



ICGP PCS Appeals Process

ICGP obligations under arrangement with the Medical Council

ICGP operates the Professional Competence Scheme (PCS) under arrangement with the Medical Council. Under this arrangement, ICGP is required to provide resources and supports to assist GPs in meeting their annual PCS requirements.

As part of these arrangements with the Medical Council, ICGP reviews and monitors the ePortfolios of enrolees on an ongoing basis. This monitoring by the PCS Department can take place in the following ways:

1. Send emails to enrolees who have shortfalls in their annual PCS requirements with supports and guidance on meeting requirements
2. Carry out a verification process on a random sample of 3-5% of PCS enrolees
3. Provides reports on non-compliance to the Medical Council annually
4. Provides reports on non-compliance as requested by the Medical Council during the PCS year

ICGP may contact a GP to make them aware that one of the following applies to them:

- Non-compliant in their PCS requirements and their name has been forwarded to the Medical Council accordingly
- Randomly selected for the annual verification process
- Advised of corrective action following the verification process
- Listed as a Zero Recorder, meaning not having recorded any activity to their ePortfolio for three years or more

Appeals process

On occasion, an enrolee may feel that they have been incorrectly included in one of the above categories. In such cases, the enrolee can appeal the outcome as outlined below.

ICGP encourages applicants to resolve any appeal informally in the first instance by contacting the PCS Administrator. If the applicant's questions about the decision are not resolved in this way, the applicant can appeal in writing (by email) to the PCS Committee within 21 days of receipt of the notification. Only the PCS enrolee can appeal a decision about their own recorded CPD activity. Responses to appeals are handled and responses sent within four weeks from the date of receipt of the appeal.

ICGP reviews the appeal against the Medical Council PCS requirements and criteria and notifies the enrolee of the outcome, which may be one of the following:

- The appeal has no merit because ICGP followed the criteria and process appropriately.
- The appeal has merit because ICGP had overlooked information provided.
- The appeal has merit because the doctor was not enrolled on PCS in one or more of the years in question.