

MedHub User Guide

Table of Contents

Page 1	Introduction
Page 2	Principles of recording PCS activity
Page 3	Using MedHub
Page 4	Add new CPD activity
Page 5	Attaching files
Page 6	Filtering credits
Page 7	Guide to accessing Participation Statement

Introduction

The Professional Competence Scheme (PCS) as outlined by the medical council requires doctors to take part in Continued Professional Development (CPD) activities. Each CPD activity carries with it a certain number of credits. Each doctor must obtain a minimum number of credits in each category every year.

CPD Category	Examples	Minimum Credits per annum
1. External	National or international events, post graduate diplomas	20
2. Internal	Hospital grand rounds, MDT meetings, MDM meetings, Ethics, Infection Control	20
3. Personal Learning	Self directed assessment, Journal Clubs	5
4. Research/Teaching	Lecturing, publishing	2 (desirable)
5. Clinical Audit	Participation in audit	1 Audit project/12 credits per PCS year

Further information on the above can be found on the Faculty website:

<http://www.radiology.ie/professional-competence-scheme/pcs-credits/>

Principles of recording PCS activity

The aim of MedHub is to act as a central store for all PCS activities and to permit easy verification of PCS by the faculty.

Each PCS activity must have some document of verification in the event of an audit. Therefore we strongly encourage all the members of the faculty's PCS to upload the supporting documentation at the time of recording the CPD activity.

MedHub supports a large number of file formats for supporting documentation. If your supporting document is on paper then you should scan it into PDF format or take a picture of it with a digital camera.

Examples of acceptable documents are listed below:

CPD Activity	Category	Example of verification document
Grand Rounds	Internal	Verified attendance record
RSNA attendance	External	RSNA CME certificate
Published article	Research/Teaching	Copy of the first page of the article

If you require any further clarification on the above, please contact the Faculty office: pcs@radiology.ie or 01-402 5128.

MedHub

MedHub is a powerful and complex online tool for trainee and faculty management, which is used by the faculty to record and administer the PCS scheme and manage and assess the specialist registrar program.

MedHub is a web-based secure system that is accessible from anywhere with internet access.

To use MedHub, each registrant with the scheme is assigned a username and password. The password may be changed after the first login.

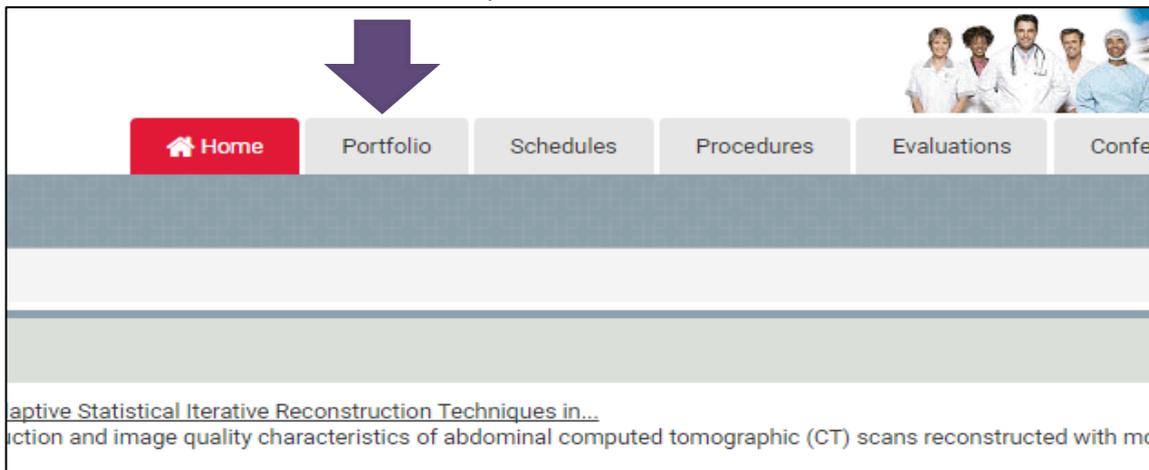
Using MedHub

Step One – Logon

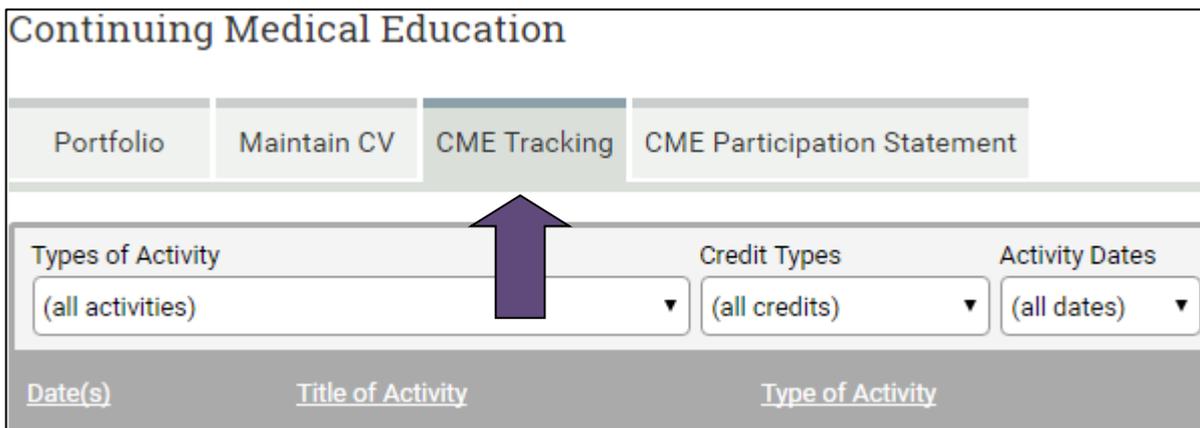
Go to www.radiology.ie/admin and enter your username and password. When you log-in, there is a link on the top right of the page which will bring you to your MedHub home page.

Step Two - Go to PCS page

Click on the button marked 'Portfolio/PCS' in the menu:

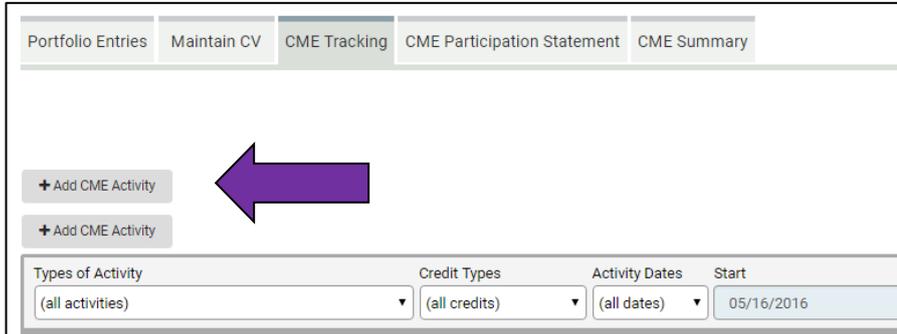


From here, ensure that you are in the CME Tracking section:



Step Three - Add new CPD activity

Click Add CME activity:



Portfolio Entries Maintain CV **CME Tracking** CME Participation Statement CME Summary

+ Add CME Activity

+ Add CME Activity

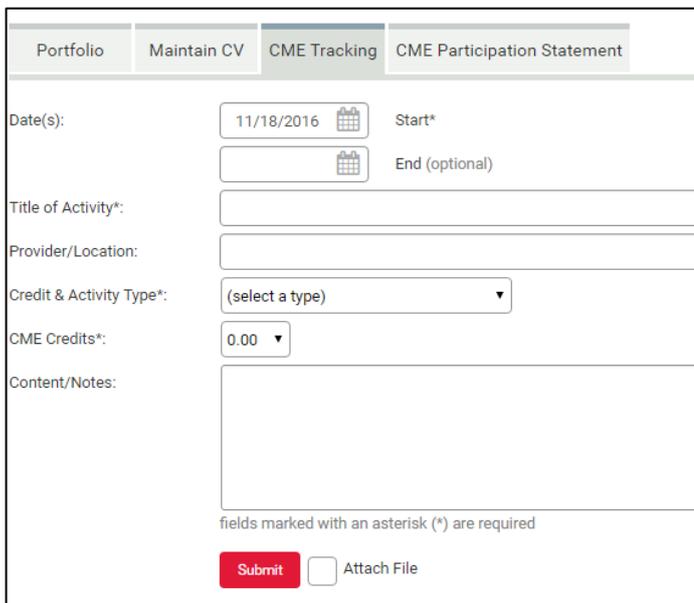
Types of Activity Credit Types Activity Dates Start

(all activities) (all credits) (all dates) 05/16/2016

PLEASE NOTE MedHub uses the

term CME - this should be considered synonymous with CPD.

Fill in the details of the event. In this example, I am adding Grand Rounds for May – November 2012:



Portfolio Maintain CV **CME Tracking** CME Participation Statement

Date(s): 11/18/2016 Start* End (optional)

Title of Activity*:

Provider/Location:

Credit & Activity Type*:

CME Credits*:

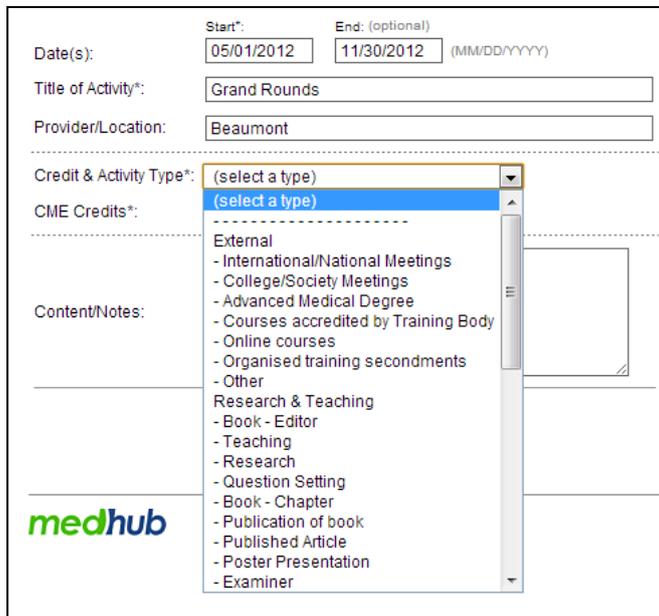
Content/Notes:

fields marked with an asterisk (*) are required

Submit Attach File

You **must** complete all fields that are marked with an asterisk.

Date: As MedHub is an American system, the dates must be in mm/dd/yyyy otherwise it may prevent you saving your credits. A drop-down menu will appear when you click in the start date box:



The screenshot shows a web form for entering activity details. At the top, there are two date input boxes: 'Start:' with the value '05/01/2012' and 'End: (optional)' with the value '11/30/2012'. Below these are text boxes for 'Title of Activity*' (containing 'Grand Rounds') and 'Provider/Location' (containing 'Beaumont'). A 'Credit & Activity Type*' dropdown menu is open, showing a list of activity categories. The 'CME Credits*' field is currently empty. A 'Content/Notes' text area is visible below the dropdown. The MedHub logo is in the bottom left corner.

Date(s):	Start*: 05/01/2012	End: (optional) 11/30/2012 (MM/DD/YYYY)
Title of Activity*:	Grand Rounds	
Provider/Location:	Beaumont	
Credit & Activity Type*:	(select a type)	
CME Credits*:	(select a type)	
Content/Notes:		

- External
 - International/National Meetings
 - College/Society Meetings
 - Advanced Medical Degree
 - Courses accredited by Training Body
 - Online courses
 - Organised training secondments
 - Other
- Research & Teaching
 - Book - Editor
 - Teaching
 - Research
 - Question Setting
 - Book - Chapter
 - Publication of book
 - Published Article
 - Poster Presentation
 - Examiner

The start date must be filled in but the end date is optional. This should be filled in when you are entering a number of meetings at one go, attendance at a conference etc.

Activities spanning more than one PCS year

If an entry in your portfolio encompasses more than one PCS year i.e. from 1st February 2012 to 30th June 2012, the credits will only appear in one PCS year—the year of the start date. If you have received a certificate that does span more than one year, it is best to break it up to ensure that all your credits feed correctly to your statement of

participation.

Title of Activity: This will be Grand Rounds, Scientific meeting etc.

Credit & Activity Type: From here you can choose credit type from the drop down menu, and directly below the credit type is a list of activities relating to it. Just click on the correct activity and it will be entered on MedHub.

CME Credits: Credits are generally calculated as one credit = one hour of activity (for meetings etc). Please note that the maximum that can be claimed for didactic events in the external category is 6 per day. However, if you attend an event that is longer than 6 hours in duration, the balance of credits may be added to the Personal Learning category (on a one credit per hour basis). Thus, an 8 hour day should be submitted as 6 hours external credits and 2 personal learning credits. Please note that the following activities do not count towards CPD credits:

Registration time, breaks, lunch or dinner, award or prize-giving ceremonies, announcements, welcome address.

More detailed guidelines can be found here:

<http://www.radiology.ie/professional-competence-scheme/>

If you wish to attach supporting evidence at this time, tick the box marked 'Attach File' and press 'Submit'. Please note that if you do not have the document at the time of adding the activity to MedHub, you can go back later and add it.

Attach File

✔ CME Activity Added

CME Activity:

File Title*:

File Location: File size limit: 40Mb

File Guidelines

- Files must be smaller than 40Mb
- Filenames must be less than 30 characters in length
- Filenames must not include special characters (such as apostrophes or commas)
- Recommended file types: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, GIF, TXT, AVI, MOV, MPG, WAV, MP3, MP4, ODP, ODT, ODS, RTF, HTM, ZIP, CSV, PNG

From here, you add the title of the file and then click the 'Choose File' button to search for the file on your computer. Once you have added the file, press 'Submit' and it will now be visible with that activity.

You can add more files by clicking the 'Attach File' Button:

Modify CME Activity

Date(s): Start* End (optional)

Title of Activity*:

Provider/Location:

Credit & Activity Type*:

CME Credits*:

Content/Notes:

fields marked with an asterisk (*) are required

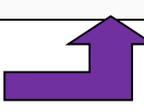
Attached Files/Links

Title	Type	Actions
Grand Rounds Cert	Document/File	Modify Delete



Once you are happy that the information is accurate, press 'Submit' again, and this will bring you back to your portfolio, where the activity is now visible:

Types of Activity		Credit Types		Activity Dates		Start	End	File(s)	
<input type="text" value="(all activities)"/>		<input type="text" value="(all credits)"/>		<input type="text" value="(all dates)"/>		<input type="text" value="05/16/2016"/>	<input type="text" value="05/16/2017"/>	<input type="text" value="(all)"/>	<input type="button" value="Filter"/>
Date(s)	Title of Activity	Type of Activity	Credit Type	Provider/Location					
5/16/2017	Grand Rounds	International/National Meetings	External	Beaumont					



If you need to edit any of the information, just click on the title of the activity where it is blue and underlined. You can also attach supporting documentation from here.

To check how many credits you have by credit type or date, use the filters at the top of the credits:

Date(s):	Credit Type:	Type of Activity:
4/1/2012-4/8/2012	Internal	Faculty/Teaching
3/24/2012-4/25/2012	Personal Learning	In-House Conference
3/24/2012	Research & Teaching	In-House Conference
3/24/2012-3/26/2012	Clinical Audit	International Conference
3/23/2012-4/30/2012	RSNA Conference	In-House Conference
3/23/2012-4/30/2012	MDM	In-House Conference
3/23/2012-4/30/2012	MDMs	In-House Conference
3/12/2012-12/12/2012	Grand Rounds	In-House Conference
1/24/2012-4/30/2012	Grand Rounds	In-House Conference
1/24/2012-4/30/2012	Teaching	Faculty/Teaching
1/1/2012-4/30/2012	Grand Rounds	In-House Conference

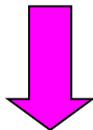
Once you have made the selection from the drop down menus, press the filter button.

Guide to accessing Participation

Statement for the

Professional Competence Scheme

Log in to your profile in the normal way. There is now a new tab in your profile called 'CME Participation Statement'



Portfolio Entries | Maintain CV | **CME Tracking** | CME Participation Statement | CME Summary

+ Add CME Activity

+ Add CME Activity

Types of Activity: (all activities) | Credit Types: (all credits) | Activity Dates: (all dates) | Start: 05/16/2016 | End: 05/16/2017 | File(s): (all) | Filter

Date(s) | Title of Activity | Type of Activity | Credit Type | Provider/Location

Choosing this tab will bring you to a breakdown of the credits by area:

Portfolio Entries | Curriculum Vitae | **CME Tracking** | CME Participation Statement | CME Summary

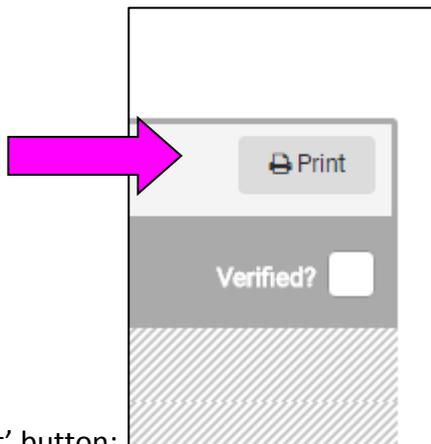
Faculty: Faculty, Demo

Name: Demo Faculty
 Medical Council Number:
 Registration Type: Specialist Division
 Participation in PCS from: 1st May 2015
 Current Verification Status: Unverified
 Date of Last Verification: --

Cycle: 2015 - 2020 | Print

Cycle 2013 - 2018	External (minimum 20 per year)	Internal (minimum 20 per year)	Personal Learning (minimum 5 per year)	Research & Teaching (minimum 2 per year)	Audit (minimum 12 per year)	Total Achieved	Target Met	Verified?
2013 - 2014								
2014 - 2015								
2015 - 2016	26.75	4.25	5	3	No	39	No	<input type="checkbox"/>
2016 - 2017	0	0	0	0	No	0	No	<input type="checkbox"/>
2017 - 2018	0	0	0	0	No	0	No	<input type="checkbox"/>

Submit



Choosing the 'print' button:

Will bring up this certificate:



**Faculty of Radiologists, RCSI
Professional Competence Scheme (PCS)
Annual Statement of Participation
For period 1st May 2011 - 30th April 2012**



Name: Demo Faculty
 Medical Council Number: 2012
 Registration Type: (undefined)
 Participation in PCS from: - -

Cycle 2011 - 2016	External (minimum 20 credits per year)	Internal (minimum 20 credits per year)	Personal Learning (minimum 5 credits per year)	Research & Teaching (2 credits per year desirable)	Clinical Audit	Total Achieved	Target Met	Verified
2011 - 2012	18	79.25	0	31.5	No	128.75	No	<input type="checkbox"/>
2012 - 2013								
2013 - 2014								
2014 - 2015								
2015 - 2016								

The Faculty of Radiologists is a recognised body under S91(4) of the Medical Practitioners Act 2007 under arrangement with the Medical Council

This is the 'Statement of Participation' that has been agreed with the Medical Council. The Council may request a copy of this statement to verify that your activities have met the PCS requirements.

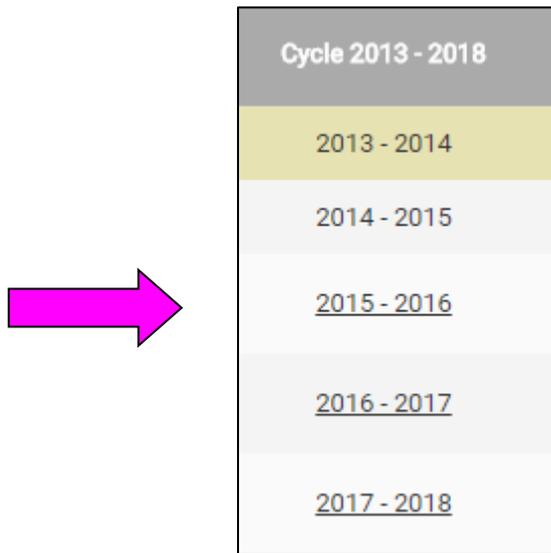
Cell colours: If you have not met the target credits for one year, the cell will be coloured red, if you have met the target, the cell will be green. Research/teaching is not a mandatory category so the cell will be coloured white here regardless of the number of credits obtained.

Audit: For the Clinical Audit Category, if you have entered the correct number of credits, the cell will say 'Yes', if not, it will say 'No'.

Target Met column: If you have obtained the correct number of credits in each category, this column will say 'Yes' and be coloured green, if not it will say 'No' and be coloured red.

Verified column: This column will only contain a tick mark if your portfolio was chosen for the verification process carried out by the Faculty of Radiologists.

To view the list of credits for just one year, choose the year from the menu:



This brings up a list of the credits by year.

Cycle:	2011 - 2012
Activity Types:	
External:	18
Internal:	79.25
Personal Learning:	0
Research & Teaching:	31.5
Clinical Audit:	No
Target Met:	No
Total Achieved:	128.75
Verified:	Unverified
Print Certificate	

You can print the certificate from here as well:



If you have any questions on MedHub or the Professional Competence Scheme, please contact the Faculty Office: pcs@radiology.ie or 01-402 5128