

## New PCS User Guide – e-Portfolio for PCS Year 2024/2025

### Getting Set Up:

#### E-Portfolio Creation:

After your PCS Application is approved, an e-portfolio profile will be created for you on Risr/Advance (formerly Kaizen). This is where you will document and track all your PCS activities for the year.

#### Accessing the Membership Portal and E-Portfolio:

- Visit [www.anaesthesia.ie](http://www.anaesthesia.ie) and click on 'My College' at the top of the page.
- Select "login" from the drop-down menu.

#### First-Time Login:

- If you haven't logged into 'My College' before, select the 'forgotten password' option to create a new password. A password reset link will be sent to your email.
- Your username for the college membership account is your email address.

#### Accessing risr/advance from the Membership Portal:

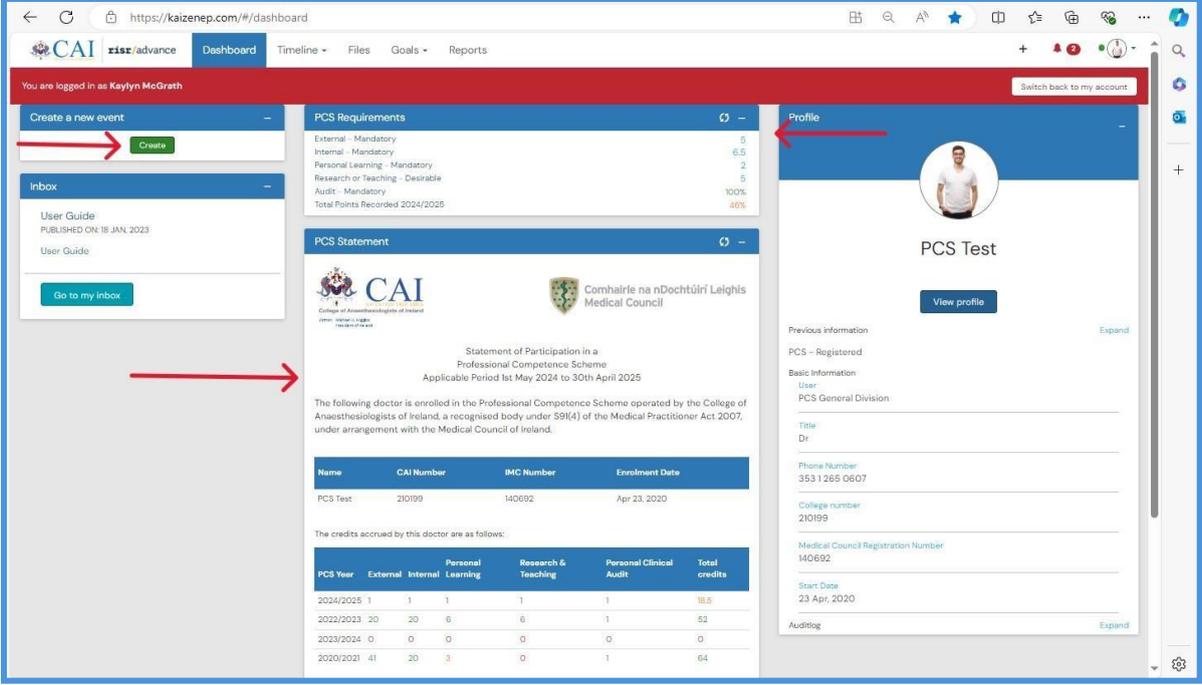
- Once logged into the membership portal, click the link at the top left of the page to access risr/advance.
- If you haven't logged into risr/advance before, use your college ID (found in the college portal) and request a password reset email.

#### Unlocking Your risr/advance Account:

- Your Risr/advance account will remain 'PCS Locked' until you have either paid your PCS registration fee in full or set up a direct debit. Both options are available through the 'My College' portal on our website at [The College of Anaesthesiologists of Ireland – Anaesthesia, Intensive Care and Pain Medicine](#).
- Paid accounts are unlocked in bulk weekly, but you can request an earlier unlock by contacting [professionalcompetence@coa.ie](mailto:professionalcompetence@coa.ie).

## Your Main Dashboard:

When you log into your Risp/advance profile, this is what your main dashboard will look like.

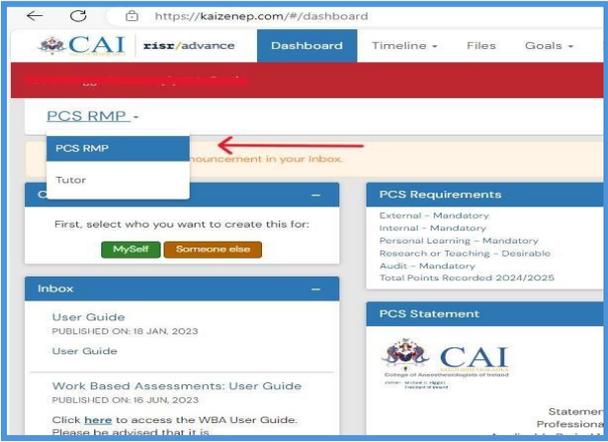


The screenshot shows the CAI dashboard with the following sections:

- Left-Hand Side:** Contains a 'Create a new event' button with a 'Create' sub-button, and an 'Inbox' section with a 'Go to my inbox' button.
- Top Middle:** 'PCS Requirements' section showing a breakdown of activity for the current year (2024/2025) with categories like External - Mandatory, Internal - Mandatory, Personal Learning - Mandatory, Research or Teaching - Desirable, and Audit - Mandatory. Below this is the 'PCS Statement' section, which includes a 'Statement of Participation in a Professional Competence Scheme' and a table of credits.
- Right-Hand Side:** 'Profile' section showing a user profile for 'PCS Test' with a 'View profile' button and a list of personal details.

PCS Year	External	Internal	Personal Learning	Research & Teaching	Personal Clinical Audit	Total credits
2024/2025	1	1	1	1	1	5.5
2022/2023	20	20	6	6	1	53
2023/2024	0	0	0	0	0	0
2020/2021	41	20	3	0	1	64

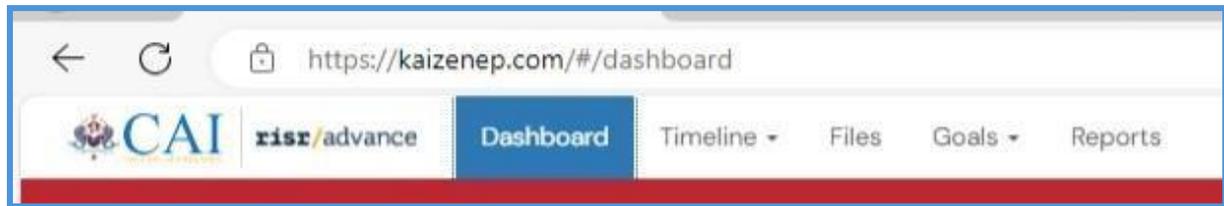
- **Right-Hand Side:** Displays your personal details.
- **Top Middle:** Shows a categorized breakdown of all your logged activity for the current PCS year. Below this, you'll find your Annual Statement of Participation, summarizing all CME credits acquired over the past years.
- **Left-Hand Side:** Contains your inbox and the 'Create New Event' option. Click here to create a PCS Logbook.



The screenshot shows the CAI dashboard with the role switching mechanism in the top left. The user is currently logged in as 'PCS RMP'. A dropdown menu is open, showing 'PCS RMP' and 'Tutor'. A red arrow points to the 'PCS RMP' option, indicating that clicking on it will switch the user's role.

- **Switching Between Roles:** College tutors can switch between roles. In the top left of the screen, you will see either 'Tutor' or 'PCS RMP'. To switch roles, click on the arrow and select the desired profile.

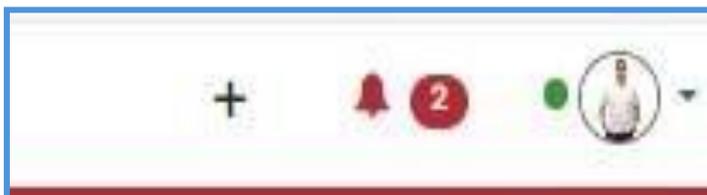
## Top Bar Explained:



- **Dashboard:** This is your main page and provides you with an individual dashboard.
- **Timeline:** Here you can view all your PCS logbook entries and Professional Development Plan. Submitted entries are displayed in green, and draft entries in orange. You can amend and update your entries in this section.
- **Files:** This section stores any supporting documentation that you upload to the system, such as certificates of attendance.
- **Goals:** As you submit your logbook entries, this screen will populate with your progress in each PCS category section of your dashboard.
- **Reports:** In this section, you can generate and download overall CSV/PDF reports of all your PCS logbook entries and Annual Statements of Participation in PDF format.

## How to Add an Entry:

**Create Entry:** Click 'Create' or + in the top right of your dashboard. (*For Tutors you will have the option "Myself" or "Someone else" to log PCS activity you will select "Myself"*)



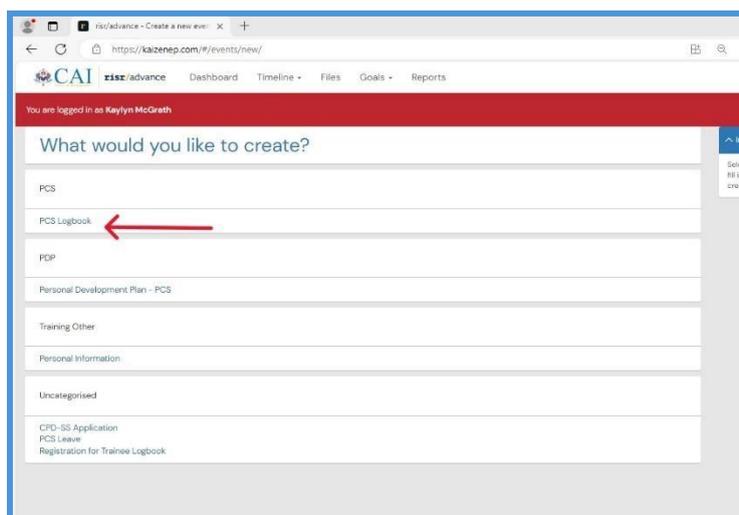
**Select Entry Type:** Choose the type of entry you wish to make. Options include creating logbooks for PCS activity, Personal Development Plans, CPD-SS applications, and PCS leave requests.

**Personal Development Plan (PDP):** The PDP encourages you to define your practice, set goals for personal development, and identify any CPD and Clinical (Practice) audit activities you aim to achieve in the coming year. Completing a PDP is highly recommended. 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.

*Further information on PDPs is available on HSE Land.*

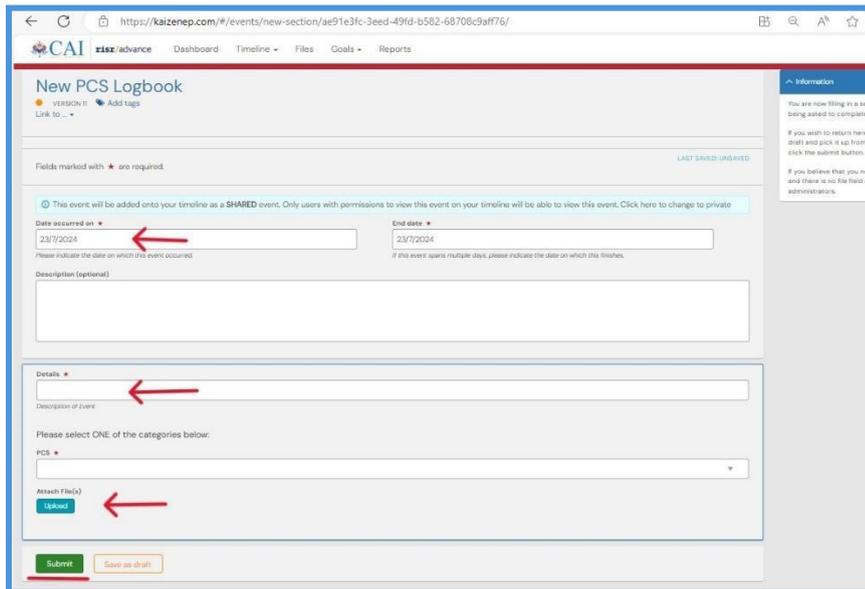
**PCS Leave Request:** Complete the form if you have been absent from work for more than 3 months. Enter the start and end dates, and select the type of leave (Sick leave, Maternity leave, Carers Leave, Parental Leave, or Other). You can also attach supporting documents, such as a note from your GP, at the bottom of the page

**To create a logbook for PCS activity:** Select the first option, 'PCS Logbook'



**Fill in Details:** You will be prompted to fill out mandatory details, including dates, descriptions, points, and domains of professional practice. Include as much detail as possible. Attach any supporting documentation (e.g., CPD Certification) at the bottom of the form; this is highly encouraged.

**Submit and Save:** Once the form is complete, click "Submit" or "Save as Draft".



https://kaizenep.com/#/events/new-section/ae91e3fc-3eed-49fd-b582-68708c9aff76/

CAI risz/advance Dashboard Timeline Files Goals Reports

### New PCS Logbook

VERSION 11 Add tags  
Link to ...

Fields marked with \* are required. LAST SAVED: UNSAVED

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

Date occurred on \*  End date \*   
Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

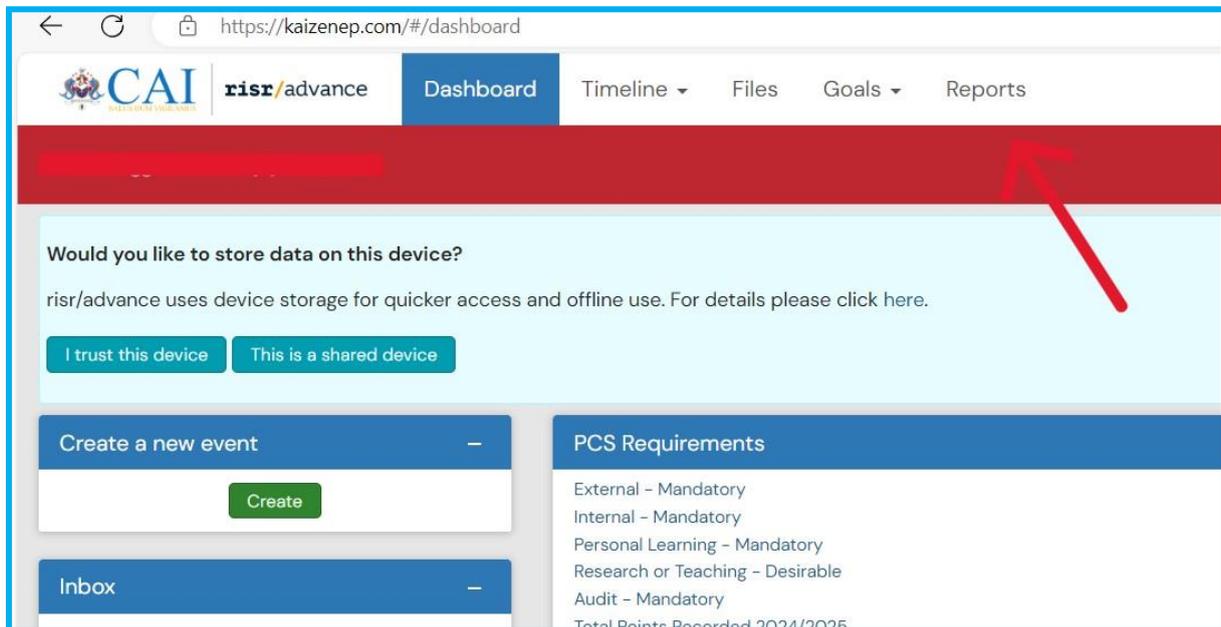
Details \*  
Description of Event

Please select ONE of the categories below:  
PCS \*

Attach File(s)

## Downloading Annual Statement of Participation:

In the top bar, click into 'Reports'



https://kaizenep.com/#/dashboard

CAI risz/advance Dashboard Timeline Files Goals Reports

Would you like to store data on this device?  
risz/advance uses device storage for quicker access and offline use. For details please click here.

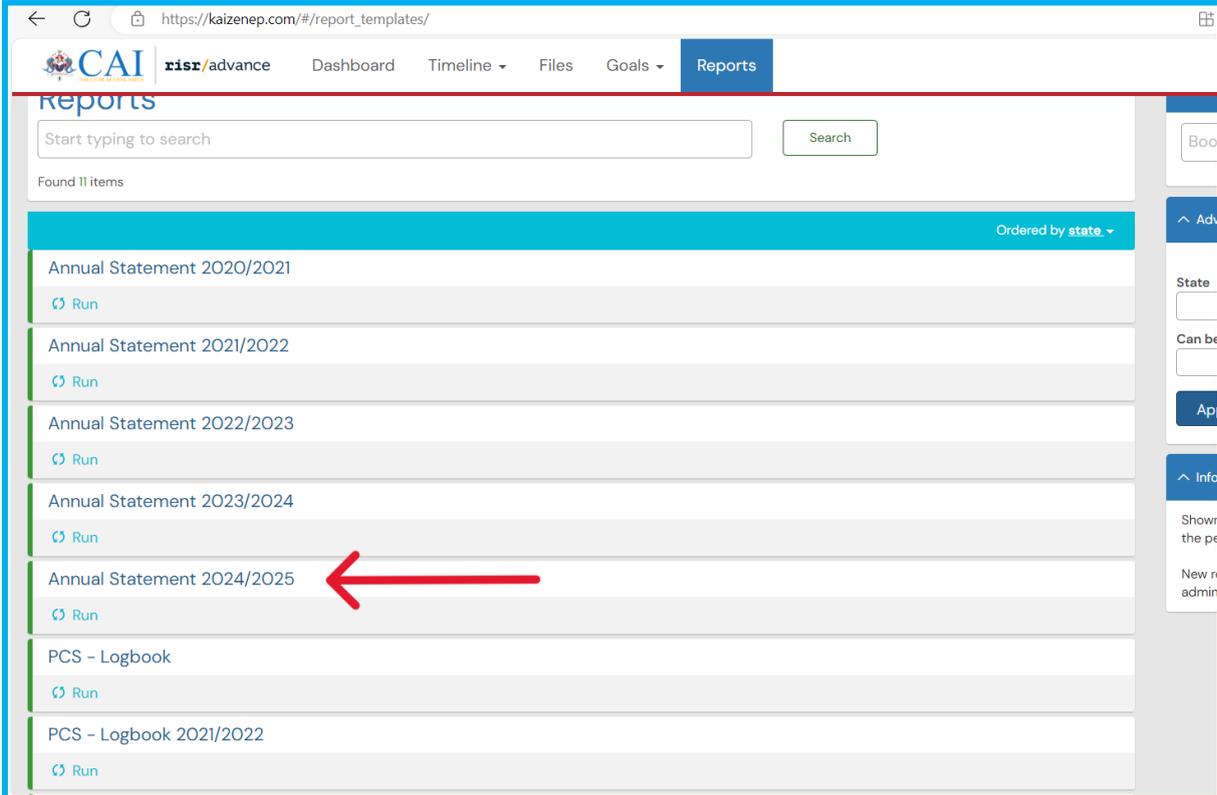
Create a new event

Inbox

PCS Requirements

- External - Mandatory
- Internal - Mandatory
- Personal Learning - Mandatory
- Research or Teaching - Desirable
- Audit - Mandatory
- Total Points Recorded 2024/2025

Click on the most recent Annual Statement of Participation, 'Annual Statement 2024/2025'.



https://kaizenep.com/#/report\_templates/

CAI risr/advance Dashboard Timeline Files Goals Reports

reports

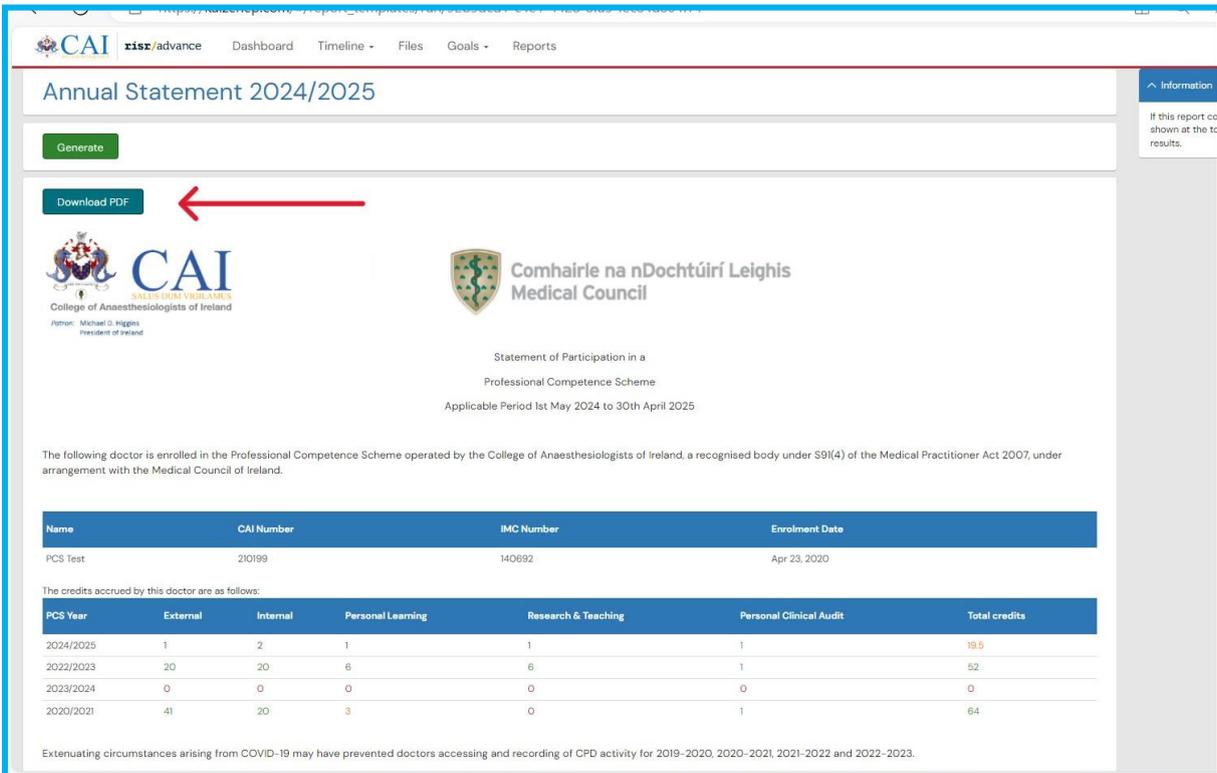
Start typing to search [Search]

Found 11 items

Ordered by state

- Annual Statement 2020/2021 [Run]
- Annual Statement 2021/2022 [Run]
- Annual Statement 2022/2023 [Run]
- Annual Statement 2023/2024 [Run]
- Annual Statement 2024/2025 [Run] ←
- PCS - Logbook [Run]
- PCS - Logbook 2021/2022 [Run]

Click 'Download PDF' at the top of the page.



CAI risr/advance Dashboard Timeline Files Goals Reports

Annual Statement 2024/2025

[Generate]

[Download PDF] ←

CAI SALUS DUM VIGILAMUS  
College of Anaesthesiologists of Ireland  
Patron: Michael D. Higgins  
President of Ireland

Comhairle na nDochtúirí Leighis  
Medical Council

Statement of Participation in a  
Professional Competence Scheme  
Applicable Period 1st May 2024 to 30th April 2025

The following doctor is enrolled in the Professional Competence Scheme operated by the College of Anaesthesiologists of Ireland, a recognised body under S91(4) of the Medical Practitioner Act 2007, under arrangement with the Medical Council of Ireland.

Name	CAI Number	IMC Number	Enrolment Date
PCS Test	210199	140692	Apr 23, 2020

The credits accrued by this doctor are as follows:

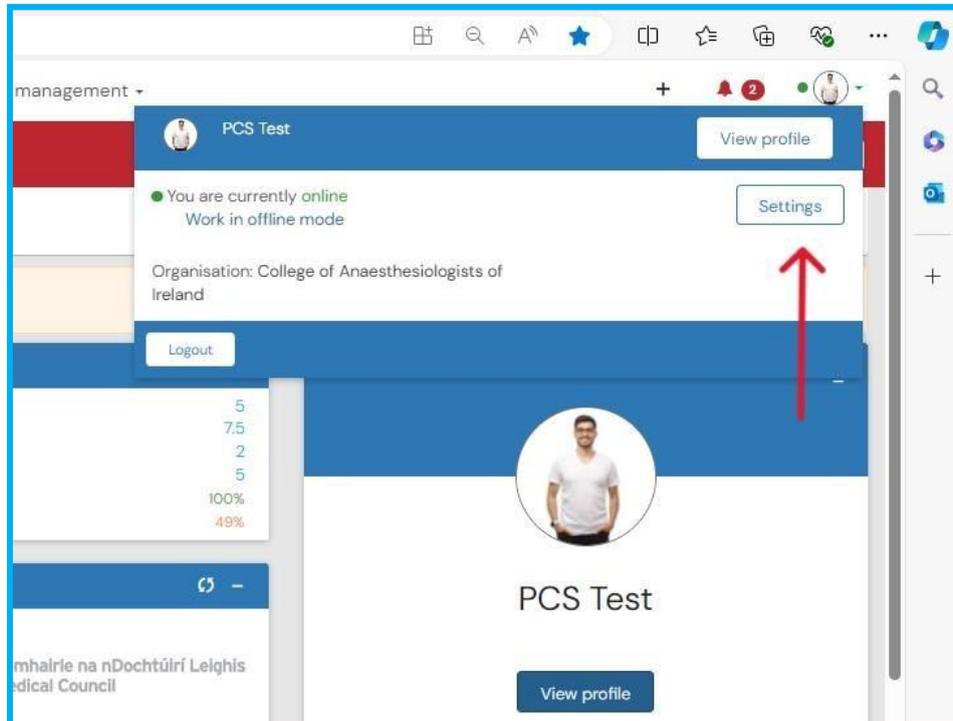
PCS Year	External	Internal	Personal Learning	Research & Teaching	Personal Clinical Audit	Total credits
2024/2025	1	2	1	1	1	19.5
2022/2023	20	20	6	6	1	52
2023/2024	0	0	0	0	0	0
2020/2021	41	20	3	0	1	64

Exenuating circumstances arising from COVID-19 may have prevented doctors accessing and recording of CPD activity for 2019-2020, 2020-2021, 2021-2022 and 2022-2023.

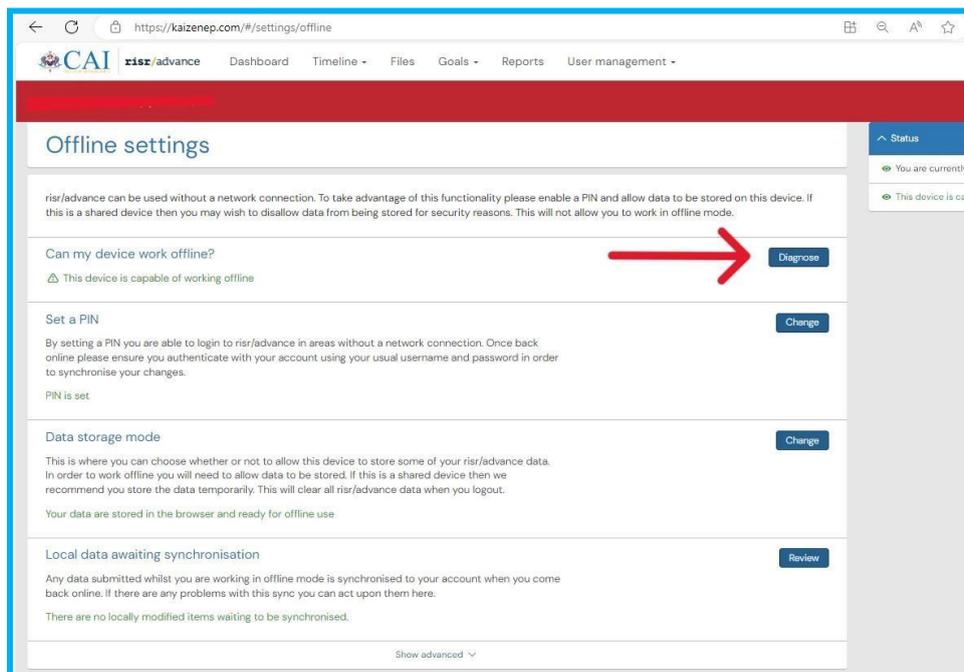
## Creating Entries Offline:

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

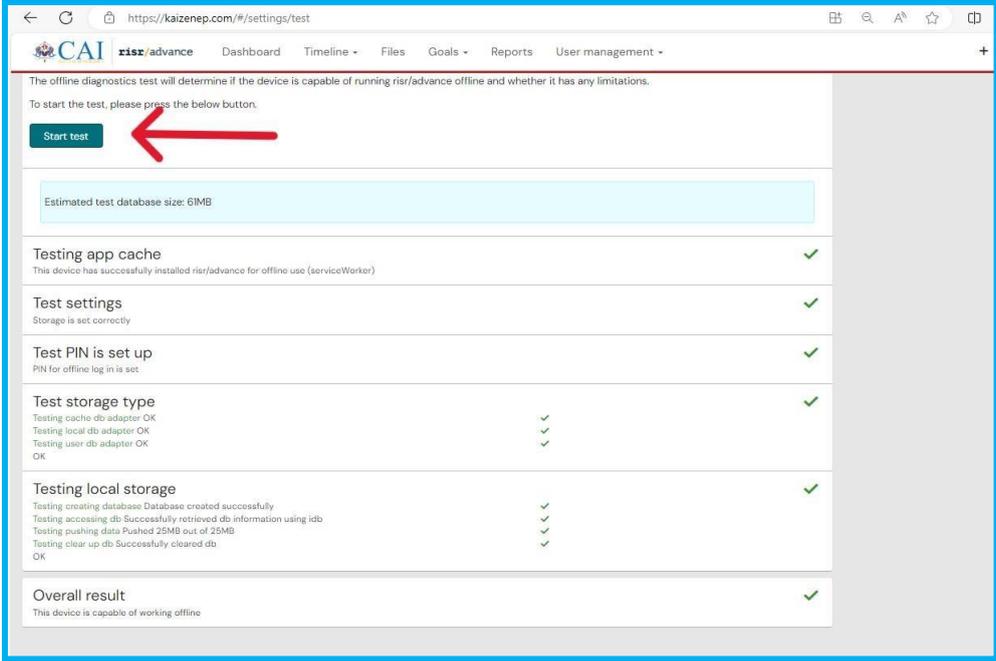
Click on your icon at the top right of the main dashboard page.



Click 'Diagnose'



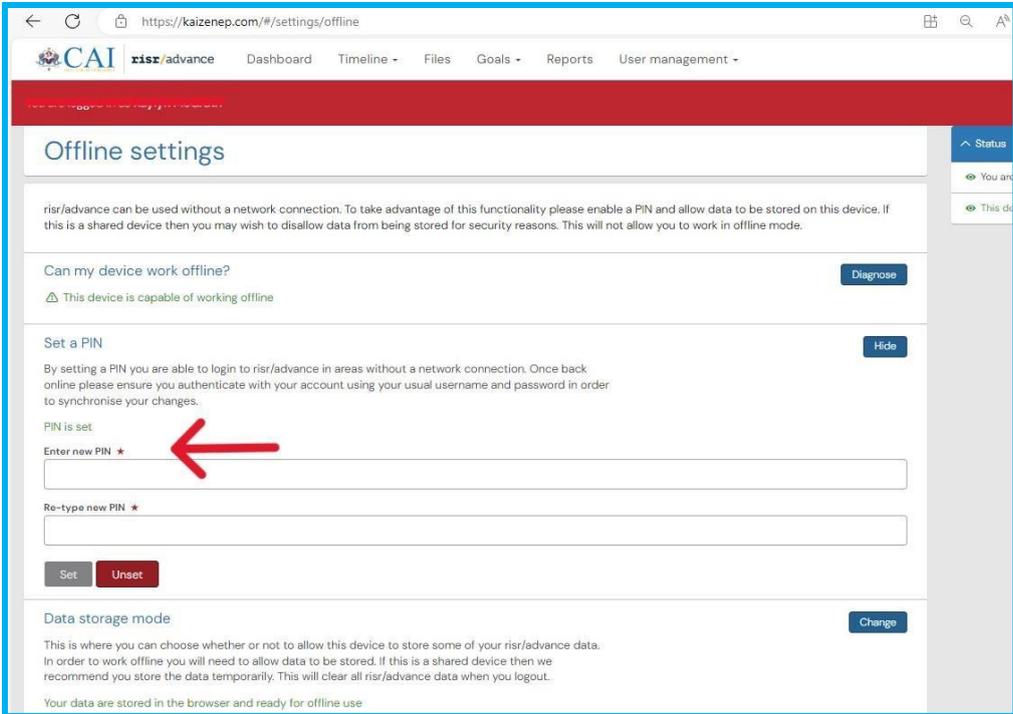
## Select 'Start Test'



The screenshot shows the 'Test' settings page in the CAI risz/advance application. The page title is 'Test'. The main heading is 'The offline diagnostics test will determine if the device is capable of running risz/advance offline and whether it has any limitations. To start the test, please press the below button.' A red arrow points to the 'Start test' button. Below the button, there is a section for 'Estimated test database size: 61MB'. The page lists several diagnostic checks, all of which are marked with green checkmarks, indicating that the device is capable of working offline.

Check	Status
Testing app cache	✓
Test settings	✓
Test PIN is set up	✓
Test storage type	✓
Testing local storage	✓
Overall result	✓

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.

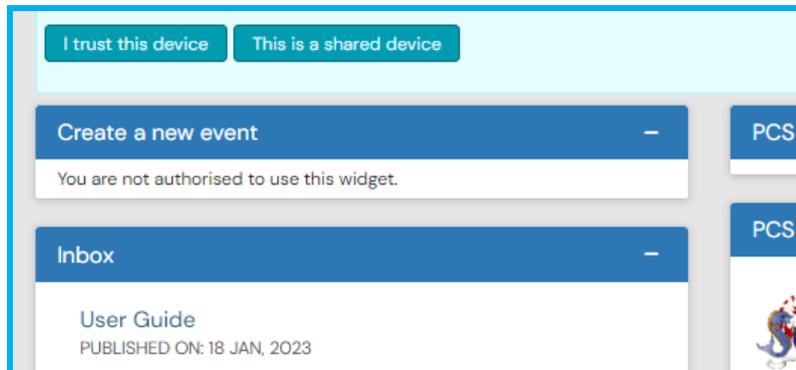


The screenshot shows the 'Offline settings' page in the CAI risz/advance application. The page title is 'Offline settings'. The main heading is 'risz/advance can be used without a network connection. To take advantage of this functionality please enable a PIN and allow data to be stored on this device. If this is a shared device then you may wish to disallow data from being stored for security reasons. This will not allow you to work in offline mode.' The page lists several settings, all of which are marked with green checkmarks, indicating that the device is capable of working offline. A red arrow points to the 'Set a PIN' section, which includes a 'Set' button and an 'Unset' button. The 'Data storage mode' section is also visible, with a 'Change' button.

Setting	Status
Can my device work offline?	✓
Set a PIN	✓
Data storage mode	✓

## Professional Competence Most Commonly Asked Questions:

When I select 'create', it says 'you are not authorised to use this widget'. Why is this?



- This message means that your account is locked, and you will need to contact the administrator to unlock it for you.
- Rsr/advance accounts remain locked until the registration fee has been paid in full. However, your account may not be unlocked immediately after paying as the bulk unlocking process occurs every couple of days. If you require immediate access, email [professionalcompetence@coa.ie](mailto:professionalcompetence@coa.ie)

### What are the Requirements for the PCS Year 2024/2025?

In the Professional Competence Year beginning on 1st May 2024 and ending on 30th April 2025, doctors will be required to undertake and record the following CPD activity with their Scheme:

- 40 credits (in any category: external, internal, personal, research/teaching); and
- One audit (clinical or practice (Quality Improvement)).

I missed the deadline to upload my PCS activity to my e-portfolio. Can I upload activity after the final submission date?

It is essential to upload all your Professional Competence activities to your e-portfolio. The PCS year ends on April 30th, with a two-week grace period for last-minute uploads. Activities uploaded after this period will appear in your timeline but will not be included in your Annual Statement of Participation for that year.

Where can I find my username to log into risr/advance?

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 risr/advance 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.

Should you require any further information, please contact [professionalcompetence@coa.ie](mailto:professionalcompetence@coa.ie).