



RCSI

**FACULTY of
RADIOLOGISTS
and RADIATION
ONCOLOGISTS**



**Comhairle na nDoctúirí Leighis
Medical Council**

Professional Competence
Reaching for Improvement

Faculty of Radiologists and Radiation Oncologists Professional Competence Scheme

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Abbreviations and Explanation of Terms Used

PCS	Professional Competence Scheme
CPD	Continuing Professional Development
RMP	Registered Medical Practitioner
PGTB	Post Graduate Training Body
MedHub	Programme used to record CPD credits

Verification Process

The process whereby the Faculty's Professional Competence Committee will examine evidence of a Registered Medical Practitioner's submitted professional competence activities. A percentage of Radiologists and Radiation Oncologists will be selected for this process using a randomised stratified process.

Audit

The process whereby the Medical Council will contact a percentage of all Registered Medical Practitioners (RMPs) annually for evidence supporting their statement of participation in PCS on the Medical Council annual registration renewal documentation.

Foreword

The Faculty of Radiologists and Radiation Oncologists in Ireland welcomes the introduction of statutory professional competence requirements as set out in the Medical Practitioners Act, 2007.

The Professional Competence Scheme has been introduced to help protect the public and improve patient safety and constitutes an important milestone for the medical profession and its commitment to enhancing patient safety. In moving from voluntary to statutory provision of professional competence, it marks an important advance in medical professionalism in Ireland and formalises existing commitment to continuous improvement.

The Faculty will encourage and support doctors who enrol on the Faculty of Radiologists and Radiation Oncologists Professional Competence Schemes to reflect their scope of practice and enabling them to demonstrate the maintenance of their professional competence.

Since the publication of the Medical Practitioners Act 2007, and in particular since the announcement by the Minister for Health of the commencement of Part 11 of the Act in relation to Professional Competence Schemes, the Faculty of Radiologists and Radiation Oncologists has engaged in extensive consultation with its Fellows and Members and other key stakeholders in the development of the Professional Competence Schemes.

The Faculty of Radiologists and Radiation Oncologists Professional Competence Scheme promotes self-directed and practice-based learning activities. As well as promoting personal professional development, the Schemes aim to promote educational and professional activities directed towards developing the knowledge, skills, attitudes and personal effectiveness necessary to meet the changing needs of patients and the healthcare delivery system. The Scheme will also encourage participants to plan, record and reflect on professional development needs, as part of their pursuit of lifelong learning.

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Dean
Faculty of Radiologists
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Introduction

Since May 1st 2011, all doctors registered in Ireland have been subject to the requirements of Part 11 of the Medical Practitioners Act 2007 (MPA 2007). This places a statutory obligation on all registered medical practitioners to participate and engage in continuous professional development and indicate maintenance of standards of professional competence.

As the body accredited by the Medical Council for Radiology and Radiation Oncology, the Faculty of Radiologists and Radiation Oncologists is formally recognised by the Irish Medical Council to administer a Professional Competence Scheme (PCS thereafter) for Radiology and Radiation Oncology.

The Faculty of Radiologists and Radiation Oncologists PCS consists of three elements:

- Continuing Professional Development (CPD)
- Audit
- Professional Development Plan

Annual Fees

Enrolment Fees are:

- PCS plus Fellows/Members subscription: €700 discounted fee until 30th June 2025
- PCS plus Fellows/Members subscription: €950 fee after 30th June 2025
- Professional Competence Scheme: €500

Please note that failure to pay fees in good time may prevent enrolment in subsequent PCS years.

How to enrol on Professional Competence Scheme

Apply via the Faculty/RCSI portal via www.radiology.ie

Your application will be submitted for review and the PCS officer will contact you regarding the next stage of your application.

Credits

To achieve compliance, a Radiologist or Radiation Oncologist is required to earn at a minimum: 50 CPD credits: One Practice Review Activity, Professional Development Plan, Work-Based Learning and Accredited CPD Activity. (50 CPD in total) **Please see categories below:**

DOCTORS' CPD REQUIREMENTS UNDER NEW MPC FRAMEWORK

Doctors engaged in the practice of medicine		Doctors not engaged in the practice of medicine	
If a doctor has declared during the annual retention process that they will be engaged in the practise of medicine in the Republic of Ireland during their period of registration, then they must complete the following annually:		If a doctor is based in the Republic of Ireland and has declared during the annual retention process that they will not be engaged in the practise of medicine in Ireland during their period of registration, then they must complete the following annually:	
A professional development plan	up to 5 hours	A professional development plan	up to 5 hours
One practice review activity - audit, quality improvement and/or practice evaluation	minimum of 10 hours	A mix of practice review activity (audit, quality improvement and/or practice evaluation) or work-based learning activity	minimum of 25 hours
A mix of work-based learning activity	minimum of 15 hours	Accredited CPD activity	minimum of 20 hours
Accredited CPD activity	minimum of 20 hours		

Table 1 - Annual CPD activity requirements under the new MPC Framework

Eight Domains of Good Professional Practice

The Medical Council has identified Eight Domains of Good Professional Practice which must underpin the individual Radiologists programme of educational activities in continuing professional development. The eight domains are:

1. Patient Safety & Quality of Patient Care
2. Relating to Patients
3. Communication & Interpersonal Skills
4. Collaboration & Teamwork
5. Management (including Self-Management)
6. Scholarship
7. Professionalism
8. Clinical Skills

Complaints & Appeals

Any complaint or appeal of a decision relating to Professional Competence Scheme made by the Faculty of Radiologists and Radiation Oncologists should initially be submitted in writing to the Chair of the Quality Assurance/Professional Competence Committee, who will review and respond to the appellant as appropriate. If necessary, the complaint may be brought to the Committee in an anonymous form for further review.

The matter may, if deemed necessary, be referred further to the Faculty Board and/or Medical Council. At all stages of the complaints and appeals process, the complainant shall be informed of the progress of their complaint. The Faculty will endeavour to resolve all complaints or appeals within as short a timeframe as possible.

Maintenance of Records

Participants are obliged to record their CPD and Audit activities on a regular basis and to retain documentary evidence to support credits claimed. These documents should be uploaded onto the PCS portal as evidence of having obtained the credits. Records should be retained for a minimum of 6 years or as advised by the Medical Council and are not to be submitted to the Faculty of Radiologists and Radiation Oncologists unless requested as part of a Verification Audit Process.

Examples of documentary evidence include:

- Local/National/International meetings – Attendance certificates scanned onto MedHub
- Medically Related Advanced Degrees – Copy of Diploma or final transcript
- Research – Copy of published article's first page scanned onto MedHub
- Poster Presentation – Copy of page from Conference proceedings that lists the poster abstract and identifies the presenter
- Postgraduate Trainer/Examiner/Question Setting – Confirmed by relevant Training Body
- Personal Learning – Self-documented. Some articles have an MCQ short exam afterwards and this can be uploaded to MedHub as evidence.
- Internal category activities – register of attendance/sign-in sheet/ excel worksheet

Confidentiality & Security

Individual members, password-protected areas will only be accessed by the individual registrant and the Faculty of Radiologists and Radiation Oncologists PCS manager. Total credits submitted at year end are password protected with restricted access. As per Section 95 of the Medical Practitioners Act 2007, "The Freedom of Information Acts 1997 and 2003 shall not apply to a record (within the meaning of those Acts) relating to any professional competence scheme".

Accreditation of CPD events (for event organisers)

External credits are awarded to meetings and courses for which the primary audience is radiologists and radiation oncologists and where the content represents appropriate educational activity for individuals in either of these specialities. CPD activities which require approval: Conferences, symposia, short training courses, workshops and seminars organized locally, regionally, nationally and internationally, long training courses, degree/diploma, research projects etc.

Applications for accreditation

The organisers of the events should apply prospectively to the Faculty of Radiologists and Radiation Oncologists via the PCS Portal.

Should an event be repeated, renewed approval will be required and organisers must submit a further application. This applies to all annual events.

The Chairman of the QA & PCS Committee will consider the educational content of the event, and award an appropriate number of External CPD credits based on the hours of educational activity.

Event organisers will be notified of the number of External credits awarded and should include this figure in their advertising.

Providers of approved CPD activities should meet the Approval Quality Criteria set out below:

- Take place in Ireland
- Meet our requirements in the [Guide to Approval of CPD Credits](#)
- The activity provider must hold Specialist Registration with the Irish Medical Council
- Speakers, Teachers, Authors, or any persons involved in the Education/Planning of the accredited activity, must not have/had a financial relationship with any ineligible company in the past 24 months
- Not contain the name of a sponsor or product in its event and session/lecture titles or include a sponsor's message, product name or logo on any of the educational material

Ineligible Companies include:

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Pharmaceutical companies or distributors
- Reagent manufacturers or sellers

Verification Process

As part of the PCS, Training Bodies are required to undertake an annual verification of activities recorded by RMPs with their Professional Competence Scheme. RMPs will be selected for this process using a randomised stratified process and RMPs whose returns do not meet the minimum requirements of the PCS will be included. The verification process will also look at the balancing of credits, the compliance with the domains of good professional practice and participation in audit. This verification process is separate to the audit to be carried out by the Medical Council on a percentage of RMPs.

The documentation that will be examined for the verification process includes:

- CPD certificates in PDF format or equivalent from external meetings
- Signed logs / letters of attendance from local academic organisers
- Documentation of attendance at discrepancy /peer review meetings
- Supporting documentation for research activities
- Signed postgraduate supervision log
- Certificate from examination boards
- Documentation supporting research activity for which credits are claimed

Verification of Internal Events

Hospitals, hospital departments or units, medical practices and other medical organisations hold regular educational activities such as Grand Rounds for their staff. Many doctors attend journal clubs or similar activities. Occasionally there are small group meetings involving doctors from more than one hospital. Such activities are deemed to be “Internal” for the purposes of CPD and in these cases it is not necessary for an institution to seek CPD approval from the postgraduate training body.

However, doctors need some evidence of having attended these activities.

Organisers should arrange to provide a letter/certificate of attendance or a sign in sheet/ book clearly showing that it is being held to record CPD activities on behalf of the participating doctors. The register for each meeting should be held for a period of five years and should be easily available for checking. The document provided to the doctor can be for a number of meetings, rather than for just one at a time. This document should be uploaded onto the PCS portal as evidence of having attended the activity.

Appendix

Faculty of Radiologists and Radiation Oncologists, RCSI list of meetings automatically approved for external CME credits:

Irish

Faculty of Radiologists and Radiation Oncologists own meetings
Irish Society of Interventional Radiologists (ISIR)
MR Users' Group

British

Radiology UK
BSNR (British Society of Neuroradiology)
BMUS
BNMS (British Nuclear Medicine Society)
British Society of Head & Neck Radiology
BSIR

European

ECR (European Congress of Radiology)
ESGAR (European Society of Gastrointestinal and Abdominal Radiology)
CIRSE
ESPR (European Society of Paediatric Radiology)
ESUR
ESNR (European Society of Neuroradiology)
ESTI (European Society of Thoracic Imaging)
EANM (European Association of Nuclear Medicine)
European Society of Head & Neck Radiology

North American & other areas

RSNA (Radiological Society of North America)
ARRS (American Roentgen Ray Society)
SGR (Society of Gastrointestinal Radiology)
SIR (Society of Interventional Radiology)
SPR (Society of Paediatric Radiology)
SUR
ASNR (American Society of Neuroradiology)
STR (Society of Thoracic Radiology)
AIUM
SNM (Society of Nuclear Medicine)
ICIS (International Cancer Imaging Society)

^ **In terms of the auditing of External CPD**, it is important to highlight the need for documentary evidence of attendance to facilitate verification. Sometimes CME/CPD certificates are not provided as a matter of course at international meetings. In such circumstances, documentary certificates of attendance should be obtained from the meeting organisers and submitted to the Faculty of Radiologists and Radiation Oncologists for approval and subsequent conversion to CPD certificates.

***Medically related advanced degrees**

Masters, PhD programmes sponsored by University, College, Institute or accredited Training Body. The number of credits is to be agreed in advance. This element requires that a national framework is agreed.

**** Online Courses**

Courses will only qualify for accreditation by the Faculty of Radiologists and Radiation Oncologists in the External category if the following criteria are fulfilled:

- Course provides for some type of learner interaction or self-assessment
- Course objectives describe what the participants may learn or achieve by participating in the course
- Course provides access to appropriate bibliographic sources that allow for further study; and that reinforce and clarify specific activity topics
- Practitioner produces evidence of activity and/or completion e.g. a certificate of completion of a module providers, when applying for accreditation, should establish a “good faith” estimate on the amount of time a physician will take to complete the activity and satisfy its purpose and/or learning objectives.

Although online learning is a valid way in which to obtain credits, we do not recommend that all credits in the external category be attained through online learning as your portfolio should reflect the scope of your practice so you should ensure to add other activities in that category as well.

Internal Credits

Please note that attendance at MDMs etc should be added to the Internal category. Preparation for these should be added to Personal Learning/Research & Teaching

Personal Learning

Personal learning is recognised as an important element of CPD, however this type of learning is generally unverifiable. If the article has an MCQ short exam afterwards this can be uploaded to MedHub as evidence.

Question Setting

MCQ test based on updated material in a recognized journal completed by an individual practitioner and returned to the journal offices for validation. Up to 2 credits per issue and up to 6 credits in total per year. FFR Faculty Fellowship examination meetings and preparing questions for the examination are recognized, in addition to the European Diploma in Radiology and the European Board of Interventional Radiology (and other relevant appropriate exams, as confirmed on application by the QA/PCS Committee of the Faculty) The questions must be at a depth and scope that require a review of the literature and knowledge of the evidence base to answer the questions. To qualify for CPD credits the questions should be peer reviewed Examining for the Faculty Fellowship examination: 3 credits per examination sitting up to a maximum of 6 credits per year.

Audit

Discrepancy meetings are intended to act as a conduit for developing audit projects, but not necessarily to replace audit as part of the Professional Competence Scheme. Therefore we urge radiologists to engage in formal audit activity in addition to attending discrepancy meetings.

Contact Information

If you have any questions relating to the Faculty Professional Competence Scheme please contact:

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Dublin 2

By Phone: (01) 402 5128, Monday – Friday, 9:00 a.m. to 5:00 p.m.

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