Professional Competence

ROYAL COLLEGE OF PHYSICIANS OF IRELAND

CPD Evidence - Research or Teaching

It is important that you secure evidence of participation in the Research or Teaching CPD category. You do not need to add the documents to your ePortfoliio in order to get an Annual Statement, but you should keep your evidence documents in a safe place. If you are selected for the Annual Verification Process, you will be required to produce evidence for this category.

Evidence must display your name, title of the activity, the contact details of the organising institution and demonstrate that the activity took place within the relevant Professional Cometence year, e.g. between 1 May and 30 April.

Evidence Type	Recommendation
For the first-time preparation and delivery of a presentation or lecture or substantial revision at a later date:	
Letter, Memo or Attendance certificate for an individual activity, on organising institution headed paper acknowledging your contribution	*Ideal*
List of meetings or schedule of meetings/classes/lectures on organiser/institution headed paper with stamped or signed with confirmation of your contribution	*Ideal*
List of meetings or schedule of meetings/classes/lectures without confirmation of your attendance does not demonstrate participation in an activity.	**Not acceptable**
A Powerpoint presentation does not confirm that the related activity took place for that you participated.	**Not recommended**
Training/Teaching/Examining	
RCPI Training/Examining Accredited RCPI Trainer, or Examiner for RCPI Examinations	Evidence not required for RCPI Training or Examining because we can verify your participation in house
Postgraduate Training/Examining for other institutions Because w e do not have access to records from other Institutions you should secure a letter, memo or attendance certificate from the organising institution acknowledging your contribution.	*Ideal*
Undergraduate Training/Examining Letter, Memo or Attendance certificate for an individual activity, on organising institution headed paper acknowledging your contribution. You must also add reflective notes describing the learning benefit you gained from these interactions	*Ideal*

Publications	
The publication reference included in the relevant ePortfolio form, e.g. Date, Title, Name of Publication, or the PubMed or ISBN reference, or a hyperlink to the published article, or the page from the publication that lists the contributors.	*Ideal*
Research	
Research approval from your Institute or Ethics committee, or a copy of research outcomes, such as a poster or abstract. Complete all research sections in the relevant form in your ePortfolio	*Ideal*
Posters	
A legible version of the poster (ideally an A4 .pdf version)	*Ideal*

Tips for adding documents to your ePortfolio	
Filenames	To avoid problems with uploading documents to your ePortfolio, filenames should be short, and should only contain alphanumeric characters. For example, "Multidisciplinary Team Meeiting 22 November 2016" could be saved as "MTD 22 11 16"
PDF	.PDF (Portable Document Format) is generally a smaller size document and is easily opened for review on the majority of devices *Ideal*
Photographs	As the necessary detail may not be visible in a photograph of a poster, for example, it is important to check that all details confirmiing your participation in the activity on the related date are easy to read **Not recommended**
Powerpoint files	A powerpoint presentation does not confirm that the related activity took place or that you participated **Not recommended**
Saved emails	Saved email file formats are not universally compatible on all devices. If your profile is reviewed during the Annual Verification Process, the reviewer may not be able to open the file **Not recommended**

If there is a compelling reason why you do not have evidence for an activity in this category, you should give some information about that reason within relevant ePortfolio form.

Do you need help?

If you are experiencing difficulties meeting your Scheme requirements, either in relation to CPD or Clinical (Practice) Audit and would like some specific advice, please do not hesitate to contact us via email to professionalcompetence@rcpi.ie .

If you need any technical help with your ePortfolio please contact the RCPI Helpdesk, which is open Monday to Friday 09:00 – 17:00 GMT or Freephone 1800 303 574 (ROI only) or (01) 8639721 or by email to helpdesk@rcpi.ie.