



PROFESSIONAL COMPETENCE SCHEME

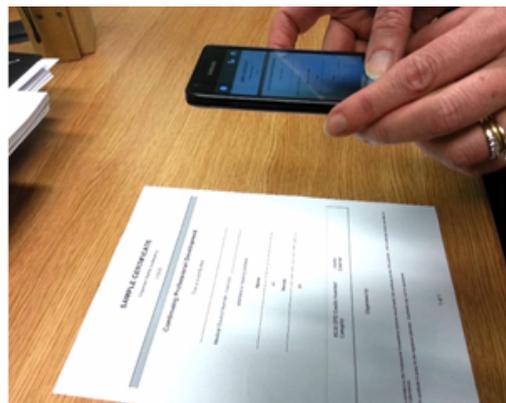
USING YOUR SMARTPHONE - HOW TO UPLOAD CERTIFICATE /CPD ACTIVITY

The following is a Step by Step Guide on how to take a photograph of your Certificate and or Verification document and then upload a CPD activity with the verification uploaded using your smart-phone

Select the Camera App
on your phone.

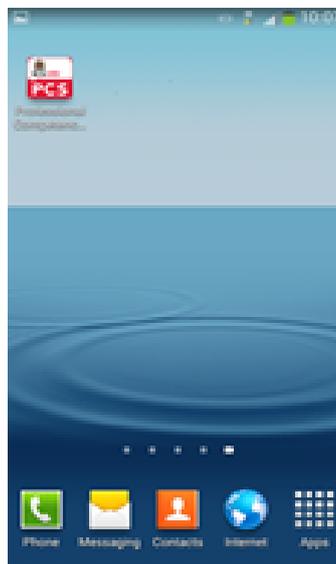


Hold the camera steady over the
certificate / verification document
you want to upload and take a
photograph

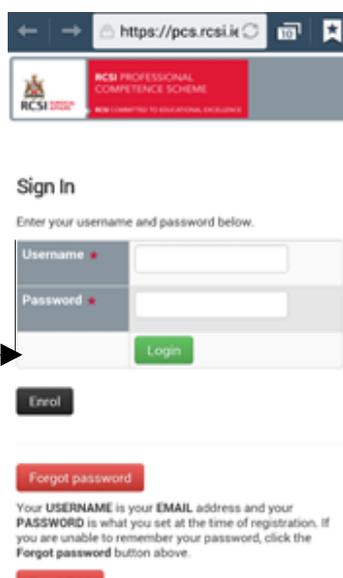


Click on the PCS Icon on your Phone

(See Guideline below 'How to Add PCS Icon to your Phone')

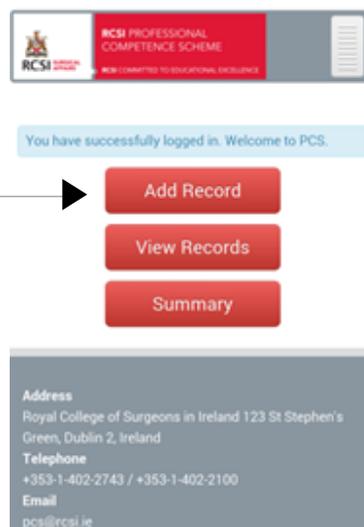


Enter Your Login Details



You can now Add a record / View your Records and View your Summary

Click on Add Record



You will be presented with this screen All items that have an * are mandatory fields and have to be completed.

Summary View Records Add Record

Date of Activity * (yyyy-mm-dd)

Category * Please Choose

Activity * Choose Category

Domains of Good Practice *

- Clinical Skills
- Collaborative & Teamwork
- Communication & Interpersonal Skills
- Management (including Self Management)
- Patient Safety & Quality of Patient Care
- Professionalism

Click on choose file upload and you will have to select from the options on your phone

Credit * 3.0

Activity Description * Test

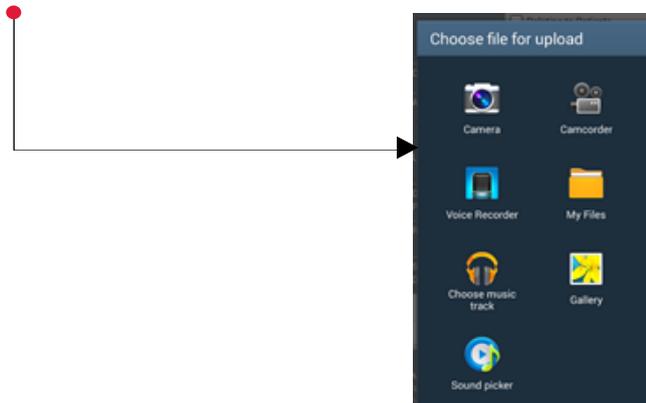
Location * rcsj

Development Purpose

Reference Number

Supporting Document Choose file No file chose

Submit



Select the photo you wish to upload as evidence and then Press the Submit button

Your CPD activity and your supporting document will now be uploaded to your portfolio successfully

The Record has been added. You can attach more documents to this record using the buttons below

Summary View Records Add Record

Record Details

Date	16 April, 2013
Category	External
Activity	College / Society Meeting
Good Practice Domains	<ul style="list-style-type: none">• Clinical Skills• Management (including Self Management)
Description	Test
Location	rcsj
Reference Number	
Purpose	
Credits	1.0

If you have any difficulty with the above, please contact pcs@rcsj.ie or 01 402 2743.



RCSI

How to Access PCS via your Smartphone

You can login to your RCSI PCS ePortfolio on your smartphone and the mobile adapted version of PCS will open enabling you to view your details and upload activities.

The following is a Step by Step guide on how to add the PCS icon shortcut onto your phone.

- (1) Launch your browser on your phone
- (2) Navigate to <https://pcs.rcsi.ie/>

https://pcs.rcsi.ie

RCSI PROFESSIONAL COMPETENCE SCHEME
RCSI COMMITTED TO EDUCATIONAL EXCELLENCE

Sign In

Enter your username and password below.

Username *

Password *

Login

Enrol

Forgot password

Your USERNAME is your EMAIL address and your PASSWORD is what you set at the time of registration. If you are unable to remember your password, click the Forgot password button above.

- (3) To add PCS Icon to your home screen:

For Android Phone,

Click on the Menu option on left side of phone



Click here

For iPhone

Click on Add to Home Screen

RCSI PROFESSIONAL COMPETENCE SCHEME
RCSI COMMITTED TO EDUCATIONAL EXCELLENCE

Summary View Records Add Record

Current Verification Status Compliant

From 01/05/2011 To 30/04/2014

Term	Total (50 min)	Credits on Target
2013-2014	81.5	No
2012-2013	68	Yes
2011-2012	154.5	Yes

Legend

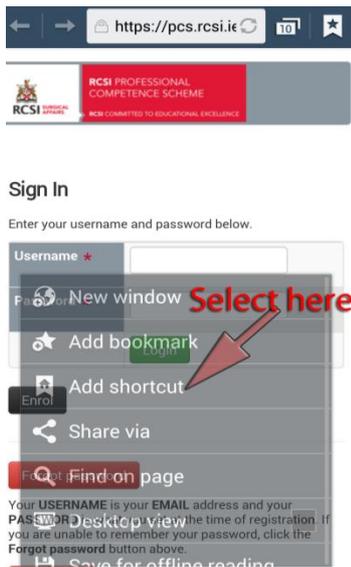
Click Here



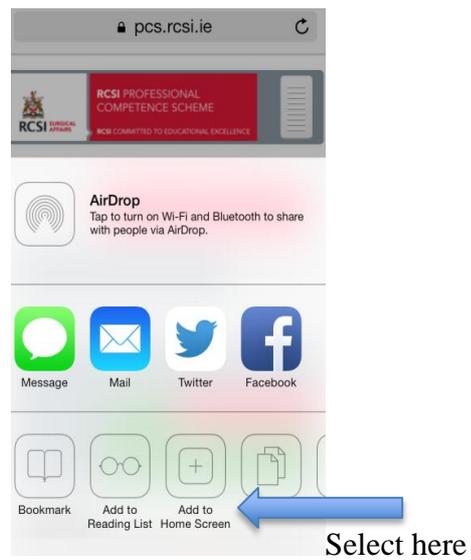
RCSI

(4) The below Screen Menus will appear on the phone:

For Android



For iPhone



(5) Your PCS Icon will now be stored on your smartphone - click on this Icon





RCSI

(6) Enter Your login details

(7) You can now – add a record / View your Records and Summary by clicking on the below tabs.

(8) If you need any assistance with the above, please do not hesitate to contact the PCS office - 01-402-2743 pcs@rcsi.ie