

Professional Competence Scheme Guide to using your Online CPD Diary

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1. Logging In to the CPD Diary

You will receive your login password for the Online CPD Diary by email when you have completed all stages of the application process and you have been enrolled on the Professional Competence Scheme. You will be able to **change your password** after first logging into the Diary, by clicking on the **FAQ/Help** button and going to the bottom of the screen.

Go to the home page of <u>www.irishpsychiatry.ie</u> and click on **PCS Diary login**. You can also log in through **"My College"** on the homepage of the College website. You will be presented with the following screen:

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College of Psychiatrists of Ireland Windom • Learning • Compession		=
CPD Online Diary		1
THE COLLEGE OF PSYCHIATRISTS OF IRELAND > PCS DIARY	LOG IN	
	Login	
	College Number:	
	PCS Password:	
	Login	
	2020	
	Forgot Password?	
	Instructions	

Enter your **College Number** and **PCS password** (these have been emailed to you separately) and click on the **Login** button.

If you have forgotten your password, click on the "Forgot Password?" button to have the password emailed to you again, or contact the Professional Competence Office during office hours.

2. **CPD Diary screen**

You will be presented with the following screen, which is your CPD Diary. This screen displays:

- 1. My CPD Credits Overview: total credits you have logged to date in each PCS year, with Domains of Professional Practice (D) which were covered in the year. Clinical Audit status (CA) for each year is also displayed here.
- 2. My Logged Activities: each activity you have logged in the highlighted PCS year, with its credits. You can select **Print all records** to print or save the year's records as a .pdf document.
- 3. Create New Log: in this section you can log a CPD activity and its related credits.

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instructions about that section.

Hold your mouse pointer over the (1) symbols on the screen to see extra information or

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April 2019 [V4]

3. Log new activities



Ms. Lorna O'Callaghan, welcome to your confidential, personal online CPD Diary area on a secure area of the CPsychI website. This diary area can be accessed only by you using your login and password, and by the Professional Competence manager and administrators in the College of Psychiatrists of Ireland.



To log a new activity:

- Enter the date of the activity in dd/mm/yy format
- Enter the **title of the activity** e.g. CPsychl Winter Meeting, Journal Club, Peer Review Group etc.
- Enter the **number of CPD credits** you are claiming for this activity, under the correct CPD category. You may claim half credits as long as the total credits for the activity is more than 1 e.g. you may not claim 0.5 credits for an activity, but you may claim 1 credit, 1.5 credits etc.
- Personal CPD credits require a brief reflective note on the activity being logged. Click on

the ^(E) icon beside the field for Personal credits and type your note in the pop-up box. If you wish, you may also input a brief reflective note for activities under the other CPD categories. This is not mandatory.

- Select at least one **Domain of Professional Practice** that you consider this activity covered, from the list of eight, by clicking on the boxes to the right of the list. Click on the (1) symbol to view more information on each of the Domains.
- Click on **"Save Log"** to save this activity. It may take a moment to save. The information on your screen will refresh and then your logged activity will appear in the "My Logged Activities" section.
- You can edit any saved activity at any time by clicking on the arrow beside it in the "My Logged Activities" section.

4. View, download, print your logged activities

This section allows you to view the activities you have logged for each year you have been enrolled in the Professional Competence Scheme.

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- The **Overview section** shows the total credits logged by you in each CPD category for each year you have been enrolled in the Professional Competence Scheme.
- Click on the "D" in the final column to view the Domains of Professional Practice which your activities have covered in the year.
- This section also displays the minimum CPD credits the Medical Council requires you to achieve in each CPD category.

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Clic	k arrow to e	dit the activ	vity				Click X	to delete	the activ	rity				

4. View, download, print your logged activities (cont'd)

The **My Logged Activities** section displays each activity logged by you during the selected PCS year (highlighted in the Overview section).

- Nine records are displayed
- Click on <u>Next</u> to display further records
- Download your data as PDF click on <u>Print all records</u> and you will be able to print and/or save the list of activities for the selected year.



5. Edit a logged activity

Click on the arrow beside a logged activity:

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1	Year 2	01/05/2012	30/04/2013	174	62	40	21	297	Yes	D	External
٢.	Year 3	01/05/2013	30/04/2014	58	47	53	50	208	Yes	D	Internal
	Year 4	ar 4 01/05/2014 30/04/2015			13	16	13	54	No	D	Personal 4
	My	logged activ	ities				Credits total				Clinical Skills
	Date	P	ctivity	Exte	rnal Inte	rnal Pe	rsonal R/E/F	I R/E/PGS 👔		x	Communication & Interpersonal Skills
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	29/10/2014	Peer Revie	ew Group		:	1			1	х	Collaboration & Teamwork
	16/10/2014	Note testi	ng	1		2	3 4	4	10	x	Management (including self management)
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Þ	10/07/2014	Test					2		2	x	
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	01/05/2014	Testing ap	p on iPad	1					1	X	
*	01/03/2014										

The activity details now appear in the **Edit Log** section of the screen. You can change the date, title, CPD Credits and Domains of Professional Practice. You can add or edit reflective notes. Click on **"Update Log"** to save the changes, or **"Cancel"** to cancel the edit.

	Ψ	Coll Psyc of Ir	lege of chiatris celand	sts _Y	ls. Lorna O his diary a dministrato ou can use our total C upervision	Callag rea car ors in t this di PD crea).	han, welco n be access he College iary to log dits for the	me to you ed only by of Psychia your CPD year so f	ur confide / you usin atrists of activities ar in eac	al online CPD Diary area on a secure area of the CPsychI website. and password, and by the Professional Competence manager and olete them. As you add each activity and its CPD credits, you will se ry (External, Internal, Personal, Research Examining & Postgraduate		
	CPD	Diary -	Welcom	e		Cheo	ck Logs	FAQ	/Help	Log	j ol	ut
	My CPD	credits over	view				Credits to	otal				Edit log
0	ycle year	Start date	End date	External	Interna	Pers	onal R/E	R/E/PGS		CA (j		Date (dd/mm/yy) 07/10/2014
P	linimum CPE *desii) credits requ rable, not req	uired per yeau quired	20	20	5	i	2*	50			Title of activity
Þ	Year 1	01/05/2011	30/04/2012	183	77	20	0	14	294	Yes	D	Number of CPD credits for this activity
▶	Year 2	01/05/2012	30/04/2013	174	62	4	0	21	297	Yes	D	External (E)
▶	Year 3	01/05/2013	30/04/2014	58	47	5	3	50	208	Yes	D	Internal 🗐 🕕
▶	Year 4	01/05/2014	30/04/2015	12	13	1	6	13	54	No	D	Personal 4
												R/E/PGS
	Click arrow	to view all	activities log	ged for th	at year							Click to indicate which Domain(s) of Professional Practice this activity covers. (you may choose more than 1 domain)
	My	logged activ	vities		Credits total							Patient Safety & Quality of Patient Care
	Date	A	ctivity	Exte	rnal Int	ernal	Personal	onal R/E/PGS 👔			x	Communication & Interpersonal Skills 📃 👔
		\$	Showing reco	rds 1 - 9 (of 9 record	s	Print all re	cords				Relating to Patients 🕑 👔
•	29/10/2014	4 Peer Revie	ew Group			1				1	X	Collaboration & Teamwork 📃 🚺
•	16/10/2014	4 Note testi	ng	1	1	2	3	4		10	X	Management (including self management) 📃 🥠
•	16/10/2014	4 test		1	1	2	3	4	ł.	10	X	Scholarship 🔲 👔
•	16/10/2014	4 testing log	gs for all cate	gor 2	2	3	3	3	;	11	X	Professionalism 🔽 🤅
•	07/10/2014	4 testing pe	rsonal reflect	ive			4			4	X	Lidate log Cancel
•	11/07/2014	4 Test		6	5	5	1	2	2	14	X	
•	10/07/2014	4 Test					2			2	X	
•	01/05/2014	4 checking r	new year enti	γ <u>1</u>	1					1	X	
•	01/05/2014	4 Testing ap	op on iPad	1	1					1	X	
Clic FA()/Help	edit the activ	log my (CPD act	tivities?			Click X	to delete	the activ	vity	

6. Delete a logged activity

Click on the X beside any logged activity to delete that activity from your Diary.

	Ψ	Coll Psyc of In	lege of chiatris celand	f Ti sts Yu yu s	s, Lorna O' nis diary ar dministrato ou can use our total Cf upervision)	Callagh: ea can l rs in the this dia PD credi	an, welcor be accesse e College (ry to log y its for the	me to you Id only by of Psychia Your CPD a year so fa	r confide you usir trists of activities ar in each	ntial, pe ng your l Ireland. as you n CPD ca	com atego	al or and plete ory (line CPD Diary area on a password, and by the Pro them. As you add each a External, Internal, Persona	secure area of the CPsychI v fessional Competence manaç nctivity and its CPD credits, y al, Research Examining & Pos	rebsit jer an ou wi tgrad	e. 1d ill see luate
	CPD	Diary -	Welcon	ie	(Chec	k Logs	FAQ/	/Help	Log	j ol	ut				
	My CPD	credits over	rview				Credits to	tal					Edi	it log		
	Cycle year	Start date	End date	External	Internal	Persor	nal R/E/	'PGS 👔	Total	CA (j			Date (dd/mm/yy)	07/10/2014		
	Minimum CPI *desi	D credits requirable, not req	uired per yeau quired	20	20	5		2*	50				Title of activity	testing personal refle log	ctive	e
•	Year 1	01/05/2011	30/04/2012	183	77	20		14	294	Yes	D		Number of C	PD credits for this activity		
•	Year 2	01/05/2012	30/04/2013	174	62	40		21	297	Yes	D		External		۲	
Þ	Year 3	01/05/2013	30/04/2014	58	47	53		50	208	Yes	D		Internal		۲	
►	Year 4	01/05/2014	30/04/2015	12	13	16		13	54	No	D		Personal	4		0
													R/E/PGS			
	Click arrov	/ to view all	activities log	ged for th	at year								activity covers. (you	may choose more than 1 do	main))
											-			Clinical Skills		٢
	My	logged activ	/ities				Credits	LS TOTAL				۱.	Patient Safe	ety & Quality of Patient Care		
	Date	A	Activity	Exte	rnal Inte	ernal P	Personal	R/E/P	s ()	i Total		1	Commun	ication & Interpersonal Skills		
	29/10/201	4 Peer Revie	snowing reco	oras 1 - 9 (or 9 records	s <u>Pi</u> 1	rint all rec	oras		1	T _x	1		Relating to Patients		
	16/10/201	4 Note testi	00	1		,	3	4		10		1		Collaboration & Teamwork	-	
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)	16/10/201	4 testing log	as for all cate	egor 2		3	3	3		11	x			Professionalism		ŏ
	07/10/201	4 testing pe	rsonal reflect	tive			4			4	x		Update log	Cancel		
)	11/07/201	4 Test		6		5	1	2		14	x	11				_
)	10/07/201	4 Test					2			2	x	11				
)	01/05/201	4 checking r	new year ent	ry 1						1	x	11				
)	01/05/201	4 Testing ap	op on iPad	1						1	x	1				
cl	ick arrow to	edit the activ	vity					Click X t	o delete	the activ	N.					
54		Jow do T	log my (CDD act	ivitioc?						•	7				

7. Log or edit Clinical Audit information

In the relevant year, click on **"CA?"** to log or edit information on Clinical Audit. Choose "Yes" or "No" in the pop-up box to confirm your participation in Clinical Audit for that year. There is also an option to input the Clinical Audit Title if you wish to save that information. Click on "Update" to save new or edited data.

	Ŷ	Coll Psyc of Ir	ege of chiatri eland	f Ti sts	ls, Lorna C his diary a dministrat ou can use our total C upervision	O'Callaghar irea can be ors in the e this diary CPD credits), Chock	n, welcome t accessed or College of Ps to log your for the year	o your confid aly by you us yochiatrists o CPD activitie r so far in ea	lential, p ing your f Ireland. es as you ch CPD c	ersona login a comp ategor	sl online CPD Diary area on a secure area of the CPsychI website. and password, and by the Professional Competence manager and slete them. As you add each activity and its CPD credits, you will see ry (External, Internal, Personal, Research Examining & Postgraduate	
						CHECK	Logs II	AQ/IICI		y 00		
	My CPD	credits over	view			c	redits total				Create New log	
	Cycle year	Start date	End date	External	Interna	Persona	I R/E/PGS	i) Tota	CA (j)()	Date (dd/mm/yy)	
	Minimum CPD *desira	credits requirable, not rec	iired per yea quired	20	20	5	2*	50			Title of activity	
•	Year 1 0	01/05/2011	30/04/2012	183	77	20	14	294	Yes	D	Number of CPD credits for this activity	
•	Year 2 (01/05/2012	30/04/2013	174	62	40	21	297	Yes	D	External ()	۱.
•	Year 3 (01/05/2013	30/04/2014	58	47	53	50	208	Yes	D	Internal Participated in clinical audit:	۱.
•	Year 4 (01/05/2014	30/04/2015	12	13	16	13	54	CA?	0	Personal 🛛 📄 👔	
											R/E/PGS YES NO	1
	Click arrow	to view all	activities log	ged for th	at year						Click to indicate which Domain(s) of Professional Practice this activity covers (you may choose more than 1 domain)	
_												
	My I	logged activ	ities				Credits tota				Patient Safety & Quality of Patient Care	
	Date	A	ctivity	Exte	rnal Int	ernal Pe	rsonal R	/E/PGS (Tota	I X	Communication & Interpersonal Skills	
		5	Showing reco	ords 1 - 9 (of 9 record	ls <u>Pri</u>	nt all records				Relating to Patients	
)	29/10/2014	Peer Revie	ew Group			1			1	х	Collaboration & Teamwork 📃 👔	
)	16/10/2014	Note testi	ng	1	L	2	3	4	10	х	Management (including self management)	
)	16/10/2014	l test		1	L	2	3	4	10	х	Scholarship 🔲 👔	
)	16/10/2014	testing log	s for all cate	egor 2	2	3	3	3	11	х	Professionalism 📃 👔	
)	07/10/2014	testing pe	rsonal reflect	tive			4		4	х	Save log Cancel	
)	11/07/2014	1 Test		e	;	5	1	2	14	х		
)	10/07/2014	1 Test					2		2	х		
)	01/05/2014	checking n	new year ent	ry 1	L				1	х		
)	01/05/2014	Testing ap	p on iPad	1	L				1	х		
c	ick arrow to e	dit the activ	vity				Clie	ck X to delet	e the acti	ivity		
FA	Q/Help H	low do I	log my (CPD act	ivities	2						

8. Log Out of Diary

When you are finished updating or viewing your Diary, log out of the diary.

	Ψ	Coll Psyc of In	lege of chiatris reland	f T sts y	ls. Lorna O' his diary ar dministrato ou can use our total Cf upervision)	Callag ea can rs in th this di PD creo	han, welcon be accesse he College ary to log y dits for the	me to you ad only by of Psychia your CPD year so f:	ir confide you usii itrists of activities ar in eac	ential, pe ng your l Ireland. as you o h CPD ca	ogin comp tego	al onli and p plete t ry (E)	ine CPD Diary area on a bassword, and by the Prof them. As you add each a xternal, Internal, Persona	secure area of the CPsych1 w ressional Competence manag ctivity and its CPD credits, y I, Research Examining & Pos	ebsit er an ou wi tgrad	e. d II see uate
	CPD	Diary -	Welcom	ie		Cheo	k Logs	FAQ	/Help	🕻 Log	ι οι	ıt				
	My CPD	credits over	rview				Credits to	tal			_		Cre	ate New log		
	Cycle year	Start date	End date	External	Internal	Perso	onal R/E/	PGS (j)	Total	CA (j) (î)		Date (dd/mm/yy)			
	Minimum CPI *desi) credits requ rable, not re	uired per year quired	20	20	5		2*	50				Title of activity			
►	Year 1	01/05/2011	30/04/2012	183	77	20	0	14	294	Yes	D		Number of C	PD credits for this activity		
►	Year 2	01/05/2012	30/04/2013	174	62	40	0	21	297	Yes	D		External		۲	
►	Year 3	01/05/2013	30/04/2014	58	47	53	3	50	208	Yes	D		Internal		۲	
►	Year 4	01/05/2014	30/04/2015	12	13	16	5	13	54	No	D		Personal		۲	1
													R/E/PGS		۲	١
	Click arrow	to view all	activities log	ged for th	at year								Click to indicate which D	omain(s) of Professional Pra may choose more than 1 dor	ctice	this
_													detivity coversit (you	Clinical Skills		\bigcirc
	My	logged activ	vities				Credits	total					Patient Safe	ety & Ouality of Patient Care		õ
	Date	1	Activity	Exte	rnal Inte	rnal	Personal	R/E/P	GS (j)	Total	х		Commun	ication & Interpersonal Skills		Õ
_		1	Showing reco	ords 1 - 9 (of 9 records		Print all rec	ords						Relating to Patients		(i)
•	29/10/201	4 Peer Revi	ew Group			1				1	X			Collaboration & Teamwork		1
•	16/10/201	4 Note testi	ing	1		2	3	4		10	X		Management	(including self management)		
•	16/10/201	4 test		1		2	3	4		10	Х			Scholarship		٢
•	16/10/201	4 testing log	gs for all cate	egor 2	: :	3	3	3		11	Х			Professionalism		
►	07/10/201	4 testing pe	rsonal reflect	tive			4			4	X		Save log	Cancel		
►	11/07/201	4 Test		e	6 1	5	1	2		14	x					
►	10/07/201	4 Test					2			2	x					
►	01/05/201	4 checking r	new year enti	ry 1						1	х					
►	01/05/201	4 Testing ap	op on iPad	1						1	x					
Cli	ck arrow to	edit the activ	vity					Click X f	to delete	the activ	vity					
FA	Q/Help H	low do I	log my C	CPD act	ivities?											

9. HELP contacts

For further assistance with the Diary, please contact the Professional Competence Office, pcs@irishpsychiatry.ie or call (01) 634 4378 / 4375.