

ePortfolio for Professional Competence

How to:

Get started with recording your activities.....	3
Record your CPD.....	3
Record attendance at RCPI Courses or Events.....	4
Record your Audit/Quality Improvement Project.....	4
Add a Personal Development Plan.....	5
Tell us about your learning needs.....	5
View/edit your previous Personal Development Plans.....	5
Claim 5 CPD credits for submitting a Personal Development Plan by 30 September.....	5
View your progress against Professional Competence requirements.....	6
... for the current year.....	6
... for all years.....	6
View the details for each category.....	6
View/edit your forms.....	7
Edit the start or end date.....	7
Edit the details.....	7
Quickly find a specific form.....	7
Locate and print your Annual Statement of Participation in Professional Competence.....	8
Record an Absence from Practice.....	8
Get help or learn more about:.....	9
Professional Competence.....	9
Technical Matters.....	9
CPD Opportunities in RCPI.....	9

Get started with recording your activities

- Select the CREATE button under “**Record My Activities**”
- On the “What would you like to create?” screen, select the item you want to create

For information:

- All forms (called “*Events*” in Kaizen) work in a similar way
- When you open a new form, you will see a system message informing you that all users with permissions to view your timeline will be able to view this event. This means that the Professional Competence Support Team can see your entries so that assistance can be provided if you need it.

Record your CPD

- Enter your activity start date under “Date occurred on”
- The start date you enter here automatically links your activity to your requirements for the corresponding Professional Competence Year
- You can use the “End date” to indicate a recurring activity or one that takes place over a number of days
- You don’t need to enter a description in this section of the form
- Choose the CPD category you wish to record from the drop-down list.
- The form will change slightly depending on the CPD category you choose
- Complete all the required fields in the form (marked with *)
- Assign at least one Domain of Good Professional Practice. You can assign up to 3 Domains
- The External, Internal and Research or Teaching categories require evidence. Use the “ATTACH FILES” button at the bottom of the form to upload evidence
- *Documents containing identifiers such as patient names, colleague names, institution or department names or business matters are not acceptable*
- You should keep originals of supporting documents in a safe place in case you are required to present them at a later date
- To save your form, click the SUBMIT button at the top right of your screen

Record attendance at RCPI Courses or Events

When you book online for an RCPI course or event, and your attendance has been confirmed, it will be automatically recorded in ePortfolio

- It is important to check in at RCPI courses or events to ensure that this can be done for you
- You will receive a notification when your attendance has been confirmed
- When you receive your notification, you will simply need to open the relevant entry in your ePortfolio and assign at least one Domain of Good Professional Practice
- You do not need to add any evidence to your RCPI courses or events

Record your Audit/Quality Improvement Project

- Enter your project start date under “Date occurred on”
- The start date you enter here automatically links your activity to your requirements for the corresponding Professional Competence Year
- Enter the end date of your project under “End date”
- The project start and end dates must be between 1 May and 30 April of the relevant Professional Competence year
- You don’t need to enter a description in this section of the form
- Complete all the required fields in the form (marked with *)
 - A brief, clear, description in each section of this form is sufficient
- Assign at least one Domain of Good Professional Practice. You can assign up to 3 Domains
- It is not necessary to attach supporting documents for your audit, but you may wish to attach documents for your own reference.
- *Documents containing identifiers such as patient names, colleague names, institution or department names or business matters are not acceptable*
- Click the SUBMIT button at the top right of your screen

Add a Personal Development Plan

- Enter your plan start date under “Date occurred on” and enter the plan end date under “End date”
- You don’t need to enter a description in this section of the form
- Select the Professional Competence year you are planning for from the drop-down list
- Select your Main Area of Practice
- Complete the remaining form fields

Tell us about your learning needs

- The Personal Development Plan form contains a short optional survey to help us identify the learning topics our Participants are most interested in
- Help us to help you by completing this survey
- It is not necessary to attach supporting documents for your Personal Development Plan, but you may wish to attach documents for your own reference.
- *Documents containing identifiers such as patient names, colleague names, institution or department names or business matters are not acceptable*
- Click the SUBMIT button at the top right of your screen

View/edit your previous Personal Development Plans

- Click on “Dashboard” to return to your home screen
- A list of all Personal Development Plan forms you have created is displayed in the “Personal Development Plans” box
- Click on “Preview” to open the plan you want to view/edit

Claim 5 CPD credits for submitting a Personal Development Plan by 30 September

- After you have created your Personal Development Plan, select the “CPD” form
- Select “Internal (Practice Evaluation and Development) from the CPD category drop-down list
- Enter “*Personal Development Plan*” under “Title of Activity”
- Enter “Personal Development Plan” under “Location”
- Enter 5 under “Number of Internal CPD Credit”
- Choose the Domain of Good Professional Practice that best suits you
- Evidence documents are not required for this claim. Your Personal Development Plan form is considered to be the supporting evidence.
- Click SUBMIT

View your progress against Professional Competence requirements

Whenever you complete a new CPD or Audit/Quality Improvement form, they will be linked to your Professional Competence requirements for the relevant year through the “Date event occurred” that you enter at the top of the form

... for the current year

- Click on DASHBOARD to return to your home page
- Your progress against requirements for the current Professional Competence year will be shown as a percentage in the “**My Progress**” box
- To view the number of credits you have achieved so far, click on the relevant category

... for all years

- Click on “**Professional Competence Requirements**” in the navigation bar
- You will see your progress against the current year and any previous years where you were enrolled on a Professional Competence Scheme
- You can sort your Professional Competence Requirements by clicking on the “**Ordered by**” arrow in the blue header bar

View the details for each category

Click on the **+** beside the category you want to view

The category will expand to show you the number of credits you have entered so far compared to the annual requirement

View/edit your forms

- Click the category name you want to view/edit from the relevant Professional Competence Requirements
- A new screen will pop up. Click **“Show more”** at the bottom of the screen
- A group called “Links matching this target” will appear. This includes all forms you have created that relate to the category requirement for the relevant Professional Competence year.

NB: you will also see a group of “Other links” – this a list of all forms of the same type that you have created over the years

- Click on the name of the form you want to edit (e.g. “CPD”)

Edit the start or end date

- Click the EDIT button at the top of the form.
- Be careful when editing the “Date occurred on”. Remember that the date you enter will link your form to the corresponding Professional Competence requirements
- When you have made your changes, click SAVE

Edit the details

- Click the EDIT button at the bottom of the form
- When you have made your changes, click SAVE

Quickly find a specific form

- Click TIMELINE in the navigation bar
- Start typing a word you used in the form you want to locate
- Click the SEARCH button
- Follow the steps outlined above to view or edit the form

Locate and print your Annual Statement of Participation in Professional Competence

- Click on DASHBOARD to return to your home page
- Click on “**Preview**” in the Annual Statements of Participation in Professional Competence box
- A pop screen will appear. Click SHOW 1 DOCUMENTS
- Click on the Statement name to open a .PDF file which you can download and save to your device, or print if you prefer

Record an Absence from Practice

- Enter the start date of your absence under “Date occurred on” and enter the absence end date under “End date”
- You don’t need to enter a description in this section of the form
- Select the relevant Professional Competence year from the drop-down list
- If the dates of your absence span more than one Professional Competence year, enter a separate form for each year
- Select the Type of Absence
- Complete all the required fields in the form (marked with *)
- It is not necessary to attach supporting documents for your absence from practice
- You should keep originals of supporting documents in a safe place in case you are required to present them at a later date
- Click the SUBMIT button at the top right of your screen

Get help or learn more about:

Our office hours are 09:00 to 17:00 GMT – Monday to Friday

Professional Competence

Visit:

Information for Enrolled Doctors: <https://www.rcpi.ie/professional-competence/information-for-enrolled-doctors/>

- Phone: +353 1 863 9739
- Email: professionalcompetence@rcpi.ie

Technical Matters

Visit:

RCPI Help Centre: <https://help.rcpi.ie/support/home>

- Phone: +353 1 863 9720
- Email: helpdesk@rcpi.ie

CPD Opportunities in RCPI

Visit:

RCPI Courses and Events: <https://courses.rcpi.ie>