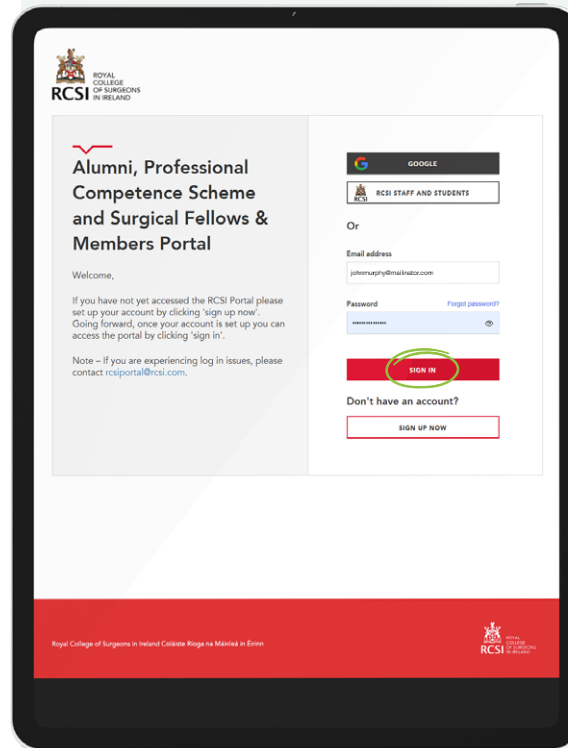


How to **send** your Professional Development Plan to a Reviewer

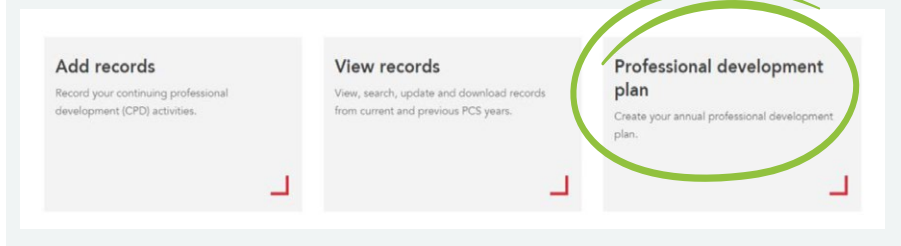
STEP 1

Go to: www.rcsi.com/portal
and sign in



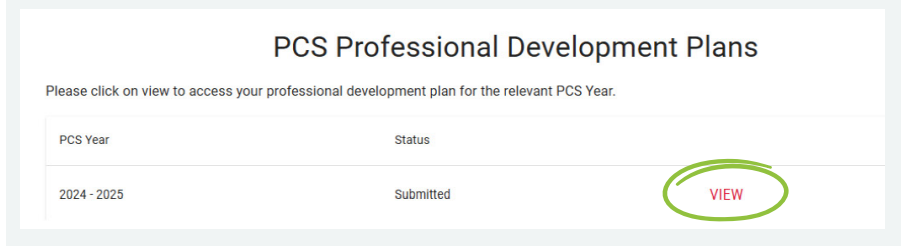
STEP 2

If you wish to send your Plan to be reviewed by a colleague, both you and the reviewer will receive **1 additional CPD credit** in the **Work-Based Learning Category** – go to the Home Screen and Click **'Professional development plan'** tile.



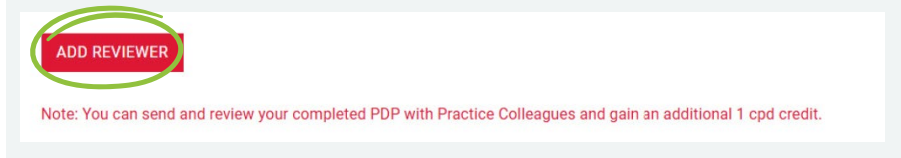
STEP 3

Click **'View'**



STEP 4

Click **'ADD REVIEWER'** button to record details of your reviewer.



STEP 5

You will need the IMC number of your Reviewer.

Find reviewer

Search for a reviewer by entering their IMC number and clicking Search.

IMC number

SEARCH

Please see below reviewer details. Please note that requests will be sent to the email address we have on our records. To proceed with this request confirm.

Reviewer details

| | |
|------------|---------|
| Title | Ms |
| First name | Marie |
| Surname | O'Boyle |

NB: If you do not know the IMC number or the IMC number is not on the Portal database, you can enter the details of your Reviewer and PCS Administration will set this Reviewer up on the database for validation.

Please note that the reviewer's IMC number was not found in our database. Please complete the below fields and click submit. The PCS office will validate these details and send the request on your behalf.

Title*

First name*

Surname*

IMC number*
333345

Email address

SUBMIT

CANCEL

[BACK TO PROFESSIONAL DEVELOPMENT PLANS](#)

Professional Development Plan

Annual plan status



Reviewer Validation

STEP 6

Click 'Confirm'

An email will be sent to your nominated Reviewer and they will be asked to Review your Plan.

CONFIRM

CANCEL

STEP 7

A validation email will be sent once validated and approved.