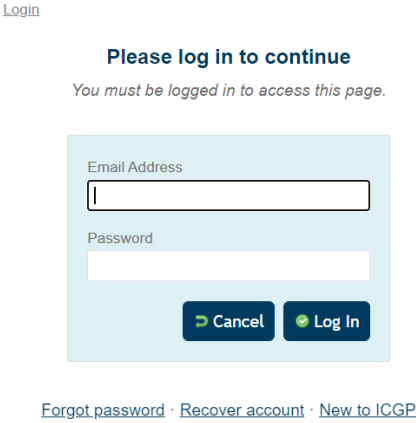
- Member of ICGP
- On the Medical Council Specialist Division for General Practice
- On the Medical Council General Division and working 50% or more in General Practice

To enrol, please follow the steps below:

1. Go to www.icgp.ie/pcs and select 'login' on the top right



2. Enter your email address and password. If you have not used the ICGP website before, select 'New to ICGP'. If you cannot remember your password, please select 'Forgot password'.



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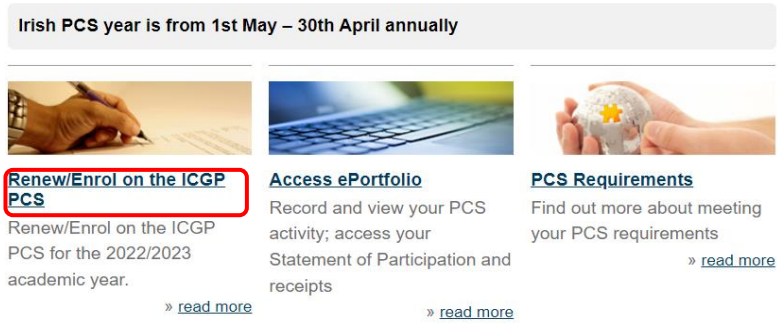
3. Select 'Renew / Enrol on the ICGP PCS'



4. Complete the online application form and make payment using credit or debit card.
   NB: *your card must support Strong Customer Authentication (SCA)*
5. Your application will be reviewed and you will receive an email once it has been accepted.
6. In the unlikely event that your application is rejected, you will receive an email outlining the reasons for rejection.

Accessing your ePortfolio

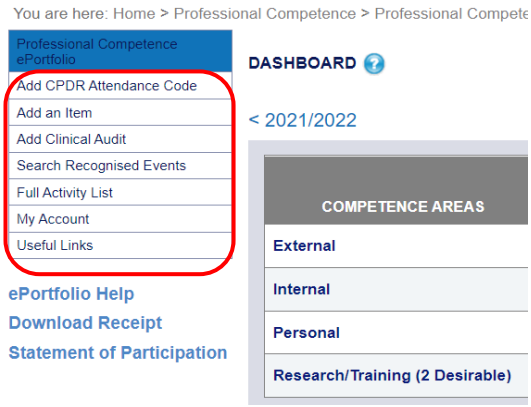
You can access your ePortfolio following the steps below:

1. Login to www.icgp.ie/pcs
2. Select 'Access ePortfolio'

NB: *Please review the ICGP PCS Code of Conduct prior to using your ePortfolio.*

Adding CPD Credits to your ePortfolio

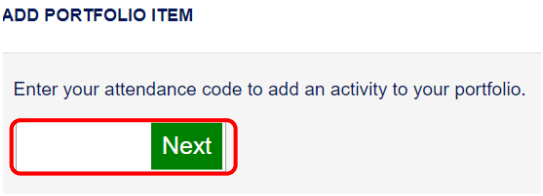
There are three methods of adding credits to your ePortfolio and all three are located in the menu to the left of your ePortfolio.



Add CPDR Attendance Code

You will receive a CPDR Attendance Code at all ICGP activity. Entering this code will automatically add your credits, the event and your personalised certificate of attendance to your ePortfolio. To add the CPDR code, please follow the steps below:

1. Select 'Add CPDR Attendance Code' from the menu on the left of your ePortfolio
2. Enter your 4 digit code

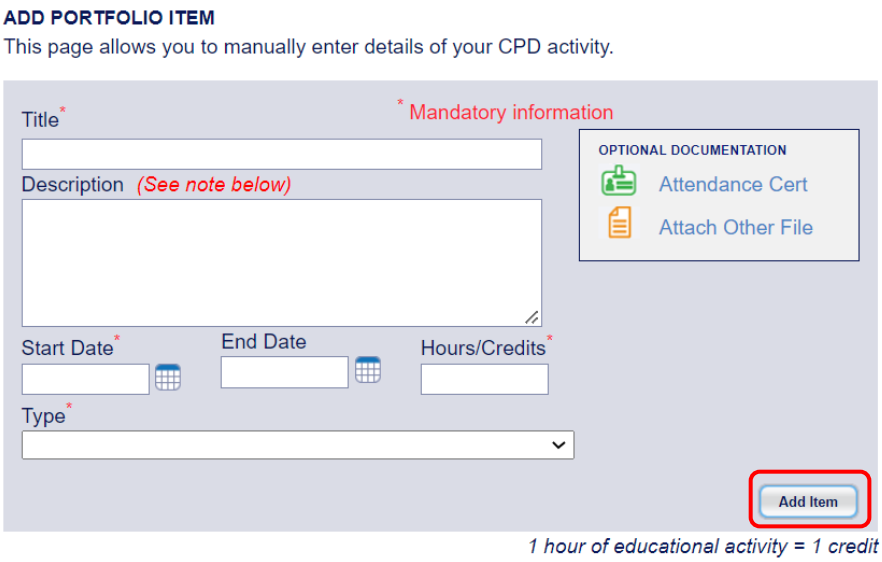


3. Confirm the event to add it to your ePortfolio

Add an Item

This allows you to manually add CPD activity to your ePortfolio. To use this function, please follow the steps below:

1. Select 'Add an Item' from the menu on the left of your ePortfolio
2. Enter the necessary details in all mandatory fields and select 'Add Item'



NB: *Activities will automatically add to the relevant PCS ePortfolio year based on the dates entered.*

Search Recognised Events

Allows you to find an event recognised for CPD by ICGP and add it with one click. To use this function, please do the following:

1. Select the 'Search Recognised Events' option
2. Use the navigation pane at the top to find the event you wish to add

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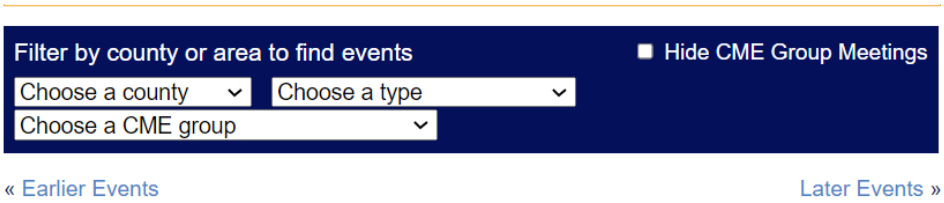
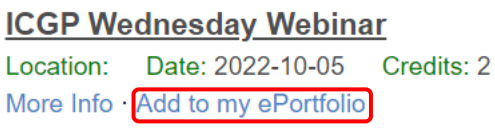


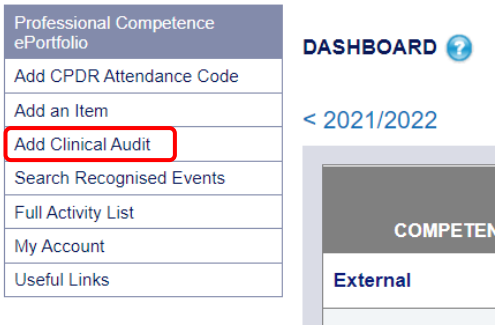
3. Select 'Add to my ePortfolio' under the relevant event



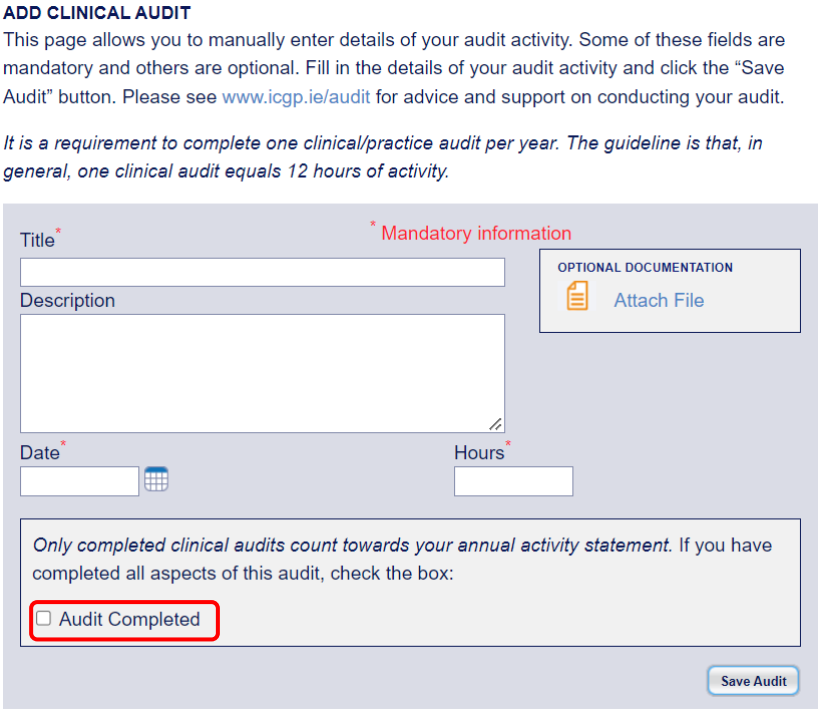
Adding an Audit to your ePortfolio

To add a clinical / practice audit or quality improvement process to your ePortfolio, please follow the steps below:

1. Login to www.icgp.ie/pcs
2. Select 'Access ePortfolio'
3. On the menu to the left, select 'Add Clinical Audit'



4. Enter the relevant details in the mandatory fields and tick the 'audit completed' box to ensure your audit is reflected on your Statement of Participation.



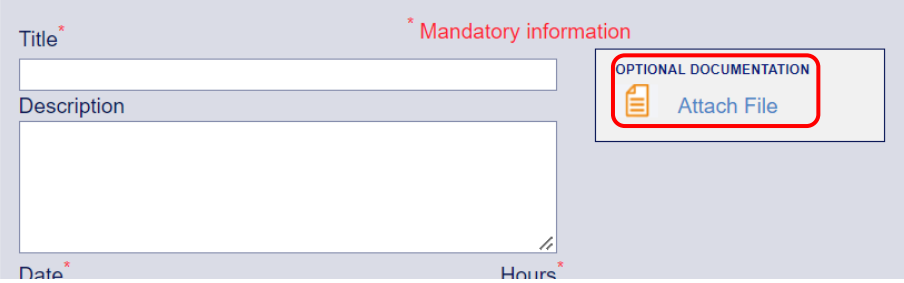
5. We recommend that you include evidence to support your audit. This can be an attached audit report (see www.icgp.ie/audit for a template audit report). Please see the section below for details on how to add an attachment.
6. Select 'Save Audit' to add to your ePortfolio.

***NB:* No patient identifiers should appear anyone on your ePortfolio or in any attachments.**

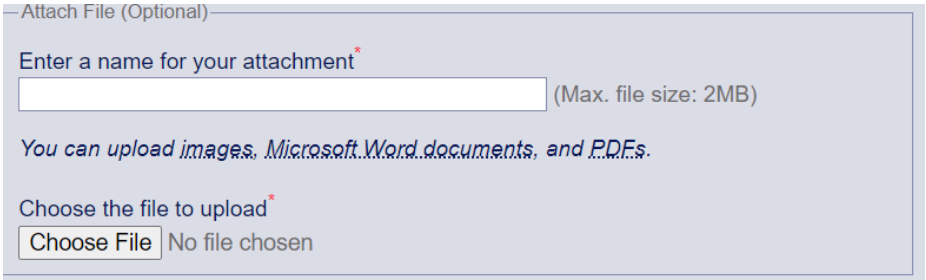
Attaching a Document to an ePortfolio Item

To attach a document to your ePortfolio when recording an activity, please follow the steps below:

1. Login to www.icgp.ie/pcs and select 'Access ePortfolio'
2. Select 'Add an Item' on the menu to the left
3. Enter the relevant details in the mandatory fields
4. Select 'Attach file'



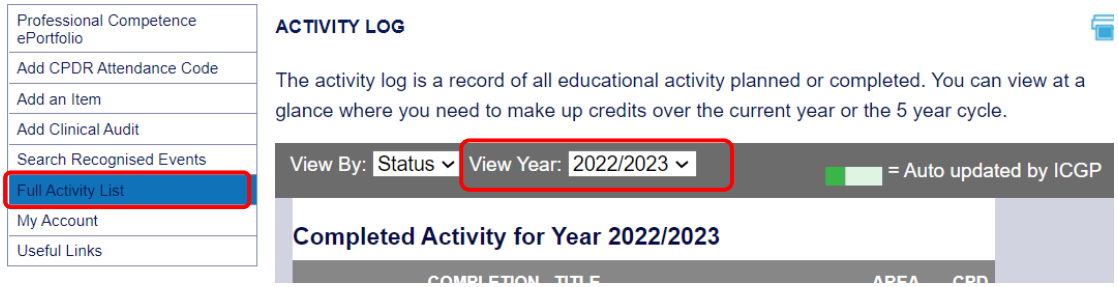
5. Enter a name for your attachment then select 'Choose File' and locate the saved file on your computer



6. Select 'Open' and then 'Add Item' to save.

If you have already added an activity and would like to subsequently include an attachment, please do the following:

1. Log in to www.icgp.ie/pcs
2. Select 'Access ePortfolio'
3. Select 'Full Activity List' on the menu to the left
4. Select the year you wish to view



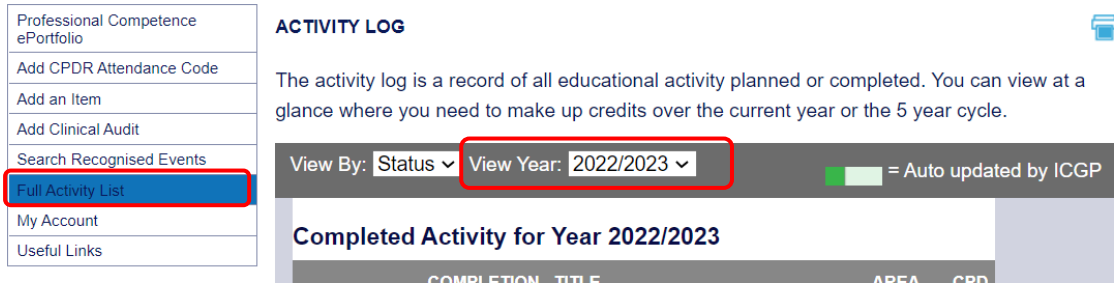
5. Scroll to the entry you wish to edit and select the green notepad and pen symbol to the left

6. Follow steps 4 – 6 above

Removing or Amending Activity

If you wish to remove or amend a recorded activity, please follow the steps below when logged into your ePortfolio:

1. Select 'Full Activity List on the menu to the left
2. Select the year you wish to view



3. Scroll through the list to the required entry
4. Use the green paper and pen icon to amend an entry

5. Use the red bin icon to delete an entry

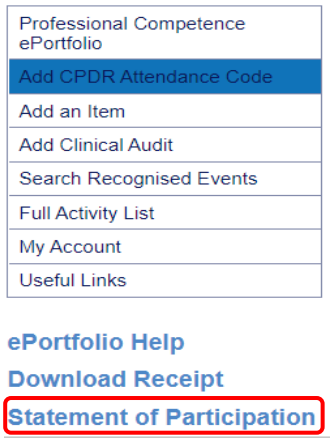
Accessing ePortfolio Documents

There are three types of document you may wish to access on your ePortfolio:

1. Statement of Participation
2. PCS Receipt
3. Certificate of Attendance

Statement of Participation

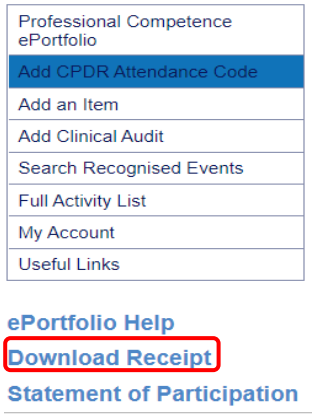
1. Login to www.icgp.ie/pcs and select 'Access ePortfolio'
2. Select 'Statement of Participation' on the left



3. Select 'Download your Statement of Participation' to print or save your Statement.

PCS Receipt

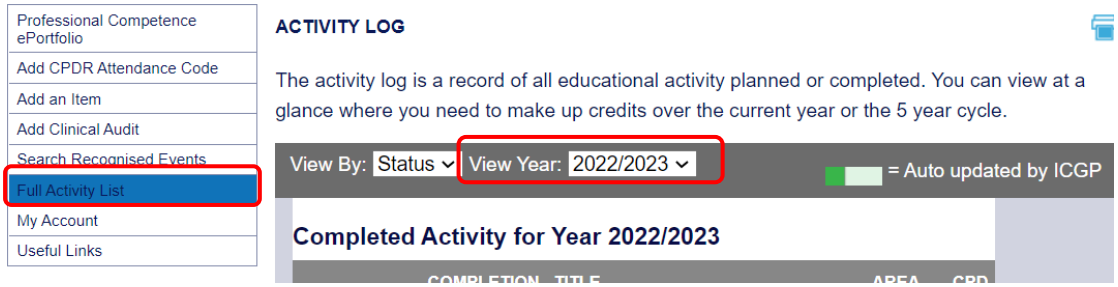
1. Login to www.icgp.ie/pcs and select 'Access ePortfolio'
2. Select 'Download Receipt' on the left



3. Select the receipt you wish to download in order to print or save the document.

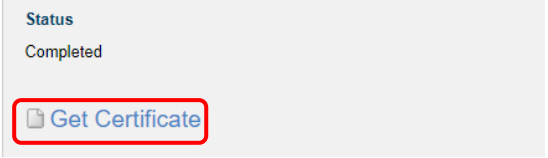
Certificate of Attendance

1. Login to www.icgp.ie/pcs and select 'Access ePortfolio'
2. Select 'Full Activity List' on the menu to the left
3. Select the year you wish to view



4. Scroll through the list to the relevant activity and select the blue eye icon to the left

5. Select 'Get Certificate'



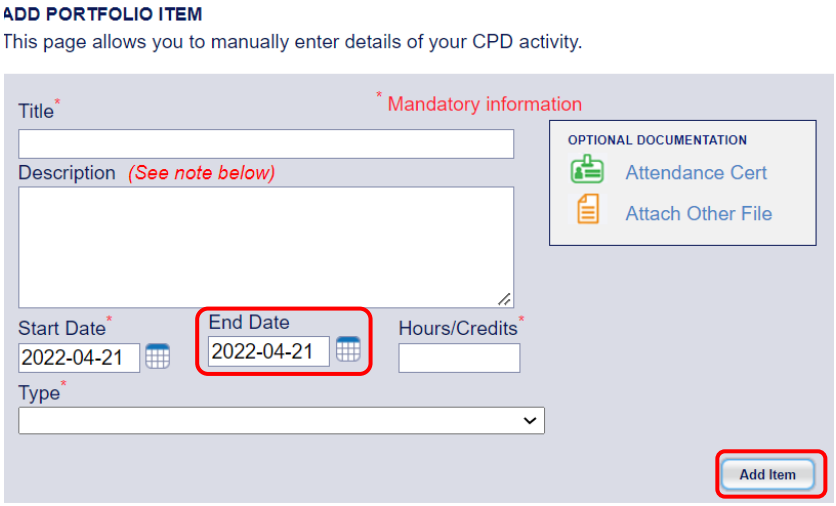
6. From here, you can print or download your certificate to your device

Adding Activity to a Previous PCS Year

You may, on occasion, wish to add an activity to a previous ePortfolio (for example, if you missed the deadline in a particular year). You can access up to six years of your ePortfolio records – the current year and five previous. To add an activity to a previous year's ePortfolio, please follow the steps below:

1. Login to www.icgp.ie/pcs and select 'Access ePortfolio'
2. On the menu to the left, select 'Add an Item'

3. Enter the details and ensure that the end date is in the relevant PCS year (i.e. if you wish to add to the 2021 2022 PCS year, end date must be before 30/04/2022) and select 'Add Item'.



Downloading and Saving ePortfolio Records

Your ICGP ePortfolio retains your essential records for 6 PCS years – the current year and the 5 most recent. However, attachments and evidence are retained for 3 PCS years – the current year and the 2 most recent. Documents you store on your ePortfolio should also be saved in hard or soft copy. If you do have documents on your ePortfolio that you need to download and save, please follow the steps below:

1. Login to www.icgp.ie/pcs
2. Select 'Access ePortfolio'
3. From the menu on the left, select 'Full Activity List'
4. Select 'view year' to the year you wish to access
5. Scroll through the list to the activity you want to download and click on the blue eye icon to the left
6. From here, you will be able to download any attachments, including certificates generated by entering your CPDR code

***NB**: if you wish to download and save description notes, please click on the green paper and pen icon to allow you to copy and paste the text*

Deleting ePortfolio Attachments

To delete an attachment from your ePortfolio, while retaining the ePortfolio entry, please follow the steps below:

1. Login to www.icgp.ie/pcs
2. Select Access ePortfolio
3. On the menu to the left, select 'Full Activity List'
4. Pick the year you wish to delete attachments from on the drop down menu
5. Scroll to the activity and click on the green edit button to the left
6. Click on the 'delete' option to the right of your attachment name
7. Click on 'Add Item' to save your changes

***NB:** Please remember to retain evidence to support your CPD activity in a secure location for 6 PCS years, in the event that you are requested to provide same.*

Troubleshooting Q&A

Q: Why can't I access my ePortfolio?

A: *To access your ePortfolio, you need to be enrolled on the current PCS year. If you have not yet enrolled, please go to www.icgp.ie/pcs and select 'Renew/Enrol on the ICGP PCS'.*

Q: Why can't I add an Attachment?

A: *There are 2 reasons that an attachment may not add to your ePortfolio:*

1. *Document is not in one of the compatible file formats:*
    - *PDF*
    - *JPEG*
    - *PNG*
    - *MS Word 2007+*
2. *Your document exceeds the limit. The limit for each file is 2MB and there is a 30MB total limit to your ePortfolio. ICGP retains your ePortfolio attachments for 3 PCS years – the current year and 2 previous. Please see section on Deleting ePortfolio Attachments to learn how to free up space on your ePortfolio.*

Q: Why is my audit not showing on my Statement of Participation?

A: *There are 2 reasons why this may occur:*

1. *You have not ticked the 'audit completed' box when recording your audit.*
2. *Your date is in the correct PCS year – date needs to be on or before the 30th April of the relevant PCS year.*

You can amend your audit entry to rectify this by following steps on 'Removing or Amending Activity'

Q: Why do I not have Statement of Participation?

A: *You will only have a Statement of Participation once you have completed one full PCS year. If this is your first year of enrolment, you will be able to access your first Statement once the year is complete in May.*

Q: Why can't I see documents that I attached in previous PCS years?

A: *In order to ensure the efficiency of the ePortfolio, ICGP removes ePortfolio attachments*

Q: Why do I need to record before 30th April?

A: *The statutory deadline of 30th April is set by the Medical Council. Information that you record to your ePortfolio is used to populate your annual Statement of Participation – proof of your adherence to PCS requirements. As per Arrangements with the Medical Council, we raise the Statements of Participation once a year at the beginning of May, and therefore activity which you record after 30th April will not be included.*