

# Professional Competence



## Guide to the Annual Verification Process

Selection for the Annual Verification Process (AVP) is not a cause for concern. This is an opportunity for you to receive feedback on your progress, and for us to learn more about your needs.

### What will happen?

Your ePortfolio records for the annual verification year will be locked for editing during this process. Participation in the AVP will not prevent you from recording your PCS activities for your current PCS year or from updating your records for any previous year if you wish.

1) There are two possible outcomes of the review:

- i) Verified with no further action required  
or
- ii) Verified with corrective action required

2) If the outcome is “Verified with no further action required” your annual verification year will be marked “verified” on your next Annual Statement of Participation

3) Assistance and guidance will be provided to you if you are required to take corrective action after your review

### How do you prepare?

✓ ***Check you have met the minimum requirements:***

#### **Audit or Quality Improvement Project**

- 1 Audit or Quality Improvement Project completed between 1 May 2020 and 30 April 2022, and recorded in your ePortfolio for Professional Competence

#### **Continuing Professional Development (CPD): a total of 25 credits**

- 25 Credits in any CPD Category
- Activities took place between 1 May 2021 and 30 April 2022
- Activities recorded in your ePortfolio
- Evidence is attached to any claims in the External, Internal or Research/Teaching categories

✓ **Ensure your ePortfolio for Professional Competence is up to date**

If you have not already done so, we strongly encourage you to enter any outstanding claims or evidence documents for the annual verification year before the process begins.

You can find detailed information about the key Professional Competence requirements on <https://www.rcpi.ie/professional-competence/>

If you are unable to obtain evidence documents to support your External, Internal and Research or Teaching claims, you should email [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie) stating the circumstances that prevented you from doing so.

✓ **Demonstrate the relevance of your claims**

We recommend that you make some notes in the “Key Learning” and “Impact” sections of your CPD forms as this will assist the Reviewer to recognise the relevance of your CPD claims to your practice.

**Absence from Practice during the annual verification year**

Professional Competence requires year on year compliance. If you were on extended sick leave or maternity leave during the review period, and have not as yet recorded this absence, please be sure to submit an Absence from Practice form via your ePortfolio for Professional Competence

**What happens if my outcome is “Verified with Corrective Action”**

- If the outcome of your review is “Verified with Corrective Action”, you will receive a detailed result form which will outline the items that need to be addressed so that you will have the best possible record of your compliance with Professional Competence requirements
- In order to ensure that the process is not unduly long, you will have two weeks to respond to the suggested corrective actions, and a further six weeks to execute the recommendations. The Professional Competence team will support you

**What happens if my outcome is “Verified with Corrective Action” and I do nothing?**

- You will be automatically selected for the Annual Verification Process in the following year