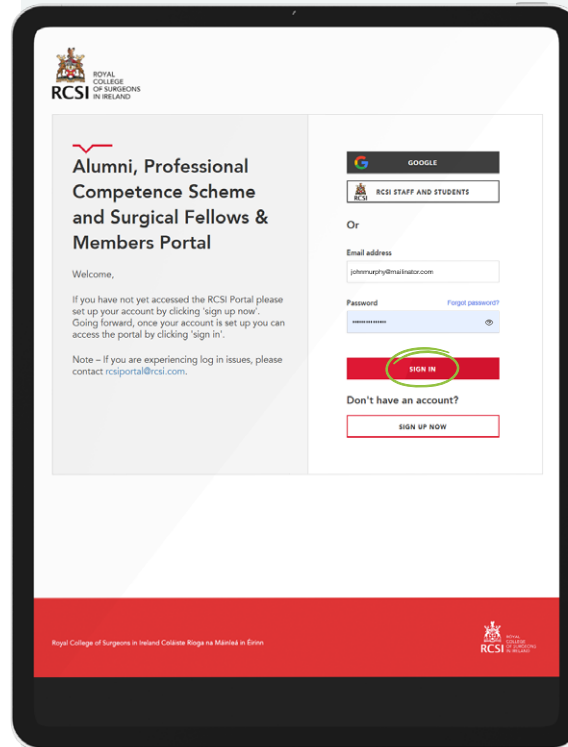


How to complete Professional Development Plan on the RCSI PCS Portal

STEP 1

Go to: www.rcsi.com/portal and 'Sign in'



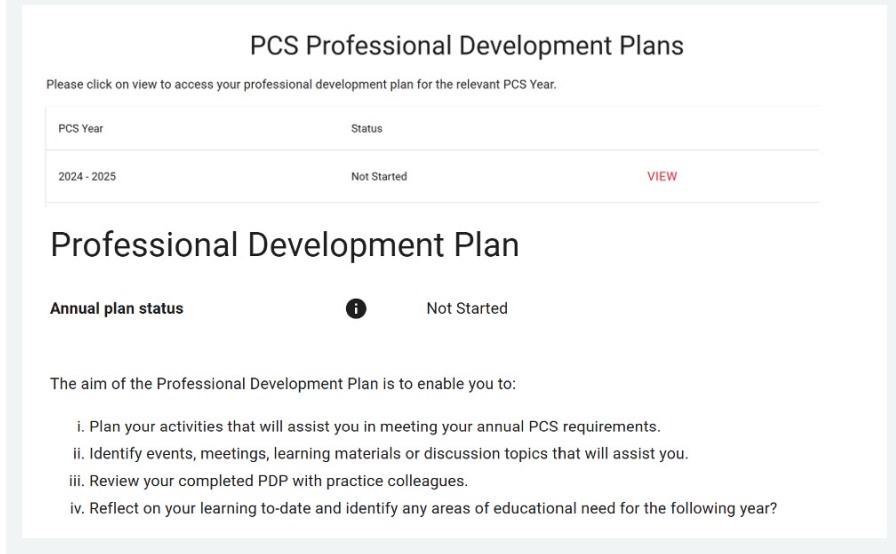
STEP 2

Click on 'Professional Development Plan' Tile



STEP 3

Click on 'VIEW'. Your Annual Plan status will be **Not Started**



STEP 4

Your Current Employment Details will be displayed – if incorrect, you can update by clicking on ‘my profile’

Current employment details

To Update work details please go to my profile on the portal

Start date 01/01/2022

STEP 5

Your Credit Summary and the Domains of Good Professional Practice will be displayed (these will be blank until you upload CPD activity)

Credit summary

PCS Year	Engaged in Practice of Medicine	Accredited CE Activity	Professional Development Plan	Practice review	Workbased learning	On target	Verification Status

Activities across domains

PCS Year	Clinical Skills	Collaborative & Teamwork	Communication & Interpersonal Skills	Management (including Self Management)	Patient Safety & Quality of Patient Care	Professionalism	Relating to Patients	Scholarship

STEP 6

Enter your Planned Activities under each category and press submit – you can save as a draft and return later

Planned activities

Accredited Continuing Education (CE) Activity*

Work based learning*

Practice review*

SUBMIT

SAVE AS A DRAFT

STEP 7

Your annual Professional Development Plan is now submitted and you will be awarded **5 CPD credits**

STEP 7

Go to My Summary and Click 'VIEW'

My summary

View your summary of progress and generate a statement of participation.

Please note: Your CPD records from previous years will be available in July 2025 following migration of data to the new PCS system.

[VIEW](#)



STEP 8

If you wish to edit your Plan - go to Home Screen and click 'Professional Development Plan Tile'. You can edit your plan and submit.

Add records

Record your continuing professional development (CPD) activities.

View records

View, search, update and download records from current and previous PCS years.

Professional development plan

Create your annual professional development plan.

6 Year Summary

PCS year	Engaged in practice of medicine	Accredited CE Activity	Professional Development Plan	Practice review	Workbased learning	On target	Verification status
2024 - 2025	Yes	5(20)	5(5)	0(10)	0(15)	No	Unverified