



The Step by Step Guide to the RCSI PCS Verification Audit

We are required by the Medical Council to carry out an annual verification of activities recorded by doctors participating in a Professional Competence Scheme.

Every year we select a random group of doctors. If you are selected, we will review your ePortfolio records to check if you are meeting the minimum requirements of your Scheme. We will also review the evidence you have uploaded to support your activities

The Medical Council will carry out a separate audit of scheme participants every year.

If you have been selected for the Annual Verification Process (AVP), your CPD and Clinical Audit records in your ePortfolio for the relevant year will be closed so that your training body can review and provide feedback and advice

During the verification process RCSI will be looking to see if you have:

- Recorded the minimum number of CPD credits in your e-Portfolio
- Completed a Clinical / Practice Audit
- That you have evidence to support the recorded activity

What are the PCS requirements?

50 CPD credits with minimums in the required categories as defined below:

- | | |
|-------------------------------|----------------------------------|
| • External: | 20 CPD credits per annum min |
| • Internal: | 20 CPD credits per annum min |
| • Personal Learning | 5 CPD credits per annum min |
| • Research or Training | desirable 2 CPD credits per year |

What you need to do to enable RCSI to carry out this process?

You will receive an email from the RCSI PCS office to advise you to:

- Update your e-Portfolio by adding activities you have engaged in but not yet recorded
- Attach any evidence of this activity.
- Complete the above on or before a certain date when the PCS office will commence looking at your e-portfolio records.

How do I update my e-portfolio?

You can add activity to your e-portfolio by:

- Logging into your e-portfolio
- Click on the Add Record button
- Enter the date of the activity for the relevant year you wish to add the activity too.



Where do I submit evidence?

If you have added evidence to activities uploaded on your e-portfolio, you do not need to do anymore. If you have an activity uploaded to your e-portfolio and now wish to upload evidence, you will need to go into **View Records** – select the record you wish to add evidence to – **click on View Details** – Under Add supporting documents – choose a file to upload and click **Add this Document**. Guidelines on how to upload records are available on the RCSI website <http://www.rcsi.ie/pcs-guidelines-resources>

Examples of documentation required:

- Local, national, international meetings - attendance certificates.
- Internal Hospital Meetings - Memo or Certificate from hospital management confirming attendance
- Medically related advanced degrees - copy of diploma or final transcript.
- Research - copy of published article's title page.
- Poster presentation - copy of page from conference proceedings that lists the poster abstract and identifies the presenter.
- Postgraduate Trainer/Examiner/question setting - confirmed by the Postgraduate Training body
- Personal learning: self-documented

Some Examples of evidence for each CPD category is listed below:

External Credits: (minimum 20 pa)

- Certificate of Attendance at course / meeting / events
- Activities attended should be recognised by a Postgraduate Training Body or other reputable organisation and will therefore have CPD credits awarded
- For activities outside of Ireland, you will be able to work out the credits by calculating the number of educational hours you attended – one hour equals one credit. A certificate of attendance is required also

Internal Credits: (minimum 20 pa)

- Memo or Certificate from hospital management confirming attendance at Internal activities outlining the number of hours attended
- Letter from hospital, hospital department/unit or medical organisation listing the activities you have participated in and the number of hours attended
- List of dates - name of meeting/s – venue of meeting which has been signed off by Clinical Lead / Director at Hospital
- Ideally you should have a description of the main points of the meeting

Personal Learning: (minimum 5 pa)

- In the activity description box, you should outline details of the Journals you have read and ideally list the dates and titles of articles
- For online learning, you should record details of the website and relevant links as well as any key points in the activity description box.



Research & Teaching: (2 CPD credits desirable pa)

- In the case of lectures, you should attach date of lecture / name of lecture
- In the case of Research, you should provide a summary of the research work

Clinical Audit: (one Audit per annum)

- You should attach a summary of your Audit in Word / PDF format. All patient identifiers should be excluded.