

# Professional Competence

## How to locate forms not associated with your requirements

Here are some pointers to help you find your forms.

**Dates:**  
As you will notice, every form in ePortfolio begins with a space to enter the “Date occurred on” and “End date” of the activity you wish to record.

Date occurred on \*  
Feb 18, 2020

End date \*  
Feb 18, 2020

Please indicate the date on which this event occurred.

If this event spans multiple days, please indicate the date on which this finishes.

These dates are what associate the forms with the Professional Competence year, and the Annual Statement that is generated at the end of that year.

### Draft forms

If you save any form in Kaizen as a draft, it will not be counted against your requirements until you return to the form and click the “Submit” button. You can find draft forms on your Timeline.

### CPD and Audit/Quality Improvement

If the correct dates are entered, e.g. between 1 May and 30 April of the relevant year, the activities you record will be counted against the requirements for that year, and you will see that the “My Progress” box on your Dashboard will update to reflect those entries. At the end of the year, all forms of this type, with correct dates, will be reflected in your Annual Statement.

If incorrect dates are entered, the form will be saved but cannot be found through looking at your requirements. This type of form can be found on your “Timeline” so it is possible to return to the form and edit the dates. When you do this, the form will fall into the correct place.

### Personal Development Plan

Your Personal Development is for your own personal reference and is not associated with either your requirements or the Annual Statement. For this reason, there is a box called “Personal Development Plans” on your Dashboard where you can quickly locate and review any plans you have created.

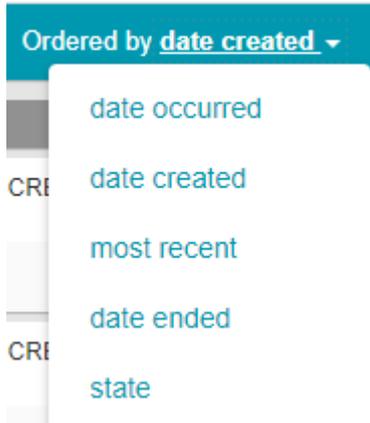
### Absence from Practice

While the absence from practice is associated with your Annual Statement, it is not counted against requirements. You can find your absence form on your “Timeline”.

If you have an absence from practice that is eligible for annotation on your Annual Statement, it is very important that you submit the form for the dates relating to a specific year, e.g. 1 May to 30 April. This is how the annotation on your Annual Statement will be triggered. If your absence spans across more than one PCS year, you must record a separate form for the dates relating to each year.

## How to search for a form on your Timeline

The “Timeline” shows all forms you have created in Kaizen.



There are a number of ways you can “Order” your forms – you simply need to click the “Ordered by” option to the right of the blue bar you will see on your screen.

### What does “State” mean?

“Event is complete” – you have submitted the form

“Event state is draft” – this is the draft form you may be looking for

“Event is in progress” – as PCS Participants are allowed to edit previous years, you will see that the requirements for previous years are always left “in progress”. You cannot edit the requirements as these are fixed to the Professional Competence Framework.

## How to filter the Timeline

- Type into the search box:
  - Particular words you used in the form (perhaps part of the event title)
  - The form type, e.g. “CPD”, “Audit or Quality Improvement” “Personal Development Plan” “Absence”
- Click “Search”

## How to access the form to edit dates or other details

- Click on the “Preview” button - a popup will appear
- Click the “Open in a new tab” option at the top left of the popup
- There are two edit buttons
  - Edit for dates is found at the top of the form
  - Edit for details is found at the bottom of the form

Always be sure to click “Save” when you have completed the edits

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## Do you need help?

If you are experiencing difficulties meeting your Scheme requirements, either in relation to CPD or Audit/Quality Improvement Project and would like some specific advice, please do not hesitate to contact us via email to [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie).