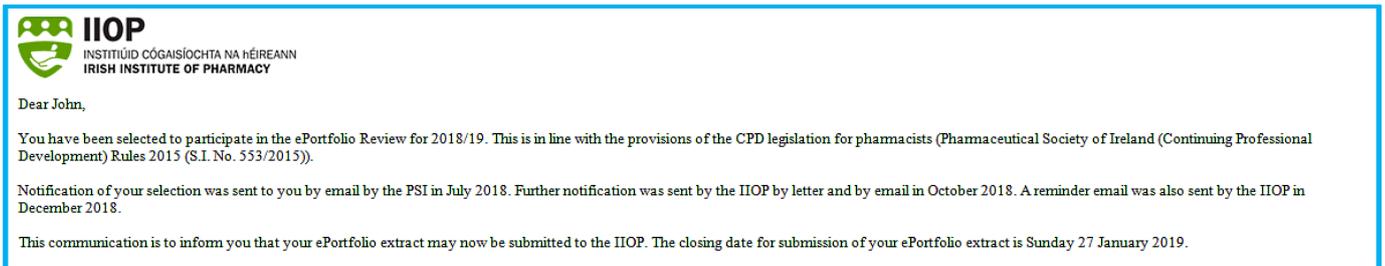


## Step-by-step guide to submitting your ePortfolio extract for Review

### When can I submit my CPD cycles?

If you have been selected for ePortfolio Review, on Monday 7 January 2019 the IIOP ePortfolio System will send an email to the email address registered on your IIOP profile notifying you that you may now submit CPD Cycles from your ePortfolio in line with the requirements of the 2018/19 ePortfolio Review Standards.



Excerpt from email notification.

You will have until Sunday 27 January to submit your extract. You may submit cycles at any stage during the three-week submission window, and you may make more than one submission.

### How do I submit my cycles?

You can submit your cycles for review from the *Completed cycles* section of your ePortfolio. Log into the IIOP website (<https://www.iop.ie>) using your usual log in details, and then click on the ePortfolio Folder icon <sup>1</sup> to open your ePortfolio home page.



Location of link to ePortfolio homepage on the IIOP website

#### Step 1: Click on your Manage Cycles tab <sup>1</sup>

You will be automatically brought to your *Open Cycles* tab which contains a list of all of your open (i.e. unfinished) cycles.



Manage Cycles folder in the ePortfolio Dashboard

## Step 2: Open your Completed cycles tab

When the submission window opens (7 January 2019) you will notice three new features within your *Completed cycles* section which will assist you in submitting your ePortfolio extract;

- A Check readiness button <sup>1</sup>
- A Submit for review button <sup>2</sup>
- A Submitted column <sup>3</sup>

The screenshot shows a web interface with a navigation bar at the top containing 'Open cycles', 'Completed cycles', 'Abandoned cycles', and 'Search'. Below this is a table with the following columns: Title, Cycle Type, Created, Closed, and Submitted. The table lists five cycles, each with a checkbox in the left margin. The 'Submitted' column shows a dash for all cycles, except for 'ePortfolio Review' which has a blue circle with the number '3' next to it. Below the table is a green box titled 'Submitting CPD Cycles.' containing four numbered instructions. At the bottom of the interface are five buttons: 'Re-open', 'Abandon', 'Submit for review' (with a blue circle '2'), 'Check readiness' (with a blue circle '1'), and a 'Check readiness' button with a checkmark icon.

<input type="checkbox"/>	Title	Cycle Type	Created	Closed	Submitted
<input type="checkbox"/>	ePortfolio Review	Manual	18/08/2018	30/08/2018	– <sup>3</sup>
<input type="checkbox"/>	Managing My Time	Manual	17/07/2018	30/08/2018	–
<input type="checkbox"/>	Epilepsy	Manual	02/05/2018	30/08/2018	–
<input type="checkbox"/>	New Regulations on medical devices and in-vitro diagnostic	Manual	13/05/2018	30/08/2018	–
<input type="checkbox"/>	Prostate Cancer	Manual	20/08/2015	05/09/2018	–

**Submitting CPD Cycles.**

1. Select the cycle(s) you intend to submit using the check boxes in the left hand column.
2. Click the *Check readiness* button, which will review the selected cycle(s) collectively, and indicate if they meet the System Based Standards.
3. When you have identified cycle(s) which meet the System Based Standards click the *Submit for Review* button.
4. The Ready Reckoner will automatically appear, providing instant feedback on how the submitted cycle(s) fare against the System Based Standards. Any red warning icons on your Ready Reckoner should be actioned before the submission period closes.

Following each submission of one or more cycle(s), an email will be sent to your IIOP registered email address acknowledging your submission.

Buttons: Re-open, Abandon, Submit for review <sup>2</sup>, Check readiness <sup>1</sup>, Check readiness

The Completed cycles page listing all completed cycles

## Step 3: Use the Ready Reckoner to help select the cycles that meet the System Based Standards

The *Check readiness* function is an optional feature within the Ready Reckoner. It helps you to identify cycles to submit which collectively meet all of the System Based Standards. You do not have to complete this step, however we encourage you to do so. Using this feature will help ensure your submission meets all of the System Based Standards.

Select the cycles you intend to submit using the checkboxes on the left hand column <sup>1</sup> and click the *Check readiness* button <sup>2</sup>

e-Portfolio home

Manage cycles

My progress

My review  
PENDING

FAQs

My profile

---

Open cycles
Completed cycles
Abandoned cycles
Search

<input checked="" type="checkbox"/>	Title	Cycle Type	Created	Closed	Submitted
<input checked="" type="checkbox"/>	ePortfolio Review	Manual	18/08/2018	30/08/2018	—
<input checked="" type="checkbox"/>	Managing My Time	Manual	17/07/2018	30/08/2018	—
<input checked="" type="checkbox"/>	Epilepsy	Manual	02/05/2018	30/08/2018	—
<input checked="" type="checkbox"/>	New Regulations on medical devices and in-vitro diagnostic	Manual	13/03/2018	30/08/2018	—
<input checked="" type="checkbox"/>	Dovonex ®	Manual	08/07/2016	10/09/2018	—
<input checked="" type="checkbox"/>	Prostate Cancer	Manual	20/08/2015	05/09/2018	—

**Submitting CPD Cycles.**

1. Select the cycle(s) you intend to submit using the check boxes in the left hand column.
2. Click the *Check readiness* button, which will review the selected cycle(s) collectively, and indicate if they meet the System Based Standards.
3. When you have identified cycle(s) which meet the System Based Standards click the *Submit for Review* button.
4. The Ready Reckoner will automatically appear, providing instant feedback on how the submitted cycle(s) fare against the System Based Standards. Any red warning icons on your Ready Reckoner should be actioned before the submission period closes.

Following each submission of one or more cycle(s), an email will be sent to your IOP registered email address acknowledging your submission.

Six cycles selected to Check Readiness

The Ready Reckoner will appear on screen and provide you with feedback on how these cycles fare collectively against the System Based Standards, using green and red lights. The Ready Reckoner compares your selected cycles (*Submitted*) against each of the System Based Standards (*Required*) and uses green and red lights to show if the selected cycles meet each of the standards.

A red light in the *On track* 1 column indicates that a System Based Standard **HAS NOT** been met within the selection of cycles chosen, such as the example below.

## Ready reckoner

Below you can see how the cycles you have selected fare against each of the System Based Standards.

The Ready Reckoner compares your selected cycles (Submitted) against each of the System Based Standards (Required) and uses green and red lights to show if the selected cycles meet each of the standards.

You should submit a selection of cycles, which collectively meet all of the standards, resulting in all green lights in the On track column. Any cycles that you have previously submitted in this review are taken into account.

**Please note:** This is not a submission – to submit your cycle(s) you must click the Submit for review button.

### LEARNING CYCLE STATISTICS

Description	Submitted	Required	On track
CPD cycles submitted for review (current year)	4	4	
CPD cycles submitted for review (previous 4 years)	1	2	1
CPD cycles starting at "Self Appraisal" stage	5	2	
CPD cycles created from self assessment against CCF (current year)	2	1	
Core Competency Framework domains identified in the submitted extract	3	2	

### STAGES

Description	Stage	Number submitted	Required	On track
Learning needs identified	Self appraisal	2	2	
Learning resource types identified	Action	2	5	
Practice impact types identified	Evaluation	4	2	

Overall progress: not on track 1

Close

Check readiness feedback – System Based Standards Not Met

You may repeat this step as many times as required until you identify a selection of cycles which meet the System Based Standards, resulting in all green lights in the *On track* column as below.

*Ready reckoner* ×

Below you can see how the cycles you have selected fare against each of the System Based Standards.

The Ready Reckoner compares your selected cycles (Submitted) against each of the System Based Standards (Required) and uses green and red lights to show if the selected cycles meet each of the standards.

You should submit a selection of cycles, which collectively meet all of the standards, resulting in all green lights in the On track column. Any cycles that you have previously submitted in this review are taken into account.

**Please note:** This is not a submission – to submit your cycle(s) you must click the Submit for review button.

**LEARNING CYCLE STATISTICS**

Description	Submitted	Required	On track
CPD cycles submitted for review (current year)	4	4	●
CPD cycles submitted for review (previous 4 years)	2	2	●
CPD cycles starting at 'Self Appraisal' stage	3	2	●
CPD cycles created from self assessment against CCF (current year)	2	1	●
Core Competency Framework domains identified in the submitted extract	3	2	●

**STAGES**

Description	Stage	Number submitted	Required	On track
Learning needs identified	Self appraisal	2	2	●
Learning resource types identified	Action	5	3	●
Practice impact types identified	Evaluation	5	2	●

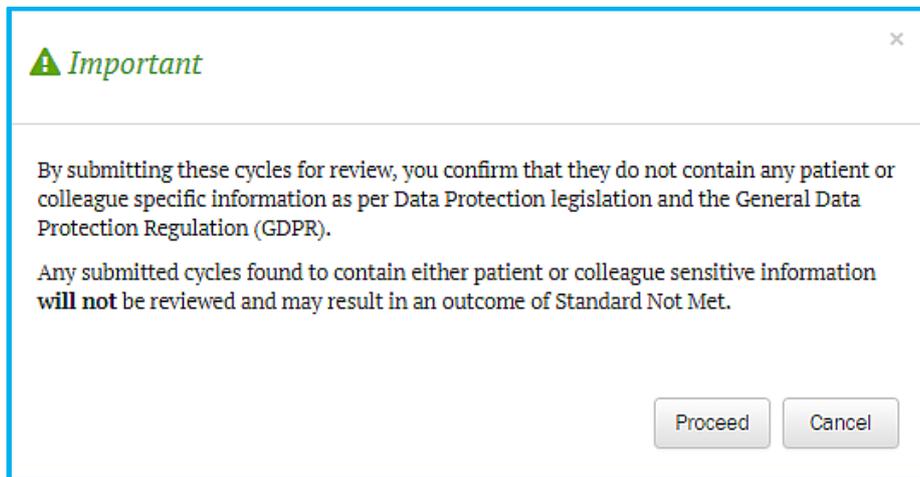
**Overall progress:** on track ●

*Check readiness feedback – System Based Standards Met*

**NOTE:** Ready Reckoner only checks the ePortfolio extract against the System Based Standards. Pharmacists should also review the content of their cycles to ensure they meet the Peer Review Standards. More information can be found in the *How to Meet the Peer Review Standards* PDF and interactive Guides.

**Step 4: Check that your cycles do not breach patient confidentiality or data protection requirements**

When you have identified the cycles you wish to submit, you should review each cycle, and any attachments included, to ensure it does not contain any patient or colleague sensitive data. When you attempt to submit one or more CPD cycles, a pop-up message will ask you to confirm that your submission does not breach patient or colleague confidentiality as per Data Protection legislation and the General Data Protection Regulation (GDPR).



Pop-up notification on submission to confirm compliance with privacy and data protection rules

Any submitted CPD cycle found to contain either patient or colleague sensitive information **WILL NOT** be reviewed. This may result in an outcome of Standard Not Met. Pharmacists must review all cycles they intend to submit to ensure there is no confidentiality breach.

### Step 5: Submit cycles for review

Before making a submission, you should be satisfied the cycles you intend to submit:

- Meet the System Based Standards
- Meet the Peer Review Standards
- Do not contain any patient or colleague sensitive information

Select the cycles you intend to submit using the tick boxes on the left hand column **1** and click the *Submit for review* button. **2**

Navigation icons: e-Portfolio home, Manage cycles, My progress, My review PENDING, FAQs, My profile

Open cycles | Completed cycles | Abandoned cycles | Search

<b>1</b>	Title	Cycle Type	Created	Closed	Submitted
<input checked="" type="checkbox"/>	ePortfolio Review	Manual	18/08/2018	30/08/2018	—
<input checked="" type="checkbox"/>	Managing My Time	Manual	17/07/2018	30/08/2018	—
<input checked="" type="checkbox"/>	Epilepsy	Manual	02/05/2018	30/08/2018	—
<input checked="" type="checkbox"/>	New Regulations on medical devices and in-vitro diagnostic	Manual	13/03/2018	30/08/2018	—
<input checked="" type="checkbox"/>	Prostate Cancer	Manual	20/08/2015	30/08/2018	—

**Submitting CPD Cycles.**

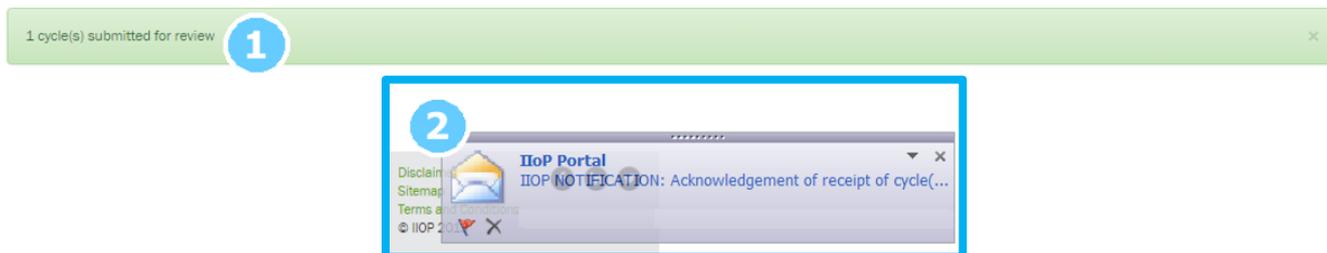
1. Select the cycle(s) you intend to submit using the check boxes in the left hand column.
2. Click the *Check readiness* button, which will review the selected cycle(s) collectively, and indicate if they meet the System Based Standards.
3. When you have identified cycle(s) which meet the System Based Standards click the *Submit for Review* button.
4. The Ready Reckoner will automatically appear, providing instant feedback on how the submitted cycle(s) fare against the System Based Standards. Any red warning icons on your Ready Reckoner should be actioned before the submission period closes.

Following each submission of one or more cycle(s), an email will be sent to your IIOP registered email address acknowledging your submission.

Re-open | Abandon | **Submit for review** **2** |  Check readiness

### Step 6: Check for acknowledgement of submission

When you submit one or more cycles the system displays an instant notification in the form of an on-screen message **1** acknowledging your submission. An email is also sent to the email address registered on your IIOIP profile. **2**



System notifications to acknowledge the submission of one or more CPD cycles

These notifications are an acknowledgement that the cycle(s) have been successfully transmitted. Within the Completed Cycles section of your ePortfolio the Submitted column will show a green tick **3** beside each cycle that has been submitted.

The screenshot shows the ePortfolio navigation menu with icons for "e-Portfolio home", "Manage cycles", "My progress", "My review PENDING", "FAQs", and "My profile". Below the menu are tabs for "Open cycles", "Completed cycles", "Abandoned cycles", and "Search". The "Completed cycles" tab is active, displaying a table with the following data:

Title	Cycle Type	Created	Closed	Submitted
ePortfolio Review	Manual	18/08/2018	30/08/2018	✓
Managing My Time	Manual	17/07/2018	30/08/2018	✓
Epilepsy	Manual	02/05/2018	30/08/2018	✓
New Regulations on medical devices and in-vitro diagnostic	Manual	13/03/2018	30/08/2018	✓
Prostate Cancer	Manual	20/08/2015	30/08/2018	✓

A blue circle with the number "3" is placed at the bottom right of the table.

Completed cycles after submission of cycles for review

### Step 7: Check your submission against the Ready Reckoner

When one or more cycles are submitted, the Ready Reckoner screen automatically appears to show your progress for that submission. It compares submitted cycles (*Submitted*) against each of the System Based Standards (*Required*) and uses green and red lights to show if the selected cycles meet each of the standards. A green light indicates that the System Based Standard has been met, a red light and *Action required* **1** icon indicates that you must take further action to meet the particular standard.

In the example below, there are two *Action required* messages, which means that two System Based Standards have not yet been met;

- CPD Cycle submitted for review (last 4 years)
- Learning Resource types identified

e-Portfolio home

Manage cycles

My progress

My review PENDING

FAQs

My profile

---

My reviews

Ready reckoner

**LEARNING CYCLE STATISTICS**

Description	Submitted	Required	On track	Action required
CPD cycles submitted for review (current year)	4	4	<span style="color: green;">●</span>	none
CPD cycles submitted for review (previous 4 years)	1	2	<span style="color: red;">●</span>	<span style="color: red;">▲</span> <span style="border: 1px solid blue; border-radius: 50%; padding: 0 2px;">1</span>
CPD cycles starting at "Self Appraisal" stage	3	2	<span style="color: green;">●</span>	none
CPD cycles created from self assessment against CCF (current year)	2	1	<span style="color: green;">●</span>	none
Core Competency Framework domains identified in the submitted extract	3	2	<span style="color: green;">●</span>	none

**STAGES**

Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	2	2	<span style="color: green;">●</span>	none
Learning resource types identified	Action	2	3	<span style="color: red;">●</span>	<span style="color: red;">▲</span> <span style="border: 1px solid blue; border-radius: 50%; padding: 0 2px;">1</span>
Practice impact types identified	Evaluation	4	2	<span style="color: green;">●</span>	none

**Overall progress:**    not on track ●

The Ready Reckoner screen after submission – System Based Standards Not Met

Clicking the *Action required* icon 1 provides specific information on action required to meet the standard. The *CPD cycles submitted for review (previous 4 years)* message tells this pharmacist that they need to submit two CPD cycles from the previous four years (i.e. a cycle created in 2014, 2015, 2016 or 2017) to meet the standard. You can see from the *Submitted* column on the Ready Reckoner that so far only one cycle has been submitted.

×

### *CPD cycles submitted for review (previous 4 years)*

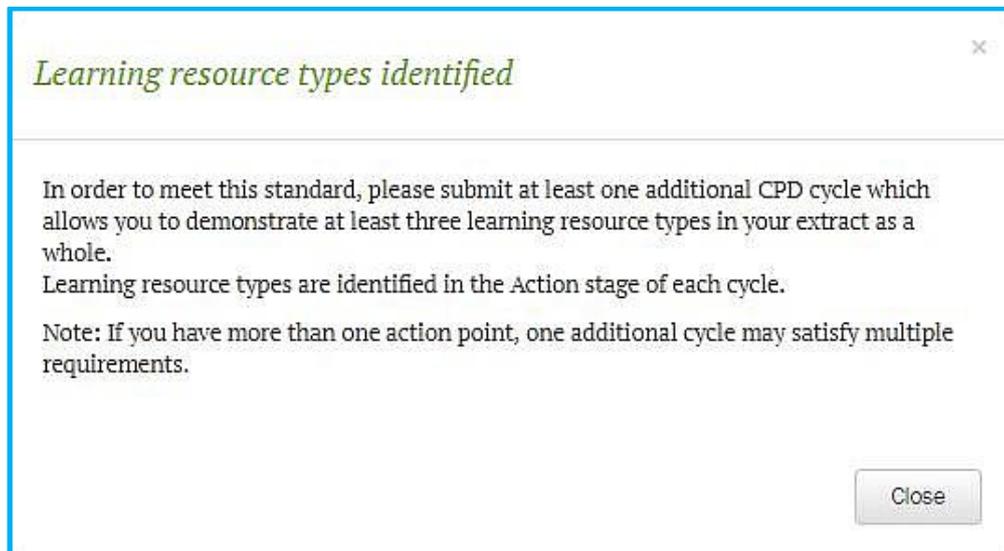
In order to meet this standard, please submit two CPD cycles created in the previous four years (2014-2017).

Note: If you have more than one action point, one additional cycle may satisfy multiple requirements.

Close

Example pop-up warning message from the Ready Reckoner screen

The standard *Learning Resource types identified* is also red. When the Action required icon is clicked, the message tells this pharmacist that they still need to submit a cycle that identifies an additional learning resource type. You can see from the *Submitted* column on the Ready Reckoner that three are required, but only two have been submitted.



Another example pop-up warning message from the Ready Reckoner screen

### Step 8: Submitting further cycles if required

If the System Based Standards are not met following a submission, as indicated by red lights on the Ready Reckoner, you can submit more completed cycles for review.

**NOTE:** There is no limit to the number of cycles you can submit or the number of times you may submit cycles throughout the three-week submission period.

In the example above both unmet standards could be addressed on submission of one additional cycle created in the previous four years (2014-2017) which includes identification of a different learning resource type used. As described in Step 3, this pharmacist can select one or more cycles from their *Completed cycles* and use the *Check readiness* button to determine if submission of the additional cycle(s) will meet the System Based Standards. The Ready Reckoner will review the entire extract i.e. cycles already submitted and the 'new' cycle the pharmacist intends to submit, and again, uses red and green lights to show if, collectively, they meet each of the System Based Standards.

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> e-Portfolio home</div> <div style="text-align: center;"> Manage cycles</div> <div style="text-align: center;"> My progress</div> <div style="text-align: center;"> My review PENDING</div> <div style="text-align: center;"> FAQs</div> <div style="text-align: center;"> My profile</div> </div>					
My reviews		Ready reckoner			
LEARNING CYCLE STATISTICS					
Description	Submitted	Required	On track	Action required	
CPD cycles submitted for review (current year)	4	4	●	none	
CPD cycles submitted for review (previous 4 years)	2	2	●	none	
CPD cycles starting at 'Self Appraisal' stage	3	2	●	none	
CPD cycles created from self assessment against CCF (current year)	2	1	●	none	
Core Competency Framework domains identified in the submitted extract	5	2	●	none	
STAGES					
Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	2	2	●	none
Learning resource types identified	Action	5	5	●	none
Practice impact types identified	Evaluation	5	2	●	none
Overall progress:				on track	●

Submitting more cycles based on Ready Reckoner messages

Following submission of these additional cycle(s), the Ready Reckoner screen once again automatically opens and acknowledges the submission of the additional cycle(s).

The pharmacist can confirm that the additional cycle submitted in the last step meets the System Based Standards. The red warning triangles are no longer present as each System Based Standard has been met, indicated by green lights in the *On track* column.

My reviews		Ready reckoner			
LEARNING CYCLE STATISTICS					
Description	Submitted	Required	On track	Action required	
CPD cycles submitted for review (current year)	4	4		none	
CPD cycles submitted for review (previous 4 years)	2	2		none	
CPD cycles starting at "Self Appraisal" stage	4	2		none	
CPD cycles created from self assessment against CCF (current year)	1	1		none	
Core Competency Framework domains identified in the submitted extract	5	2		none	
STAGES					
Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	3	2		none
Learning resource types identified	Action	4	3		none
Practice impact types identified	Evaluation	6	2		none
<b>Overall progress:</b>			on track		

Green lights: The ready reckoner now shows that all System Based Standards have been met

When you have all green lights on your Ready Reckoner screen, you have met the System Based Standards and are not required to submit any further cycles.