



Professional Competence Scheme

Guide to using your Online CPD Diary

Contents

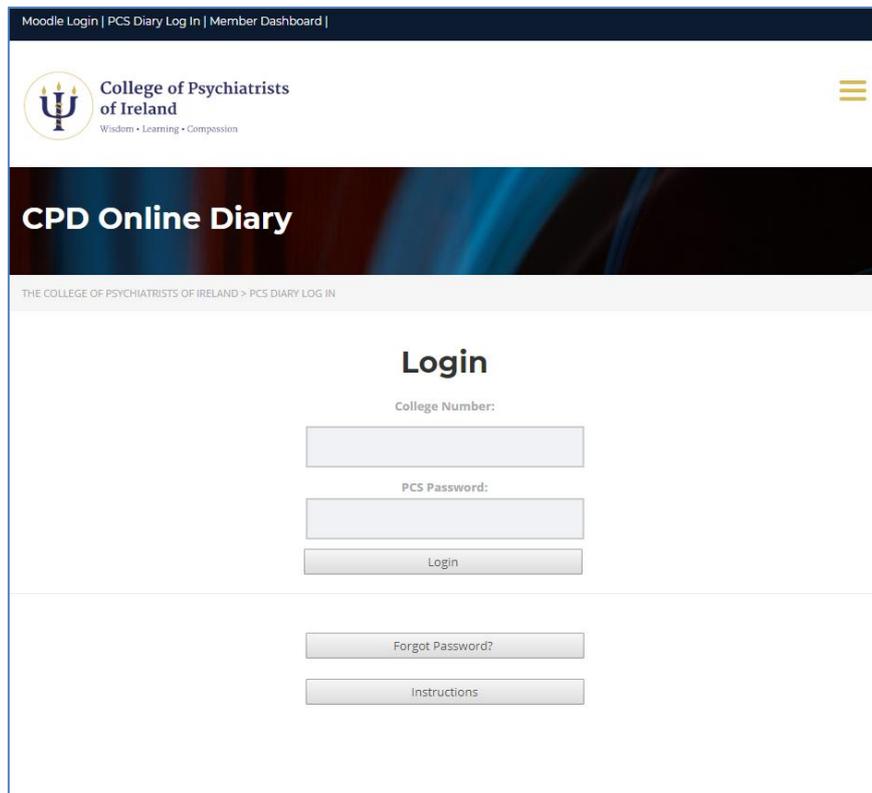
[Click on a heading below to go to that section in the document]

1. Logging In to the CPD Diary	2
2. CPD Diary screen	3
3. Log new activities	4
4. View, download, print your logged activities	5
4. View, download, print your logged activities (cont'd).....	6
5. Edit a logged activity	7
6. Delete a logged activity	8
7. Log or edit Clinical Audit information.....	8
8. Log Out of Diary	9
9. HELP contacts.....	9

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 www.irishpsychiatry.ie 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:



The screenshot shows the login page for the CPD Online Diary. At the top, there is a navigation bar with links for Moodle Login, PCS Diary Log In, and Member Dashboard. Below this is the College of Psychiatrists of Ireland logo and name, with the tagline 'Wisdom • Learning • Compassion'. A large banner reads 'CPD Online Diary'. Below the banner, the breadcrumb trail reads 'THE COLLEGE OF PSYCHIATRISTS OF IRELAND > PCS DIARY LOG IN'. The main heading is 'Login'. There are three input fields: 'College Number:', 'PCS Password:', and a 'Login' button. Below these are two more buttons: 'Forgot Password?' and '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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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.

You can use this diary to log your CPD activities as you complete them. As you add each activity and its CPD credits, you will see your total CPD credits for the year so far in each CPD category (External, Internal, Personal, Research Examining & Postgraduate Supervision).

CPD Diary - Welcome [Check Logs](#) | [FAQ/Help](#) | [Log out](#)

1

My CPD credits overview				Credits total							
Cycle year	Start date	End date	External	Internal	Personal	R/E/PGS	Total	CA			
Minimum CPD credits required per year <small>*desirable, not required</small>			20	20	5	2*	50				
▶ Year 1	01/05/2011	30/04/2012	183	77	20	14	294	Yes	D		
▶ Year 2	01/05/2012	30/04/2013	174	62	40	21	297	Yes	D		
▶ Year 3	01/05/2013	30/04/2014	58	47	53	50	208	Yes	D		
▶ Year 4	01/05/2014	30/04/2015	12	12	16	13	53	No	D		

Click arrow to view all activities logged for that year

2

My logged activities		Credits total					
Date	Activity	External	Internal	Personal	R/E/PGS	Total	X
Showing records 1 - 8 of 8 records Print all records							
▶ 16/10/2014	Note testing	1	2	3	4	10	X
▶ 16/10/2014	test	1	2	3	4	10	X
▶ 16/10/2014	testing logs for all categor	2	3	3	3	11	X
▶ 07/10/2014	testing personal reflective			4		4	X
▶ 11/07/2014	Test	6	5	1	2	14	X
▶ 10/07/2014	Test			2		2	X
▶ 01/05/2014	checking new year entry	1				1	X
▶ 01/05/2014	Testing app on iPad	1				1	X

Click arrow to edit the activity Click X to delete the activity

3

Create New log

Date (dd/mm/yy)

Title of activity

Number of CPD credits for this activity

External

Internal

Personal

R/E/PGS

Click to indicate which Domain(s) of Professional Practice this activity covers. (you may choose more than 1 domain)

Clinical Skills

Patient Safety & Quality of Patient Care

Communication & Interpersonal Skills

Relating to Patients

Collaboration & Teamwork

Management (including self management)

Scholarship

Professionalism

Save log Cancel

[FAQ/Help](#) | [How do I log my CPD activities?](#)

Hold your mouse pointer over the symbols on the screen to see extra information or instructions about that section.



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Click arrow to view all activities logged for that year

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My logged activities		Credits total					
Date	Activity	External	Internal	Personal	R/E/PGS	Total	X
Showing records 1 - 8 of 8 records Print all records							
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▶ 07/10/2014	testing personal reflective			4		4	X
▶ 11/07/2014	Test	6	5	1	2	14	X
▶ 10/07/2014	Test			2		2	X
▶ 01/05/2014	checking new year entry	1				1	X
▶ 01/05/2014	Testing app on iPad	1				1	X

Click arrow to edit the activity Click X to delete the activity

3

Create New log

Date (dd/mm/yy)

Title of activity

Number of CPD credits for this activity

External

Internal

Personal

R/E/PGS

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Management (including self management)

Scholarship

Professionalism

Save log Cancel

[FAQ/Help](#) | [How do I log my CPD activities?](#)

3. Log new activities



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CPD Diary - Welcome [Check Logs](#) | [FAQ/Help](#) | [Log out](#)

My CPD credits overview

Cycle year	Start date	End date	External	Internal	Personal	R/E/PGS	Total	CA	
Minimum CPD credits required per year *desirable, not required			20	20	5	2*	50		
▶ Year 1	01/05/2011	30/04/2012	183	77	20	14	294	Yes	D
▶ Year 2	01/05/2012	30/04/2013	174	62	40	21	297	Yes	D
▶ Year 3	01/05/2013	30/04/2014	58	47	53	50	208	Yes	D
▶ Year 4	01/05/2014	30/04/2015	12	12	16	13	53	No	D

Click arrow to view all activities logged for that year

My logged activities

Date	Activity	External	Internal	Personal	R/E/PGS	Total	X
Showing records 1 - 8 of 8 records Print all records							
▶ 16/10/2014	Note testing	1	2	3	4	10	X
▶ 16/10/2014	test	1	2	3	4	10	X
▶ 16/10/2014	testing logs for all categor	2	3	3	3	11	X
▶ 07/10/2014	testing personal reflective			4		4	X
▶ 11/07/2014	Test	6	5	1	2	14	X
▶ 10/07/2014	Test			2		2	X
▶ 01/05/2014	checking new year entry	1				1	X
▶ 01/05/2014	Testing app on iPad	1				1	X

Click arrow to edit the activity Click X to delete the activity

Create New log

Date (dd/mm/yy)

Title of activity

Number of CPD credits for this activity

External

Internal

Personal

R/E/PGS

Click to indicate which Domain(s) of Professional Practice this activity covers. (you may choose more than 1 domain)

Clinical Skills

Patient Safety & Quality of Patient Care

Communication & Interpersonal Skills

Relating to Patients

Collaboration & Teamwork

Management (including self management)

Scholarship

Professionalism

[Save log](#) [Cancel](#)

[FAQ/Help](#) | [How do I log my CPD activities?](#)

To log a new activity:

- Enter the **date of the activity** in dd/mm/yy format
- Enter the **title of the activity** e.g. CPsychI 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 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 symbol to view college 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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CPD Diary - Welcome [Check Logs](#) | [FAQ/Help](#) | [Log out](#)

My CPD credits overview				Credits total					
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Year 1	01/05/2011	30/04/2012	183	77	20	14	294	Yes D	
Year 2	01/05/2012	30/04/2013	174	62	40	21	297	Yes D	
Year 3	01/05/2013	30/04/2014	58	47	53	50	208	Yes D	
Year 4	01/05/2014	30/04/2015	12	13	16	13	54	No D	

Click arrow to view all activities logged for that year

My logged activities		Credits total					
Date	Activity	External	Internal	Personal	R/E/PGS	Total	X
Showing records 1 - 9 of 9 records Print all records							
29/10/2014	Peer Review Group		1			1	X
16/10/2014	Note testing	1	2	3	4	10	X
16/10/2014	test	1	2	3	4	10	X
16/10/2014	testing logs for all categor	2	3	3	3	11	X
07/10/2014	testing personal reflective			4		4	X
11/07/2014	Test	6	5	1	2	14	X
10/07/2014	Test			2		2	X
01/05/2014	checking new year entry	1				1	X
01/05/2014	Testing app on iPad	1				1	X

Click arrow to edit the activity [Click X to delete the activity](#)

[FAQ/Help](#) | [How do I log my CPD activities?](#)

- 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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CPD Diary - Welcome [Check Logs](#) | [FAQ/Help](#) | [Log out](#)

My CPD credits overview				Credits total					
Cycle year	Start date	End date	External	Internal	Personal	R/E/PGS	Total	CA	
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Year 3	01/05/2013	30/04/2014	58	47	53	50	208	Yes D	
Year 4	01/05/2014	30/04/2015	12	13	16	13	54	No D	

Click arrow to view all activities logged for that year

My logged activities		Credits total					
Date	Activity	External	Internal	Personal	R/E/PGS	Total	X
Showing records 1 - 9 of 9 records Print all records							
29/10/2014	Peer Review Group		1			1	X
16/10/2014	Note testing	1	2	3	4	10	X
16/10/2014	test	1	2	3	4	10	X
16/10/2014	testing logs for all categor	2	3	3	3	11	X
07/10/2014	testing personal reflective			4		4	X
11/07/2014	Test	6	5	1	2	14	X
10/07/2014	Test			2		2	X
01/05/2014	checking new year entry	1				1	X
01/05/2014	Testing app on iPad	1				1	X

Click arrow to edit the activity [Click X to delete the activity](#)

[FAQ/Help](#) | [How do I log my CPD activities?](#)

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



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CPD Diary - Welcome
Check Logs | [FAQ/Help](#) | [Log out](#)

My CPD credits overview				Credits total					
Cycle year	Start date	End date	External	Internal	Personal	R/E/PGS	Total	CA	
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▶ Year 4	01/05/2014	30/04/2015	12	13	16	13	54	No	D

Click arrow to view all activities logged for that year

Create New log

Date (dd/mm/yy)

Title of activity

Number of CPD credits for this activity

External

Internal

Personal

R/E/PGS

Click to indicate which Domain(s) of Professional Practice this activity covers. (you may choose more than 1 domain)

Clinical Skills

Patient Safety & Quality of Patient Care

Communication & Interpersonal Skills

Relating to Patients

Collaboration & Teamwork

Management (including self management)

Scholarship

Professionalism

My logged activities		Credits total				
Date	Activity	External	Internal	Personal	R/E/PGS	Total
Showing records 1 - 9 of 39 records Next Print all records						
20/01/2014	Case Conference		1			1
14/08/2013	Journal Club		1			1
12/08/2013	Case Conference		2			2
10/08/2013	Meeting		1			1
10/08/2013	checking that I can enter r		3			3
20/07/2013	Conference	6				6
20/07/2013	Conference	6				6
15/08/2013	Testing iPhone app	3				3
12/07/2013	Committee meeting		2			2

Click arrow to edit the activity Click X to delete the activity

[FAQ/Help](#) | [How do I log my CPD activities?](#)

5. Edit a logged activity

Click on the arrow beside a logged activity:



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CPD Diary - Welcome
Check Logs | FAQ/Help | Log out

My CPD credits overview			Credits total						
Cycle year	Start date	End date	External	Internal	Personal	R/E/PGS	Total	CA	
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Click arrow to view all activities logged for that year

Edit log

Date (dd/mm/yy)

Title of activity

Number of CPD credits for this activity

External

Internal

Personal

R/E/PGS

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Clinical Skills

Patient Safety & Quality of Patient Care

Communication & Interpersonal Skills

Relating to Patients

Collaboration & Teamwork

Management (including self management)

Scholarship

Professionalism

Update log
Cancel

My logged activities		Credits total					
Date	Activity	External	Internal	Personal	R/E/PGS	Total	X
Showing records 1 - 9 of 9 records Print all records							
▶ 29/10/2014	Peer Review Group		1			1	X
▶ 16/10/2014	Note testing	1	2	3	4	10	X
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▶ 10/07/2014	Test			2		2	X
▶ 01/05/2014	checking new year entry	1				1	X
▶ 01/05/2014	Testing app on iPad	1				1	X

Click arrow to edit the activity Click X to delete the activity

[FAQ/Help](#) | [How do I log my CPD activities?](#)

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.



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Check Logs | FAQ/Help | Log out

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Edit log

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Update log
Cancel

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▶ 10/07/2014	Test			2		2	X
▶ 01/05/2014	checking new year entry	1				1	X
▶ 01/05/2014	Testing app on iPad	1				1	X

Click arrow to edit the activity Click X to delete the activity

[FAQ/Help](#) | [How do I log my CPD activities?](#)

6. Delete a logged activity

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



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My CPD credits overview

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Year 3	01/05/2013	30/04/2014	58	47	53	50	208	Yes	D
Year 4	01/05/2014	30/04/2015	12	13	16	13	54	No	D

Click arrow to view all activities logged for that year

Edit log

Date (dd/mm/yy) 07/10/2014

Title of activity testing personal reflective log

Number of CPD credits for this activity

External

Internal

Personal 4

R/E/PGS

Click to indicate which Domain(s) of Professional Practice this activity covers. (you may choose more than 1 domain)

Clinical Skills

Patient Safety & Quality of Patient Care

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Collaboration & Teamwork

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Scholarship

Professionalism

[Update log](#) [Cancel](#)

My logged activities

Date	Activity	External	Internal	Personal	R/E/PGS	Total	CA	X
Showing records 1 - 9 of 9 records Print all records								
29/10/2014	Peer Review Group		1			1		X
16/10/2014	Note testing	1	2	3	4	10		X
16/10/2014	test	1	2	3	4	10		X
16/10/2014	testing logs for all category	2	3	3	3	11		X
07/10/2014	testing personal reflective			4		4		X
11/07/2014	Test	6	5	1	2	14		X
10/07/2014	Test			2		2		X
01/05/2014	checking new year entry	1				1		X
01/05/2014	Testing app on iPad	1				1		X

Click arrow to edit the activity Click X to delete the activity

[FAQ/Help](#) | [How do I log my CPD activities?](#)

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.



**College of
Psychiatrists
of Ireland**

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.

You can use this diary to log your CPD activities as you complete them. As you add each activity and its CPD credits, you will see your total CPD credits for the year so far in each CPD category (External, Internal, Personal, Research Examining & Postgraduate Supervision).

CPD Diary - Welcome [Check Logs](#) | [FAQ/Help](#) | [Log out](#)

My CPD credits overview

Cycle year	Start date	End date	External	Internal	Personal	R/E/PGS	Total	CA	
Minimum CPD credits required per year <small>*desirable, not required</small>			20	20	5	2*	50		
Year 1	01/05/2011	30/04/2012	183	77	20	14	294	Yes	D
Year 2	01/05/2012	30/04/2013	174	62	40	21	297	Yes	D
Year 3	01/05/2013	30/04/2014	58	47	53	50	208	Yes	D
Year 4	01/05/2014	30/04/2015	12	13	16	13	54	CA?	D

Click arrow to view all activities logged for that year

Create New log

Date (dd/mm/yy)

Title of activity

Number of CPD credits for this activity

External

Internal

Personal

R/E/PGS

Click to indicate which Domain(s) of Professional Practice this activity covers. (you may choose more than 1 domain)

Clinical Skills

Patient Safety & Quality of Patient Care

Communication & Interpersonal Skills

Relating to Patients

Collaboration & Teamwork

Management (including self management)

Scholarship

Professionalism

[Save log](#) [Cancel](#)

My logged activities

Date	Activity	External	Internal	Personal	R/E/PGS	Total	CA	X
Showing records 1 - 9 of 9 records Print all records								
29/10/2014	Peer Review Group		1			1		X
16/10/2014	Note testing	1	2	3	4	10		X
16/10/2014	test	1	2	3	4	10		X
16/10/2014	testing logs for all category	2	3	3	3	11		X
07/10/2014	testing personal reflective			4		4		X
11/07/2014	Test	6	5	1	2	14		X
10/07/2014	Test			2		2		X
01/05/2014	checking new year entry	1				1		X
01/05/2014	Testing app on iPad	1				1		X

Click arrow to edit the activity Click X to delete the activity

X Close

Clinical Audit

Participated in clinical audit:

YES NO

Clinical Audit Title (optional):

[Update](#)

[FAQ/Help](#) | [How do I log my CPD activities?](#)

8. Log Out of Diary

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



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CPD Diary - Welcome
Check Logs | FAQ/Help
Log out

My CPD credits overview			Credits total						
Cycle year	Start date	End date	External	Internal	Personal	R/E/PGS	Total	CA	
Minimum CPD credits required per year <small>*desirable, not required</small>			20	20	5	2*	50		
▶ Year 1	01/05/2011	30/04/2012	183	77	20	14	294	Yes	D
▶ Year 2	01/05/2012	30/04/2013	174	62	40	21	297	Yes	D
▶ Year 3	01/05/2013	30/04/2014	58	47	53	50	208	Yes	D
▶ Year 4	01/05/2014	30/04/2015	12	13	16	13	54	No	D

Click arrow to view all activities logged for that year

Create New log

Date (dd/mm/yy)

Title of activity

Number of CPD credits for this activity

External

Internal

Personal

R/E/PGS

Click to indicate which Domain(s) of Professional Practice this activity covers. (you may choose more than 1 domain)

Clinical Skills

Patient Safety & Quality of Patient Care

Communication & Interpersonal Skills

Relating to Patients

Collaboration & Teamwork

Management (including self management)

Scholarship

Professionalism

Save log
Cancel

My logged activities		Credits total					
Date	Activity	External	Internal	Personal	R/E/PGS	Total	X
Showing records 1 - 9 of 9 records Print all records							
▶ 29/10/2014	Peer Review Group		1			1	X
▶ 16/10/2014	Note testing	1	2	3		4	X
▶ 16/10/2014	test	1	2	3		4	X
▶ 16/10/2014	testing logs for all categor	2	3	3		3	X
▶ 07/10/2014	testing personal reflective			4		4	X
▶ 11/07/2014	Test	6	5	1	2	14	X
▶ 10/07/2014	Test			2		2	X
▶ 01/05/2014	checking new year entry	1				1	X
▶ 01/05/2014	Testing app on iPad	1				1	X

Click arrow to edit the activity Click X to delete the activity

[FAQ/Help](#) | [How do I log my CPD activities?](#)

9. HELP contacts

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