

PCS User Guide for PCS 2025/2026

risr/advance e-portfolio system

'risr/advance' (formerly known as 'Kaizen'), is the e-portfolio system used by CAI for the recording of all CPD activity throughout the PCS Year, which runs between May 1st and April 30th.

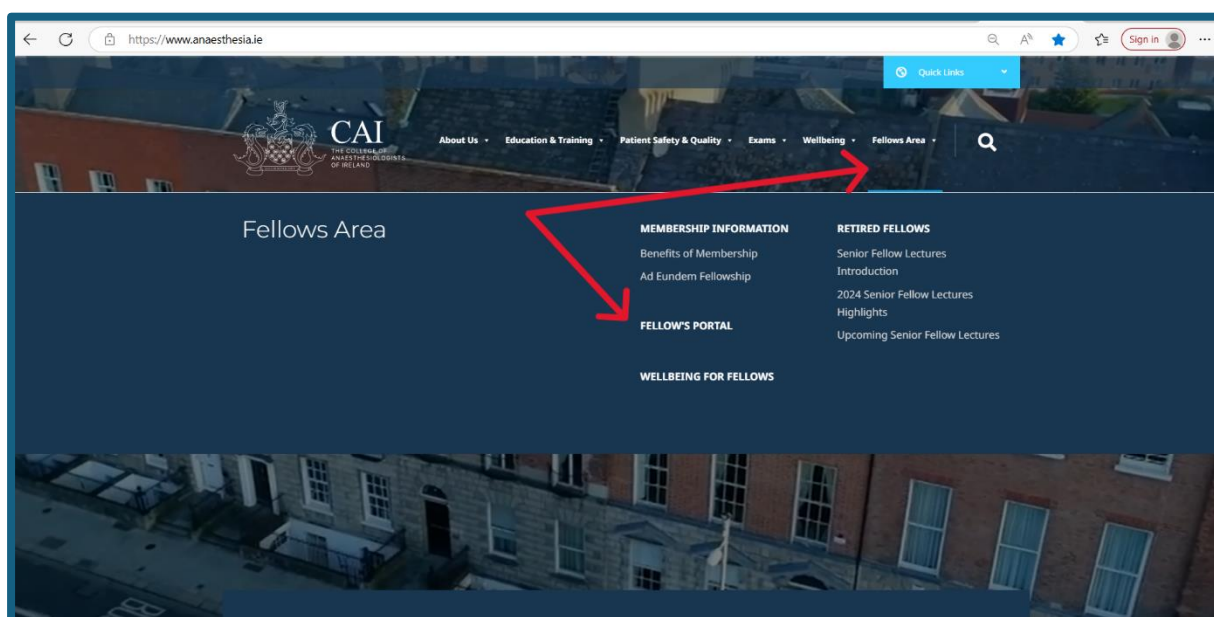
You may already have a risr/advance e-portfolio set up if you have previously been a trainee/trainer/tutor with the college. In this instance, once you enrol in our Professional Competence Scheme for the first time, you will be granted access to the Professional Competence Scheme Dashboard/logbooks.

If you have not previously been affiliated with the college, a new risr/advance e-portfolio will be created for you once you submit your PCS Registration Application.

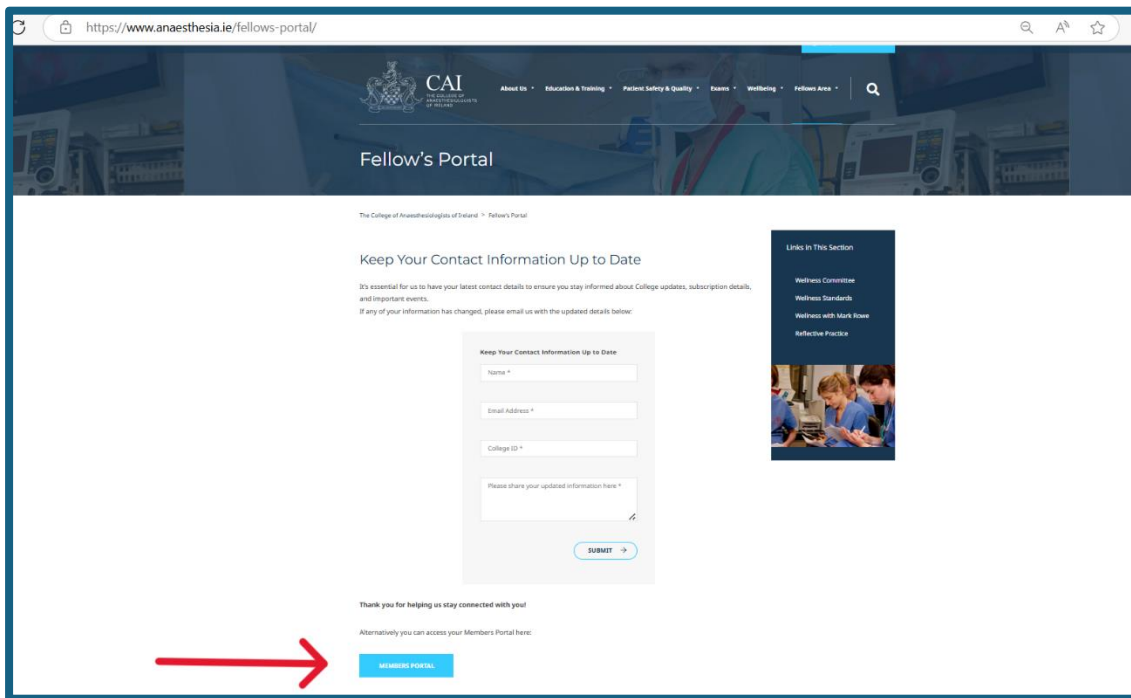
Note: your risr/advance account will remain 'locked' until your PCS Registration fee has been paid, unless you have a direct debit mandate in place.

To pay your PCS Registration fee:

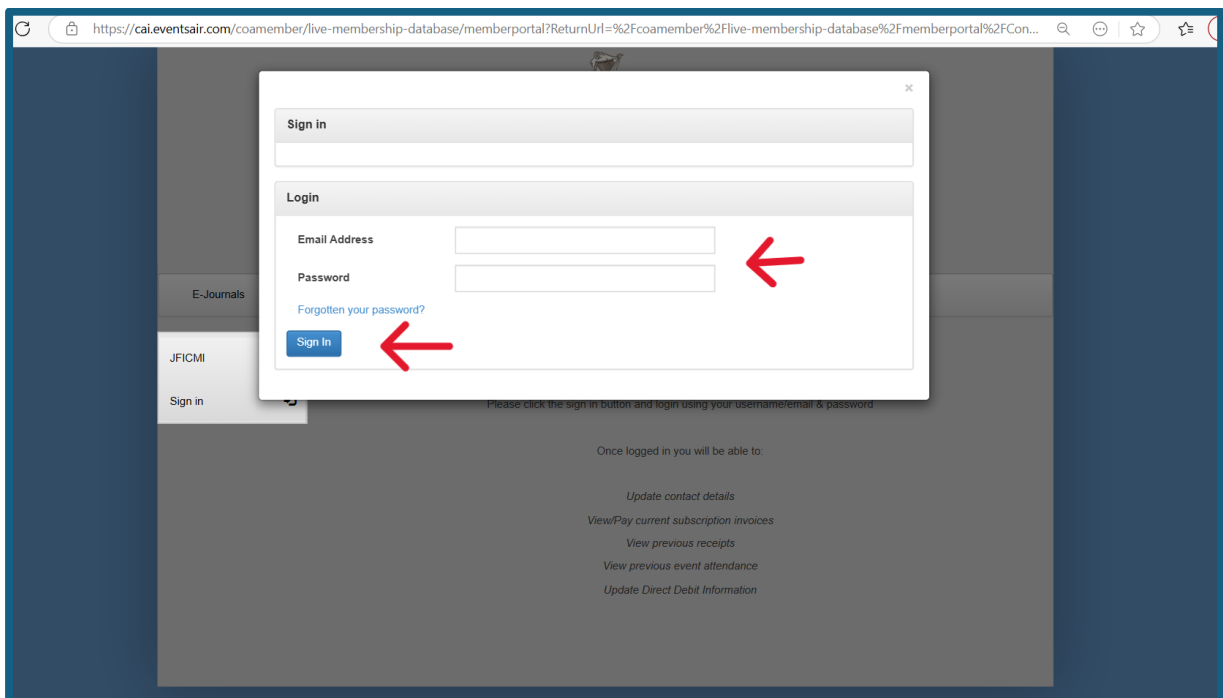
1. Go to www.anaesthesia.ie
2. On the main homepage, click 'Fellows Area' and then 'Fellows Portal'.



3. You will be redirected to the members portal login page.



4. Login with your credentials. **Note: Your username is your email address.**



5. Once you log in, click 'View Invoices' on the left-hand side of the screen. Tick the white box beside the 'PCS Registration Fee (2025/2026)'. Then, select 'Pay for selected invoices' at the bottom of the invoices list. This will redirect you to the payment portal, where you can enter your payment details.

ntsair.com/coamember/live-membership-database/memberportal/Membership/Renewal

E-Journals Kaizen

Welcome Dr PCS Admin

View/Update Details

View Invoices

View Receipts

Event Attendance

Euro Direct Debit Mandate

Sterling Direct Debit Mandate

JFICMI

Sign off

Below are your invoices for Annual Subscriptions and PCS Fees. Any invoices with a checkbox are unpaid. To make a payment, please tick the checkbox beside an invoice(s) and select "Pay Now" (or "Pay for Selected Invoices")

Member Type	Start Date	End Date	Amount	Due Now
<input checked="" type="checkbox"/> PCS Registration Fee	June 16, 2025	April 30, 2026	300.00	300.00

View Invoice

Pay For Selected Invoices

6. Enter your payment details. **Note: Please allow 48 hours for your risr/advance account to be unlocked by an administrator.** If you require immediate access, please contact professionalcompetence@coa.ie and we will unlock it for you.

Your e-portfolio Dashboard Explained:

The screenshot displays the CAI PCS RMP dashboard. At the top, there is a navigation bar with 'Dashboard', 'Timeline', 'Files', 'Content', 'Goals', 'Reports', and 'User management'. Below this, a notification bar indicates 'You have 1 unread announcement in your inbox'. The main content area is divided into three columns:

- Left-Hand side:** Contains a 'Create a new event' widget with 'MySelf' and 'Someone else' buttons, an 'Updates' section with a link to a 'User Guide', and an 'Inbox' section with a 'Go to my inbox' button.
- Middle Section:** Features a 'PCS Requirements' table showing progress for Professional Development Plan (100%), Practice Review Activity (12), Work-based Learning Activity (12), Accredited CE Activity (28), and Total Points Recorded (100%). Below this is a 'PCS Statement' section with a 'Statement of Participation in a Professional Competence Scheme' for the period May 2025 to 30th April 2026. It includes a table of doctor details and a table of credits accrued.
- Right-hand side:** A 'Profile' section for 'PCS Admin' with a 'View profile' button and a list of personal and professional details.

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

PCS Year	Professional Development Plan	Practice Review Activity	Work-based Learning Activity	Accredited CE Activity	Total Credits
2025/2026	5	12	12	28	57

Leave Start Date	Leave End Date	Type of Leave
May 28, 2025	May 27, 2026	Sick Leave

CAI Admin, PCS Admin, PCS - Registered, Tutor
CAI Admin, PCS Admin, PCS - Registered, Tutor
PCS General Division
Title
Dr
Phone Number
353 1 265 0907
College number
210199
Medical Council Registration Number
140692
Start Date
23 Apr, 2020
Auditing

Right-hand side –

‘Profile’: This area displays personal details, such as your name, professional status, College ID number, and Irish Medical Council registration number.

Middle Section –

‘PCS Requirements’: This is a live summary of your Professional Competence Progress to date. It is broken down into various PCS Categories. On the right displays the total number of points accumulated to date. Once you meet the minimum PCS requirements, it will display the total credit amount as ‘100%’.

‘PCS Statement’: This is a live ‘draft’ of what your Annual Statement of Participation will look like when they are issued at the end of the PCS Year. It also displays additional details of relevance such as PCS Leave dates.

Left-Hand side –

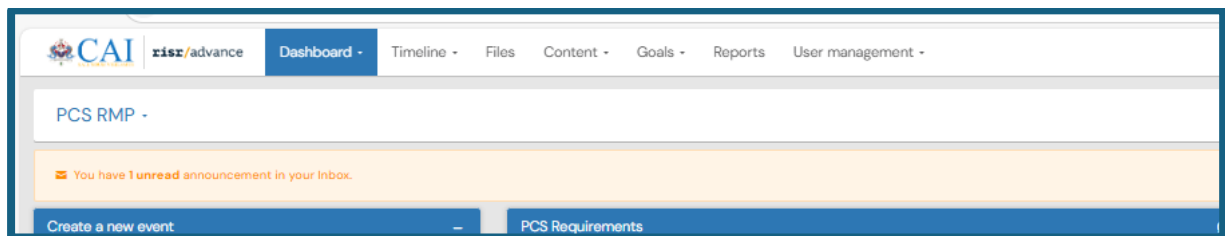
‘PCS RMP’: This will display if you have dual access to risr/advance, such as tutor access, in addition to PCS. PCS RMP is the dashboard display mode you should select to navigate your Professional Competence progress throughout the year.

‘Create a new Event’: This is where you click to create a new PCS Logbook, Personal Development Plan (PDP) and PCS Leave requests. **Note that if you have not paid your fee, the display will read ‘You are not authorised to use this widget’. If this is the case, please allow 48 hours to regain access, or for immediate access please contact professionalcompetence@coa.ie.**

Note: if you have additional roles assigned to you on risr/advance, such as tutor/trainer access, you will see the option to create a new event for ‘myself’ or for ‘someone else’. For PCS related entries, you will always click ‘for myself’.

‘Inbox’: Contains links to relevant content such as the e-curriculum, or this risr/advance user guide, for your information.

Top Bar Explained:



‘Dashboard’: This will direct you to the main dashboard that was explained above.

‘Timeline’: Here you can view all your previous PCS logbook entries and Personal Development Plan. Submitted entries are displayed in **green**, and draft entries in **orange**. You can view, amend, and update your entries in this section.

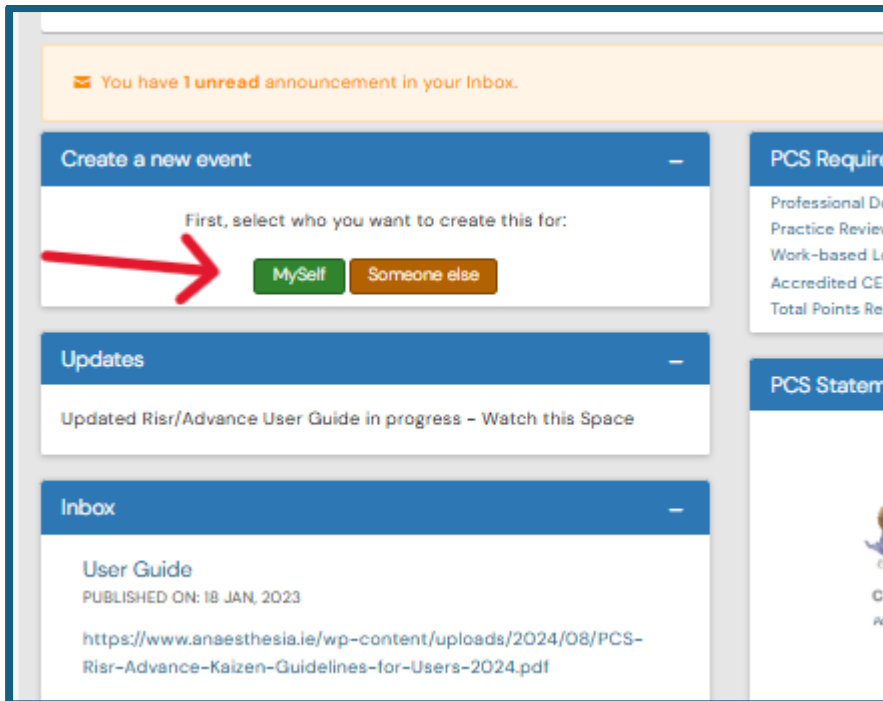
‘Files’: This section stores any supporting documentation that you have uploaded to your e-portfolio, such as supporting documentation linked to PCS logbook entries.

‘Goals’: As you submit your logbook entries, this screen will populate with your progress in each PCS category section of your dashboard.

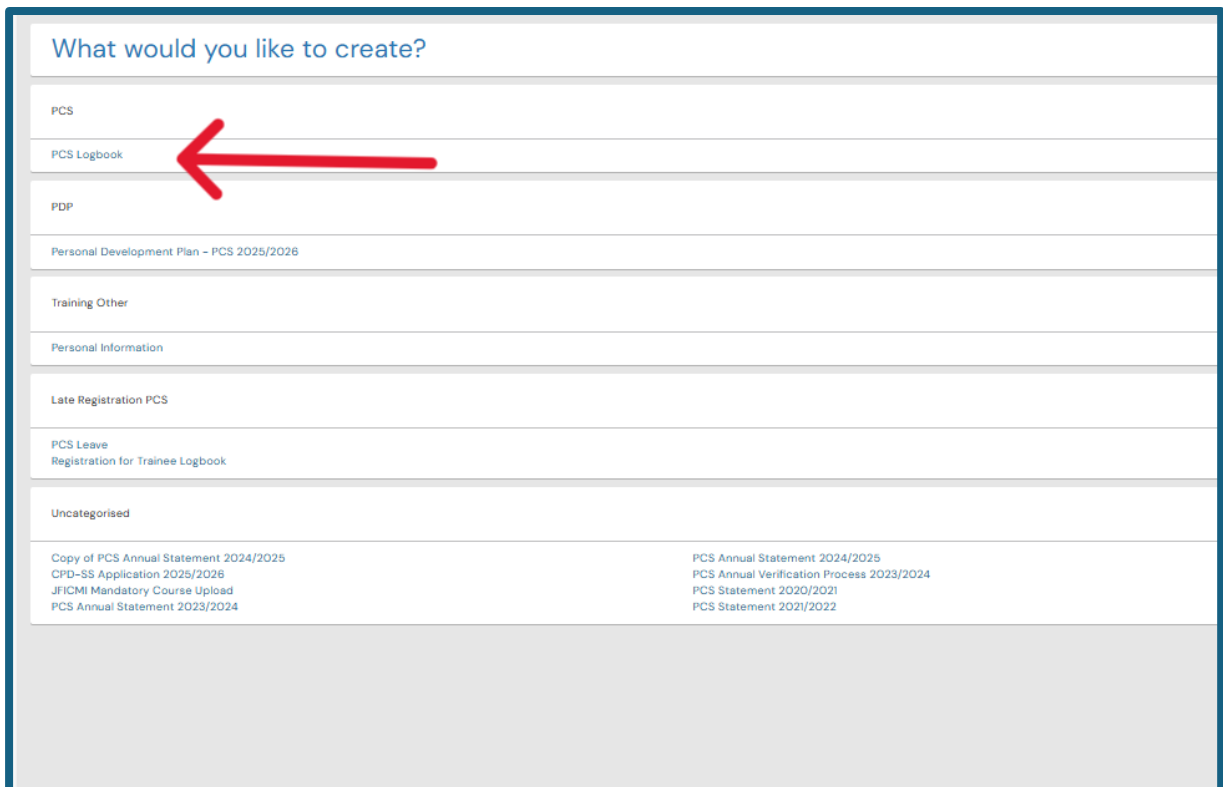
‘Reports’: In this section, you can generate and download reports of all previous PCS logbook entries and your Annual Statements of Participation in CSV or PDF format.

To create a PCS logbook entry:

1. Click ‘Create’ 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”).



2. This will pull out a list of options. Select 'PCS Logbook'



3. 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. Once the form is complete, click "Submit" or "Save as Draft".

The screenshot shows the 'New PCS Logbook' form in the 'zisr/advance' system. The form is titled 'New PCS Logbook' and includes a 'VERSION 13' indicator and 'Add tags' option. A navigation bar at the top contains 'Dashboard', 'Timeline', 'Files', 'Content', 'Goals', 'Reports', and 'User management'. The form itself has several sections: a header with 'Fields marked with * are required.' and a 'LAST SAVED, UNSAVED' indicator; a notification bar stating 'This event will be added onto your timeline as a SHARED event...'; a 'Date occurred on' field with '29/8/2025' and an 'End date' field with '29/8/2025'; a 'Description (optional)' text area; a 'Details' section with a 'Description of Event' text area and a 'Please select ONE of the categories below:' instruction, followed by a 'PCS' dropdown menu; and an 'Attach File(s)' section with an 'Upload' button. At the bottom of the form, there are two buttons: 'Submit' (green) and 'Save as draft' (orange). A red arrow points to these buttons.

To create the Personal Development Plan (Planning CPD):

The IMC updated the PCS Requirements as of 1st May 2025. One of the notable changes to the framework includes the significance of the Personal Development Plan, which is now mandatory.

A PDP is a useful tool for doctors to reflect and capture their CPD needs and objectives for the coming scheme year. **Note: PDPs are a tool for professional development and not for performance management.**

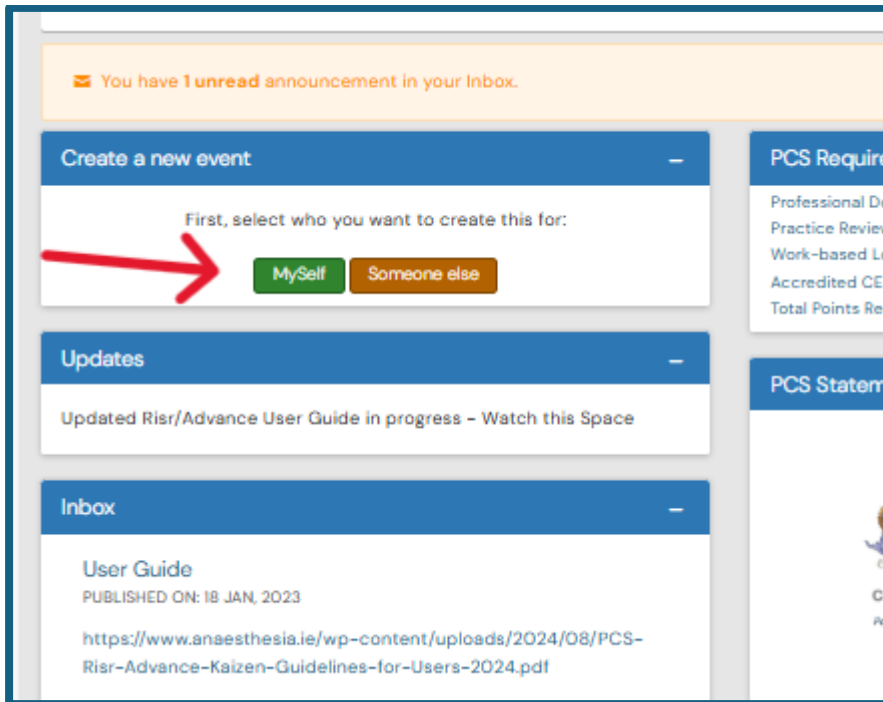
You can claim up to 5 credits in total for this activity: Creating a plan (3 points) engage in peer review (1 point) and review/reflection towards the end of the PCS Year (1 point).

The recommended date of completion for sections 1 & 2, the plan and peer review is August 31st. The recommended time for completion of section 3, the review and reflection are in March/April, towards the end of the PCS Year.

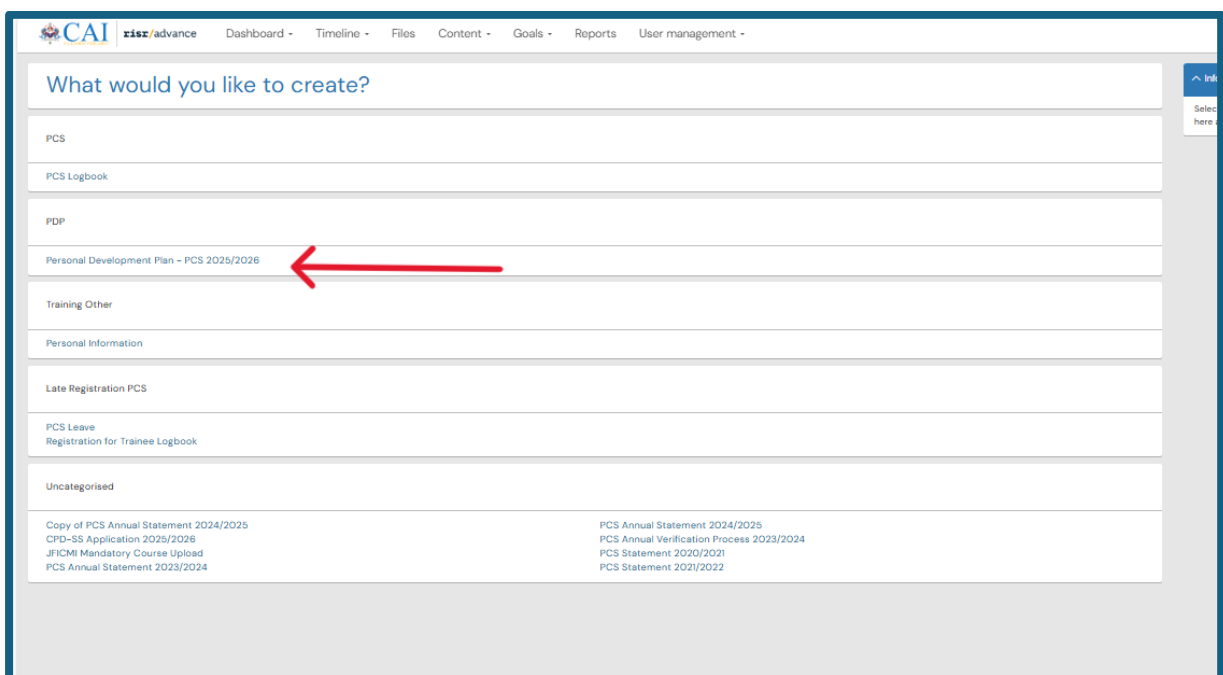
Note: More information on the Personal Development Plan can be found in the [FAQ's Section of our website](#)

Instructions:

1. To complete Section 1, Click 'Create' 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".



2. From the list, select 'Personal Development Plan – PCS 2025/2026'



- This opens Section One (Planning) of the PDP. Fill in the required details. Ensure date is aligned within the current PCS year. **Note: You can find a [sample PDP here](#) to give you an idea on how it should look.**

CAI zisr/advance Dashboard - Timelino - Files Content - Goals - Reports User management -

New Personal Development Plan - PCS 2025/2026

VERSION ID Add tags Link to ...

Fields marked with * are required. LAST SAVED: TODAY AT 12:53 PM

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.

Date occurred on * 28/8/2025 End date * 28/8/2025

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)
My Personal Development Plan Sample

Description of Plan (3 CPD Points)
PDP is now a **mandatory** Medical Council PCS requirement and must be completed as soon as possible or before the 30th August. **3 CPD** points can be initially claimed for the completion of this form, and there are a further 2 CPD points that can be claimed following the completion of a Peer Review and Reflection at the end of the PCS year 30th April.

Planning CPD


Objectives *
 Enhance patient safety and care through continuous professional development.
 Integrate simulation-based and blended learning into anaesthesia training.
 Support implementation of updated PCS requirements.
 Expand teaching and mentorship for trainees and peers.

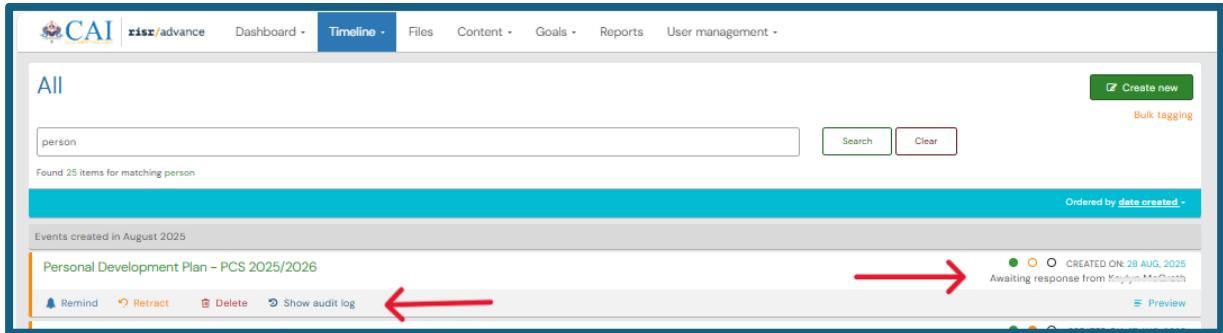
Planned activities *
Deliver workshops on the updated PCS framework and Practice Review.
 Organize and attend simulation-based training for anaesthetists.
 Participate in national and international conferences (e.g. Shaikat Khanum Symposium).
 Lead journal clubs and MDT meetings.

Expected outcomes *
Improved understanding and application of the PCS changes among colleagues.
 Enhanced learner engagement in blended learning initiatives.
 Strengthened clinical teaching and mentorship impact.

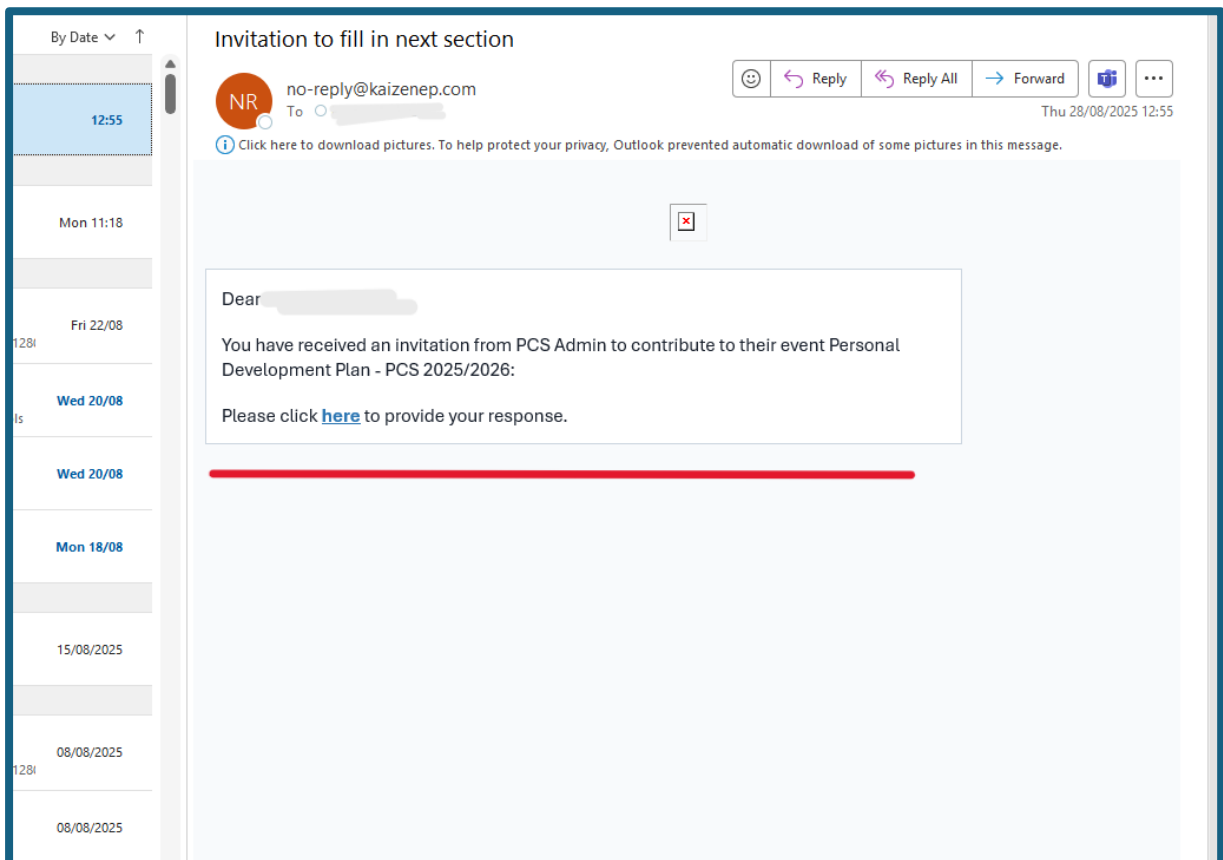
Information
You are now filling in a section of an event. All complete are displayed on this page.
If you wish to return here and continue later, pick it up from your activity list. When you are
If you believe that you need to upload a file as a file field available, please contact your course

- At the bottom of the form, use the drop-down bar to claim 3 CPD points for completion of section 1 of the PDP.
- To invite a colleague to complete a peer review of your PDP Plan, enter their email address in the bar at the very bottom. **Note: Your colleague does not require a risr/advance account to complete peer review. Note: Please do not invite 'professionalcompetence@coa.ie' to complete your PDP Peer Review. This email address is monitored by administrators who cannot complete clinical peer reviews.**
- You can either click the **green** 'submit' icon (which will automatically issue an invitation to your chosen colleague, inviting them to complete the peer review), or the **orange** 'save as draft' icon if you wish to return to your PDP Plan at a later stage.

7. You can check the status of your peer review in your 'timeline'. If your nominated colleague has not yet reviewed your PDP Plan, the entry will display in **orange** and read 'Awaiting response from (name of nominated colleague) on the right.
8. You can remind your colleague to complete the action by clicking the **blue** alarm bell icon  on the left. You can 'retract' (uninvite) your nominated colleague if you change your mind. You can also 'delete' the entry entirely if you wish to start from scratch.



This is the email that will be issued automatically on submission to your nominated colleague. They will receive a direct link that will bring them to complete the next section.



This is what your nominated colleague will see when they click the link:

You are filling in this form as **IMM Maylyn McClellan**

Fields marked with ★ are required.

Peer Review (1 CPD Point)

Engaging with a colleague (supervisor, fellow clinician, college tutor, programme director, etc.) when developing the Plan provides fresh perspectives, constructive feedback, and helps ensure the Plan is realistic, balanced, and focused on meaningful learning goals.

Having a peer review your Plan is mandatory to receive full credits (**5 credits**)

Date of Peer Review ★

Personal Development Plan peer reviewed by ★

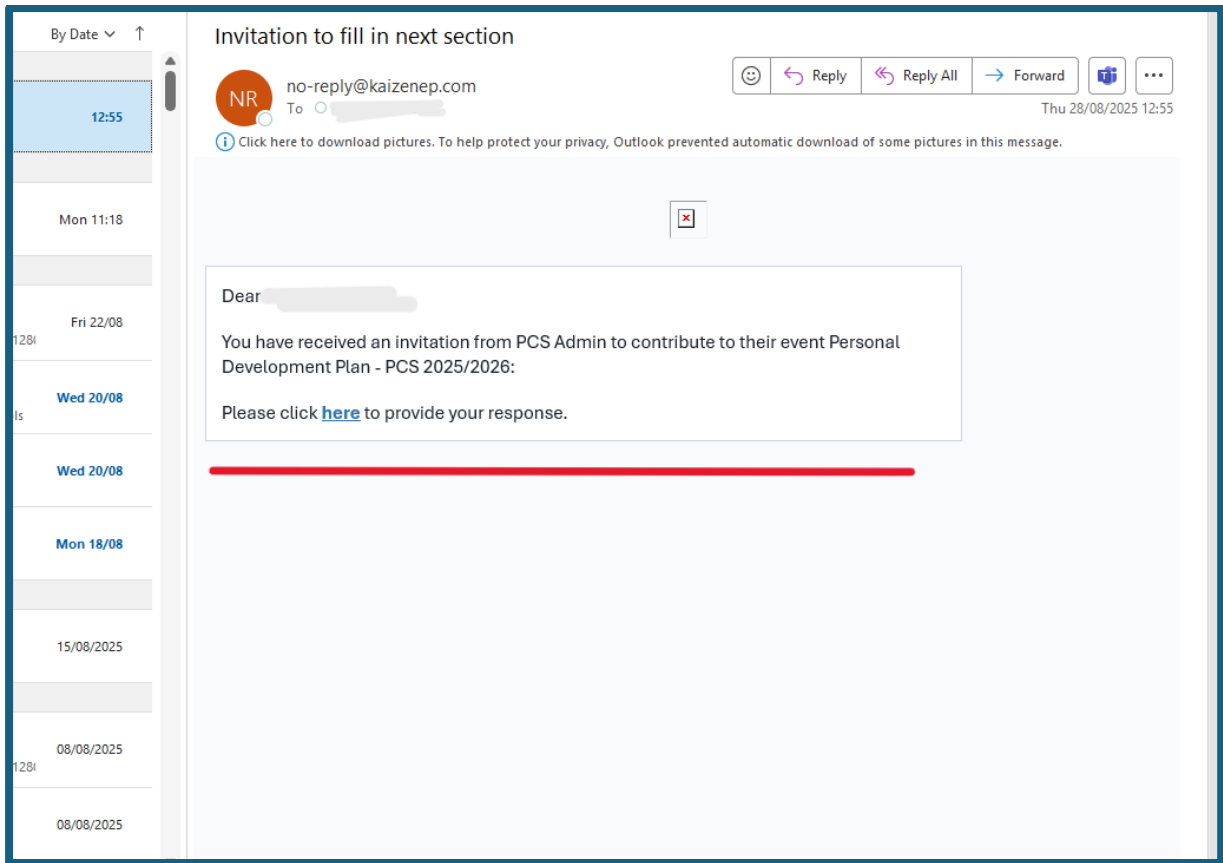
Summary of discussion ★

Adjusted plan (if applicable)

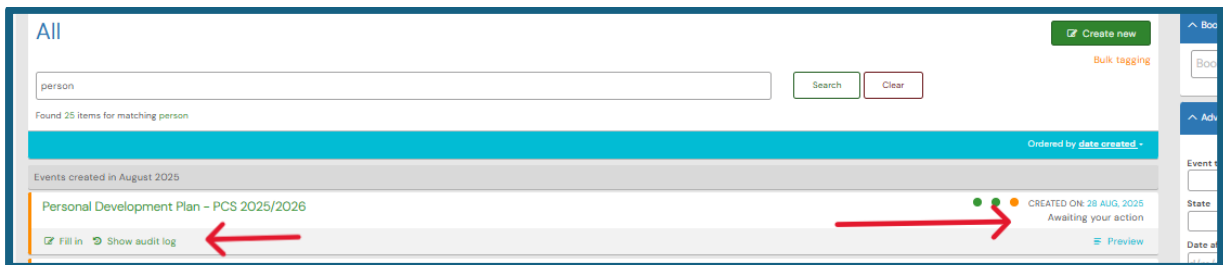
Completing this section allows the owner of the event to claim 1 CPD point ★

Submit **Save as draft** **Reject**

*Once your nominated colleague has completed and submitted the peer review, you will receive an email, like above, inviting you to 'contribute' to the event. **Note: Although this email invite is issued immediately, section 3 does not need to be completed until later in the PCS Year, (March/April). We will issue a reminder email to you closer to the time reminding you to complete this section.***



Once your nominated colleague has completed the peer review of your Plan. The status will update on your timeline to 'Awaiting your action'. **Note: Later in the PCS Year (March/April) you will select 'Fill in' to complete section 3, the final section of your PDP.**



The third and final section will show up. Complete this section (March/April).

9. Claim your final CPD point and click 'submit' (or 'save as draft').

CAI zisr/advance Dashboard - Timeline - Files Content - Goals - Reports User management -

Suggestion to XYZ

Completing this section allows the owner of the event to claim 1 CPD point

1 CPD point

Show less ^

End of Year Reflection and Review (1 CPD Point)

It is important to **reflect and review a Plan** to assess what has been achieved, identify what still needs improvement, and adjust goals based on any changes in practice or learning needs.

Date of Review/Reflection *

8/4/2026

Summary of achievements *

Delivered 3 national workshops on PCS.
 Initiated and completed an audit on perioperative care.
 Presented at 2 international symposia.
 Conducted regular trainee debriefs and peer teaching sessions.

Obstacles and lessons learned *

Time constraints limited the broader audit scope.
 Blended learning uptake varied—needed more structured orientation for some attendees.

Plan for next year *

Develop video modules for on-demand PCS education.
 Initiate a second audit focusing on regional anaesthesia practices.
 Expand simulation-based training to include multidisciplinary teams.

Additional/Supporting Documentation upload (if relevant)

Upload

Please select to claim your 1 CPD point *

1 CPD point

Submit Save as draft

The status will update once again. It will appear **green** in your Timeline. The PDP is complete.

Ordered by **date created** ▾

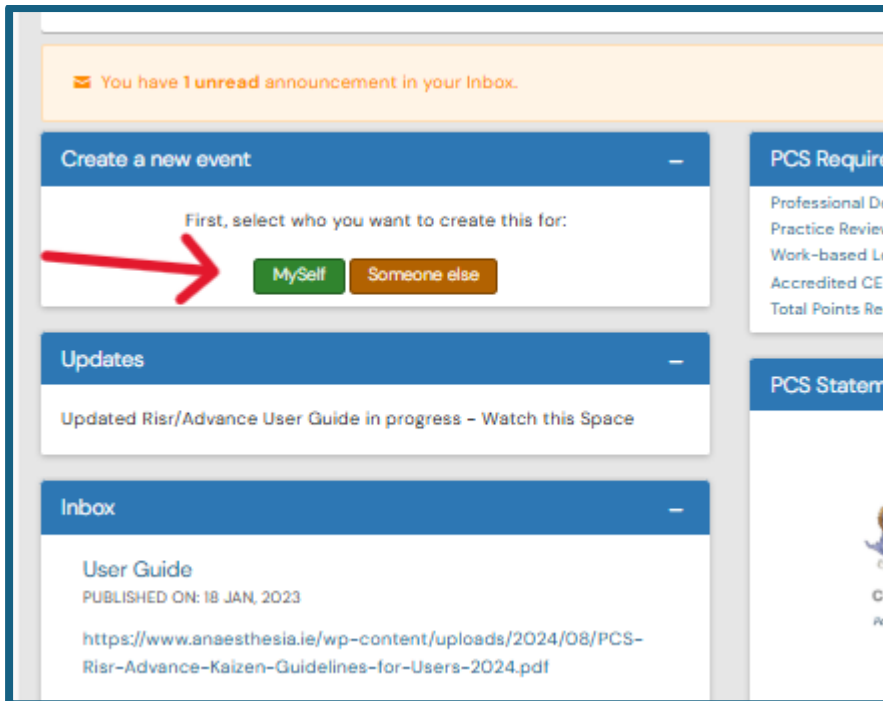
Events created in August 2025

Personal Development Plan - PCS 2025/2026 ●●● CREATED ON: 28 AUG, 2025

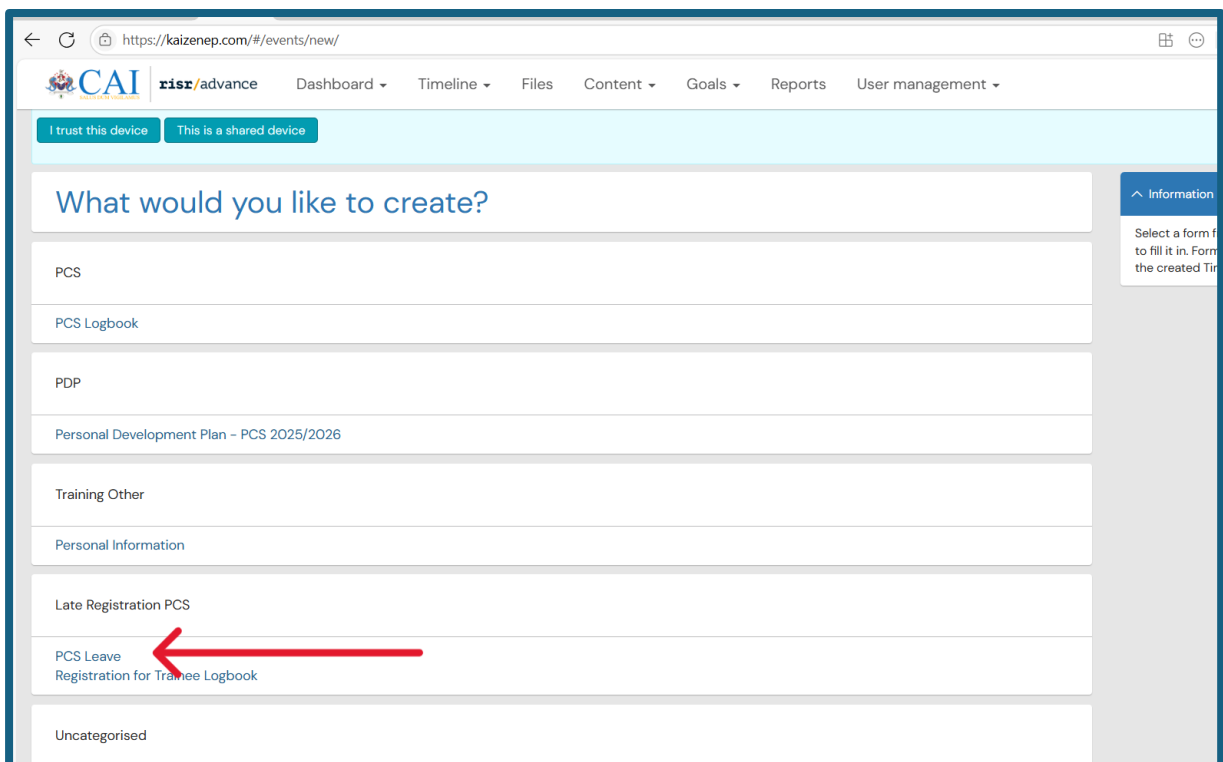
Delete Show audit log Preview

To Submit a PCS Leave Entry:

1. Click 'Create' 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").



2. This will pull out a list of options. Select 'PCS Leave'.



3. You will be prompted to fill out mandatory details, including dates, description (reason for your leave), and you will have the opportunity to submit supporting documentation, if applicable.

https://kaizenep.com/#/events/new-section/e3b87b89-7247-488d-a2ac-5dad4614a90e/

CAI | risz/advance Dashboard Timeline Files Content Goals Reports User management

New PCS Leave

VERSION 7 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.

Date occurred on ★ 29/8/2025 End date ★ 29/8/2025

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)

This form should only be completed if you have been absent from work for greater than 3 months.

Leave Start Date ★ d/m/yyyy

Leave End Date ★

4. Click 'submit' (or 'save as draft'). A PCS Administrator will then review/approve your PCS Leave request. **Note: This will be annotated on your Annual Statement of Participation and considered should you be selected for audit by CAI or the Irish Medical Council.**

Leave End Date ★ d/m/yyyy

Type of leave ★

Please attach all relevant supporting documentation.

Attach files

Upload

Submit Save as draft

To download your Annual Statement of Participation:

1. From the top bar, select 'Reports'.
2. In the search bar, search for the most recent Annual Statement of Participation.
3. Click into the report that you wish to download.

CAI risr/advance Dashboard Timeline Files Content Goals Reports User management

Would you like to store data on this device?
risr/advance uses device storage for quicker access and offline use. For details please click here.
I trust this device This is a shared device

Reports

Annual Statement 2024

Found 8 items for matching Annual Statement 2024

Ordered by state

Annual Statement 2023/2024
CURRENT VERSION: 2 PUBLISHED
Edit Run Show all versions Archive Duplicate Create a new version

Annual Statement 2024/2025
CURRENT VERSION: 2 PUBLISHED
Edit Run Show all versions Archive Duplicate Create a new version

Annual Statement 2024/2025

4. This will allow you to download your Annual Statement of Participation, in either CSV or PDF format.

CAI risr/advance Dashboard Timeline Files Content Goals Reports User management

Reset to default values
Generate

Download PDF Export as csv file

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

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 S9(4) of the Medical Practitioner Act 2007, under arrangement with the Medical Council of Ireland.

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

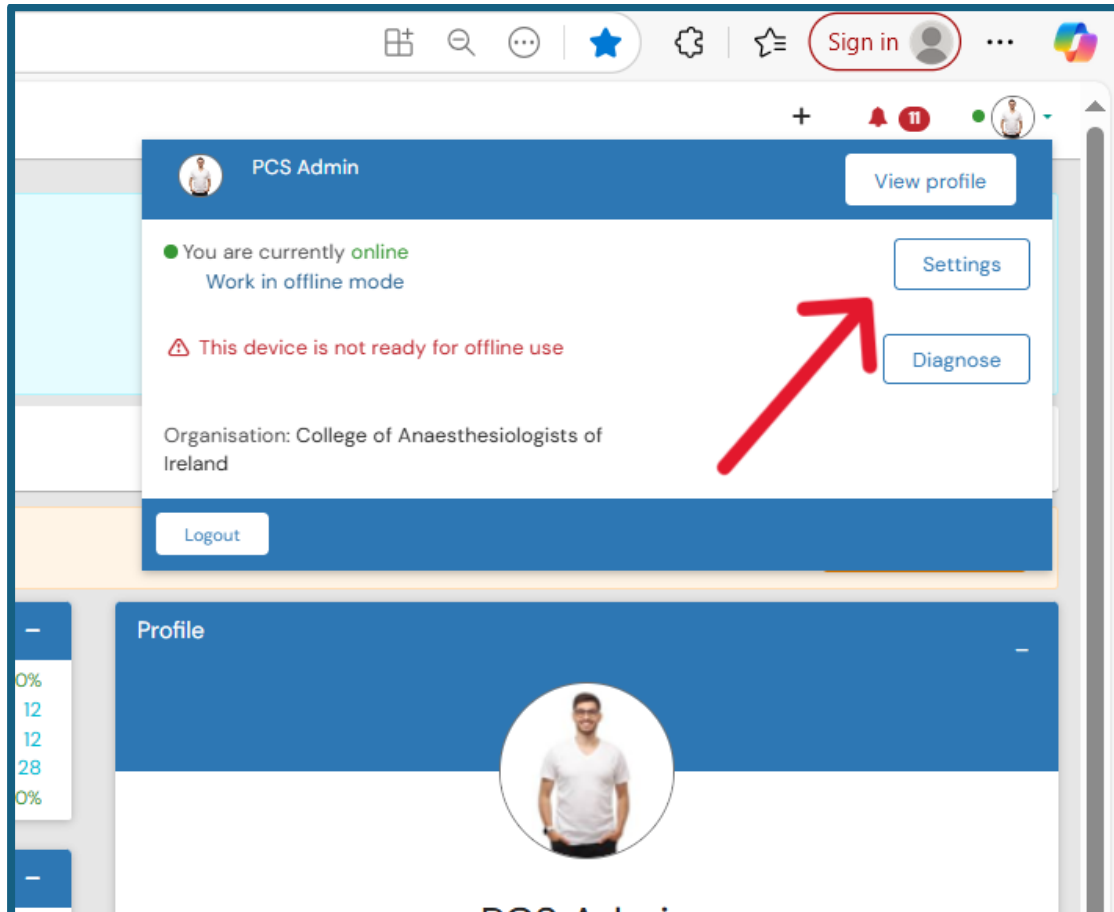
The credits accrued by this doctor are as follows:

PCS Year	External	Internal	Personal Learning	Research & Teaching	Personal Clinical Audit	Total credits
2024/2025	5	7.5	2	5	1	19.5
2023/2024	0	0	0	0	0	0

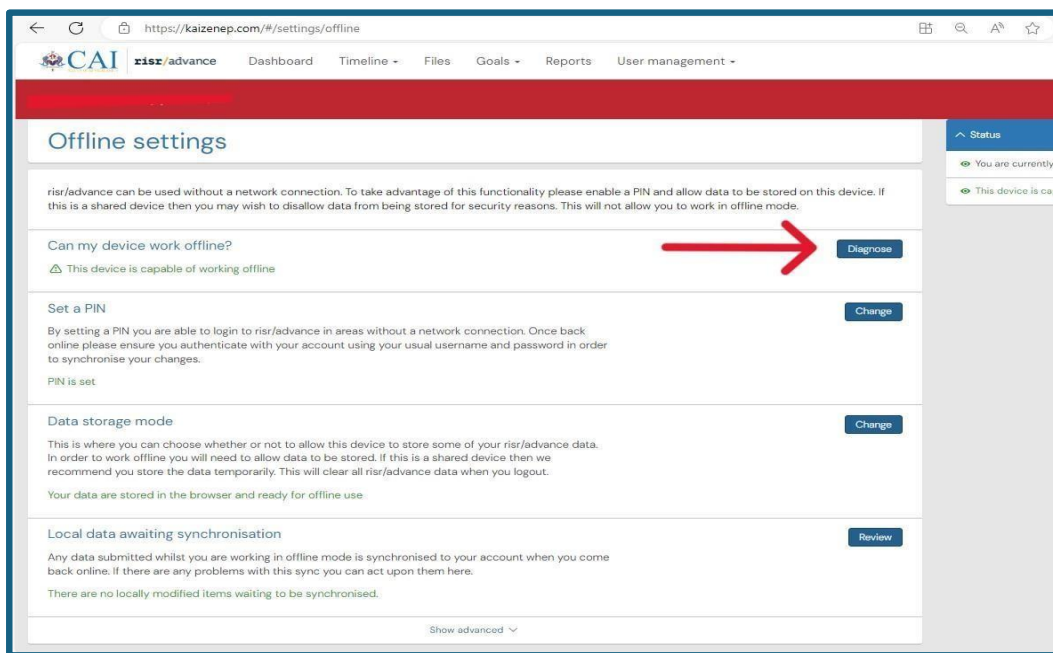
To Create entries offline:

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

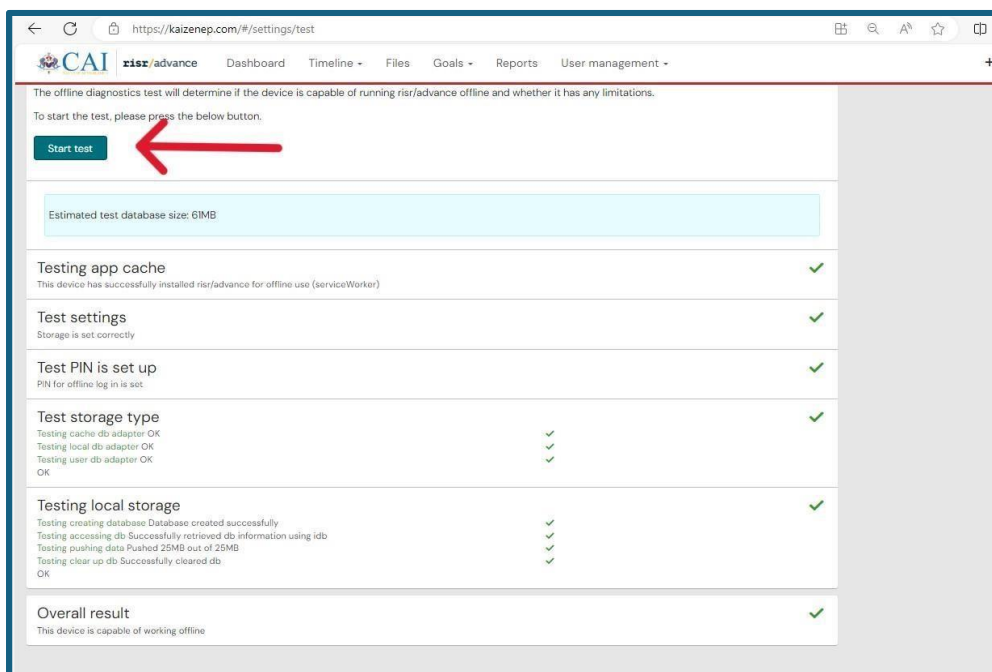
1. Click on your icon at the top right of the main dashboard page.



2. Click 'Diagnose'

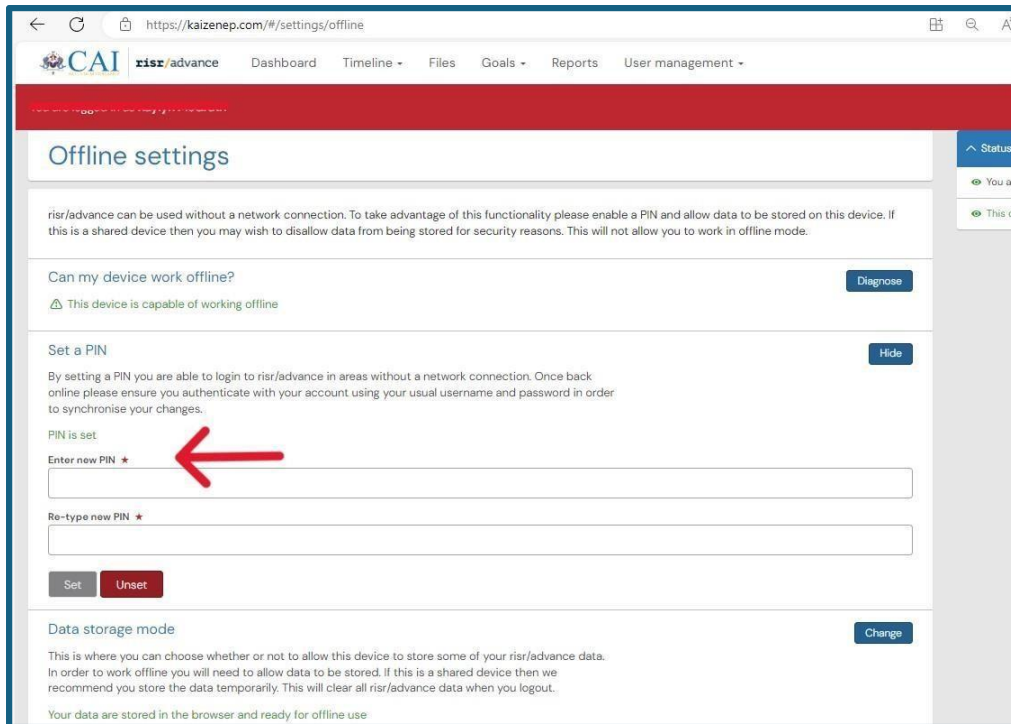


3. Select 'Start Test'



4. Once this has finished, you will need to set an offline PIN number. Click "SET".

Note: When logging in offline you will only need to use this PIN number.



Further Information:

CAI Professional Competence FAQs: [FAQs – The College of Anaesthesiologists of Ireland](#)

CAI Professional Competence information Webinar: [New PCS Framework Webinar for 2025 – The College of Anaesthesiologists of Ireland](#)

Irish Medical Council PCS info: [Medical Council - Professional Competence FAQ](#)

Irish Medical Council New PCS Requirements booklet: [information-booklet-for-doctors-cpd.pdf](#)

Or contact one of our administrators:

professionalcompetence@coa.ie.