



# IIOP

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IRISH INSTITUTE OF PHARMACY

# ePortfolio Information Event

# 2015

## Sample CPD Cycle Workbook

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This workbook contains CPD cycles which will be discussed, as part of this event, in the CPD workshops (Groups 1-4).

It also contains samples of CPD cycles which have been kindly shared by our Peer Support Pharmacists.

Please note these cycles are not intended to be indicative or directive. They do however provide examples of some of the different approaches that people take when planning and recording their CPD.



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## CPD Workshop- Group 1

Self-Appraisal	I need find out more about CPD and the ePortfolio.
Develop a Personal Plan	<ul style="list-style-type: none"><li>- I'm going to use the information in the letter to try logging on</li><li>- I'm going to attend a local event – already booked</li></ul>
Action	<ul style="list-style-type: none"><li>- I tried logging on to the ePortfolio, but didn't have my password and username. I had to request for these to be reissued</li><li>- Once I logged on I followed the user guide and saw that the system was easy to use and navigate</li><li>- I went to the event and found out more about how to record CPD cycles</li><li>- I started working with Aoife, the pharmacist working with me, and we have been comparing cycles</li><li>- We met up with a few other pharmacists at the event and we have arranged to meet up next month – by then we are all aiming to have two cycles completed</li></ul>
Document your Learning	<ul style="list-style-type: none"><li>- I now know how to use the ePortfolio</li><li>- I have my first cycle completed from the event – I started it on my smartphone that evening and finished it the next day in work</li><li>- I have learnt that so much of what I am doing on a day to day basis counts as CPD, but I haven't been looking at it that way before</li><li>- I realise that I need to fit this into an already busy diary, or it won't get done</li><li>- Through discussion with Aoife, we're starting to reflect more on our ongoing development</li></ul>
Evaluate Impact on Practice	<ul style="list-style-type: none"><li>- I have started using my ePortfolio to keep a record of my CPD</li><li>- I plan to document my learning "in the moment" as I go along by using my phone to put some preliminary notes in cycles</li><li>- I have planned some time during which I will follow up on my records more formally. I'm going to spend an hour once a month (first Wednesday of every month) making sure that my ePortfolio is up to date and that I give myself time to reflect on what I'm learning and to plan what I'm doing. This means that I'm developing the discipline of reflective practice</li><li>- I have completed a self-assessment using the CCSAT – that has given me some areas to focus on for my development</li><li>- I'm now reflecting more on my practice and discussing CPD with colleagues which is helping me consider my own development from a different perspective</li><li>- I am part of a local informal group of pharmacists, which is going to help me and the others in the group as a result of peer learning</li></ul>

- Discuss your thoughts on this CPD cycle.
- How did the actions differ from those planned?
- Discuss the learnings that evolved which were not related to the initial aims of this CPD cycle. Is it relevant to document those as part of this CPD cycle?
- Does it appear that this approach to learning has been effective?
- Discuss what the next steps for CPD might be for this pharmacist arising from this cycle .



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## CPD Workshop- Group 2

Self-Appraisal	<p>I need find out more about CPD and the ePortfolio. I don't have time to get to an event. I know this is something that I need to get started on, but the times of the training do not suit me. I need to figure out what needs to be done.</p>
Develop a Personal Plan	<ul style="list-style-type: none"><li>- I'm going to use the Quick Start Guide that came in the post to get started</li><li>- I'm going to look at the IIOP website</li><li>- I'm going to talk to John (colleague) after he has been to a training event</li><li>- I'm going to do some research on CPD on the internet</li></ul>
Action	<ul style="list-style-type: none"><li>- I completed the first three actions above. I didn't need to do any CPD research – I have enough information to get going</li><li>- I found out that the CPD training event was recorded and will be uploaded on the website, so I'll make sure that I look at that when it comes out</li></ul>
Document your Learning	<ul style="list-style-type: none"><li>- I know how to use the ePortfolio</li><li>- I understand CPD and how it applies to my practice</li><li>- I am comfortable that assessment is not going to happen in the next year, which means I can get used to this in the meantime</li><li>- I found out about the core competency self-assessment tool, and have done my first self-assessment</li></ul>
Evaluate Impact on Practice	<ul style="list-style-type: none"><li>- I have started using my ePortfolio to keep a record of my CPD</li><li>- I have completed a self-assessment against the PSI's core competency framework</li><li>- I'm now looking at the IIOP website regularly, which means that I am seeing updates about new courses being advertised</li></ul>

- Discuss your thoughts on this CPD cycle.
- How did the actions differ from those planned?
- Discuss the learnings that evolved which were not related to the initial aims of this CPD cycle. Is it relevant to document those as part of this CPD cycle?
- Does it appear that this approach to learning has been effective?
- Discuss what the next steps for CPD might be for this pharmacist arising from this cycle.



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## CPD Workshop – Group 3

Action	I attended an IIOP Information event around CPD and the new ePortfolio with some friends. I didn't know what to expect, as I hadn't planned to attend it – I just tagged along with some of the pharmacists from work.
Document your Learning	<ul style="list-style-type: none"><li>- I know how to access the ePortfolio and use it and I understand its role as a tool to help me evaluate and record my CPD in practice</li><li>- I now realise that there will be a requirement for me to demonstrate how I'm undertaking CPD in the future</li><li>- I know more about the Core Competency Framework. I hadn't understood how this related to me before now</li></ul>
Evaluate Impact on Practice	<ul style="list-style-type: none"><li>- I see how I can use my ePortfolio to show what I have done for my CPD and how it will inform my practice over time</li><li>- I have planned a regular time slot to record my CPD using the ePortfolio</li><li>- I now make a note of new learning in my diary, so that it can serve as a prompt for later when I'm filling in my ePortfolio</li><li>- I have completed a CCSAT to help me identify and prioritise some of the learning over the coming year.</li></ul>

- Discuss your thoughts on this CPD cycle.
- What is the impact of starting a cycle at the action stage, for your learning?
- Does it appear that this approach to learning has been effective?
- Discuss what the next steps for CPD might be for this pharmacist arising from this cycle.



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## CPD Workshop Group 4

Self - Appraisal	I need find out more about CPD and the ePortfolio. I am thirty six years in practice and I know there will be a new approach to CPD. I will have to record my lectures and meetings in an electronic format. Using the ePortfolio is also something I need to learn. I have heard that some form of assessment will be involved. I am concerned about this as my computer skills are basic and really only involve using the dispensary computer. My Technician does a lot of the extra computer work for me. I don't have email or use a computer at home.
Develop a Personal Plan	I'm going to talk to the pharmacist who works with me and see what I should be doing. I know from a pharmacy magazine that there is a course coming up in the area about this – I'll ask my technician to help me book this online and I will attend.
Action	I spoke to Maura (colleague). She explained a bit about CPD and showed me her records that she was keeping at the end of every IPU Academy course she attended. I hadn't realised that she was doing that. Roisin (technician) booked me to attend the ePortfolio Information event. I attended the Information Event and heard about CPD, reflection and the ePortfolio.
Document your Learning	I learnt about CPD and how I can get started. I now understand how the courses that I go on and the discussions that I have with colleagues all contribute to my CPD – and I am less fearful about the CPD aspect of the new system. I now understand what a CPD cycle looks like but I'm still unsure about how to use the online system.
Evaluate Impact on Practice	I understand what CPD means and now know that it will improve my learning through continual reflection on my day to day practice. My learning will now be more focused on what my needs are in practice and are not just about hours at lectures. I also will have to make time in my working week to record my CPD on a regular basis. I still need to learn more about using the ePortfolio as I do not feel confident enough yet after seeing the demonstration. I am going to book onto the IT workshop for help with this and this will start a new CPD cycle for me.

- Discuss your thoughts on this CPD cycle
- Does it appear that this approach to learning has been effective?
- Discuss what the next steps for CPD might be for this pharmacist arising from this cycle.



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## Peer Support Pharmacist - Sample 1

Self-Appraisal	<p>I am responsible for mentoring a Pharmacy Intern for the 2014-2015 programme. What are my responsibilities as a Tutor Pharmacist? Am I familiar with the current prospectus and competencies required of a Pharmacy Intern? Where do I get the information required? I would like to develop my mentoring skills to ensure the Pharmacy Intern has the most complete experience possible.</p>
Develop a Personal Plan	<p>I will talk to the Pharmacy Intern and discuss areas which the Intern would like to focus on, take responsibility for, any new ideas to improve patient health outcomes; any areas of perceived difficulty where the Intern may require additional support. I will attend the NPIP Tutor course at the RCSI on 19th September 2014. I will talk to other pharmacists who have acted as Pharmacy Intern Students. I will read the PSI publication of the Core Competency Framework and become more conversant with the domains and competencies contained therein.</p>
Action	<p>I met with the Pharmacy Intern and we had a good discussion regarding the year ahead. We agreed that my role as a mentor is to help the intern develop the skills to apply the knowledge from their pharmacy degree, to the care of patients in the practice setting in an effective manner.</p> <p>We agreed a schedule of protected study time for the intern and in addition regular scheduled periods where we both would meet to discuss and review training to date.</p> <p>I attended the NPIP Tutor course at RCSI on 19th September 2014.</p> <p>I read and understood the Tutor guidance manual.</p> <p>I reread my notes regarding mentoring which I had obtained from a previous course (Peer Support Pharmacist Training Programme 7/8th February 2014 – Facilitation and Mentoring Guide).</p> <p>I talked to other tutors about their experiences - both positives and negatives.</p> <p>I logged onto the RCSI Moodle and became familiar with the layout. I logged into some of the topics the Pharmacy Intern student had to consider and found them most interesting and enlightening.</p> <p>I ensured I was rostered with the Pharmacy Intern to facilitate mentoring.</p>
Document your Learning	<p>I improved my mentoring skills - the importance of establishing ground rules about working together, being supportive, assessing performance, giving clear concise constructive feedback in a timely fashion and stating future goals. I am now familiar with the RCSI Moodle and the content of the Pharmacy Internship Programme.</p>
Evaluate Impact on Practice	<p>I really enjoy the process of contributing to the continued growth and development of pharmacy profession by actively participating in the formation of a future Pharmacist. I have a better understanding of the time demands the Internship Programme places on students. The improved mentoring skills will be beneficial when I deal with other members of the pharmacy team in the future. Having a Pharmacy Intern made me review the Core Competency Framework and see the area I need to focus on for my own future professional development. Leadership skills is an area I would like to further develop.</p>



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## Peer Support Pharmacist - Sample 2

Self-Appraisal	I recently had a number of patients presenting with fertility prescriptions and I soon realised my knowledge levels of the various fertility protocols could be greatly improved. At the same time the IPU Academy sent a list of the topics that would be delivered for the Autumn programme and the management of infertility was one of these topics. Therefore, I decided to choose this topic to deliver as it would ensure I completed the necessary CPD on this topic in order to ensure I could provide the best patient care when dispensing fertility meds.
Develop a Personal Plan	I will do some online research in the area of infertility to do some background reading in the area. I will analyse prescriptions in the pharmacy to assess my understanding of the indications of various treatments, the dosage, side-effects and counselling that I need to give my patients. I will attend a fertility clinic and speak with various experts in the field. In preparation for this, I will prepare any questions I am still unsure of prior to delivering my IPU Academy talk. I will attend an IPU Academy presentation of a colleague.
Action	I did a literature review on the topic. I visited an information morning at the SIMS fertility clinic where a number of experts in the field discussed the treatment protocols available to patients as well as the psychological burden that is put on couples. The visit gave me a real insight into the patient journey a couple face when they have fertility issues. The visit also allowed me an opportunity to discuss with the experts any questions I had in the area. On my visit I also had an opportunity to discuss with a patient of the clinic what her journey has been like since she discovered she was unable to conceive. This was an eye-opening experience as she spoke open and honestly about her experience. I watched an talk online delivered by Dr. Martin Henman. I discussed the topic with colleagues. I attended an IPU Academy talk on the topic delivered by my colleague.
Document your Learning	I learned what infertility involves and its possible causes. I am now aware of the common pharmacological options used to treat infertility in Ireland and am confident that I can assess the pharmaceutical care needs of this patient group more efficiently. I can now counsel patients receiving infertility treatment more effectively and will be able to integrate this information into my daily practice.
Evaluate Impact on Practice	I have encountered many patients who are on various different fertility regimens and have been confidently able to counsel them on how to administer the medications, on what side-effects they may experience, and also discuss the impact it is having on them. I have also been able to share my learning with my colleagues.



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## Peer Support Pharmacist - Sample 3

Self-Appraisal	Need to further develop my knowledge of lyophilisation (freeze-drying) and the joint inspection/assessment approach to review and approval of such applications.
Develop a Personal Plan	Will attend internal training day in IMB and review the relevant guidance on the topic.
Action	<ul style="list-style-type: none"><li>• Attended an Internal Training Day in IMB - 20/6/2014</li><li>• The training was attended by IMB Pharmaceutical Assessors &amp; GMP Inspectors and assessment/inspection colleagues from another EU national medicines agency</li></ul>
Document your Learning	<ul style="list-style-type: none"><li>• 9.30 – 10.20 Interface between GMP and Marketing Authorisation dossier (quality assessment)</li><li>• 10.20 – 11.10 Presentation on the work of a national medicines agency and the use of an official testing laboratory</li><li>• 11.30 – 12.20 Lyophilisation</li><li>• 12.20 – 12.45 Discussion and questions</li><li>• 14.00 – 15.00 Lyophilisation case study from a MA dossier</li><li>• 15.00 – 16.00 Breakout discussion between quality assessors</li><li>• 15.00 – 16.00 Breakout discussion between GMP inspectors</li><li>•</li></ul> <p>The training covered the interface of GMP inspection and MA assessment focusing on Lyophilisation processes in particular. The presentations were delivered by experienced pharmaceutical assessors and GMP inspectors. The science of lyophilisation was reviewed in detail.</p> <p>The presentations focused on the Critical Quality Attributes of the resulting products and how these are impacted by the process. The presentations and case studies were followed by useful discussions between assessors and inspectors as to what key quality information should appear in the dossier for assessment and what aspects should be considered to be GMP and subject to inspection. The need for a collaborative approach to the review of these applications was emphasised.</p>
Evaluate Impact on Practice	<p>Having completed the training, I am better prepared to review applications involving lyophilisation. I applied this knowledge when I assessed a new application involving a lyophilisation process in early 2015 and referred to GMP Inspector colleagues as part of this process.</p> <p>The opportunity for networking and building professional relationships with colleagues from another medicines agency is helpful for EU assessment work via mutual recognition and decentralised procedures.</p>



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## Peer Support Pharmacist - Sample 4

Self-Appraisal	Through practice I have observed an increase in new treatments for type 1 and type 2 diabetes mellitus and the complexity of the medicines used, potential for side effects and drug interactions has also increased. I found that medicines supply was losing patient focus and becoming about fulfilling a prescription because I had less confidence in advising patients and doctors about the medicines, appropriateness of dosages etc.
Develop a Personal Plan	I became aware of a multidisciplinary distance learning course "Management of Diabetes in the Community" offered by Bradford University. I reviewed the course modules, practice research and decided to enrol.
Action	I undertook to attend the several live study days, read the required materials and perform the practice audit and research required to complete the Diploma.
Document your Learning	I achieved a refreshed understanding of the condition and the medicines used to treat it for both insulin dependent and non-insulin dependent patients. I learned how to communicate more effectively with patients, peers and other health professionals in the management of diabetes.
Evaluate Impact on Practice	The main impact on practice has been twofold. Firstly the counselling of patients and review of prescriptions has improved significantly. The second major impact has been my health promotion initiatives and a more effective screening programme for possible diabetics and pre-diabetics.