Professional Competence

SCHEME

Supporting lifelong learning

Irish College of
Ophthalmologists

Eye Doctors of Ireland

Protecting your Vision

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A MESSAGE FROM
The Irish College of Ophthalmologists

Since May 2011, all registered medical practitioners have been legally obliged to enrol in a professional competence scheme (PCS), in line with the requirements set by the Medical Council. The schemes formalise the process of career-long learning and are operated by the postgraduate training bodies to facilitate professional practice which is centred on patient safety and quality patient care. The learning and career development activities which doctors must engage in are straightforward and practice-based.

The ICO is approved by the Medical Council to administer a PCS in line with the requirements of the Medical Practitioners Act. Participation in a PCS helps registered doctors to demonstrate that they are fulfilling their statutory duty and the ICO's scheme facilitates this process for medical and surgical eye specialists.

The ICO's scheme is open for enrolment to both members and non-members. Enrolment is completed through the online eportal, which enables enrolled individuals to log their activities and points.

The ICO looks forward to supporting our ophthalmic colleagues in meeting their annual PCS requirements.

What is the Professional Competence Scheme?

The PCS is an evidence-informed education initiative that encourages and supports the Continuing Professional Development (CPD) activities of participants.

As a PCS participant, you shape the learning process to suit your professional requirements. You are responsible for developing and implementing your personal CPD plan, relevant to your roles and responsibilities.

How the Professional Competence Scheme works
Professional Competence has been defined by the Medical Council as having two key components:
- Continuing Professional Development (CPD); and,
- Clinical Audit.

CPD is measured in hours with each full hour of educational activity equalling one CPD credit. Practitioners must accumulate 50 CPD credits on an annual basis and one clinical audit per year. (see framework on page 4).

Professional Competence Scheme's require year-on-year compliance. There is no professional competence 'cycle' and no mechanism to 'carry forward' credits or competence from year to year.

The Professional Competence Scheme Yearly cycle

The scheme year runs from May 1 to April 30. Statements of Participation are issued on a yearly basis and are available in May each year. The Statement will reflect what you have recorded on your PCS ePortfolio. The Medical Council may ask you for evidence of participation in a Professional Competence Scheme and your Annual Statement of Participation is appropriate evidence for this purpose.

MAY

1

APRIL

30

Framework for Professional Competence

The framework for professional competence has been designed to maximise choice and flexiblity:

CPD …

CPD is measured in hours. One hour of educational activity = 1 CPD credit
50 CPD credits minimum per annum must be accumulated in four categories as follows:

Category	Minimum Credit Requirement
EXTERNAL **Learning external to your practice** (such as events/activities accredited by training bodies that meet educational standards)	**20 CPD credits per year**
INTERNAL **Learning within your practice** (such as clinical risk meetings and case presentations)	**20 CPD credits per year**
PERSONAL LEARNING (such as participation in professional development workshops and self-directed education, e.g. Journal reading)	**5 CPD credits per year**
RESEARCH OR TEACHING (such as acting as examiner for postgraduate training body, attending lectures, publishing articles)	**2 CPD credits per year desirable**

The table above summarises the learning sections under the PCS framework.

… AND CLINICAL AUDIT

One clinical audit (a minimum of 12 hours per annum).
If your Audit spans over two PCS years, record your audit in the year you completed the majority of work.

Outline of CPD Categories/Activities

This List is a Guide and is not intended to be exhaustive

CATEGORY	EXAMPLE ACTIVITIES	CREDITS
EXTERNAL (Maintenance of Knowledge and Skills) Events/activities accredited by Training Bodies that meet educational standards	• International/National Meetings • Courses accredited by Training Body • College/Society meetings • Medically related advanced degrees • Online Courses	**20 CPD credits per minimum year**
INTERNAL (Practice Evaluation & Development) Activities that develop and improve the quality of clinical practice	• Morbidity and Mortality Meetings • Clinical Risk Meetings • Case Presentations • Chart Reviews • Grand Rounds • Multi-disciplinary Meetings • Peer Review Groups	**20 CPD credits per minimum year**
PERSONAL LEARNING	• Self directed education, training or assessment activities (e.g. Journal reading) • Participation in professional development workshops/courses • Volunteer or outreach activities	**5 CPD credits per minimum year**
RESEARCH OR TEACHING	• Accredited Postgraduate Trainer • Lectures • Examiner for Postgraduate Training Body • Publishing articles • Poster Presentation • Question setting • Research	**2 CPD credits per year desirable**

Using the PCS Online System

ICO is using the PCS ePortfolio developed by the RCSI. This is a web-based application to allow users to easily record their professional competence activity. Once enrolled on the ICO Professional Competence Scheme, practitioners will get access to the PCS ePortfolio.

Evidence of attendance at educational activities is required and should be uploaded into your PCS portfolio or a hard copy kept on file should they be required for verification audit purposes. You are encouraged to keep you CPD activity records up-to-date.

Continuous Professional Development Support Scheme (CPDSS) for NCHD's

All doctors registered with the Medical Council must participate in a Professional Competence Scheme, this includes doctors working in Non-Consultant Hospital Doctor posts who have not been appointed to the national training programme. Doctors on HSE appointed NCHD contracts are eligible to apply to the CPD SS. This programme provides funding for eligible doctors to ensure that they can access educational and professional development activity to meet the requirements of PCS>
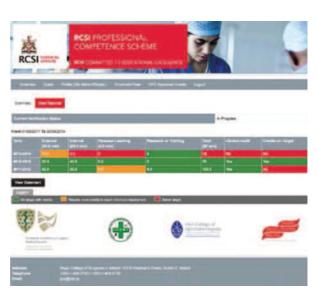
Statement of Participation

The Statement of Participation is a key document which summarises what you have recorded on your PCS ePortfolio and will indicate if you have had your portfolio verified and the outcome of the process.   It will also indicate if you have reported an absence from practice of three or more months during the professional competence scheme year. You can access your statement when logged into your PCS portfolio and it is available to download at any time, printed or saved to your desktop/PC.

KEY FEATURES OF ICO-RCSI PCS ePORTFOLIO
an overview of activity uploaded with a 'traffic-light' colour coding system that shows progress

➤ with the mandatory requirements per year;
➤ the facility to add and view records; and,
➤ the facility to clone/copy record.

Comprehensive help with the PCS ePortfolio is available through video tutorials and guides on www.rcsi.ie/pcs

Calendar of Approved Events

The ICO runs an annual educational programme for doctors in training and doctors in practice. These events are accredited for CPD points as appropriate. Details of forthcoming meetings are available on the ICO website www.eyedoctors.ie.

Meetings and events organised independently of the ICO may also be accredited with CPD points by the College. Further details on this process is available from the ICO. Meetings and events accredited by the other Post Graduate Training bodies will also be recognised by the ICO.

PCS Mobile

ICO-RCSI now provides direct access to the PCS ePortfolio using a smartphone. You can log in to your PCS ePortfolio on your smartphone and the mobile adapted version will open, enabling you to view your details and upload activities.

Further details available at www.eyedoctors.ie /members/ Professional-Competence

The Clinical Audit

Clinical Audit is a mandatory element of the Professional Competence Scheme for all Surgeons/Medical Practitioners following the introduction of Part 11 of the Medical Practitioners Act 2007 on May 1, 2011.

Guidelines for clinical audit:

Stage 1: Identify the topic for the clinical audit

Stage 2: Select the relevant audit standards

Stage 3: Draft a written protocol

Stage 4: Carry out the data collection

Stage 5: Compare your data against the selected audit standard

Stage 6: Identify the changes that you need to make to achieve the standard

Stage 7: Re-audit to complete cycle

Stage 8: Audit must be signed / verified by a consultant supervisor, clinical director or other clinician other than the registrant.

The audit should be relevant to scope of practice and the methodology must be adapted to those who are not in routine clinical practice. Audits should include qualitative and quantitative measurements of activity. Where there are no known or available standards, data can be compared to historical records over time. This data should be subject to peer review.

What processes are in place to Monitor CPD Activity?

Medical Council Audit

The Medical Council will undertake an annual audit of a random sample of participants. You will receive advice from the Medical Council if you have been selected for an audit. In the first instance, the Medical Council will request a copy of your annual statement of participation. If you have not enrolled, or your Statement of Participation is not fully compliant, please contact the ICO for further assistance before responding to the Medical Council.

Postgraduate Training Body Annual Verification Process

ICO will undertake an annual verification of activities recorded by practitioners within the professional competence scheme. Approximately, 3-5% of enrolees will be randomly selected for verification.

If selected you will receive notification from ICO that you have been selected for verification of CPD activity.

This is a supportive exercise intended to promote confidence in what practitioners are recording, identify best practices in maintaining competence, identify shortfalls in meeting the Professional Competence Scheme requirements and provide support to assist practitioners in addressing these shortfalls.

If verified with no further corrective action, practitioners will not be verified for the next two years, and then only verified if randomly selected.

Extenuating Circumstances

Maternity leave/sick leave

You should inform the ICO if you are (or have been) absent from practice for 3 months or more during the professional competence year (which runs from 1st May – 30th April). The absence will be recorded in on your PCS portfolio and an annotation will appear against the relevant year on your Statement of participation. Where possible, you should try and maintain some engagement in maintenance of your professional competence during your absence from practice.

Doctors practicing overseas

Please contact the ICO for further details.

Locum / part-time doctors

There are no special requirements for doctors working less than full-time. Once registered, you are required to maintain your professional competence and enrol in the relevant scheme to record 5 CPD credits as well as a clinical audit on an annual basis.

Retired doctors

Retired doctors who wish to maintain their registration with the Medical Council must maintain and enrol in the professional competence scheme. Contact the ICO for further information.

Doctors completing or temporarily withdrawing from a training scheme
Trainees have Trainee Specialist Registration with the Medical Council and are not required to enrol in a PCS as you will already be keeping your knowledge and skills up to date by virtue of your training. Once you have completed training, you will move to the Specialist Division of the Medicla Council register and will be required to enrol on a PCS at this point.

If you leave your training scheme for a period of time, for example to undertake research, you are then obliged to enrol in the PCS. Please contact the ICO for advice in this regard.

CPD Recognition – *Applying for External CPD Approval of Events*
Recognition of Educational Events for External Continuing Professional Development (CPD)
To apply for CPD recognition, please contact siobhan.kelly@eyedoctors.ie

Governance of Professional Competence Scheme
The ICO's Dean of Postgraduate Education, the Scientific Committee and the Council, where appropriate, are responsible for the maintenance of the Professional Competence Scheme. The ICO is represented on the RCSI's Professional Development Committee (PDC), a Sub-Committee of the Surgical Affairs Committee and the Sub-Committee for Professional Competence at the Forum of Postgraduate Medical Training Bodies where issues relating to the Professional Competence Schemes are reviewed and discussed by the Postgraduate Training Bodies.

Fee to Enrol on a Professional Competence Scheme
There is an annual fee approved by the Medical Council. Professional competence scheme are being run on a not-for-profit basis.

ICO's costs are reviewed annually as part of the Medical Council accreditation process and the fee adjusted as appropriate.

Members of the Irish College of Ophthalmologists pay a reduced fee for access to the ICO PCS.

Confidentiality

ICO is required to provide the Medical Council with data and analysis relating to the operation of the Professional Competence Scheme. All data held by the ICO will be in accordance with the requirements of the Data Protection Act 2003.