



CAI  
SALUS DUM VIGILAMUS

College of Anaesthesiologists of Ireland



Patron: Michael D. Higgins  
President of Ireland

## The College of Anaesthesiologists of Ireland Professional Competence Scheme

This document refers to the Professional Competence Scheme Frequently Asked Questions.

### *How do I log into my kaizen account?*

All PCS users will get an email containing their username which is your **college ID** and password from Kaizen.

Enter your local login credentials

Username:

Password:

[Change organisation](#)

[Forgot password?](#)



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***Where can I find my username to log into kaizen?***

Your username is your college ID, if you are unsure of your college ID please contact [professionalcompetence@coa.ie](mailto:professionalcompetence@coa.ie) and we will inform you of your college ID

***I have forgotten my password, how do I reset it?***

If you have forgotten your password please click the 'Forgot Password?' underneath the login credentials. An email will be sent to the email address associated with your account. If you need to update your email address please email [professionalcompetence@coa.ie](mailto:professionalcompetence@coa.ie).

***I did not receive an email from kaizen to log in?***

This email may appear in your junk mail. If not please contact [professionalcompetence@coa.ie](mailto:professionalcompetence@coa.ie) and we will issue you a new email.

***How do I pay my PCS invoice?***

To pay your PCS invoice please login to the My College section of the website and click on invoices. You can pay for your PCS invoice from here. Log into My College on the [www.anaesthesia.ie](http://www.anaesthesia.ie) website.

***Can I record PCS activity if I have not paid the invoice for the current year?***

No your account will be locked and will only be unlocked once the invoice has been paid.

***I would like a copy of my paid invoice receipt?***

Please contact [finance@coa.ie](mailto:finance@coa.ie) and they will issue a copy of your paid invoice.

***What are the minimum requirements for Professional Competence 2021/2022? Is there any changes as a result of Covid-19?***

The Medical Council have recognised the impact that Covid-19 is having on doctors and have implemented interim guidelines for the 2021/2022 PCS year. These interim guidelines are outlined below for your information, however we would still encourage doctors to continue to record a minimum of 50 credits, where possible.



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- Doctors must record a clinical/practice audit for 2021/2022.
- Doctors will be required to record **25 CPD credits**, doctors will be permitted to record these credits in any CPD category (external, internal, personal, research/teaching). CPD targets for each category will not apply for 2021/2022.

**Please note:** you are still required to retain your enrolment with your professional competence scheme for 2021/2022. In order to enrol for the 2021/2022 PCS year please see your college account for a copy of your invoice.

***I am retired? Am I required to engage in Professional Competence Scheme? Can I retain my name on the Register?***

All retired doctors who remain registered with the Medical Council, and therefore retain the right to practice medicine, have a legal obligation to maintain professional competence. Doctors retired from clinical practice and involved on behalf of Professional Bodies in mentoring, supervision of trainees, examining and other such activities that have direct impact on clinical activity should maintain their Medical Council Registration.

***How to do I check my progress of meeting the requirements?***

On the homepage of your kaizen account there is progress bar showing each category and your Total points recorded. This will allow to you see your progress of meeting the PCS requirements.

PCS Requirements	🔄 -
External - Mandatory	100%
Internal - Mandatory	38%
Personal Learning - Mandatory	100%
<u>Research or Teaching - Desirable</u>	100%
Audit - Mandatory	100%
Total Points Recorded	84%



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### ***How can I upload documents/certs to kaizen?***

To upload any documents to kaizen you will need to go to the heading documents. In the section it will provide you with the option to upload any document. If you create a folder and wish to upload documents in there you will need to first open the folder then click 'upload document'.

Documents

Start typing to search

You are using 0.00 of 500 MB (0.0 %)

Ordered by folders then files

***Should you have questions please contact [professionalcompetence@coa.ie](mailto:professionalcompetence@coa.ie)***