



PROFESSIONAL COMPETENCE SCHEME

HOW TO USE YOUR PCS EPORTFOLIO



LOGGING IN TO YOUR PROFESSIONAL COMPETENCE SCHEME EPORTFOLIO

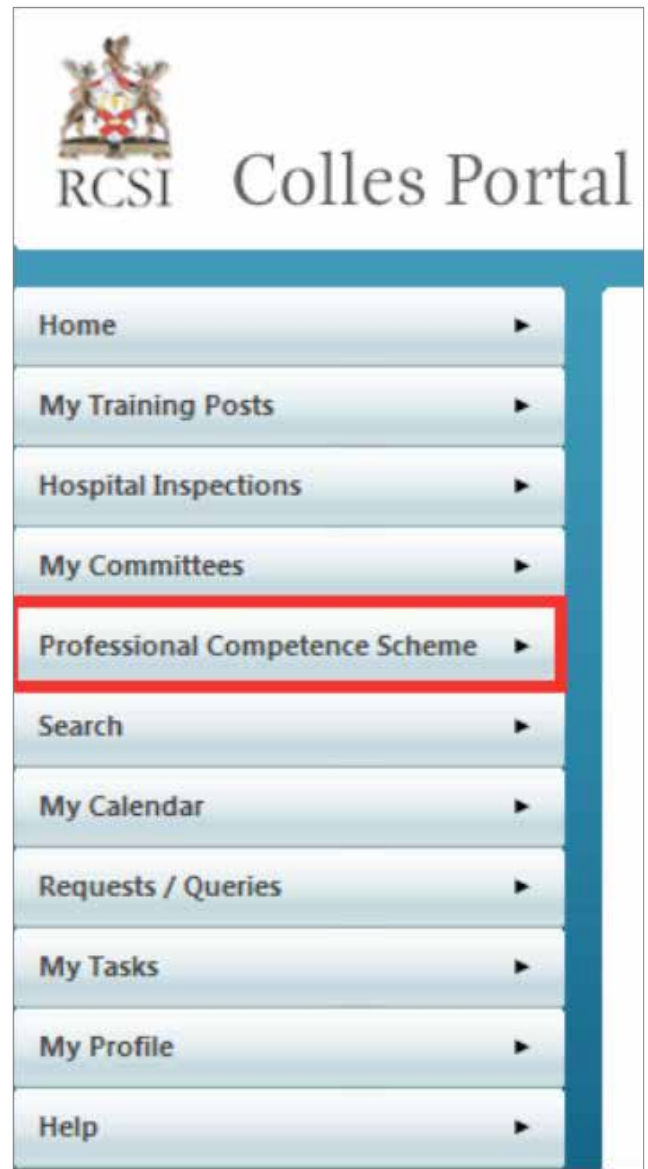


All users can access Professional Competence Online at www.rcsi.ie/pcs

Colles Portal Users can also access Professional Competence online through the PCS menu item at: www.rcsi.collesportal.com You will be presented with the following screen:



When you log in...this is where you link to PCS website.



If you're a Colles Portal User, you should enter the Colles Portal username and password (if you do not have your username and password, please ring RCSI Professional Competence Unit at 00353 1 4022743) If you're not a Colles Portal User, use the email address you registered with and the password you assigned yourself at enrolment (if you have forgotten this password, click the 'Forgot Password' link under the login button).

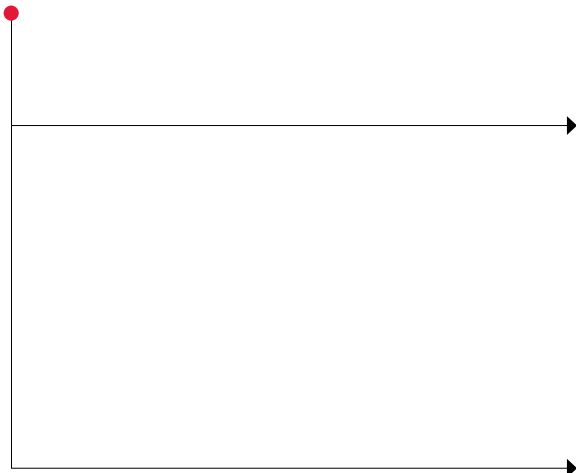


ONCE YOU'VE LOGGED IN



Whether you've logged in through www.rcsi.ie/pcs or as a Colles Portal User, you will be presented with the Home Page (which provides an overview of the PCS ePortfolio, via three screens: Summary, View Records and Add Record):

SUMMARY



or



This is an overview of activity uploaded. The 'traffic-light' colour coding system demonstrates progress with the mandatory requirements per year

Green: all credits accumulated

Amber: over half way to completing mandatory requirement

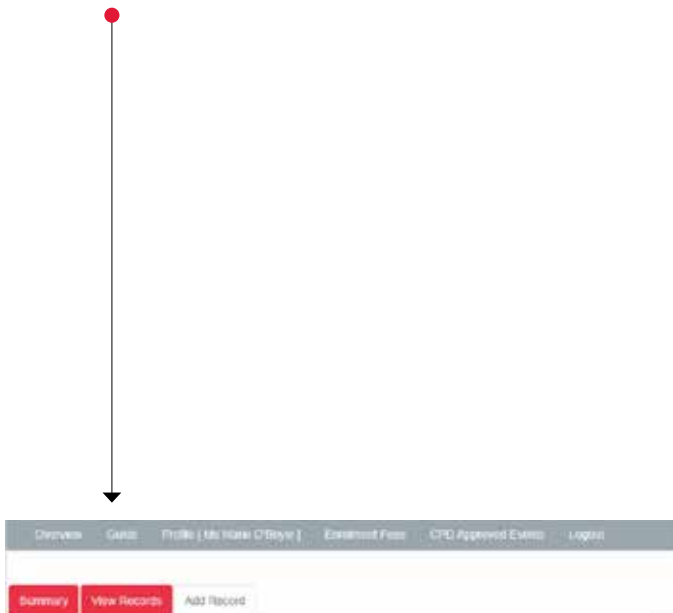
Red: completed less than half of your mandatory credits

VIEW RECORDS



you can filter this screen by year, category or status

ADD RECORD



Allows you to create a record on your portfolio and attach documentary evidence of attendance

A screenshot of the 'Add Record' form in the RCSI Professional Competence Scheme user interface. The form is divided into several sections: 'Date of Activity' (with a calendar dropdown), 'Category' (with a dropdown menu), 'Activity' (with a dropdown menu), 'Duration of Good Practice' (with a dropdown menu), 'Credits' (with a dropdown menu), 'Activity Description' (with a text input field), 'Location' (with a dropdown menu), 'Development Purposes' (with a dropdown menu), 'Reference Number' (with a text input field), and 'Supporting Document' (with a 'Select Files' button). There are also checkboxes for 'Clinical Skills', 'Collaborative & Teamwork', 'Communication & Interpersonal Skills', 'Management (including Self Management)', 'Patient Safety & Quality of Patient Care', 'Professionalism', 'Relating to Patients', and 'Scholarship'. A 'Submit' button is located at the bottom right of the form.

FIELDS EXPLAINED

All fields marked * are mandatory

Date of Activity – Choose the appropriate date from the calendar (date must be always earlier than today's date)

Category – Users must select from one of the five categories

Activity – Choose the activity related to the category

Credit – Choose the relevant number of credits to assign to this record.

Activity Description – A description of users entry

Location – Where the activity took place

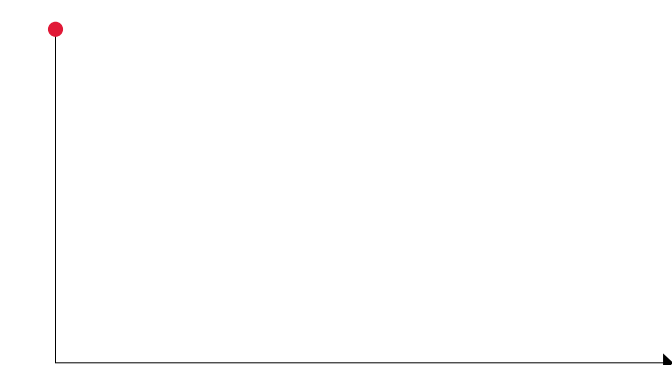
Supporting Document – Click the Select Files button to upload one or more files

Development Purposes – Learning outcome of purpose of attendance/participation

Reference Number – If applicable

Once all the relevant details have been completed click the Add button

GUIDE



Your guide to credit allocation.

PROFILE



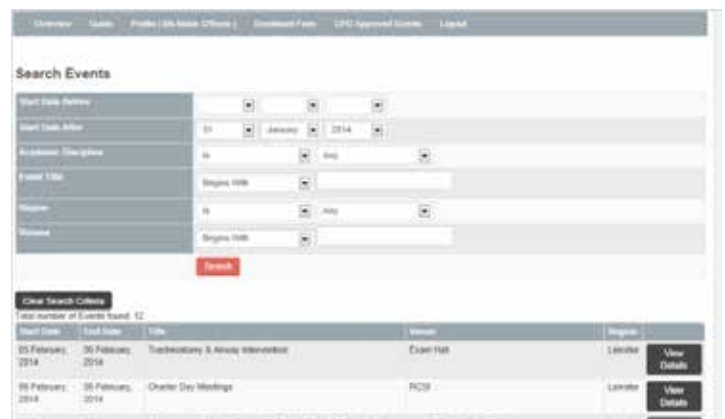
View and edit your profile information

ENROLMENT FEES

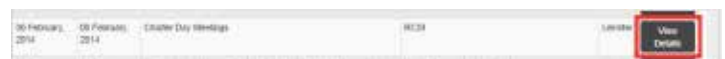


View your fees paid to date and make a payment for the next term.

CPD APPROVED EVENTS



Your guide to CPD approved Events



Click on View Details for more information

SEARCH FOR EVENTS BY DATE

Event Details	
Event Title	Charter Day Meetings
Overall Event Credits	133
Start Date	06 February, 2014
End Date	08 February, 2014
Ymca	RCSI
Location Address	123 St Stephens Green, Dublin 2
Event Email	events@rcsi.ie
Event Website	www.rcsi.ie/charterday2014

Event Credits Breakdown		
Date	Day	CPO Credits
06 February, 2014	1	40
07 February, 2014	2	60
08 February, 2014	3	30

Location Address	Royal College of Surgeons, 123 St. Stephens Green, Dublin 2, Rep. of Ireland
Event Email	
Event Website	N/A

[Add to my PCS records](#)

Event Credits Breakdown

Click on the View Details of the event and if you attend this event you can then add it to your ePortfolio on a date after the event.

Summary	View Records	Add Record	
Date of Activity	21	June	2013
Category	Please Choose		
Activity	Choose Category		
Domains of Good Practice	<input type="checkbox"/> Clinical Skills <input type="checkbox"/> Collaborative & Teamwork <input type="checkbox"/> Communication & Interpersonal Skills <input type="checkbox"/> Management (including Self Management) <input type="checkbox"/> Patient Safety & Quality of Patient Care <input type="checkbox"/> Professionalism <input type="checkbox"/> Relating to Patients <input type="checkbox"/> Scholarship		
Credit	5.0		
Activity Description	RINCD Symposium		
Location	Cheyne Lecture Theatre		
Development Purpose			
Reference Number			
Supporting Document	<input type="text"/> <input type="button" value="Browse..."/>		
<input type="button" value="Submit"/>			

You will then need to add the supporting document as evidence of attendance.

LOGGING OUT

To log out, simply click on the logout link on the top right hand corner of your screen.