



# RCPI ePortfolio 'How To' Guides Professional Competence Participant

Rev 3 May 2015



## Welcome to RCPI ePortfolio for Professional Competence

The professional competence year runs from 1 May to 30 April. During this period you should complete one Clinical (Practice) Audit, and gather and record a minimum of 50 CPD credits across the four categories. The Medical Council requires that all doctors maintain year on year compliance.

You must record your CPD and Clinical Audit activities regularly and it is important to ensure that you have evidence of participation in the External, Internal and Research or Teaching CPD categories.

While your Annual Statement of Participation does not take account of evidence documents, if you are selected for the Annual Verification Process by your training body, you will be required to attach evidence documents to your CPD forms and may also be required to submit Clinical (Practice) Audit reports.

ePortfolio for Professional Competence has been designed to allow doctors to maintain their records in a consistent way so that they can present an Annual Statement of Participation in Professional Competence which demonstrates their compliance.

This document will take you through how to complete a form, add an evidence document and review your progress. You will also learn how to access your Annual Statement of Participation and where to seek help when you need it.

### Activities you must record:

#### Clinical (Practice) Audit

- 1 Clinical (Practice) Audit completed during the year

#### Continuing Professional Development (CPD): *a total of 50 credits per year*

- 20 Credits in the External Category (Required)
- 20 Credits in the Internal Category (Required)
- 5 Credits in the Personal Learning Category (Required)

It is desirable to record at least 2 credits per year in the Research or Teaching Category.

The remaining 5 credits can be divided across the categories at your own discretion.

#### Year on Year Compliance

Professional Competence requires year on year compliance. However, if you are on extended sick leave or maternity leave the Medical Council advice is that you engage where possible in these absences and make up any shortfalls on return to practice. If this is a planned leave, you may wish to accrue sufficient CPD credit and conduct your Clinical (Practice) Audit before you commence your leave period.

It is important to inform your training body so please be sure to email the details of your extended leave to [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie).

## Contents

<b>SECTION 1 – GETTING STARTED.....</b>	<b>5</b>
Basic navigation through the RCPI ePortfolio .....	6
How to check my scheme details .....	11
How to check my personal details.....	12
How to update my professional details.....	13
How to find details of my scheme requirements .....	14
How to identify CPD activities appropriate to my scope of practice .....	15
How to identify Clinical (Practice) Audit activities appropriate to my scope of practice.....	16
<b>SECTION 2 – USING EPORTFOLIO FOR PROFESSIONAL COMPETENCE.....</b>	<b>17</b>
How to complete a form in my PCS Portfolio.....	18
How to edit a form in my PCS Portfolio.....	21
How to remove an incorrect form .....	23
How to view my progress .....	25
How to complete a Personal Development Plan.....	26
How to access your Annual Statement of Participation in Professional Competence .....	27
How to switch between PCS Years.....	28
How to record extended leave from your practice.....	29
How to switch between roles .....	31
How to use your personal library.....	32
How to View the ePortfolio Terms & Conditions and Privacy Statement.....	36
How to find RCPI Courses.....	37
How to add or change your profile photo .....	38
How to log a support query.....	39
Revisions:.....	40





## SECTION 1 – GETTING STARTED



## Basic navigation through the RCPI ePortfolio

The following is an overview of the basic navigation through the RCPI ePortfolio. It includes details of what you will find on the ePortfolio homepage of your ePortfolio as well as a closer look at the ePortfolio menu bar .

### ePortfolio homepage

This is the first page you see when you log in to the ePortfolio as an RCPI Professional Competence Scheme Participant

- Alerts:** Displays messages sent from RCPI for your information
- Scheme Details:** Displays the training body and scheme you are enrolled with
- Personal Library Space:** Displays the amount of space available for uploading relevant documentation
- Professional Details:** Displays your current place of employment and your current post. These details can be edited by clicking on the **Edit** link. Relevant information about updating the Professional Details section can be found in the **How to change my Professional Details** section
- Activity** Displays the date, time and browser used when you last logged in to your RCPI ePortfolio account

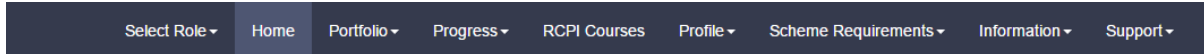
**Tip:** You can return to this page from anywhere in the system by clicking in the navigation bar on the top of the page

[Home](#)

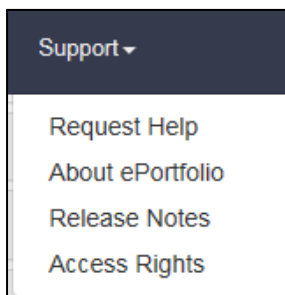
[Back to Index](#)

## ePortfolio for Professional Competence menu

The menu is displayed at the top of your screen. You should use it to navigate through your ePortfolio:

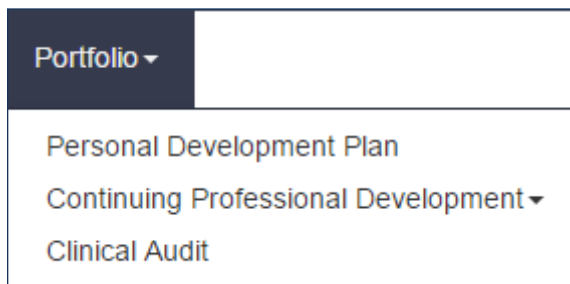


**Tip:** To see what items are contained within a menu heading, place your cursor over the heading and a drop-down of the menu items associated with that heading will appear. Go to an item and click on it to be directed to the relevant page of the ePortfolio.



## ePortfolio navigation menu– a closer look

Below is a more detailed view of what is contained in the dropdown of each menu heading.



Under the **Portfolio** heading, you can create your Personal Development Plan for the Professional Competence Year, complete records of your Continuing Professional Development and Clinical Audit Activities, and upload related evidence documents.

### Personal Development Plan

Define your scope of practice and plan your Professional Competence activities for the coming year

### Continuing Professional Development

Record the CPD credits required by your scheme. You need to record 50 credits each year, 45 of which must be recorded as follows:

- 20 External (Required)
- 20 Internal (Required)
- 5 Personal Learning

The remaining 5 credits can be divided across the CPD categories at your own discretion

### Clinical Audit

Record your Clinical (**Practice**) Audit for this year. Don't forget, this audit is not limited to patient-facing practice.



**Progress** ▾

- Summary Overview
- Annual Statement

Under the **Progress** heading you can:

- access a Summary Overview of all your Continuing Professional Development and Clinical (Practice) Audit Records
- access your Annual Statement of Participation in Professional Competence

**Summary Overview**

See how many submissions you have made and the total credits you have accrued for each category.

**Annual Statement**

View and download your Annual Statement of Participation in Professional Competence in PDF format

**RCPI Courses**

Under the **RCPI Courses** heading you can access details of and apply to register for CPD accredited activities provided by RCPI

**Profile** ▾

- Personal Details
- Declarations and Agreements
- Personal Library
- Download Portfolio
- Extended Leave

Under the **Profile** heading, you can view and make changes to your Profile details

**Personal Details**

View your personal details, including Name and Medical Council Registration number. You can also upload a profile photo

**Declarations and Agreements**

View the Terms and Conditions for using RCPI ePortfolio for Professional Competence

**Personal Library**

View the Evidence Documents you have attached to your Portfolio forms, and save any additional material you feel is relevant to your PCS record

**Download ePortfolio**

**This function is not available**

**Extended Leave**

Record periods of extended absence from practice





Scheme Requirements ▾	
Continuing Professional Development	
Clinical Audit	

Under the **Scheme Requirements** heading you can find information about what you need to record in order to comply with the requirements of your Professional Competence Scheme

**Continuing Professional Development**

View the CPD requirements for your Professional Competence Scheme

**Clinical Audit**

View the Clinical (Practice) Audit requirements for your Professional Competence Scheme

Information

Under the **Information** heading, the resources provided will help guide you through different aspects of your Professional Competence Scheme.

- PCS Contact Details
- How to use the ePortfolio
- Define Your Practice
- Clinical (Practice) Audit
- Continuing Professional Development (CPD)
- General Information
- Evidence Documents
- Medical Council Domains of Good Professional Practice
- Special Circumstances



Support ▾

Under the **Support** heading, you can access information about the system itself as well as a Support page that allows you to submit a query to the RCPI Helpdesk.

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**Request Help**

Submit enquiries to the RCPI Helpdesk if you are having any trouble using ePortfolio for Professional Competence or need assistance.

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**About ePortfolio**

Learn about ePortfolio and how it supports your Professional Competence Scheme

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**Access Rights**

Review the access that different roles within ePortfolio have with regards to viewing stored information.

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**Release Notes**

The latest Release Notes documentation, which gives details of the latest version of the software.

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[Back to Index](#)



## How to check my scheme details

**Step 1:** On the **Home** page, on the right side of the page, you will find your latest **Scheme Details**.

Scheme Details
<b>Enrolled Scheme</b> ICHMT General Division
<b>Working Specialties</b> Histopathology

**Step 2:** Check if your Scheme Details are correct.

**Step 3:** If your Scheme Details are incorrect, please email the Professional Competence Department, RCPI at [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie) with details of your change request.

**Important Information:** *Scheme Details change requests must be submitted in writing. Telephone requests cannot be accepted.*

[Back to Index](#)



## How to check my personal details

**Step 1:** On the navigation bar, place your cursor over **Profile**. From the dropdown list that appears select **Personal Details**

**Step 2:** Click the **Personal Details** tab

Personal Details	
<b>Name</b>	Ms Firstname LastName
<b>MC Number</b>	2030303030303
<b>Registered Specialty</b>	
<b>RCPI ID</b>	90029
<b>Status</b>	✓ (Enrolled)
<b>Email</b>	(

**Step 3:** If your Personal Details are incorrect, please email the Professional Competence Department, RCPI at [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie) with details of your change request.

**Important Information:** *Personal Details change requests must be submitted in writing. Telephone requests cannot be accepted.*

[Back to Index](#)



## How to update my professional details

**Step 1:** On the navigation bar, place your cursor over **Profile**. From the dropdown list that appears select **Personal Details**

**Step 2:** Click the **Professional Details** tab

Home / Profile / Personal Details

### Personal Details

Personal Details Professional Details Photo

Below are the Professional Details on file for this account in ePortfolio. To update these details, click on the "Edit Details" button below.

Professional Details

Current Institution

Current Post

Edit Details

**Step 3:** Click on the **Edit Details** button and update your **Professional Details**

Professional Details

Current Institution

Current Post

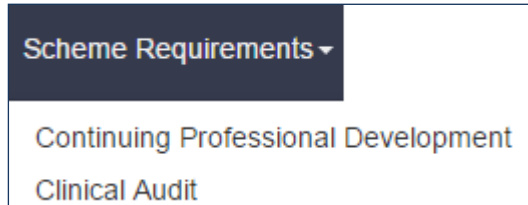
Save Changes Cancel

**Step 4:** Click on the **Save Changes** button

[Back to Index](#)



## How to find details of my scheme requirements



**Step 1:** Click on **Scheme Requirements** in the navigation bar

**Step 2:** For information on CPD requirements, select **Continuing Professional Development**

**Step 3:** For information on Clinical (Practice) Audit requirements, select **Clinical Audit**

[Back to Index](#)



## How to identify CPD activities appropriate to my scope of practice

### Information

**Step 1:** Click on **Information** in the ePortfolio menu bar (*in some browsers, menus may cover part of your screen – click your selection a second time to view the whole screen*)

**Step 2:** Click **Continuing Professional Development (CPD)**

PCS Contact Details
How to use the ePortfolio
Define Your Practice
Clinical (Practice) Audit
<b>Continuing Professional Development (CPD)</b>
General Information
Evidence Documents
Medical Council Domains of Good Professional Practice
Special Circumstances

**Step 3:** Click  **Read** to open a document

#### Your CPD Requirements

Every doctor enrolled on a Professional Competence Scheme must record a minimum of 50 CPD credits every year, made up as follows: 20 CPD credits in the External (Maintenance of Knowledge and Skills) category; 20 CPD credits in the Internal (Practice Evaluation and Development) category; 5 CPD credits in the Personal Learning category, and an additional 5 credits to be categorised at your own discretion.

#### RCPI Courses and Events Prospectus

We run a wide range of CPD approved courses and events in RCPI, including our popular Masterclass series, diplomas and certificates. To find a course or event suitable for you, click "Read" to open our prospectus.

 Read

#### Example CPD Activities for Pathology

Regular and consistent participation in a broad range of learning activities form a key element of all Professional Competence Schemes. All current activities should be reviewed and recorded for these purposes. Click "Read" to open the Table of CPD Activities.

 Read

#### Verification of Internal CPD

The Verification of Internal CPD guide explains how an employer can support doctors who are required to engage in Professional Competence. Click "Read" to open the document.

 Read

If you need information or advice about what you need to record we will be pleased to help you. Simply call us at (01) 863 9739 or email [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie)

[Back to Index](#)

## How to identify Clinical (Practice) Audit activities appropriate to my scope of practice



### Information

**Step 1:** Click on **Information** in the ePortfolio menu bar (*in some browsers, menus may cover part of your screen – click your selection a second time to view the whole screen*)

**Step 2:** Click **Clinical (Practice) Audit**

PCS Contact Details
How to use the ePortfolio
Define Your Practice
<b>Clinical (Practice) Audit</b>
Continuing Professional Development (CPD)
General Information
Evidence Documents
Medical Council Domains of Good Professional Practice
Special Circumstances

**Step 3:** Click  to open a document

Clinical (Practice) Audit	
<b>Example Clinical (Practice) Audit Activities for Pathology</b> All Registered Medical Practitioners must be actively engaged in clinical audit and at a minimum participate in one audit exercise annually that relates directly to their practice. It is recommended that practitioners spend at a minimum one hour per month in audit activity. Click "Read" to open the Table of Clinical Audit Activities.	
<b>Clinical (Practice) Audit for PCS Guide</b> This document contains an overview of the requirements for Clinical (Practice) Audit, and suggestions on types of Audit. Click "Read" to open the Clinical (Practice) Audit for PCS Guide	

If you need information or advice about what you need to record we will be pleased to help you. Simply call us at (01) 863 9739 or email [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie)

[Back to Index](#)





## SECTION 2 – USING EPORTFOLIO FOR PROFESSIONAL COMPETENCE

## How to complete a form in my PCS Portfolio

The PCS Portfolio contains three sections which contain the following forms:

- **Personal Development Plan**
- **Clinical Audit** – Minimum of one Clinical (Practice) Audit per year is required
- **Continuing Professional Development (CPD)**
  - External - Minimum 20 credits per year - required
  - Internal - Minimum 20 credits per year - required
  - Personal Learning – Minimum 5 credits per year - required
  - Research or Teaching – 2 credits per year are desirable

### Evidence Documents

To be considered eligible for the **Annual Verification Process**, evidence documents must be attached to External, Internal, Research or Teaching forms and Clinical (Practice) Audit forms.

Forms can be completed and saved without evidence documents, but you will need to attach evidence documents if you are selected for the Annual Verification Process. If you are selected for this process, we will notify you in good time and provide any support you need to prepare.

An evidence document for an External, Internal or Research and Teaching CPD claim must carry your name and the name of the organising body and confirmation from the organiser that you did engage in the activity. Invitations, programmes and agendas are not appropriate as they merely indicate an intention to engage.

You do not need an evidence document for a Personal Learning claim. Commencing in the 2015-2016 PCS year, you do not need an evidence document for a Clinical (Practice) Audit Form.

**Privacy:** Care should be taken to respect the confidentiality of your colleagues and institution of using attendance registers, or meeting minutes as evidence of attendance. Consider an alternative evidence type or exclude other names and institution business matters.

### Medical Council Domains:

Educational events may comprise a variety of sessions which reflect different Medical Council Domains. When this occurs, you may, if you wish, complete a separate **Continuing Professional Development (CPD)** form for each session.

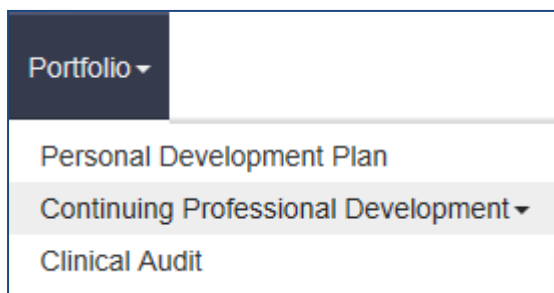
You may **not** complete two forms for one **Clinical (Practice) Audit**

For further information on Medical Council Domains please see the [Domains of Good Medical Practice](#) document in the [Information Section](#)

## When can I add information to my ePortfolio?

You may create and edit forms in any PCS year that you have registered for.

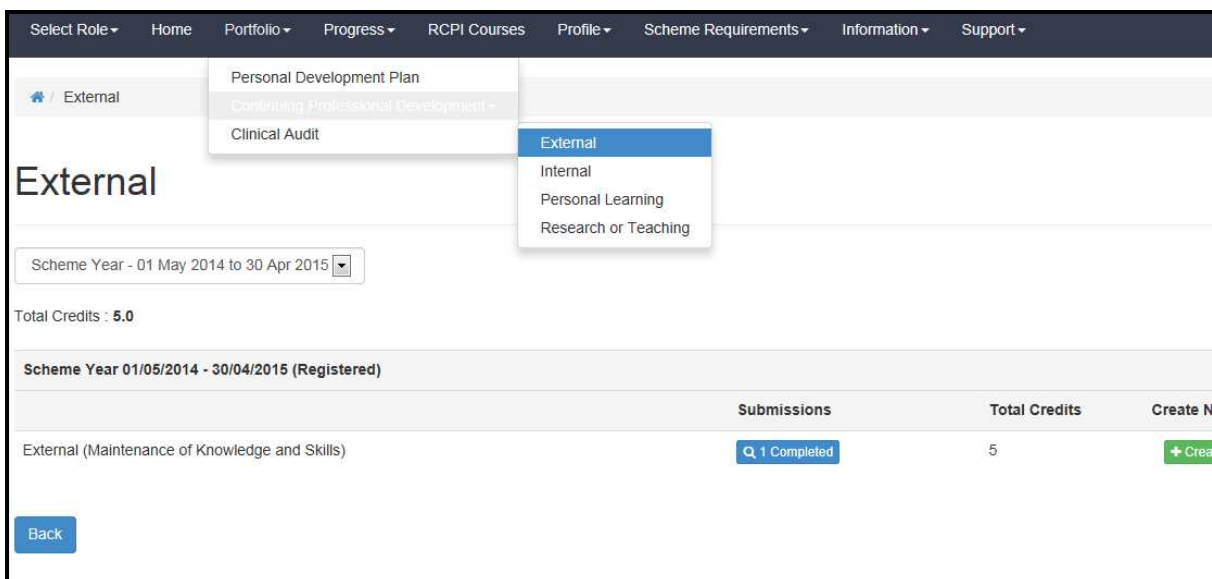
Forms are locked for editing for a few days each May to allow Annual Statements of Participation to be generated and we will notify you of this in good time. Otherwise your ePortfolio for Professional Competence is available 24-7, all year round.



**Step 1:** On the menu bar, click on **Portfolio**


**Step 2:** From the dropdown list that appears, select the form type you wish to use, and the form page will open

**Tip!** Clicking on “**Continuing Professional Development**” will expand the menu to display the CPD forms, e.g. External, Internal, Personal Learning and Research or Teaching



The screenshot shows the RCPI ePortfolio interface. At the top, there is a navigation bar with options: Select Role, Home, Portfolio, Progress, RCPI Courses, Profile, Scheme Requirements, Information, and Support. The 'Portfolio' dropdown menu is open, showing options: Personal Development Plan, Continuing Professional Development (selected), and Clinical Audit. Below this, a sub-menu is open for 'Continuing Professional Development', showing options: External (selected), Internal, Personal Learning, and Research or Teaching. The main content area displays the 'External' form details, including a 'Scheme Year' dropdown set to '01 May 2014 to 30 Apr 2015', 'Total Credits: 5.0', and a table of submissions. The table has columns for 'Submissions', 'Total Credits', and 'Create N'. The first row shows 'External (Maintenance of Knowledge and Skills)' with '1 Completed' submission and '5' total credits. A '+ Create' button is visible in the bottom right corner of the table.

**Step 3:** Click the  button. A new form will open

**Step 4:** Click the  button to upload the relevant evidence document

**Tip:** Evidence documents are not required for your Personal Development Plan or your Personal Learning Form

**Important:** You cannot attach a document previously uploaded through your Personal Library. You must attach the document through the form

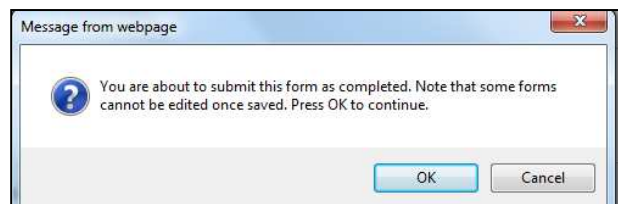
**Step 5:** Complete all the required fields

**Tip:** For recurring activities, such as Grand Rounds, you may create one record to cover a number of recurrences

**Step 6:** Click the  button




**Important:** If you attach an evidence document and exit the form without first clicking **Save**, the document will upload but it will not be possible to attach it to the relevant record.

**Tip:** Some devices or browsers may display this pop-up message. You will be able to return to edit your forms after you have saved them, simply click OK.



You will be redirected to a confirmation page telling you your form submission has been successfully completed



- The  button will bring you back to the form summary page
- The  button beside the “Existing Links” header will bring you back to the form you just saved
- If you have attached a document, the  button will appear beside the document name. You can use this option to check your document

**Tip:** The Clinical (Practice) Audit form in your ePortfolio for Professional Competence is designed to allow all audits to be recorded in a consistent way that is compatible with the Annual Verification Process. It is not necessary to attach any additional documents to the form.

All fields in this form which describe the audit, e.g. Background, Aims, Standards etc. are mandatory, and must all be completed before the form can be saved.

*If you have difficulty editing your ePortfolio forms or categorising your CPD claims, we will be happy to help.*

**Professional Competence Department**

Phone: +353 (1) 863 9739 Email: [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie)

[Back to Index](#)

## How to edit a form in my PCS Portfolio

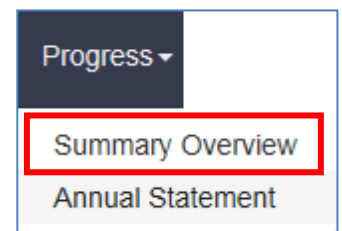
You may create and edit forms in any PCS year that you have registered for.

Forms are locked for editing for a few days each May to allow Annual Statements of Participation to be generated and we will notify you of this in good time.

**Step 1:** On the menu bar, click on **Progress**.

**Step 2:** Click on **Summary Overview**.

**Tip:** Each form can also be accessed by clicking on its form type through the PCS Portfolio Menu



**Step 3:** Under the **Submissions** column, click the **Q 1 Completed** button beside the form type you wish to open.

Scheme Year 01/05/2015 - 30/04/2016 (Registered)			
	Submissions	Total Credits	Create New
<b>Personal Development Plan</b>			
Personal Development Plan	Q 1 Completed		+ Create
<b>Clinical Audit</b>			
Clinical Audit	Q 1 Completed		+ Create
<b>External</b>			
External (Maintenance of Knowledge and Skills)			+ Create
<b>Internal</b>			
Internal (Practice Evaluation and Development)	Q 1 Completed	6	+ Create
<b>Personal Learning</b>			
Personal Learning			+ Create
<b>Research or Teaching</b>			
Research or Teaching			+ Create

The **form summary page** will open

**Step 4:** Click the **Edit** button beside the form you wish to open

Date Created	Evidence Document	Date Commenced	Date Concluded	Title of Activity	Type of Activity	Other	Venue	Domain Reflected	No of Credits	Key Learning	Impact
27/11/2014 11:19	EXAMPLE EXTERNAL EVIDENCE DOCUMENT.docx	01/05/2014		Example Activity	International / National Meetings		Venue where the activity took place	1. Patient Safety & Quality of Patient Care	5		<a href="#">Edit</a>

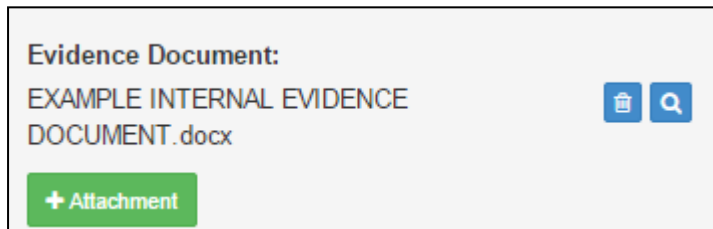
[Back](#)


**Step 5:** Edit the fields you wish to change or attach your evidence document


**Step 6:** Click the  button


**Important:** If you attach an Evidence Document and exit the form without first clicking **Save**, the document will upload but it will not be possible to attach it to the relevant record.

### What do the buttons at the top of my form mean?

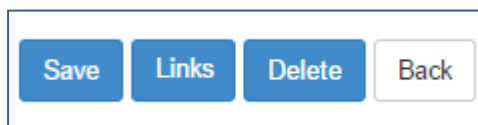


The  icon allows you to remove an attached document from your form. It does not remove it from your Personal Library

The  icon allows you to open and view a document that is attached to your form

The  button allows you to add as many documents as you wish to the form

### What do the buttons at the bottom of my form mean?



**Save:** If you have added a document or made any changes to the entries in your form, you must click **SAVE**

**Links:** Click on this button to view and open any documents you have attached to this form

**Delete:** This button will remove the form from your ePortfolio. It will not remove any documents attached to the form

**Back:** Clicking the **Back** button on a form will return you to the summary page for that type of form

[Back to Index](#)

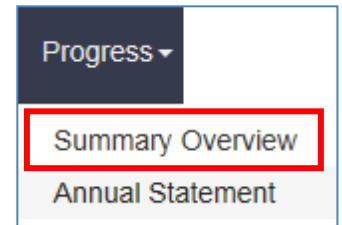
## How to remove an incorrect form

If you have inadvertently created a duplicate form, or have recorded an activity in the wrong category, you can delete the incorrect form.

**Step 1:** On the menu bar, click on **Progress**.

**Step 2:** Click on **Summary Overview**.

**Tip:** Each form can also be accessed by clicking on its form type through the PCS Portfolio Menu




**Step 3:** Under the **Submissions** column, click the **Q 1 Completed** button beside the form type you wish to open

Scheme Year 01/05/2015 - 30/04/2016 (Registered)			
	Submissions	Total Credits	Create New
<b>Personal Development Plan</b>			
Personal Development Plan	Q 1 Completed		+ Create
<b>Clinical Audit</b>			
Clinical Audit	Q 1 Completed		+ Create
<b>External</b>			
External (Maintenance of Knowledge and Skills)			+ Create
<b>Internal</b>			
Internal (Practice Evaluation and Development)	Q 1 Completed	6	+ Create
<b>Personal Learning</b>			
Personal Learning			+ Create
<b>Research or Teaching</b>			
Research or Teaching			+ Create

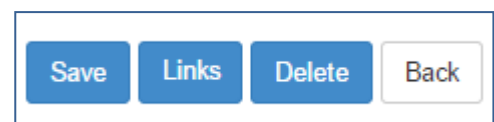
The **form summary page** will open

**Step 4:** Click the **Edit** button on the right of the screen, beside the form you wish to remove


Date Created	Evidence Document	Date Commenced	Date Concluded	Title of Activity	Type of Activity	Other	Domain Reflected	No of Credits	Key Learning	Impact	Edit
11/12/2014 16:01	TEST DELETE.docx	01/06/2014		To Demonstrate Delete Form	Other	Demonstration	5. Management (including self- management)	1	Key learning notes	Notes about impact learning will have on my practice	

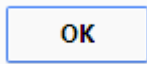
**Tip!** If you have an evidence document attached to this form, it will not be deleted with the form. It will remain in the relevant folder in your Personal Library, but you will not be able to attach it to a new form. You can find more information on this topic in the **How to manage my Personal Library** chapter


**Step 5:** When the form opens, scroll to the bottom of the screen, where you will find these option buttons:





**Step 6:** Click the  button

**Step 7:** A pop up message will appear reminding you that any documents attached to the form will remain in your Personal Library. Click the **OK** button. 

**Step 8:** A confirmation will appear. Click the  button to return to your form summary page



## How to view your progress

**Step 1:** On the menu bar, click on **Progress**.

**Step 2:** Click on **Summary Overview**.

**Step 3:** The Summary Overview page that appears will list the forms completed as part of your PCS ePortfolio for each relevant section, e.g. External, Internal etc.

Current Scheme Year is selected by default, to view previous scheme years, select from the dropdown below:

FPATH Specialist Division (01 May 2011)  Scheme Year - 01 May 2015 to 30 Apr 2016

Total Credits : 6.0

Scheme Year 01/05/2015 - 30/04/2016 (Registered)			
	Submissions	Total Credits	Create New
<b>Personal Development Plan</b>			
Personal Development Plan	Q 1 Completed		+ Create
<b>Clinical Audit</b>			
Clinical Audit	Q 1 Completed		+ Create
<b>External</b>			
External (Maintenance of Knowledge and Skills)			+ Create
<b>Internal</b>			
Internal (Practice Evaluation and Development)	Q 1 Completed	6	+ Create
<b>Personal Learning</b>			
Personal Learning			+ Create
<b>Research or Teaching</b>			
Research or Teaching			+ Create

Click the arrow beside your **scheme year** to choose the year you wish to review

The **Total Credits** figure displayed at the **top** of the page reflects the total CPD credits entered in all CPD forms for the relevant year

The number under the “**Total Credits**” heading reflects the total CPD credits entered in the relevant category for that year for the External, Internal, Personal Learning and Research or Teaching forms.

**Don't forget!** The **Clinical (Practice) Audit** is a separate Professional Competence category which does not attract CPD credit. You must perform at least one Clinical (Practice) Audit of an aspect of your day-to-day professional activities every year, and you must also record a total of **50 CPD credits per year under the four CPD categories:**

- **External (maintenance of knowledge and skills)** - *minimum 20 credits per year (required)*
- **Internal (practice evaluation and development)** - *minimum 20 credits per year (required)*
- **Personal Learning** - *minimum 5 credits per year (required)*
- **Research or Teaching** - *2 credits per year (desirable)*
- The remaining **5** credits can be made up of any combination of these four CPD categories

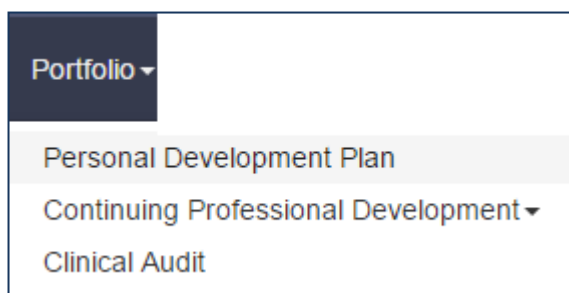
## How to complete a Personal Development Plan

Although it's not compulsory to complete a Personal Development Plan, we recommend that you do so.

Creating a Personal Development Plan encourages you to review your practice and to set out goals for your personal development.

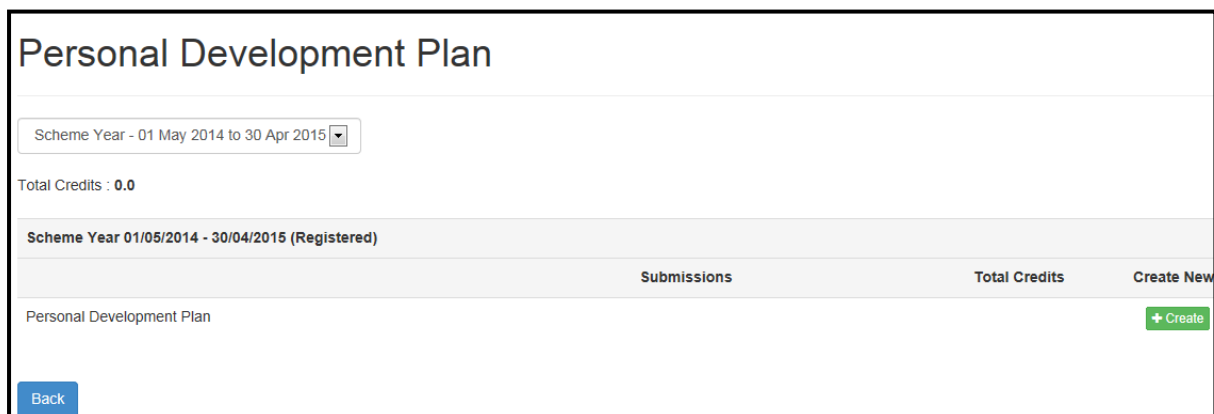
It can also be used to reflect on and monitor your progress.

Our guide, [Creating a Personal Development Plan](#) is available in the Information section of your ePortfolio for Professional Competence.



**Step 1:** Click on **Portfolio** in the ePortfolio Menu bar

**Step 2:** Select **Personal Development Plan**



The screenshot shows the 'Personal Development Plan' page. At the top, there is a dropdown menu for 'Scheme Year - 01 May 2014 to 30 Apr 2015'. Below this, it says 'Total Credits : 0.0'. A section header reads 'Scheme Year 01/05/2014 - 30/04/2015 (Registered)'. Below this is a table with three columns: 'Submissions', 'Total Credits', and 'Create New'. The table has one row for 'Personal Development Plan' with a green '+ Create' button in the 'Create New' column. At the bottom left, there is a blue 'Back' button.

**Step 3:** Click the  button

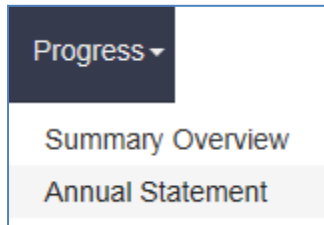
**Step 4:** Complete the relevant fields

**Step 5** Click the  button

[Back to Index](#)



## How to access your Annual Statement of Participation in Professional Competence



**Step 1:** Under the “Progress” heading in the navigation bar at the top of the screen, click “**Annual Statement of Participation**”

**Step 2:** A new page called “Annual Statements of Participation” will open

**Step 3:** Click on the date under the “**Date Created**” heading - a new pop up box will open, inviting you to open or save your Annual Statement of Participation in Professional Competence



**Step 4:** You can save the document anywhere you wish. You can return to ePortfolio to download your statement at any time

**Important:** *Annual Statements of Participation in Professional Competence are issued once every year, in early May*

*When you have completed one full Professional Competence year, your first Annual Statement of Participation in Professional Competence will be generated.*

*Any changes you make to your forms will be reflected in your next Annual Statement of Participation in Professional Competence*

[Back to Index](#)

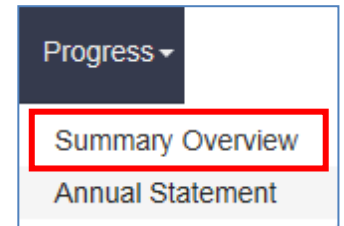


## How to switch between PCS Years

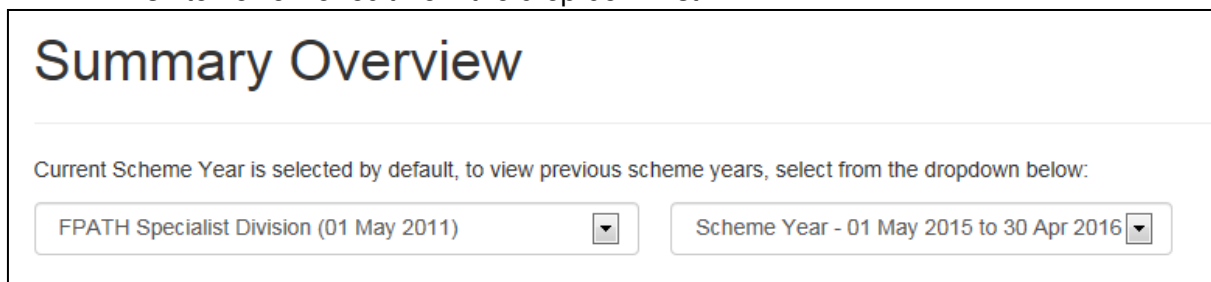
You may create and edit forms in any PCS year that you have registered for.

Forms are locked for editing for a few days each May to allow Annual Statements of Participation in Professional Competence to be generated and we will notify you of this in good time.

**Step 1:** Under the “Progress” heading in the navigation bar at the top of the screen, click “Summary Overview”



**Step 2:** A new page called “Summary Overview” will open – choose the year you wish to review or edit from the drop-down list.



**NB:** If you have changed scheme, for example, moved from a General to a Specialist Division scheme, you can review or edit your records for your old or new scheme by choosing from the drop-down box.



**VIP:** If you need to change your Scheme, you must notify us in writing to [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie)

[Back to Index](#)

## How to record extended leave from your practice

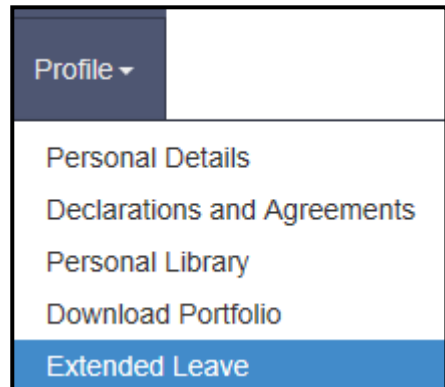
**Step 1:** Click on **Profile** in the ePortfolio Menu bar

**Step 2:** Select **Extended Leave**

**Step 3:** Click the  button

**Step 4:** Complete the relevant fields

**Step 5:** Click **Save**



To add a new Absence, fill out the information below and click the "Save" button.

Absence Type	Maternity Leave
Start Date (dd/mm/yyyy)	1/5/2014
Return Date (dd/mm/yyyy)	30/4/2015
Days Absent	364
Optional Comments	Optional Comments

If you feel additional information is necessary, add a comment.  
Please remember this comment will be able to be viewed by others.

The "days absent" field will populate automatically based on the dates you enter

Be sure to also email these details to [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie)

### Definition of extended leave

A significant period of time spent away from practice, for example maternity leave or career break

*You may use this form to keep a personal record of any periods of extended leave. However, it is very important that you also inform the **RCPI Professional Competence Department** of the details of your extended leave by sending an email to [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie).*

*Please find below extracts from the [Medical Council Professional Competence Guidelines for Doctors](#): The complete document can be accessed through the Medical Council website [here](#):*

*The length of any leave of absence from the practice of medicine will have an impact on participation in a professional competence scheme. The following broad guidelines apply:*



**One year or less:** *You must tell your postgraduate training body that you intend to cease practising medicine for a period of one year or less*

**Between one and three years:** *You must notify your postgraduate training body and the Medical Council that you intend to cease practising medicine.*

**Over three years:** *If you are planning to cease the practice of medicine for more than three years, you are advised to withdraw from the register voluntarily.*

[Back to Index](#)



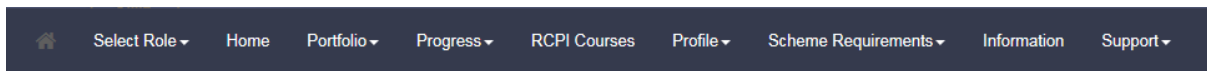
## How to switch between roles

*ePortfolio users may have more than one role in the ePortfolio system.*

*For example, it is possible to have a role as a Professional Competence Scheme Participant and as an RCPI Trainer*

*These roles have different access rights and permissions. For this reason it may be necessary to change role depending on what you wish to do in the ePortfolio.*

### Standard PC Screen



### Small Screen e.g. Mobile device:



**Step 1:** Click “Select Role” and click on the role you want to work with

**Step 2:** Your new role choice should now display above the RCPI banner at the top of your screen

**Tip!** The next time you log in, your default role will be the one you clicked. You simply need repeat the steps above to move back to the original role.

[Return to Index](#)

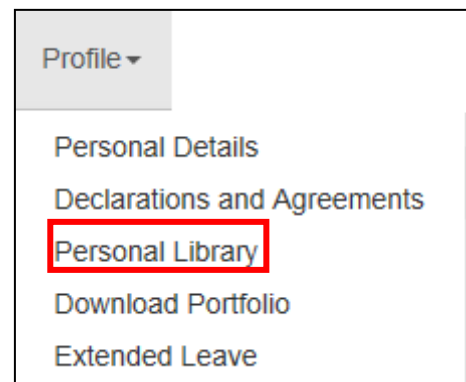



## How to use your personal library

- *It is important to remember that your personal library has a folder called “Evidence Documents” which is designed to automatically organise the documents you have attached through your forms into the correct year and category*
- *Evidence documents such as certificates of attendance must be attached using the correct ePortfolio form and should not be uploaded directly to your Personal Library.*
- *For information on how to attach an evidence document to a form see **How to complete a form in my PCS Portfolio***

### Navigating your library





**Step 1:** On the menu bar place your cursor over **Profile**. From the dropdown list that appears select **Personal Library**.



On the left of the screen you will see the Library icon.  Library

Files uploaded to your personal library are stored in a tree structure below this icon. By clicking on Library you will see folders as a “branches” beneath the Library icon.

Whenever you add evidence documents to your forms, a folder is automatically created for the relevant year. In the example below you will see that the user has added evidence documents for 2012-2013 and 2014-2015, but so far has not added any for 2013-2014.

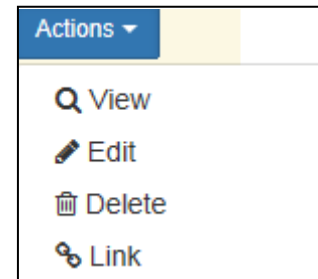
Name	Size	Uploaded Date	Modified Date	Actions
 Library				
 Evidence documents		18/11/2014	18/11/2014	<a href="#">Actions</a>
 01 May 2012 - 30 May 2013		18/11/2014	27/11/2014	<a href="#">Actions</a>
 01 May 2014 - 30 Apr 2015		27/11/2014	27/11/2014	<a href="#">Actions</a>



## What are “Actions”?

When you click the “**Actions**” button to the right of your file name, you can:

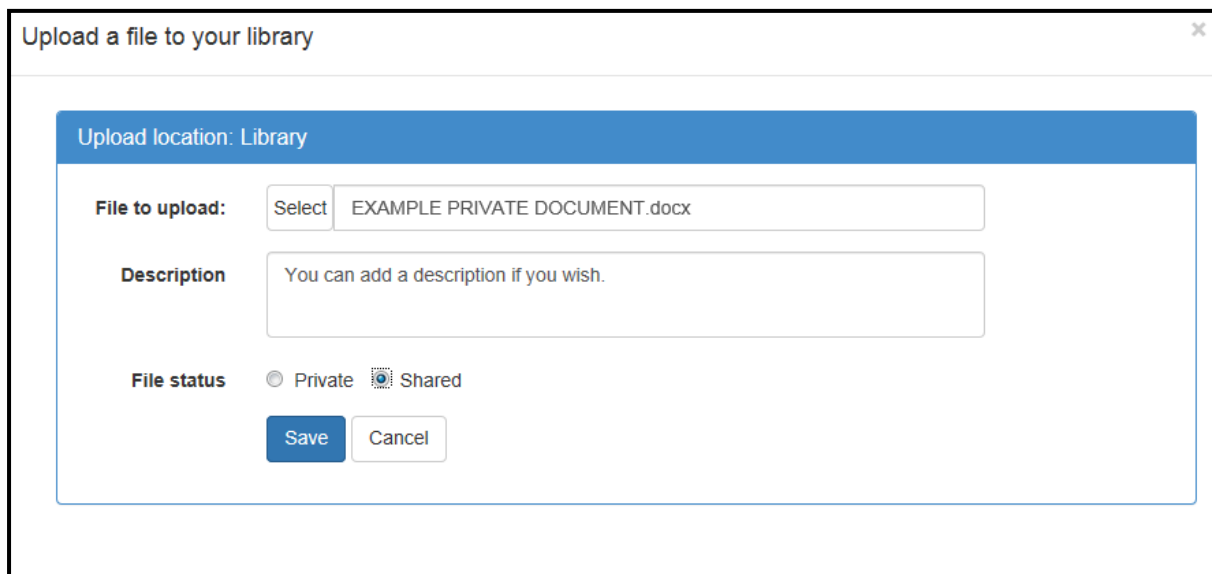
- open the file using the “View” option
- rename the file using the “Edit” option
- remove the file with the “Delete” option
- view the form it is associated with using the “Link” option



**Important Information:** You cannot delete a document from the Evidence documents folder until you have “deleted” it from its associated form

## Uploading a file to your library

**Step 1:** Click the  button. A popup form will appear:

A screenshot of a popup window titled "Upload a file to your library". The window has a blue header bar with the text "Upload location: Library". Below the header, there are three main sections: "File to upload:" with a "Select" button and a text box containing "EXAMPLE PRIVATE DOCUMENT.docx"; "Description:" with a text box containing "You can add a description if you wish."; and "File status:" with two radio buttons, "Private" (unselected) and "Shared" (selected). At the bottom of the form are two buttons: "Save" and "Cancel".

**Step 2:** Choose the file you want to upload, and add a description if you wish.

As you are uploading the document to the main Library folder, you can choose to make the file status “Private” or “Shared”.

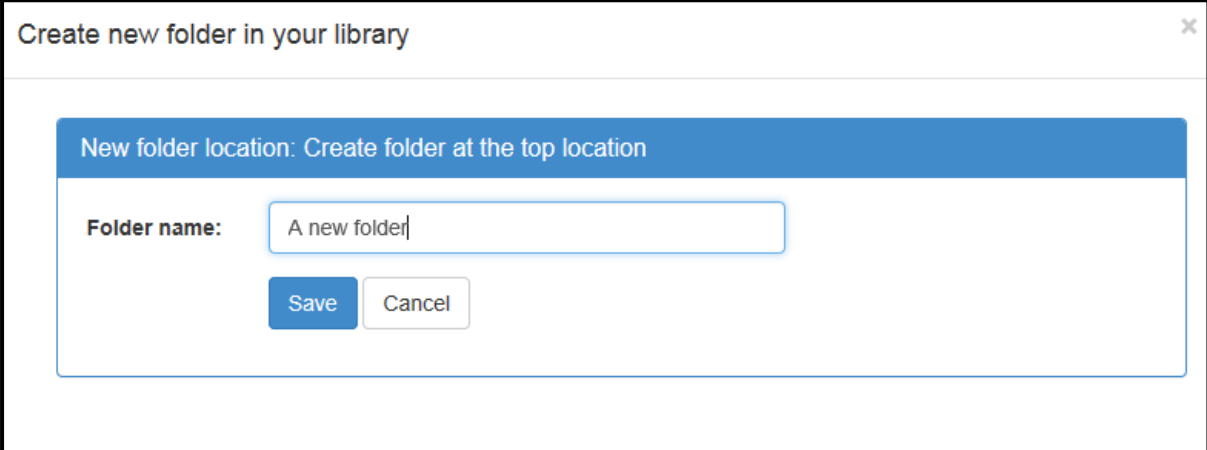
**Step 3:** Click the  button



## Creating folders

If you have a lot of documents in your general library, you may wish to arrange them in separate folders.

**Step 1:** Click the  button. A popup form will appear



Create new folder in your library

New folder location: Create folder at the top location

Folder name:

**Step 2:** Type in the folder name

**Step 3:** Click the  button

## Rename a folder

**Important!** You should never rename or delete your **Evidence documents** folder

**Step 1:** Click the  button to the right of the folder

**Step 2:** Choose the “Edit” option

Edit item in your library ✕

**Edit folder**

**Folder name:**

**Step 3:** Click the  button

## Moving files between folders








You may wish to move files from one folder you have created to another.


**Important Information:** You must upload evidence documents through the form they are associated with. Moving a file to the evidence documents folder will not attach it to a form

**Step 1:** Click on the document you would like to move

**Step 2:** Drag the document towards the folder and “drop” it.

Library

 A new folder	 EXAMPLE PRIVATE DOCUMENT.docx	27/11/2014	27/11/2014	
 Evidence documents		18/11/2014	18/11/2014	
 EXAMPLE PRIVATE DOCUMENT.docx	9KB	27/11/2014	27/11/2014	



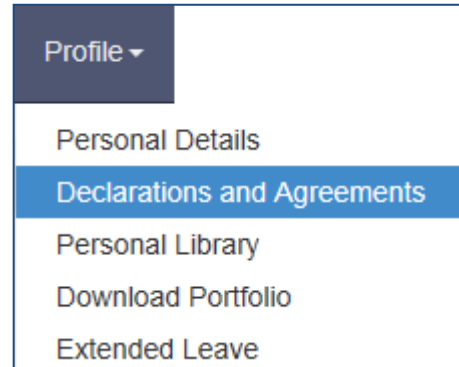
[Back to Index](#)



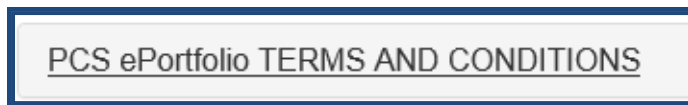
## How to View the ePortfolio Terms & Conditions and Privacy Statement

**Step 1:** Click on **Profile** in the ePortfolio Menu bar

**Step 2:** From the dropdown list that appears select **Declarations and Agreements**



**Step 3:** Click



**Step 4:** To view the RCPI Privacy Statement, scroll to the bottom of the page and click on the **Privacy Statement** link

If you have any queries or concerns relating to these Terms and Conditions or use of the RCPI ePortfolio please contact:

RCPI Helpdesk  
Royal College of Physicians of Ireland  
Frederick House  
19 South Frederick Street  
Dublin 2  
Ireland

Phone: +353 1 863 9721 ☎  
Fax +353 1 672 4707 ☎  
Email: [helpdesk@rcpi.ie](mailto:helpdesk@rcpi.ie)

The ePortfolio site uses cookies to store information on your computer and to improve our website. You may delete and block all cookies from this site, but parts of the site will not work. To find out more about the cookies we use and how to delete them, see our [Privacy Statement](#).

[Back to Index](#)



## How to find RCPI Courses

**Step 1:** On the menu bar place your cursor over **RCPI Courses**.

*Note: This will open a page giving a link to the main RCPI site, where the relevant information can be found.*

**Step 2:** Click on the hyperlink - [RCPI Courses](#).

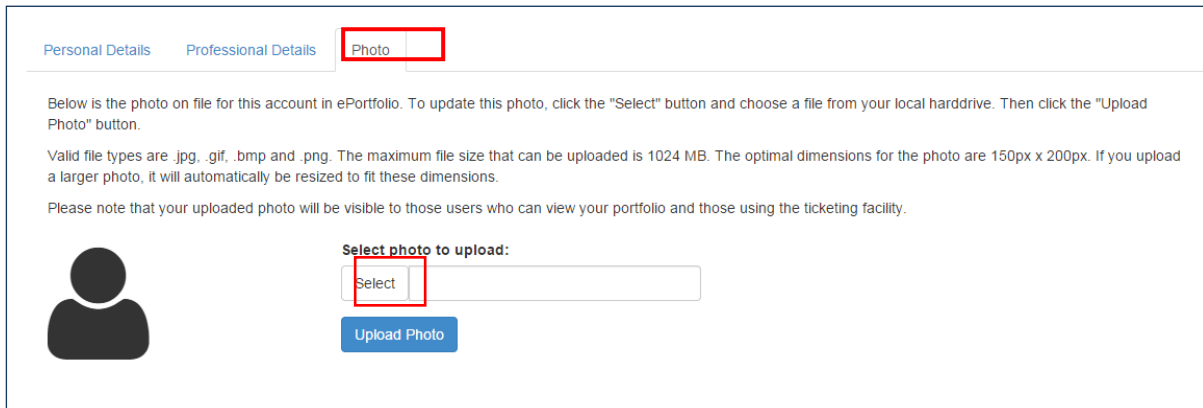
[Back to Index](#)

## How to add or change your profile photo

**Tip:** When uploading a photo, valid file types are *jpg, gif, and bmp* only.

### To add a photo for the first time, or change an existing photo

**Step 1:** On the menu bar, place your cursor over **Profile**. From the dropdown list that appears select **Personal Details**



The screenshot shows a navigation menu with three tabs: 'Personal Details', 'Professional Details', and 'Photo'. The 'Photo' tab is highlighted with a red box. Below the menu, there is instructional text about updating the profile photo, including file type and size requirements. A placeholder icon for a profile photo is shown next to a 'Select photo to upload:' label. A 'Select' button is highlighted with a red box, and an 'Upload Photo' button is visible below it.

**Step 2:** Click on the **Photo** tab

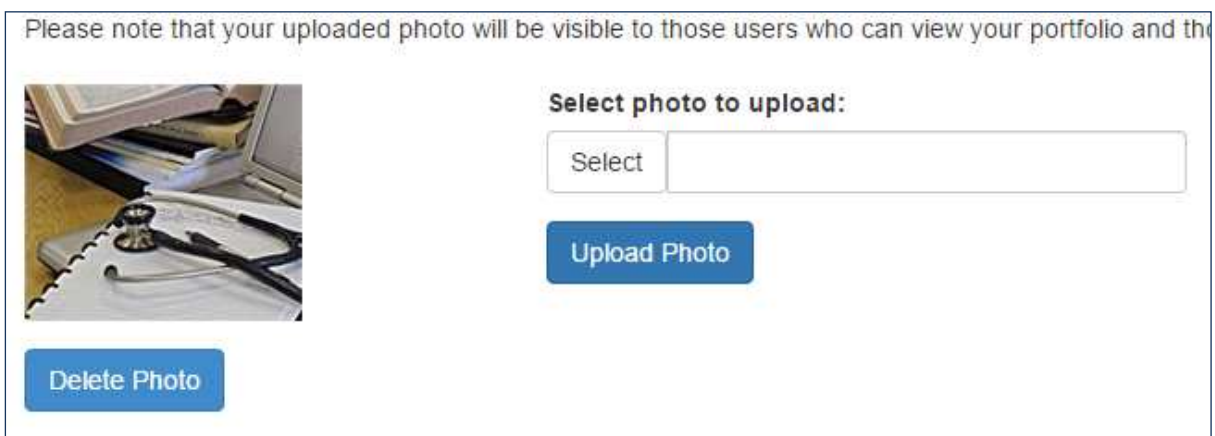
**Step 3:** Click **Select** to browse for a new photo

*Clicking **Select** opens a file browser window that you can use to locate your photo. You will need to have saved the photo you wish to use on your local machine.*

**Step 4:** When you have located the photo you want, click **Open** within the file browser window.

**Step 5:** Click the **Upload Photo** button to upload your new photo.

### To remove a photo:



The screenshot shows a profile photo placeholder (a stethoscope on a desk) and a 'Delete Photo' button. To the right, there is a 'Select photo to upload:' section with a 'Select' button and an 'Upload Photo' button. The text above the photo placeholder reads: 'Please note that your uploaded photo will be visible to those users who can view your portfolio and the'.

Simply click the **Delete Photo** button

[Back to Index](#)



## How to log a support query

Support ▾

Request Help

About ePortfolio

Release Notes

**Step 1:** On the menu bar, place your cursor over **Help**. From the dropdown list that appears select **Support**.

**Step 2:** Fill in the relevant fields.

*The form will pre-populate with your email address. You can change this email address to the email where you want the reply to go.*

**Step 3:** Read the instructions on the page carefully.

**Step 4:** (Optional) You can attach a supporting document or screenshot by clicking on **Select** in the form and choosing the file you would like to upload

Attachment

Select

*Please note there is a 10Mb limit on attachments.*

**Step 5:** Once you have completed the form, click **Submit support request**.

Submit support request

[Back to Index](#)



## Revisions:

Rev 1: May 2015:

- to reflect changes in the order of the Summary Overview page
- to provide more clarity on switching between roles
- to reflect changes in the Clinical Audit form to allow all audits to be recorded in a consistent way that is compatible with the Annual Verification Process. It is not necessary to attach any additional documents to this from from PCS Year 2015-2016