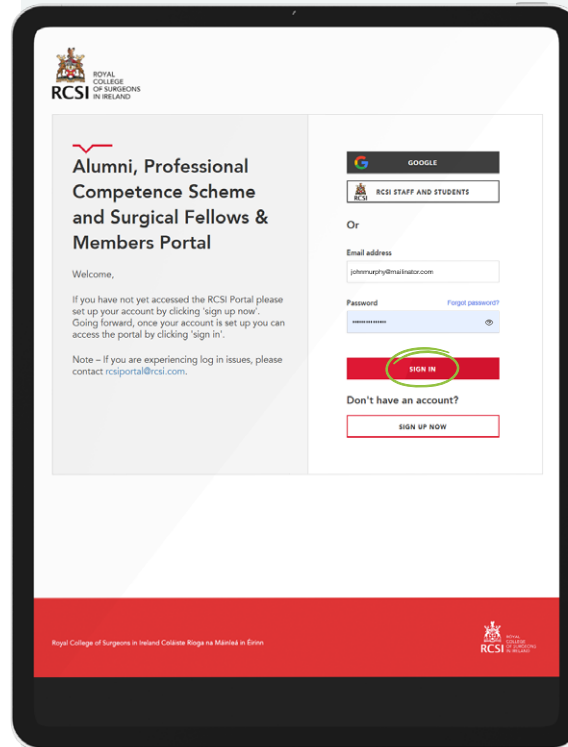


How to **add** your **Records** on the **RCSI PCS Portal**

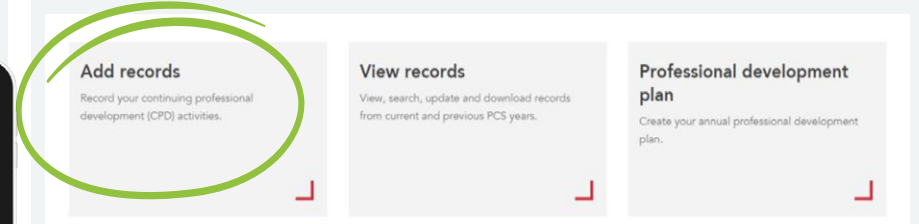
STEP 1

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



STEP 2

Click on 'Add records' Tile



STEP 3

a. Complete all the mandatory fields * Date, Category, Activity Type, Domains of Good Professional Practice.

Please add your CPD activity details below.

Date of activity* 01/01/2025

Category* Accredited Continued Education (CE) Activity

Activity type* Conference/Seminar - National

Domains of good practice*

- Clinical Skills
- Collaboration and Teamwork
- Communication & Interpersonal Skills
- Management (including Self Management)
- Patient Safety & Quality of Patient Care
- Professionalism
- Relating to Patients
- Scholarship

b. Select the number of credits allocated to this activity (slide the button to select the correct credits). 1 hour of educational activity = 1 CPD credit.

Credits* 5



NB: for Practice Review Activities, you must have a minimum of 10 credits (hours) to be on target for this category.

STEP 4

Enter the Description of the activity and Development purpose

Activity description*

Development purpose

SUBMIT

STEP 5

Select 'Submit' – a message will be displayed to say that your details were saved successfully.



Details saved successfully

< Back to RCSI

SEARCH CPD RECORDS

STEP 6

You can View your uploaded activity, Edit, Clone OR Delete the activity
 You can also add your supporting documents by clicking on 'Choose File'
 Once file is chosen, select 'Add this Document'

SEARCH CPD RECORDS

View CPD record

Date of activity	05/01/2025
Category	Practice Review
Activity type	Review of critical incidents /significant events
Domains of good practice	<ul style="list-style-type: none"> Clinical Skills Patient Safety & Quality of Patient Care Relating to Patients
Credits	4
Activity description	Test
Development purpose	Test

EDIT

CLONE

DELETE

Supporting documents

File name	Size	Last modified
No data found		

Add supporting document

Supporting Document*

Choose File No file chosen

ADD THIS DOCUMENT

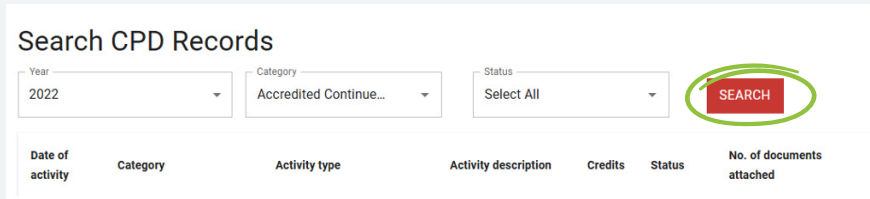
STEP 7

You can search CPD records by clicking on 'Search CPD Records'



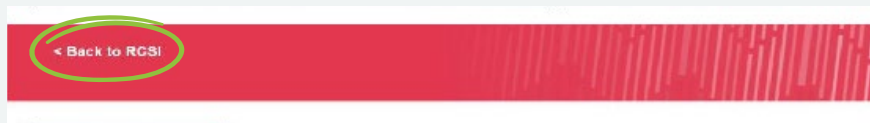
STEP 8

You can select a particular year or untick years and 'Search' all records



STEP 9

Click on '<Back to RCSI'



STEP 10

You can now View your uploaded Records by clicking on 'View Records'

