



# IIOP

INSTITIÚID CÓGAIŚÍOCHTA NA hÉIREANN  
IRISH INSTITUTE OF PHARMACY



## IIOP ePortfolio Quick Start Guide

### What is the IIOP ePortfolio?

The IIOP ePortfolio has been specifically designed to meet the Continuing Professional Development (CPD) needs of Irish pharmacists. This online tool allows you to plan, record and reflect on all aspects of your CPD. You have your own secure login details, which will mean that your ePortfolio is private to you.

### How will the IIOP ePortfolio benefit me?

The IIOP ePortfolio will provide an easy way of keeping track of your CPD. The system will guide you to record your learning in the format of the IIOP five-stage CPD cycle.

You can easily record how you have planned and completed your learning and it's impact on your practice. It is important to start using the ePortfolio now so you can understand how it works and how it can help you.

### How will this Quick-Start Guide help me?

This Quick-Start guide will do two things:

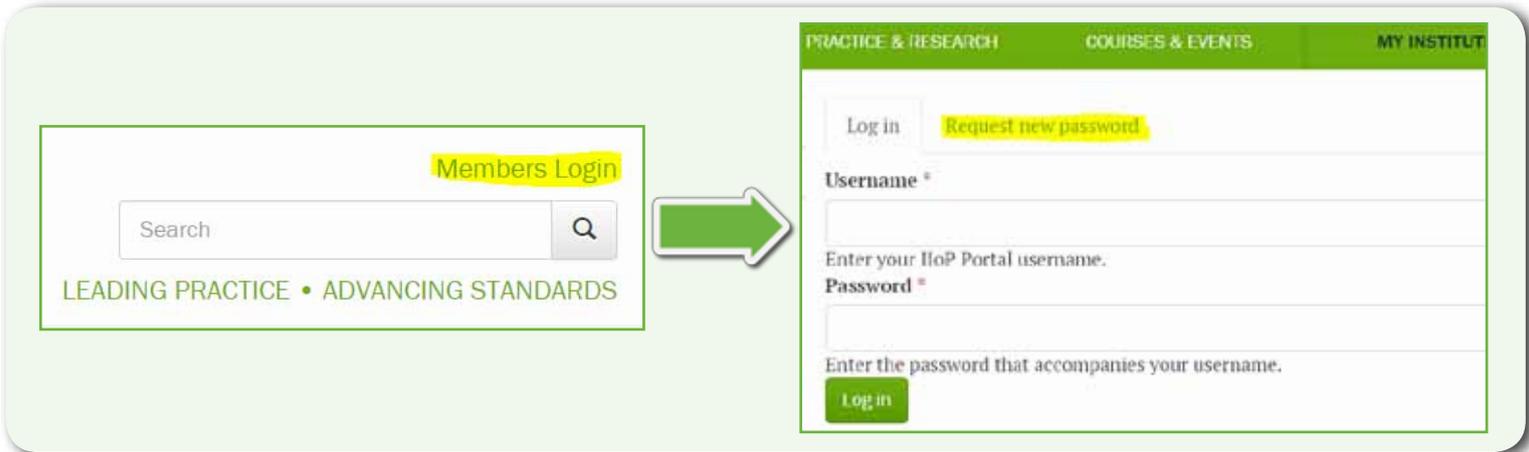
- 1 Show you how to log into your IIOP ePortfolio and how to start recording your CPD.
- 2 Show you how to access the online support and training resources that will help you get the best out of your IIOP ePortfolio; including full user guides, videos and other useful resources.



## Getting Started using your IOP ePortfolio

### 1. Ensure you have your secure IOP username and password

In March 2014 we sent you your username and password for the secure login area of the IOP website [www.iop.ie](http://www.iop.ie). Your username is usually in the format: first name-psi number (e.g. mary-1234). If you no longer have your password you can reset it by clicking on the 'Request new password' link beside the login fields. You will be asked to enter your username and click 'E-mail New Password'. You will receive an email containing a link where you will be able to set a new password of your choice. If you have any problem logging in you can email [support@iop.ie](mailto:support@iop.ie) with your name and PSI number.



### 2. Login to the secure member's area of the IOP website

-  Go to the IOP website and click on the 'Members Login' link at the top right of the home page.
-  Enter your Username and password.

### 3. Enter your ePortfolio

-  Click on the 'ePortfolio' icon on the right of the page to enter your ePortfolio.

-  **Note:** You may be asked to complete your Profile page before you can proceed – if asked to do so you will need to complete all mandatory fields which are marked with an asterisk \*. Please note you can scroll past the password section in your profile to complete these fields.

-  You will then be brought to the home page with icons for the different areas of the IOP ePortfolio – you can click on any icon to take you to that area of your ePortfolio. Your CPD is recorded by creating CPD cycles.



## Three steps to creating CPD Cycles



### Create a Cycle ...

- ☛ Click on **'Add a new cycle'** and fill in the name, date and the stage of the cycle from which you want to start.
- ☛ Click on **'Save cycle'** which will take you into the cycle.
- ☛ Your new cycle will be saved in the **'Open Cycles'** area until you complete it.



### Record your CPD information ...

- ☛ Fill in details for each stage of the cycle.
- ☛ The **'Save'** button allows you to save and complete your work over time.
- ☛ You will need to click the **'Finish'** button at the end of each stage before you can complete the cycle itself.



### Complete Your Cycle ...

- ☛ Click **'Complete cycle'** to complete the cycle. This will move your completed cycle to the **'Completed cycles'** area where you have an option to re-open it for editing if you choose.

This is just a quick start guide. To get the best use of your ePortfolio use the full 'How to ... guide' for the IIOp ePortfolio available in the Support & Training link in your ePortfolio.

## CCSAT - A tool to help you with your self-appraisal stage of a cycle

### What is the CCSAT?

Your ePortfolio also gives you access to a Core Competency Self-Assessment Tool (CCSAT). This tool will help you to consider your development in the context of the Pharmaceutical Society of Ireland's Core Competency Framework (CCF) for Pharmacists. It is not intended to be used for each CPD cycle. Instead, it should be used periodically (perhaps once or twice a year) as a means of self-assessment. As with all aspects of the ePortfolio, the information that you put into CCSAT is secure and private to you.

### How will the CCSAT benefit me?

The CCSAT is intended to help you with your self-appraisal, one of the stages of the CPD cycle. By answering a series of questions, the CCSAT allows you to identify the competencies that are most relevant for your development. These competencies can be exported to your ePortfolio where they initiate cycles, that you can then progress.

Completing the CCSAT is just one of a number of approaches you can use for identifying your development needs. Other means include self-directed reflection or self-assessing against other competency frameworks.

### How do I access CCSAT to begin a self assessment?

The CCSAT tool can be accessed via a link on the left hand side of your ePortfolio home page. Once you click on the link you can click on the 'New Self-Assessment' button on the top right hand side to create a self-assessment.



+ New Self Assessment

A full 'How to ...guide' for CCSAT is available in the Support & Training link on your ePortfolio homepage.

### Support and Training for IOP ePortfolio

The Support and training link on the homepage of your ePortfolio contains step by step guides to using the ePortfolio and CCSAT. You will also find video and other resources to help you here.

You can attend any of the ePortfolio Information Events happening around the country. To book on any of these events, log in to the secure area of the IOP website and select Events under the Courses & Events tab on the homepage for a list of events.



Keep an eye out on our website and other social media sites for updates on ePortfolio and courses.

