

What is ePortfolio Review?

Introduction

ePortfolio Review is the process by which pharmacists are required to submit an extract of their CPD cycles from their ePortfolio (an 'ePortfolio extract'), which demonstrates that they are appropriately engaging in CPD. Pharmacists can expect to be called to submit an extract from their ePortfolio once in every five year period. This is in line with the legislative requirements set out in the Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2015 (S.I. No. 553/2015).

How do I know if I have been selected for the 2018/19 ePortfolio Review?

Each year the Pharmaceutical Society of Ireland (PSI) randomly selects the names of a number of pharmacists from the Register of Pharmacists to submit an extract of their ePortfolio for review. The PSI will communicate with pharmacists selected to participate in the 2018/19 ePortfolio Review in July 2018.

When do I need to submit my ePortfolio Extract?

The IIOP will receive a list of selected pharmacists from the PSI in October 2018. The IIOP will then communicate with selected pharmacists in October providing specific information on submission dates and support resources.

The IIOP will send an email to all Pharmacists selected for 2018/19 ePortfolio Review in **January 2019** inviting them to submit their cycles for review.

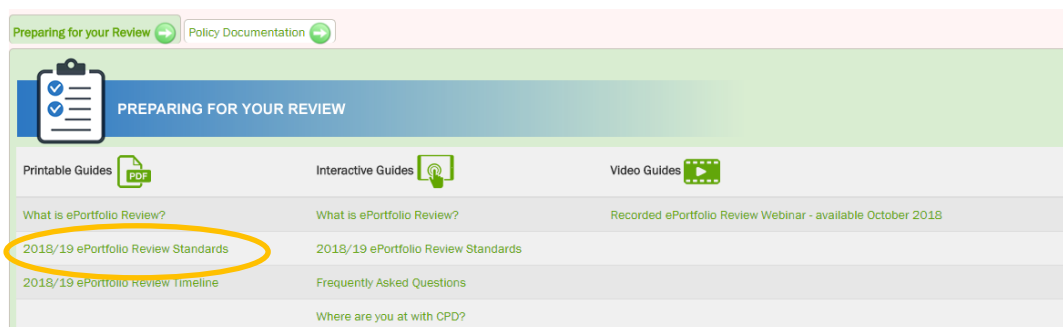
Pharmacists must have their current, active email address registered on their IIOP profile in order to ensure they receive communications from the IIOP about the 2018/19 ePortfolio Review.

Should you need help in accessing the website, retrieving your password or editing your details contact the IIOP on 01 402 5112 or click [here](#).

What are the Standards for the 2018/19 ePortfolio Review?

The Standards for the 2018/19 ePortfolio Review were agreed by the ePortfolio Review Standard Setting Group, a group of pharmacists from a range of practice backgrounds, who responded to a profession-wide expression of interest to be involved. The Standards for the 2018/19 ePortfolio Review incorporate both the legislative requirements and what would reasonably and practically indicate appropriate CPD engagement.

You can view/download the Standards set for the 2018/19 ePortfolio Review in the Printable Guides drop-down menu on the ePortfolio Review Support Page.

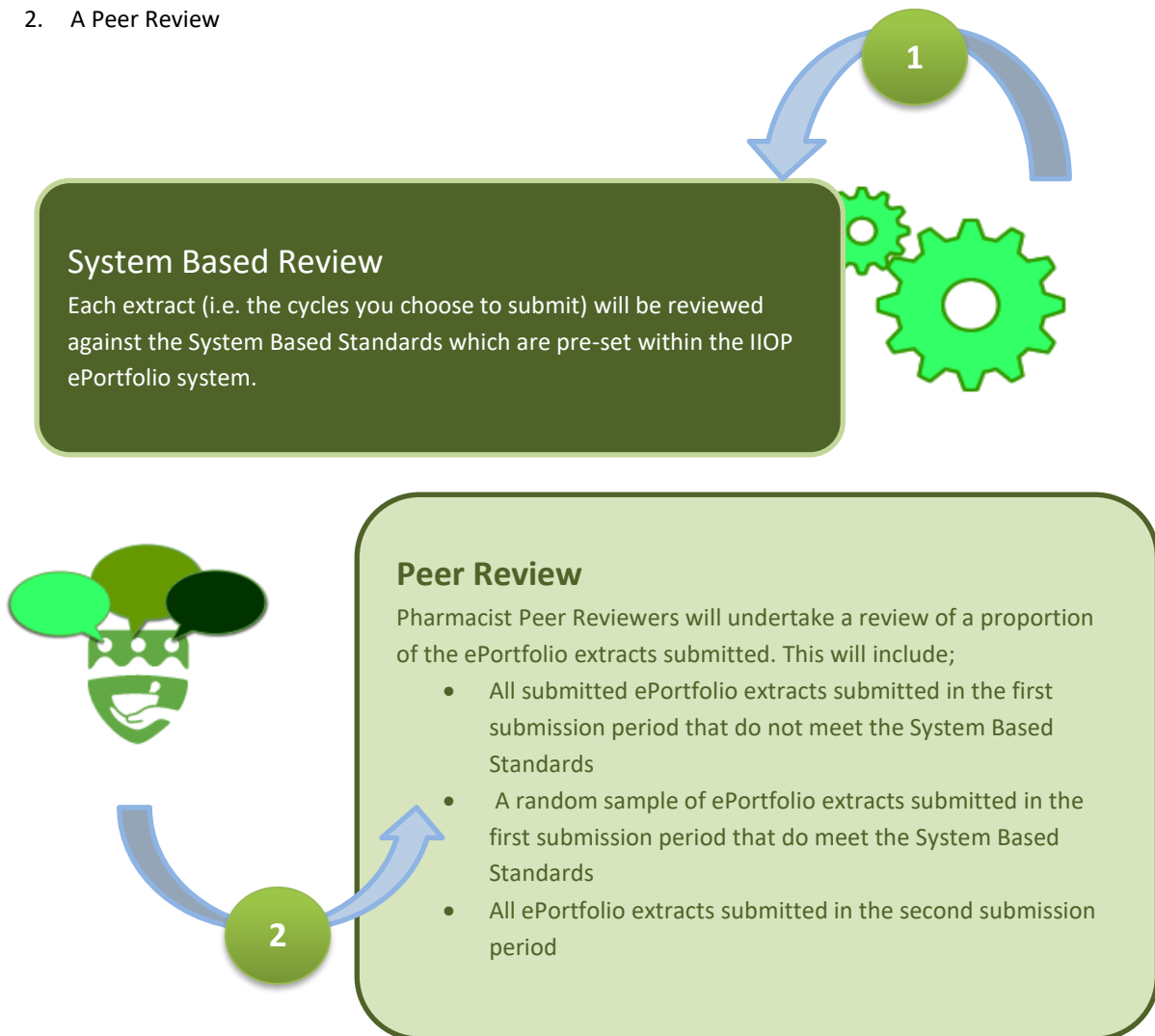


ePortfolio Review Support Resources screen shot

How does the ePortfolio Review process work?

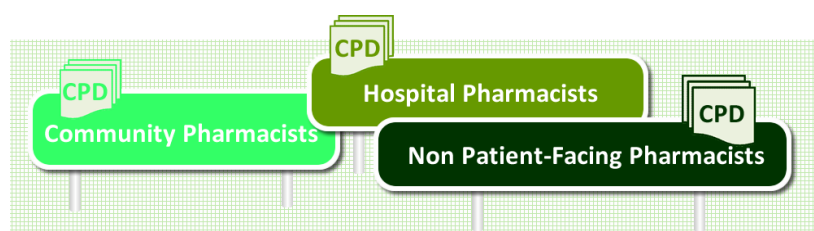
It is not feasible for the IOP to undertake an in depth review of each individual ePortfolio extract while ensuring a standardised approach to review. Therefore the IOP has developed an ePortfolio Review process which incorporates two elements:

1. A System Based Review
2. A Peer Review



Who are the Peer Reviewers?

Peer Reviewers are pharmacists practising in a variety of roles, including in community, in hospital and in non-patient facing roles. These pharmacists have been provided with training and guidance to objectively review ePortfolio extracts against the 2018/19 ePortfolio Review Standards.



How will I know what the Peer Reviewers are looking for?

Pharmacists are requested to submit an extract from their ePortfolio which demonstrates that they meet the Standards for the 2018/19 ePortfolio Review. Peer Reviewers have been trained to objectively review ePortfolio extracts against these Standards.

You can self-assess your ePortfolio extract in advance by:

- a) Using the 'Ready Reckoner' on your ePortfolio Dashboard to check cycles against the System Based Standards
- b) Checking your cycles against the Peer Review Standards checklist

Who sees my ePortfolio Extract?

The ePortfolio extract that you submit may be seen by IIOP administrators and pharmacist Peer Reviewers. The IIOP will not communicate your name to Peer Reviewers, and your submitted extract will be identified by a review number only. However, pharmacists should consider their own privacy along with colleague and patient confidentiality when reviewing the content of their cycles prior to submission.

Your submitted extract will not be shared with the PSI.

Privacy

If you wish to protect your own privacy during the ePortfolio Review process, please do not include any information in your ePortfolio extract which may identify you to a Peer Reviewer. This might include the name of your pharmacy or place of work, the name of your colleagues, certificates that include your name etc.

Confidentiality

Along with the requirements under Data Protection legislation, the General Data Protection Regulation (GDPR), and in line with the Code of Conduct for Pharmacists, you should ensure that both patient and colleague confidentiality and privacy is respected in your submission to the IIOP. This includes ensuring that no patient identifiable information is included in your submission e.g. patient names, DPS numbers, copies of prescriptions, receipts or vaccination records, photographs, etc. Care must also be taken to avoid identification of work colleagues or students on a placement within your place of work.

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.

What happens if my extract does not meet the Standards?

Peer Reviewers review a sample of all ePortfolio extracts submitted. If you do not meet one or more of the ePortfolio Review Standards, you will receive an email advising you that you will find feedback from a Peer Reviewer on your ePortfolio dashboard, which you are required to action within a specified timeframe.

If your ePortfolio extract is selected for Peer Review and meets the 2018/19 ePortfolio Review Standards, you will not receive any feedback.

Only pharmacists who submit in the first submission period will have the opportunity to resubmit if their extract does not meet the Standards.

What are the potential outcomes of ePortfolio Review?

There are four possible outcomes for the ePortfolio Review:

1. Standard Met

Pharmacists that have met the 2018/19 ePortfolio Review Standards will receive an email advising them they can download their ePortfolio Review Certificate from their ePortfolio dashboard.

2. Standard Not Met (Year 1)

Pharmacists who do not meet the Standards at the end of the first year of undertaking ePortfolio Review are assigned an outcome of 'Standard Not Met'. They may avail of support from the IIOP on how to address their development needs. They are afforded the opportunity to participate in the following year's ePortfolio Review as a Year 2 Participant.

3. Standard Not Met (Year 2)

This category represents pharmacists that have been assigned a final outcome of 'Standard Not Met' for two consecutive ePortfolio Reviews. In these instances, the IIOP has a statutory obligation to inform the PSI.

4. Non Engagement

In the event that a pharmacist does not engage with the process, and does not submit an ePortfolio extract for review, the IIOP has a statutory obligation to inform the PSI.