PCS User Guide for PCS 2026/2027

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.

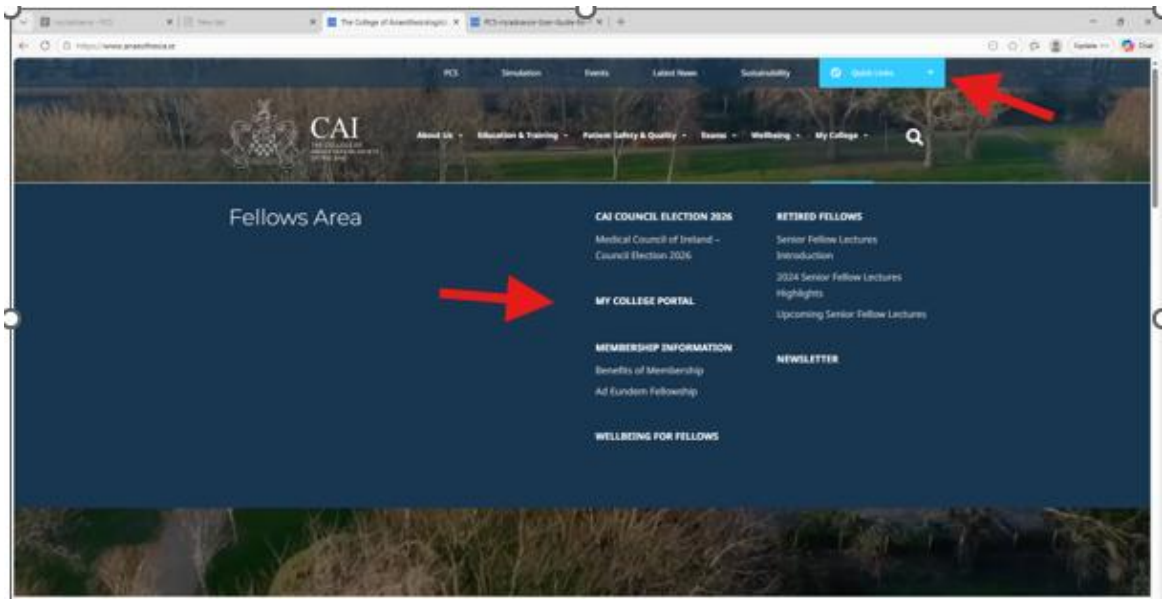
You may already have a risr/advance e-portfolio set up if you have previously been a trainee/trainer/tutor with the college. In this instance, once you enrol in our Professional Competence Scheme for the first time, you will be granted access to the Professional Competence Scheme Dashboard/logbooks.

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.

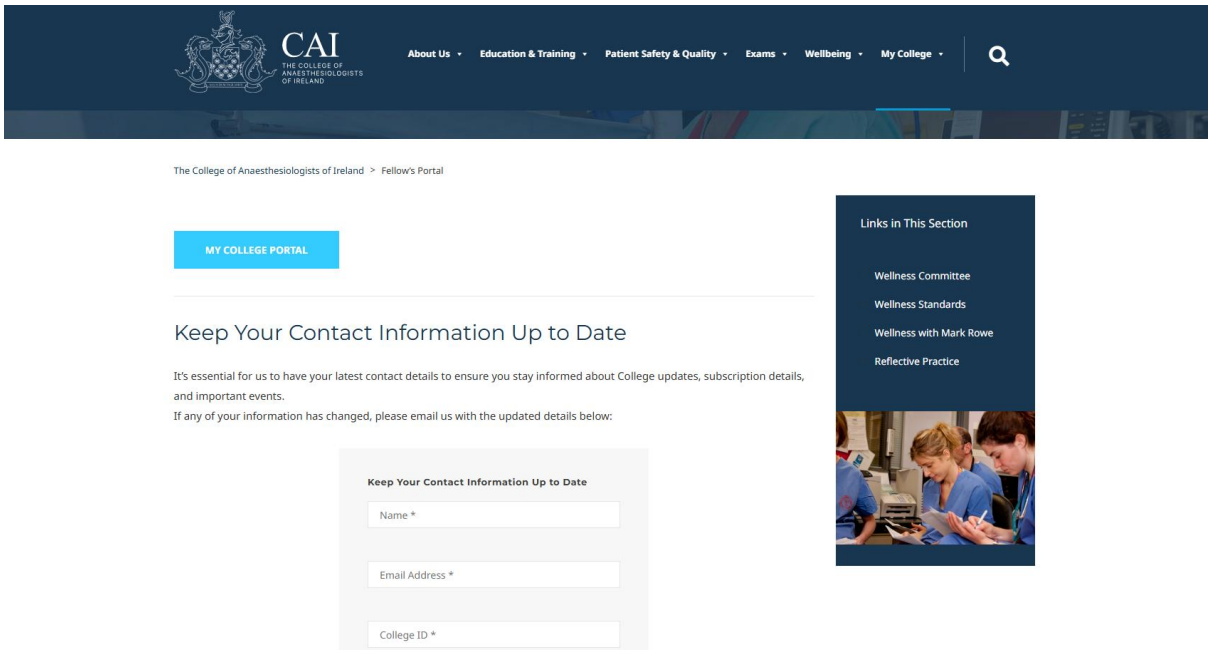
Note: your risr/advance account will remain 'locked' until your PCS Registration fee has been paid, unless you have a direct debit mandate in place.

To pay your PCS Registration fee:

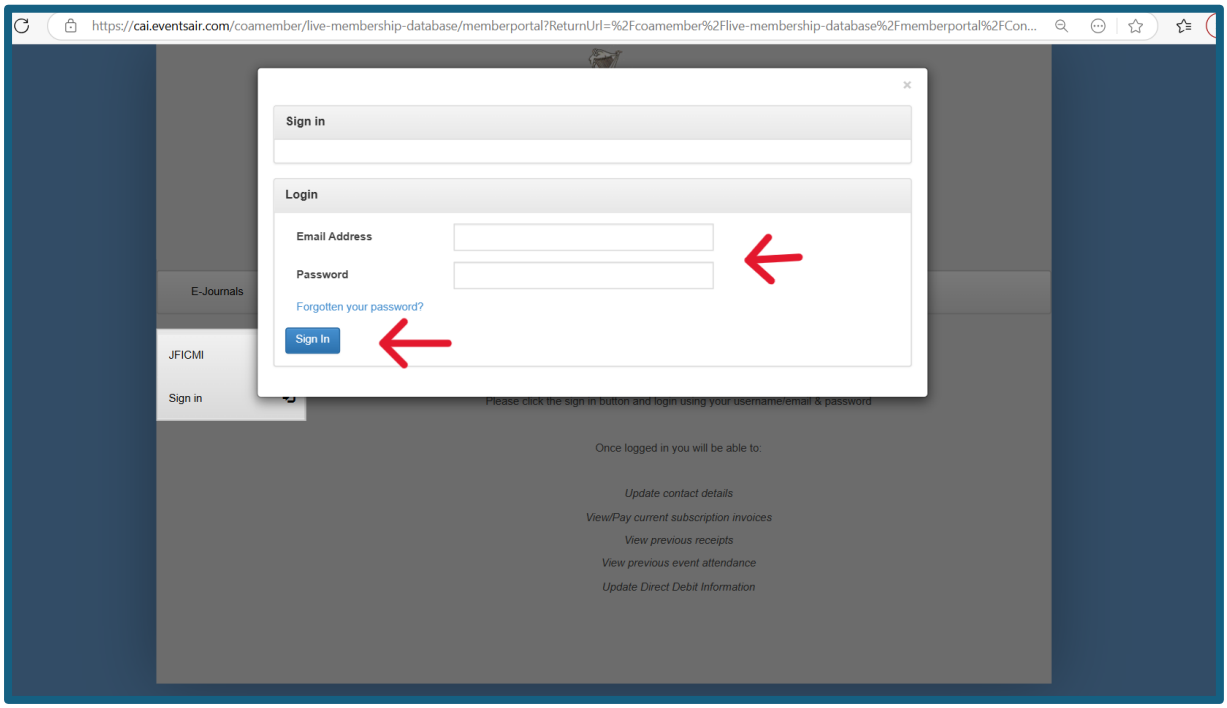
1. Go to www.anaesthesia.ie
2. On the main homepage, click 'My College" and then 'My College Portal".



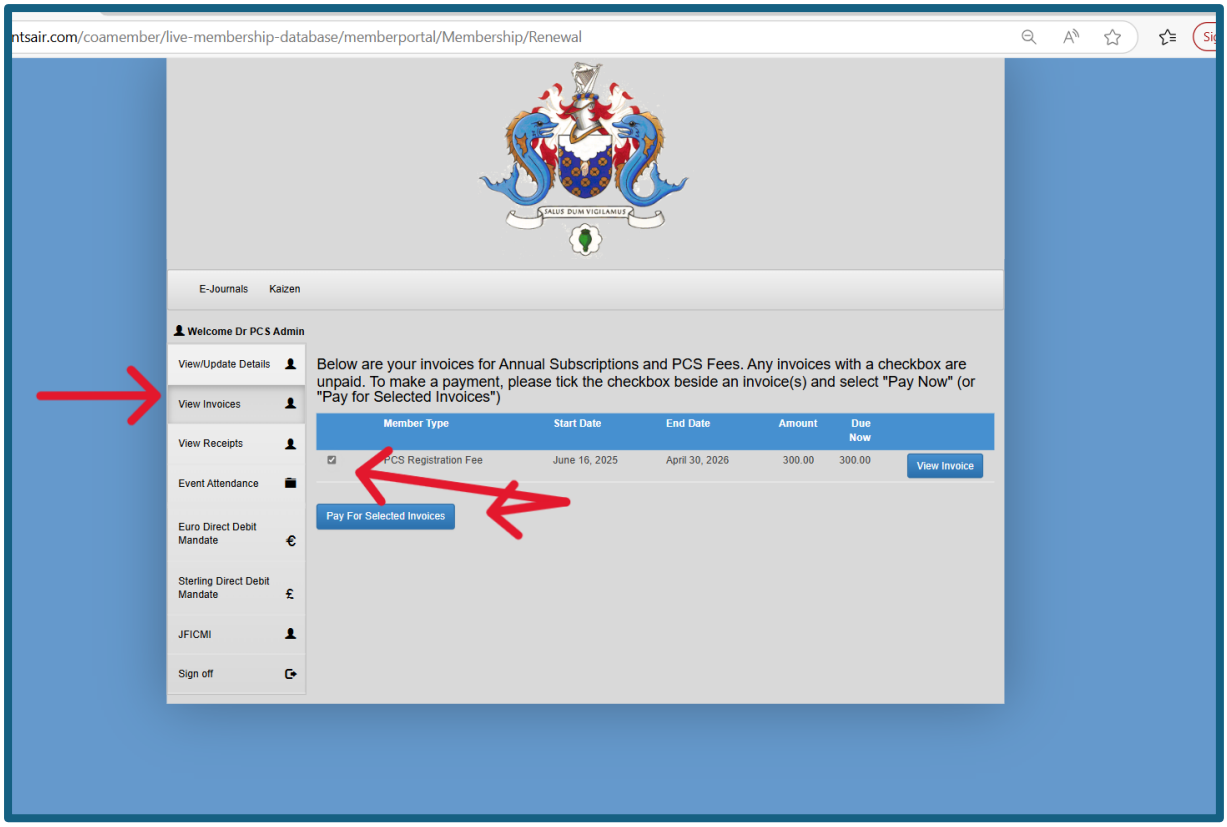
3. You will be redirected to the members portal login page.



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

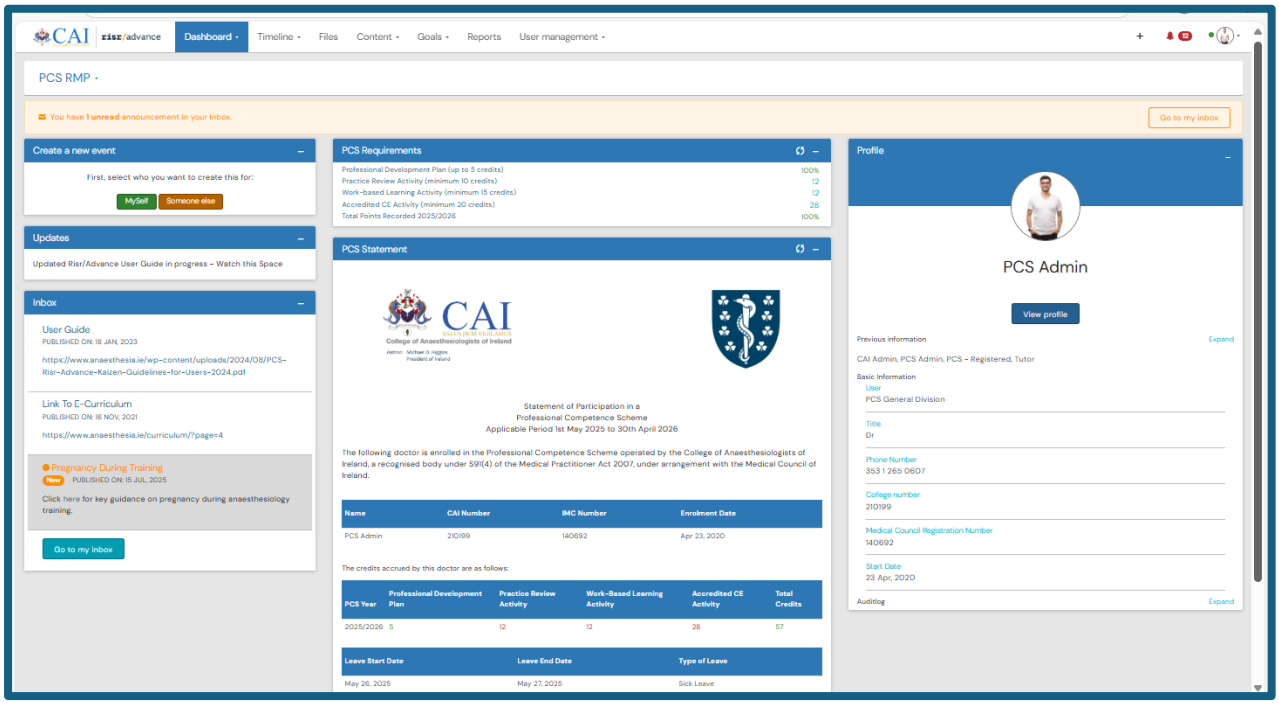


5. Once you log in, click 'View Invoices' on the left-hand side of the screen. Tick the white box beside the 'PCS Registration Fee (2026/2027). Then, select 'Pay for selected invoices' at the bottom of the invoices list. This will redirect you to the payment portal, where you can enter your payment details.



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:



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 –

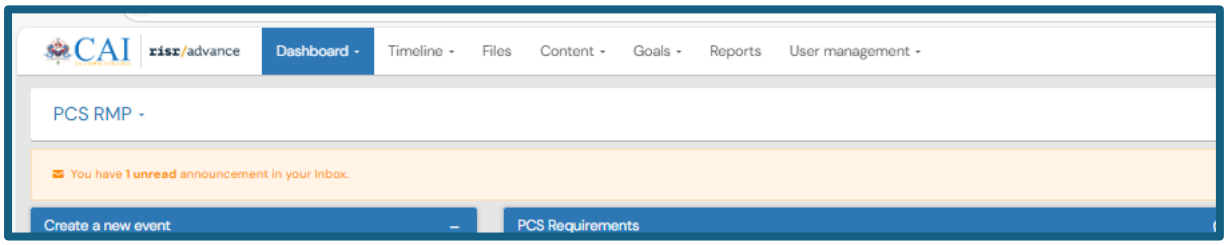
'PCS RMP': This will display if you have dual access to risr/advance, such as tutor access, in addition to PCS. PCS RMP is the dashboard display mode you should select to navigate your Professional Competence progress throughout the year.

'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.

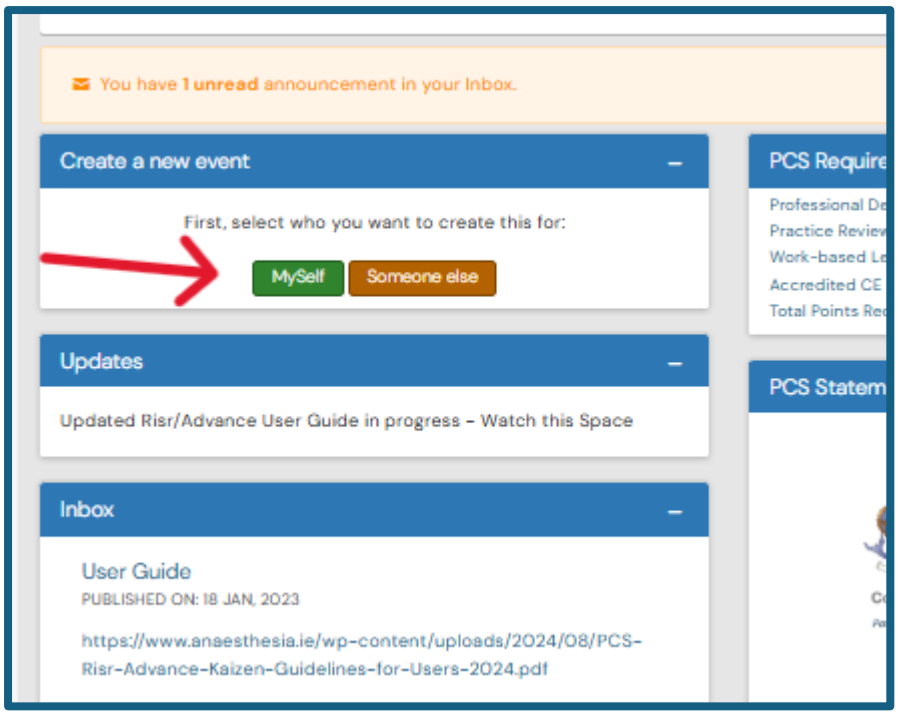
'Files': This section stores any supporting documentation that you have uploaded to your e-portfolio, such as supporting documentation linked to PCS logbook entries.

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

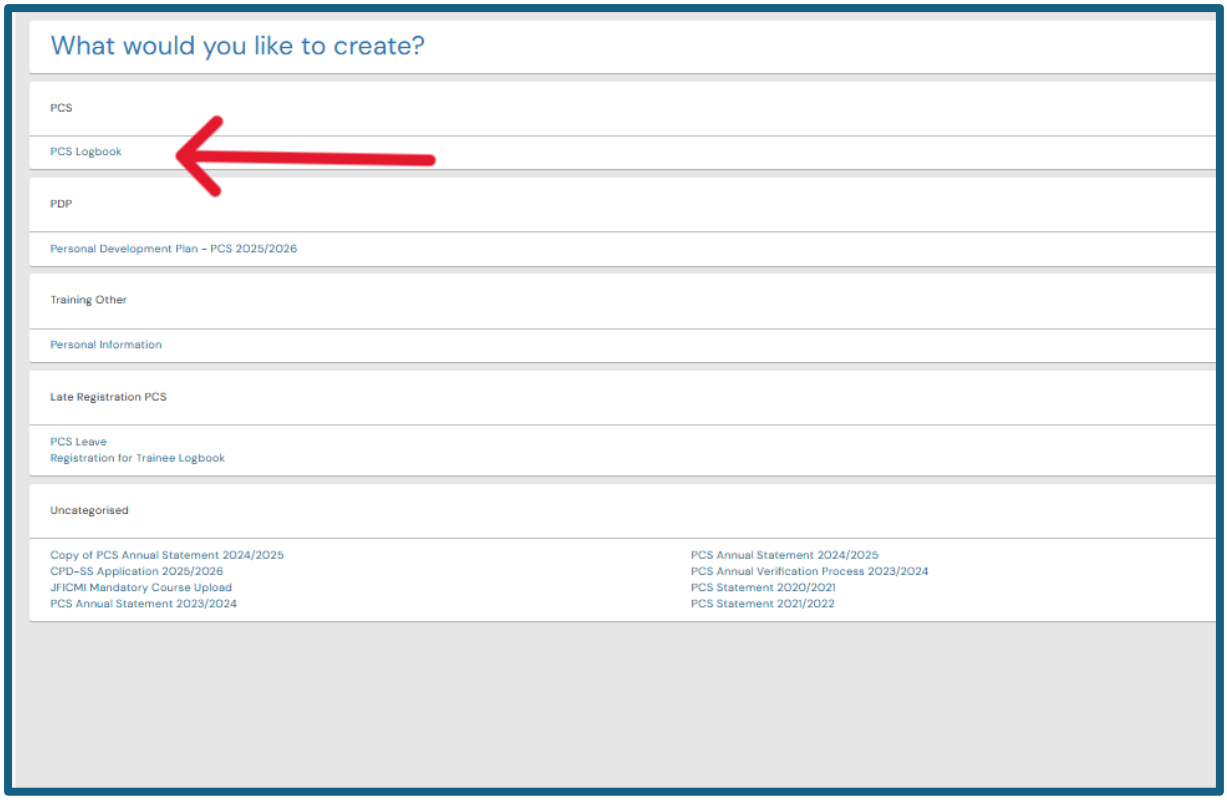
'Reports': In this section, you can generate and download reports of all previous PCS logbook entries and your Annual Statements of Participation in CSV or PDF format.

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".

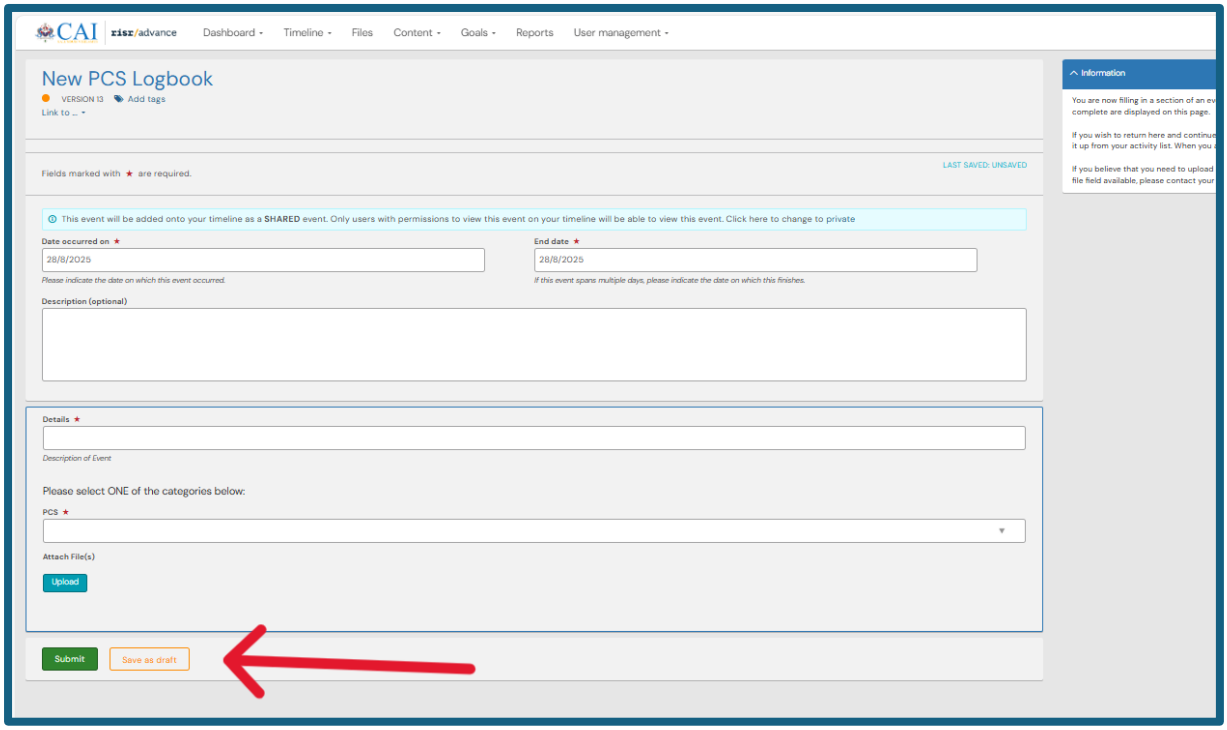


2. This will pull out a list of options. Select 'PCS Logbook'



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".



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.***

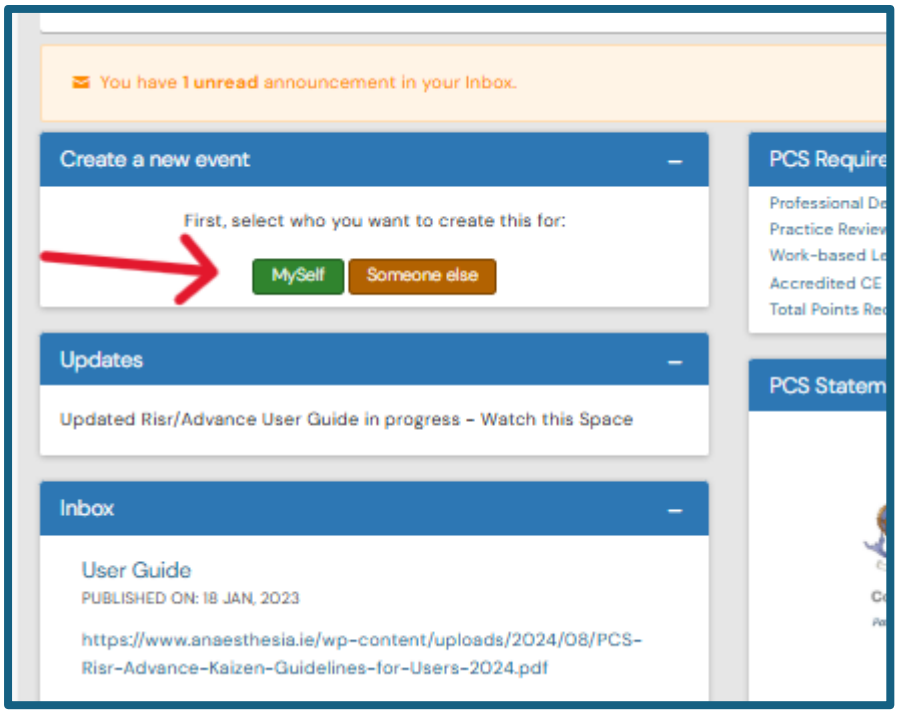
You can claim up to 5 credits in total for this activity: Creating a plan (3 points) engage in peer review (1 point) and review/reflection towards the end of the PCS Year (1 point).

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.

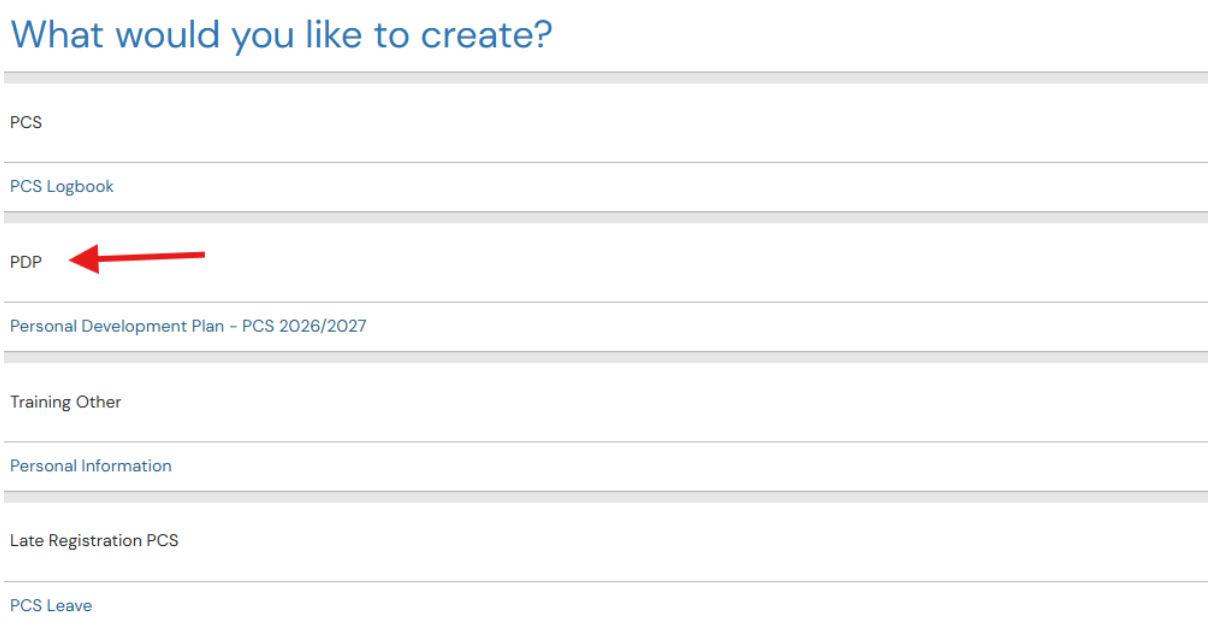
Note: More information on the Personal Development Plan can be found in the *FAQ's Section of our website*

Instructions:

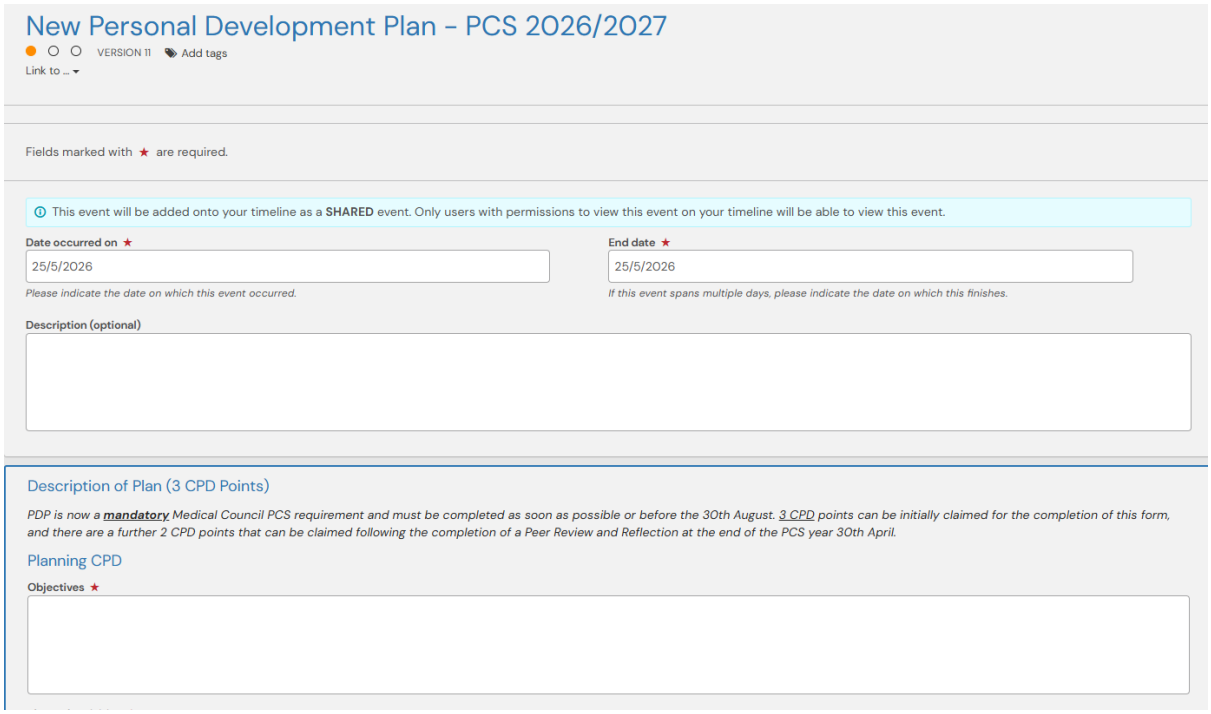
1. To complete Section 1, Click ‘Create’ in the top right of your dashboard. (For Tutors you will have the option “Myself” or “Someone else” to log PCS activity you will select “Myself”.



2. From the list, select ‘Personal Development Plan – PCS 2026-2027’

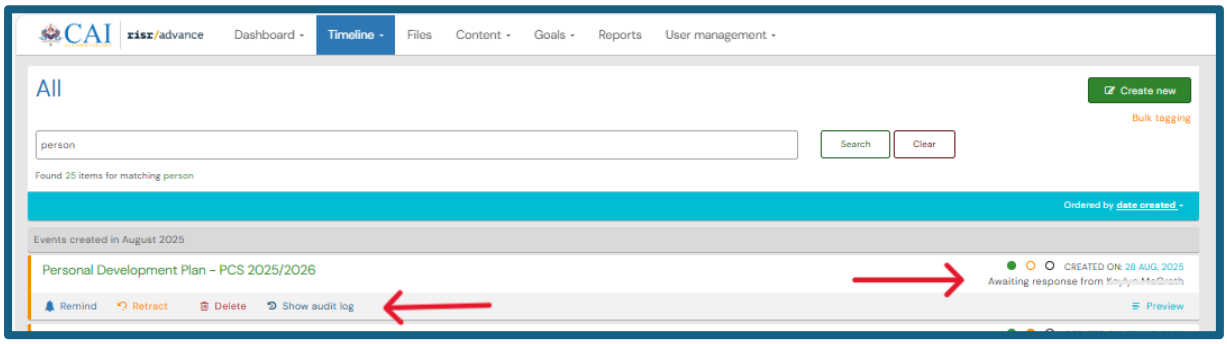


3. This opens Section One (Planning) of the PDP. Fill in the required details. Ensure date is aligned within the current PCS year. ***Note: You can find a*** sample PDP here ***to give you an idea on how it should look.***

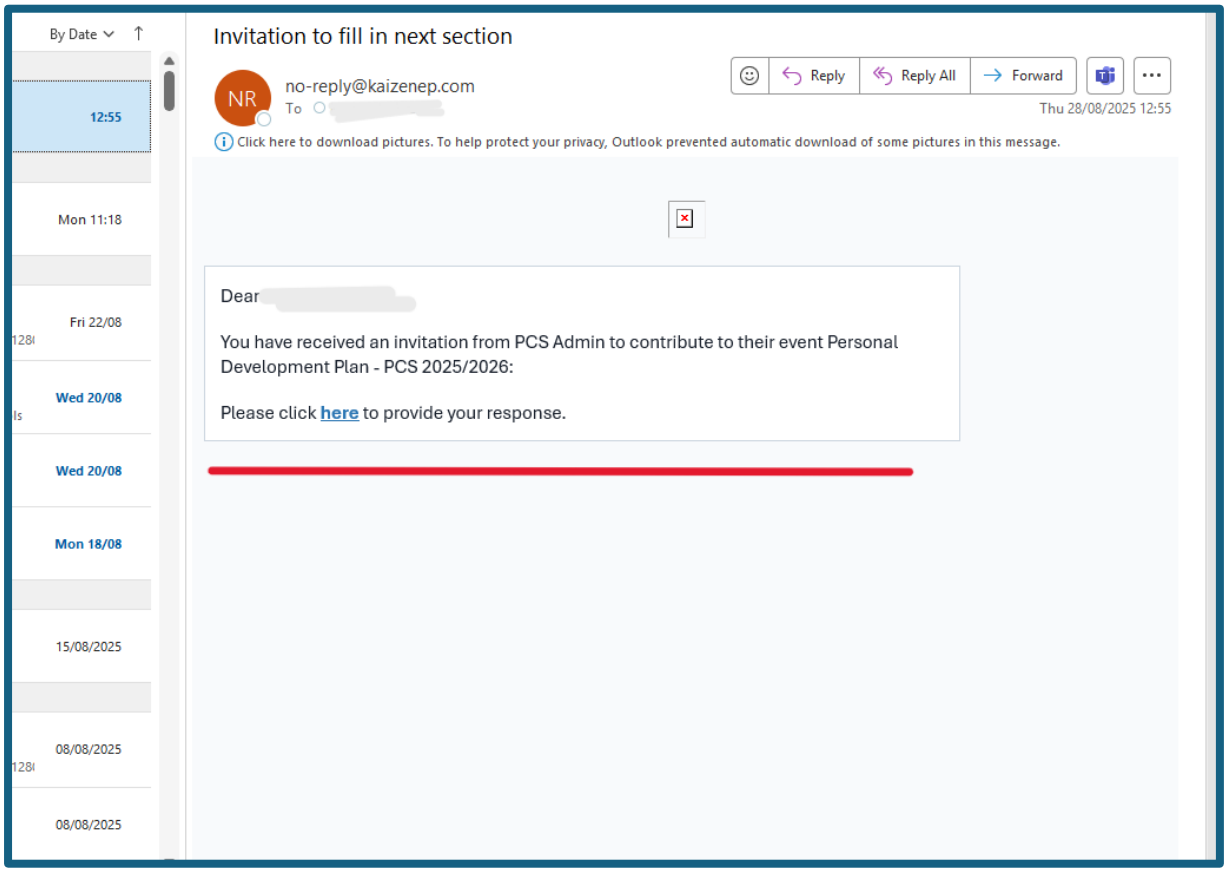


4. At the bottom of the form, use the drop-down bar to claim 3 CPD points for completion of section 1 of the PDP.
5. To invite a colleague to complete a peer review of your PDP Plan, enter their email address in the bar at the very bottom. ***Note: Your colleague does not require a risr/advance account 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.***
6. 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.

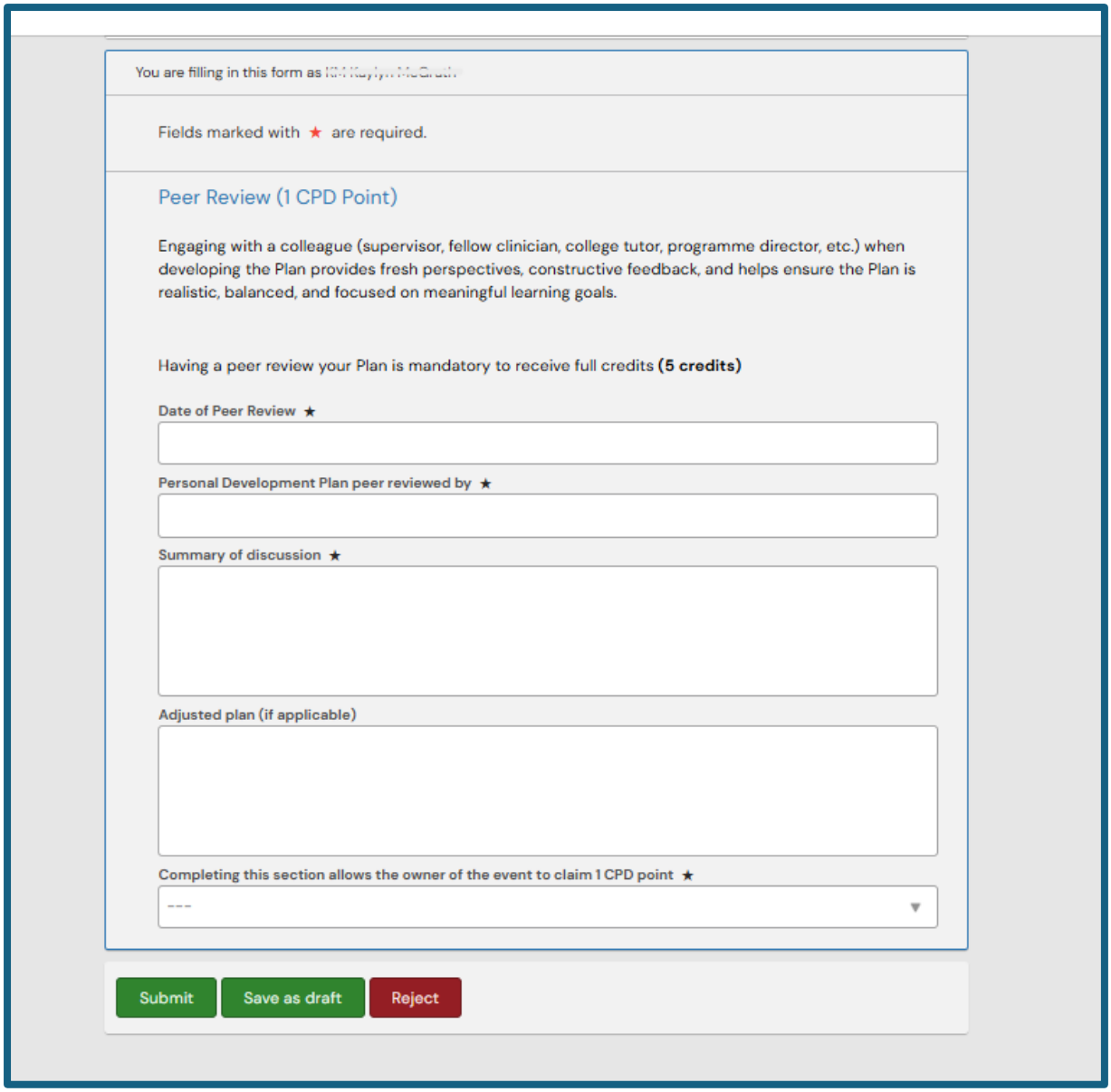
7. You can check the status of your peer review in your ‘timeline’. If your nominated colleague has not yet reviewed your PDP Plan, the entry will display in **orange** and read ‘Awaiting response from (name of nomiated colleague) on the right.
8. You can remind your colleague to complete the action 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.



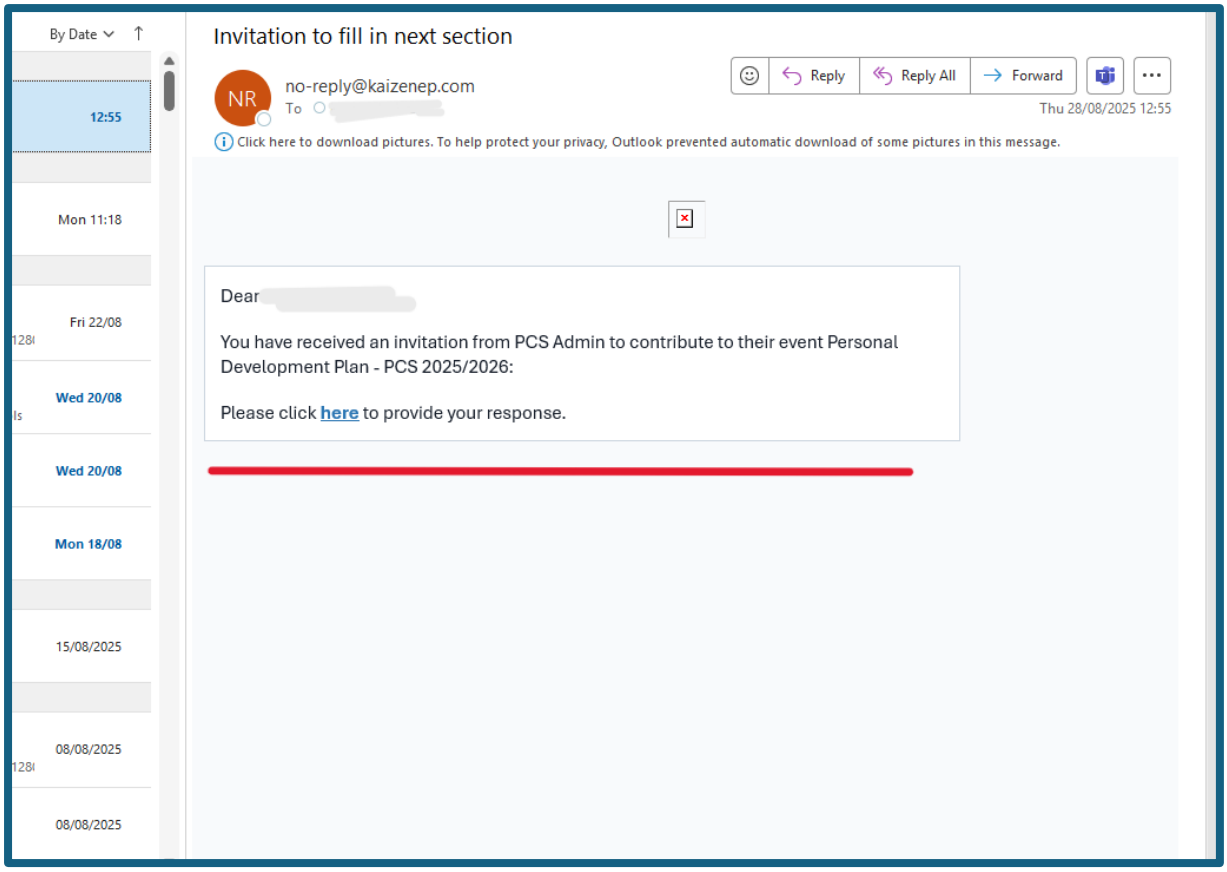
This is the email that will be issued automatically on submission to your nominated colleague. They will receive a direct link that will bring them to complete the next section.



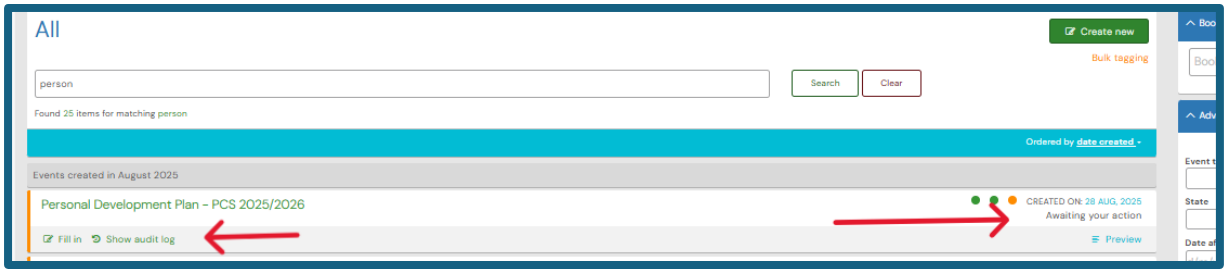
This is what your nominated colleague will see when they click the link:



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.***

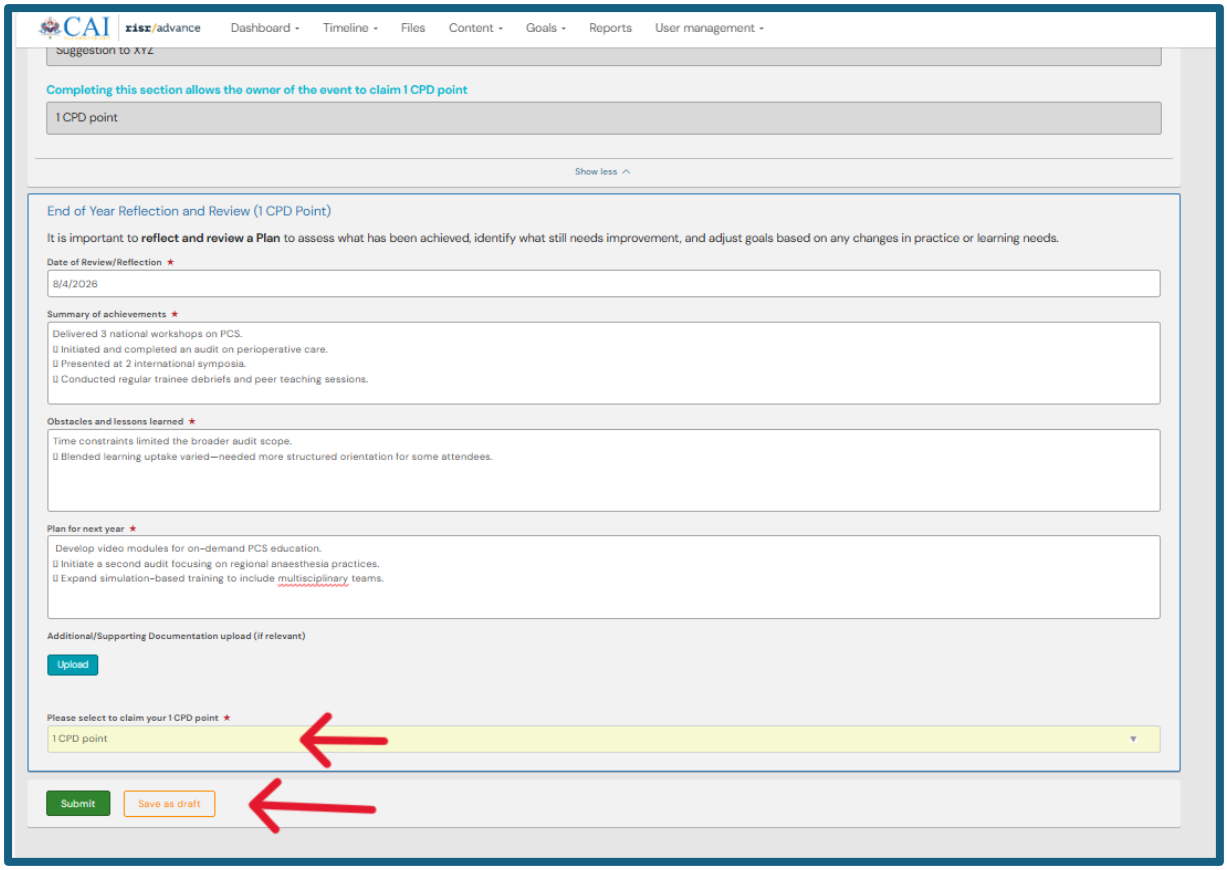


Once your nominated colleague has completed the peer review of your Plan. The status will update on your timeline to 'Awaiting your action'. ***Note: Later in the PCS Year (March/April) you will select 'Fill in' to complete section 3, the final section of your PDP.***



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').

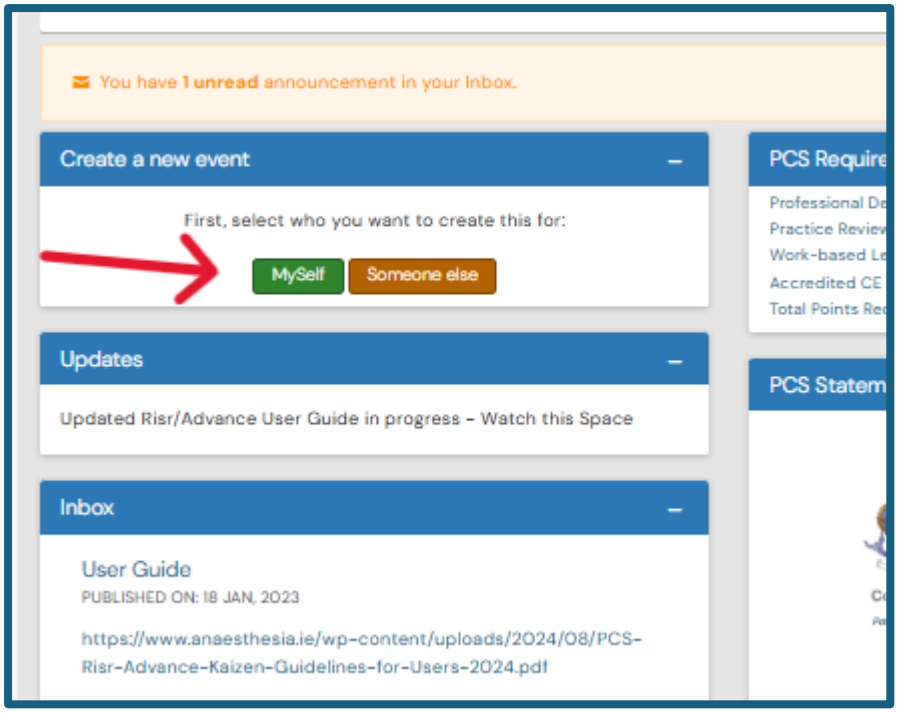


The status will update once again. It will appear **green** in your Timeline. The PDP is complete.

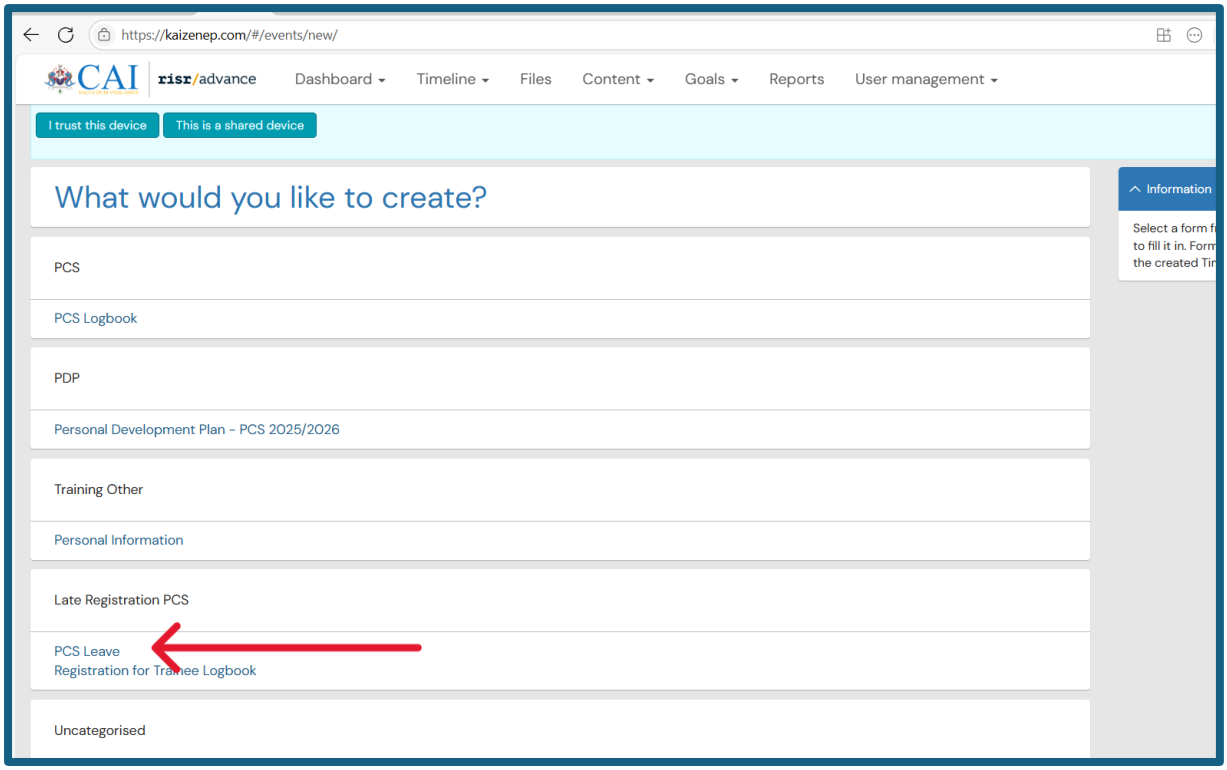


To Submit a PCS Leave Entry:

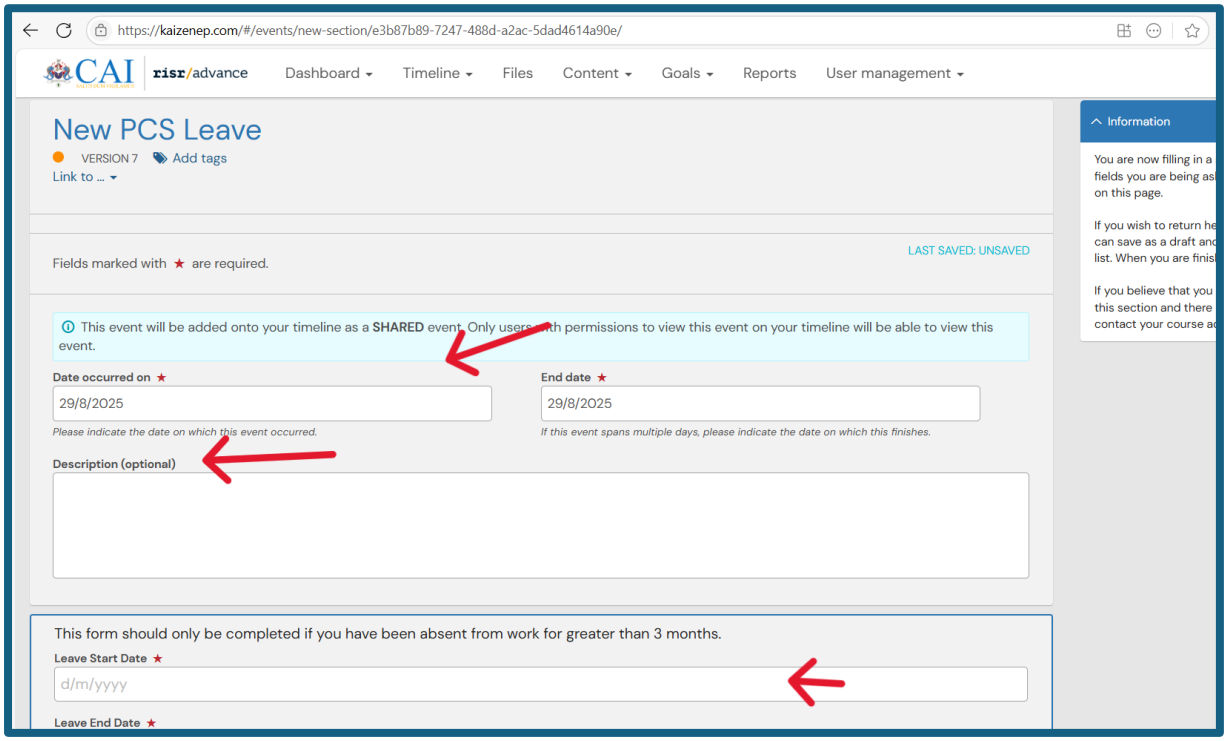
1. Click ‘Create’ in the top right of your dashboard. (For Tutors you will have the option “Myself” or “Someone else” to log PCS activity you will select “Myself”.



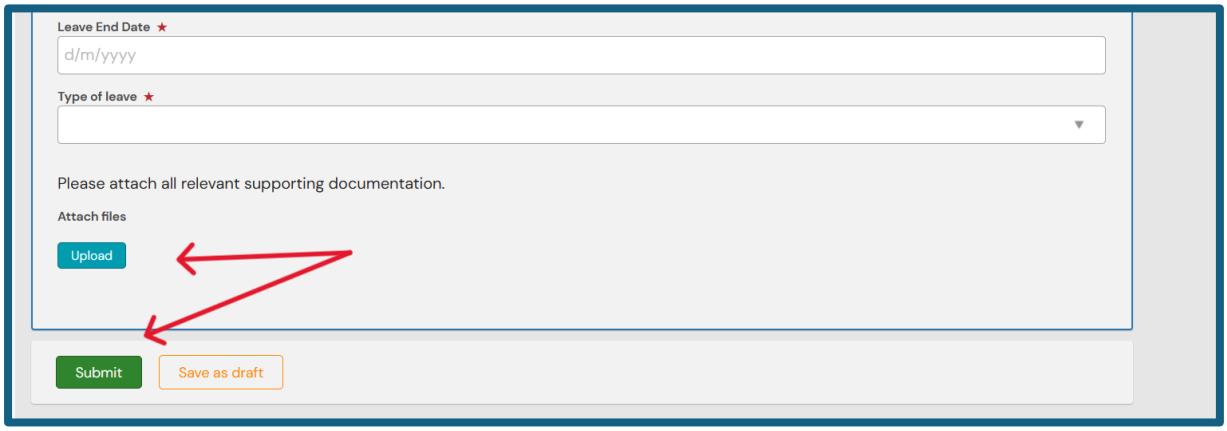
2. This will pull out a list of options. Select 'PCS Leave'.



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.

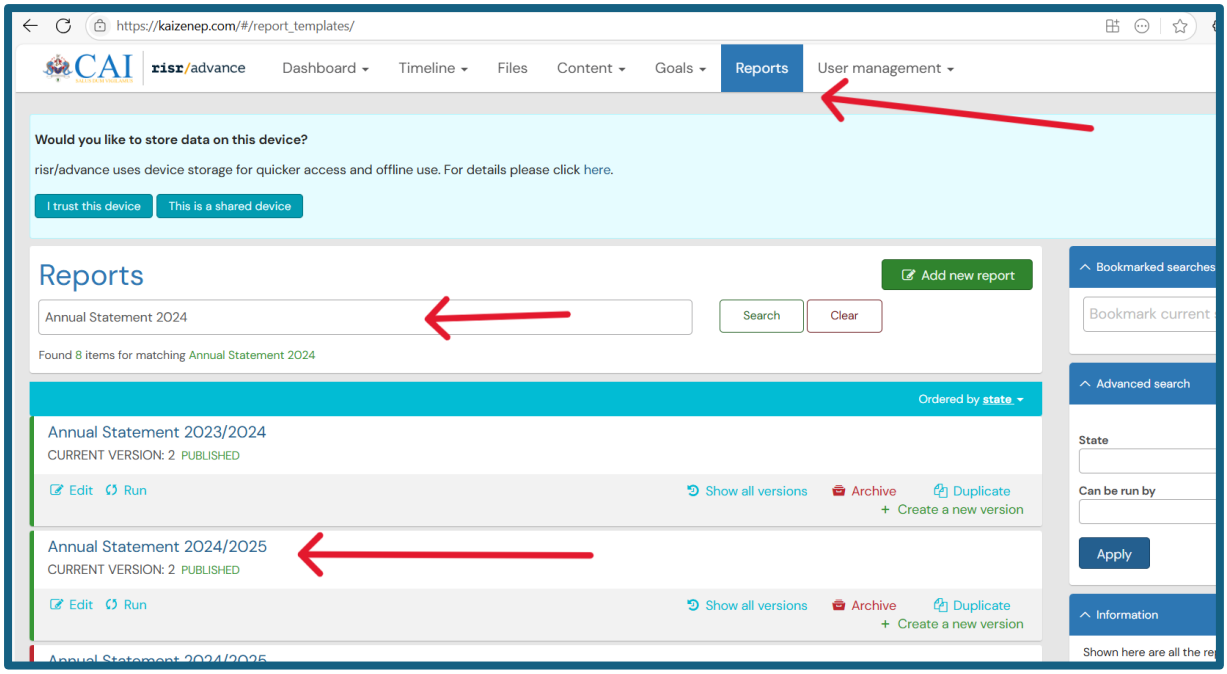


4. Click 'submit' (or 'save as draft'). A PCS Administrator will then review/approve your PCS Leave request. ***Note: This will be annotated on your Annual Statement of Participation and considered should you be selected for audit by CAI or the Irish Medical Council.***

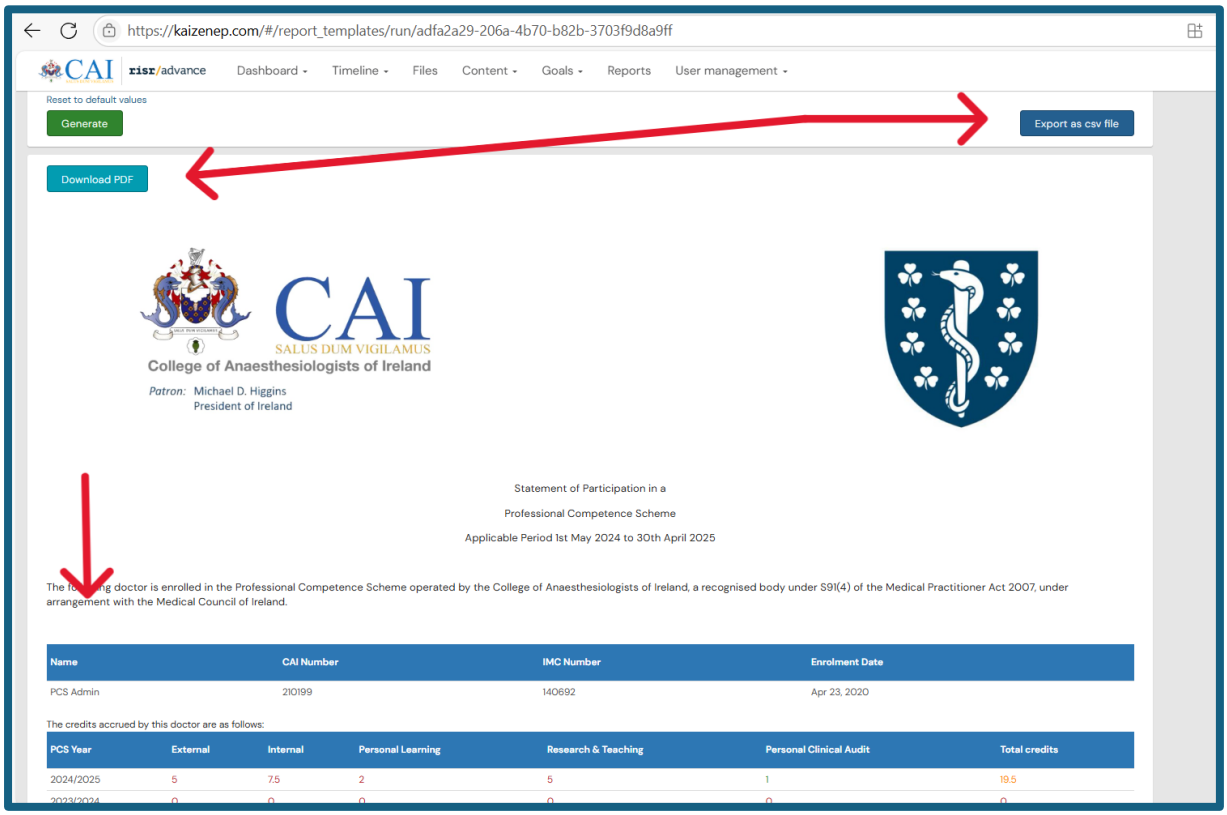


To download your Annual Statement of Participation:

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.



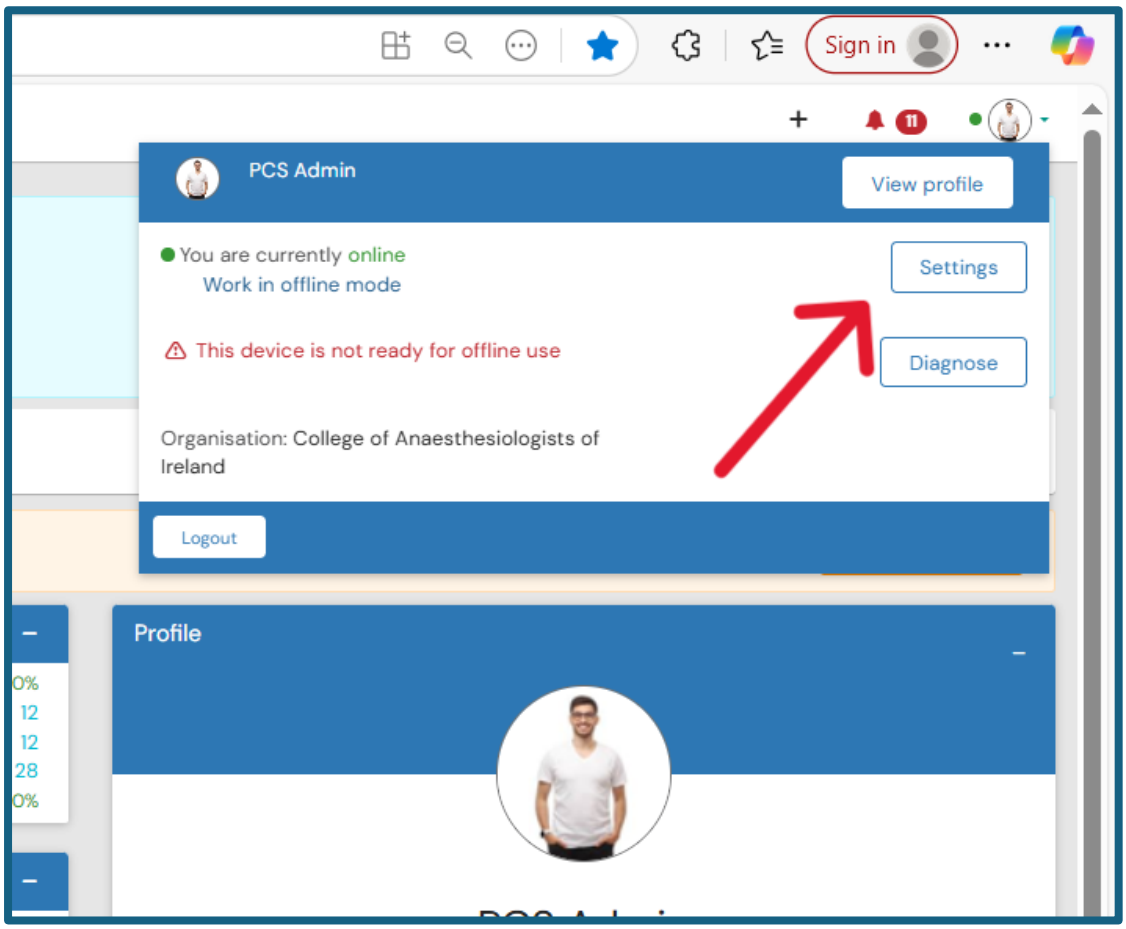
4. This will allow you to download your Annual Statement of Participation, in either CSV or PDF format.



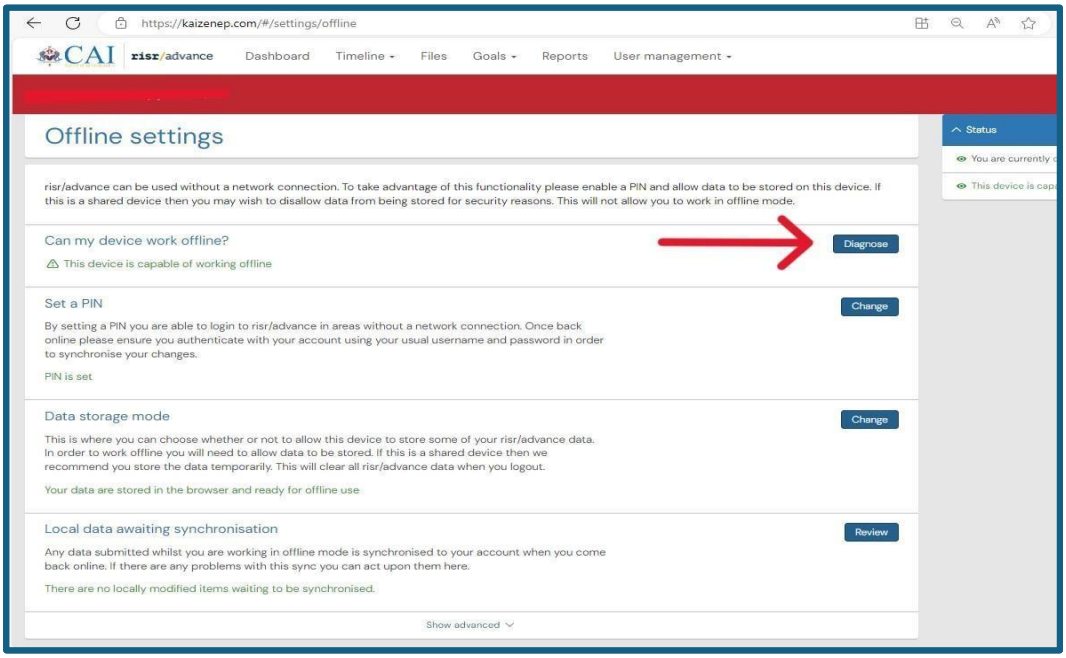
To Create entries offline:

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

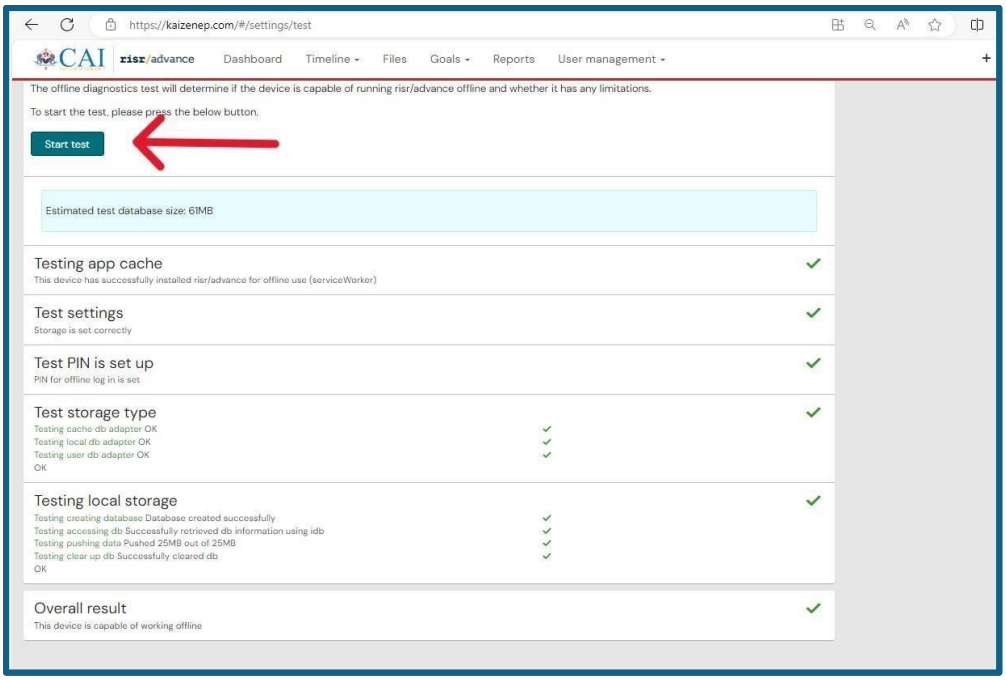
1. Click on your icon at the top right of the main dashboard page.



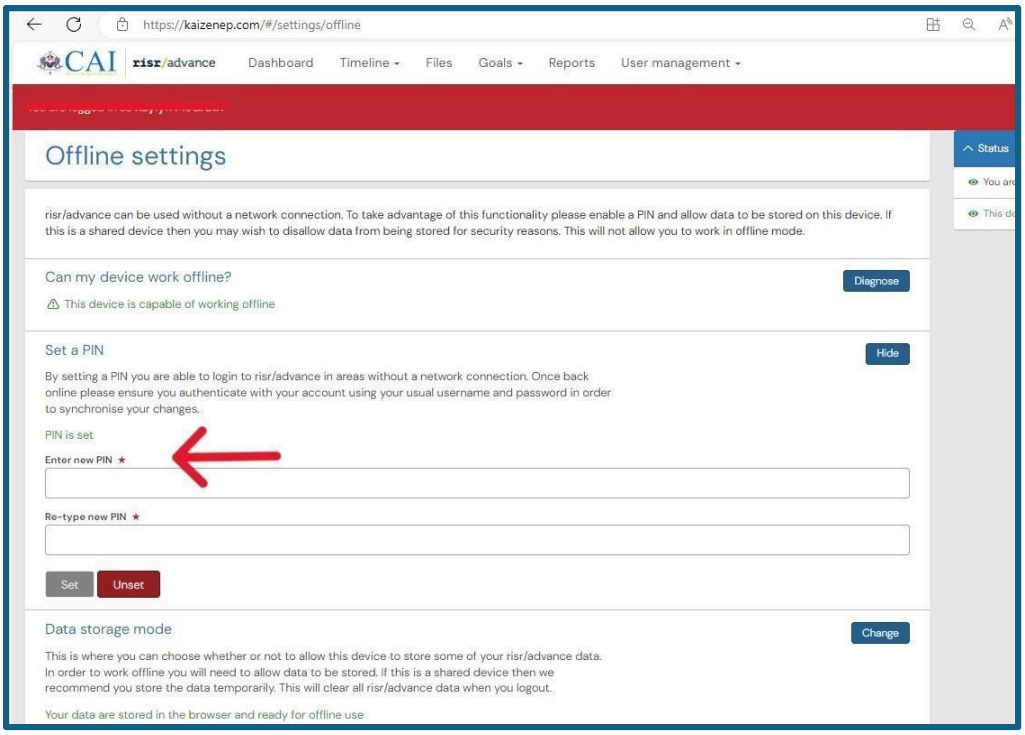
2. Click ‘Diagnose’



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.