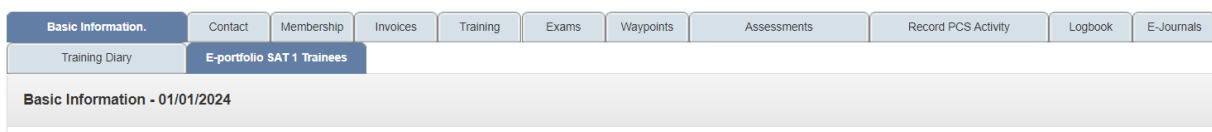# PCS User Guide – e-Portfolio for PCS 2020
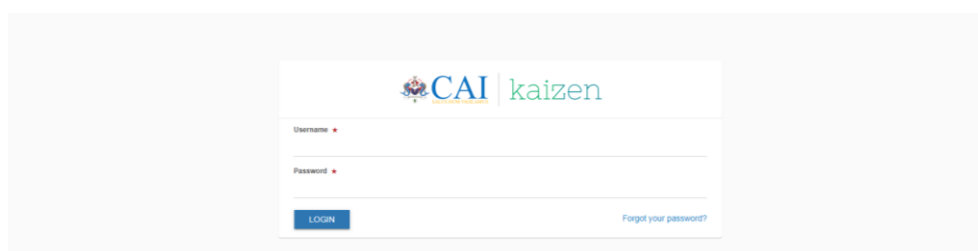
HOW TO GET STARTED:

Step 1 – Please click on "My College" in the top right hand corner of the college website page and enter your College ID and password.

Step 2 – Access to the new CAI/Kaizen e-Portfolio for PCS is available on your personal dashboard Please click on the tab "Record PCS Activity" for access.
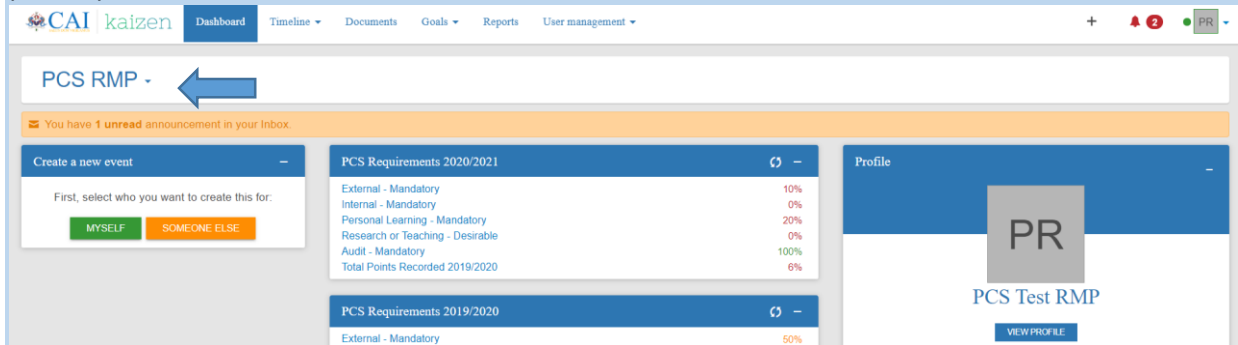

Step 3 – Click on College of Anaesthesiologists of Ireland and then add your *User Name*: "your College ID number" and *Password:* you will be provided it in an email.

Step 4 – Individual PCS Dashboard which outlines your PCS profile, where you can view your progress. It also is where you can see any alerts or special notifications regarding your e-Portfolio.

For college tutors you will have the option to switch between roles. In the top left of the screen you will see either Tutor or PCS RMP. To switch between roles simply click on the arrow and select the profile you wish to see.

TOP BAR EXPLAINED:

Dashboard: This is your main page and provides you with an individual dashboard and visibility of your progress with PCS requirements.

Timeline: Here you can see all the completed and draft documents you have created such as PCS logbook entries and PDP (Professional Development Plan) entries.

FAQs: To help get you started and for any questions you might have on your new e-Portfolio. This section will be added to as we receive feedback from users on the new system.
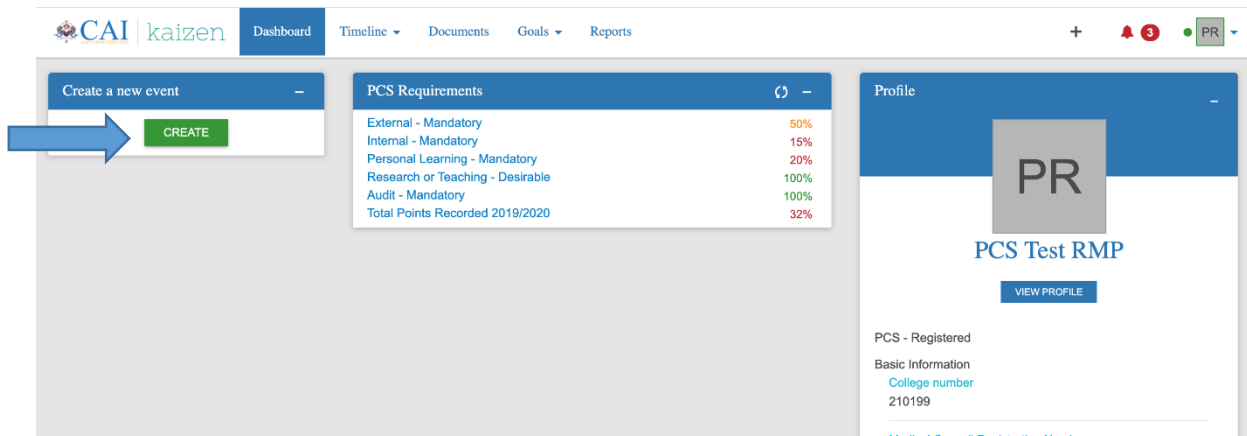
Reports: This section is currently under development.

Red bell symbol: Shortcut to all of your draft entries.

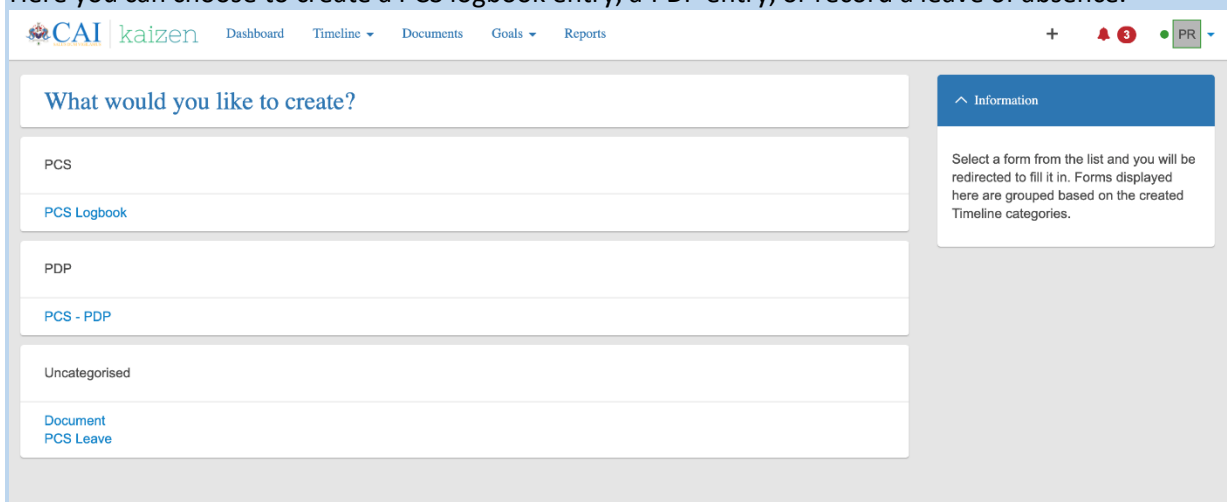## *HOW TO CREATE A PCS LOGBOOK ENTRY / PDP ENTRY AND RECORD LEAVE*

From your Dashboard, select "Create". For Tutors you will have the option "Myself" or "Someone else" to log PCS activity you will select "Myself"

You will be taken to the below page.

Here you can choose to create a PCS logbook entry, a PDP entry, or record a leave of absence.

To create a **PCS Logbook entry**, simply select PCS Logbook and fill in the relevant fields such as the date, the type of event (external, internal, etc.) and the amount of points received for attending. Please do not change you events to private, this will hide them from your goals and will not count towards your totals. The only people other than yourself that can view your profile is the PCS department.

Below is an example of a PCS Logbook entry:

New PCS Logbook

●   VERSION 6   🏷 Add tags   Link to ... ▾

SUBMIT

Save as draft

Fields marked with ★ are required.

LAST SAVED: TODAY AT 12:20 PM

> ⓘ This event will be added onto your timeline as a **SHARED** event. All users with permissions to view your timeline will be able to view this event. Click here to change to *private*

Date occurred on ★

Feb 28, 2020

Please indicate the date on which this event occurred.

End date ★

Feb 29, 2020

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Details ★

Pain ASM

Description of Event

Please select ONE of the categories below:

PCS ★

External   ▾

External - 1 credit per hour, minimum of 20 credits per year. Verified events/activities accredited by Training Bodies that meet educational standards (in person or virtually). National/international meetings, MSc, MD, PhD in related fields.

PCS External - Points ★

PCS External Categories ★

8

Show selected   1 out of 6 items selected

- ☐ – Attending Consultant Session outside Base Hospital
- ☐ – CAI Meetings
- ☑ – International Meetings
- ☐ – National Meetings
- ☐ – Training Courses
- ☐ – Live video conference teaching with participant interaction

Please indicate which domains of professional practice this activity covers.

Domains of Professional Practice ★

Search...

8 items

- ☐ – Clinical Skills
- ☐ – Patient Safety and Quality of Patient Care

☐ − Training Courses

☐ − Live video conference teaching with participant interaction

Please indicate which domains of professional practice this activity covers.

Domains of Professional Practice ★

| Search... |

Show selected   2 out of 8 items selected

☑ − Clinical Skills

☑ − Patient Safety and Quality of Patient Care

☐ − Communication and Interpersonal Skills

☐ − Relating to Patients

☐ − Collaboration and Teamwork

☐ − Management (including Self Management)

☐ − Scholarship

☐ − Professionalism

[⬆ ATTACH FILES]

You can also **attach files** at the bottom of the page, such as a certificate of attendance

Below is an example of the PDP form. You can use this form to monitor your own personal goals. Personal Development Plan (PDP): Although it is not mandatory to complete a PDP it is recommended that you do, it encourages you to, define your practice, set out your goals for personal development and identify any CPD and Clinical (Practice) audit activities you would like to achieve in the year ahead. Further information on PDPs is also available on HSELand. If you complete the Personal Development Plan form in your e-Portfolio by 30 September, you can claim 2 credits in the Internal CPD category.

New PCS - PDP

● VERSION 3 🏷 Add tags Link to ... ▾

[SUBMIT]

Save as draft

Fields marked with ★ are required.

LAST SAVED: UNSAVED

ⓘ This event will be added onto your timeline as a **SHARED** event. All users with permissions to view your timeline will be able to view this event. Click here to change to *private*

Date occurred on ★

| May 27, 2020 |

Please indicate the date on which this event occurred.

End date ★

| May 27, 2020 |

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

| |

Main Area of Practice: ★

| ▾ |

Additional Area of Practice:

▼

Identify your development needs and targeted activities in the following categories

Clinical (Practice) Audit:

External:

Internal:

Personal Learning:

Research or Teaching:

⬆ ATTACH FILES

You can also attach files to the entry at the bottom of the page.

To record leave, Select "PCS Leave" at the bottom of this page.

CAI kaizen   Dashboard   Timeline ▾   Documents   Goals ▾   Reports   ＋   🔔 ❸   ● PR ▾

What would you like to create?

PCS

PCS Logbook

PDP

PCS - PDP

Uncategorised

Document
PCS Leave

⌃ Information

Select a form from the list and you will be redirected to fill it in. Forms displayed here are grouped based on the created Timeline categories.

The Form to record leave is below. This form should only be completed if you have been absent from work for greater than 3 months.

You must enter the start and end date, and select the type of leave you have taken (Sick leave, Maternity leave, Carers Leave, Parental Leave, or Other).

You can also attach documents at the bottom of the page, for example a note from your GP.

ⓘ This event will be added onto your timeline as a **SHARED** event. All users with permissions to view your timeline will be able to view this event.

Date occurred on ★

May 27, 2020

Please indicate the date on which this event occurred.

End date ★

May 27, 2020

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

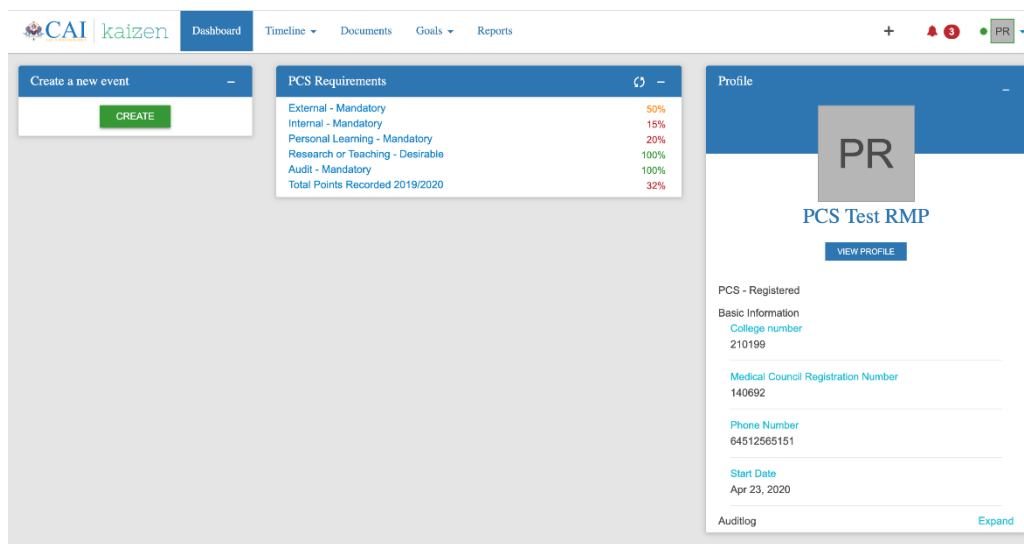**Leave Start Date ★**

Leave End Date ★

Type of leave ★

✓

Sick Leave
Maternity Leave
Carers Leave
Parental Leave
Other

HOW TO CREATE ENTRIES OFFLINE:

This is a once off process to set up a device for offline use. This setting should only be used on <u>personal devices.</u>

1. Click on your initials on the top right hand corner of the page. Click on Diagnose.

2. Click on "start test".

3. Once this has finished, you will need to set an offline PIN number. Click "SET". When logging in offline you will only need to use this PIN number.

Support:

For any queries relating to your e-Portfolio please contact: ProfessionalCompetence@coa.ie

We would also value your feedback on the new e-Portfolio for PCS so please contact us.