How to Meet the Peer Review Standards

What is Peer Review?

The 2018/19 ePortfolio Review Standards are made up of System Based Standards and Peer Review Standards. The ePortfolio system automatically reviews all submitted ePortfolio extracts against the System Based Standards, and pharmacist Peer Reviewers will review a proportion of all ePortfolio extracts submitted against the Peer Review Standards. The following extracts will undergo Peer Review:

- All submitted ePortfolio extracts that do not meet the System Based Standards
- A random sample of ePortfolio extracts that do meet the System Based Standards
- All ePortfolio extracts submitted in the second submission period

What are the Peer Review Standards?

The Peer Review Standards refer to the written content of submitted CPD cycles. To meet the Peer Review Standards you should record your CPD systematically, reflecting and recording text appropriate to each stage of your CPD cycle. Peer Reviewers are trained to objectively review cycles referred to them against the Peer Review Standards. Peer Reviewers do not:

- Assess competency
- Check accuracy of clinical information
- Validate appropriateness of an action

How do I record my CPD systematically?

Recording your CPD systematically means that you have recorded it in a structured way following the five stage CPD cycle. You should reflect and record at each stage of the CPD cycle.

The five stage CPD cycle for pharmacists registered in Ireland

> **NOTE:** You can begin a CPD cycle at one of three stages, Self Appraisal, Develop a personal plan or Action.

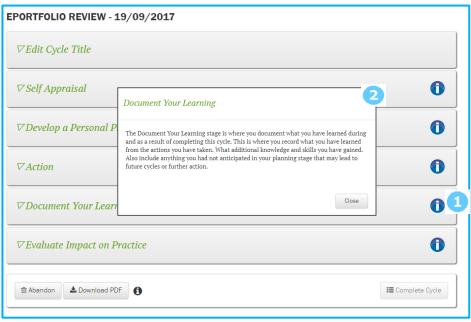## What information should I include in each stage of my cycle?

The table below summarises the information you should record in each stage of your cycle.

Cycle Stage	Content
Title	The title cycle should be relevant to the overall content of your cycle.

Self Appraisal	In the Self-Appraisal stage you should state or explain what it is you have identified as an area you want to develop and how you identified it i.e. was it; something that came up in your practice? something that arose from your CCSAT self- assessment? something you have been aware of or wanted to work on for some time?
Develop a Personal Plan	In the planning stage you should outline your plan to address the area you have identified to focus on. This is where you document what actions you intend to take, how and when these actions will happen and what resources or additional help you feel you will require to carry out the actions you have identified.
Action Plan	The Action stage is where you document what actions you took to address the area you identified to work on or develop as a cycle. In this section you record what you actually did and what you did additionally or differently to what you had planned to do.
Document your Learning	The Document Your Learning stage is where you document what you have learned during and as a result of completing this cycle. This is where you record what you have learned from the actions you have taken and what additional knowledge and skills you have gained.
Evaluate Impact on Practice	In this stage of your CPD cycle you reflect on the area you identified for this cycle and evaluate what you have learned about yourself and your practice as a result of the process. Here you should also reflect on the impact your learning will have one you and your future practice. Here you will also select the Core Competency Framework domains and associated competencies you feel you have met for this cycle.

Attaching a certificate of completion, or a course agenda alone will not meet the Peer Review Standards as these do not provide evidence of your own reflection of your learning. However, you may of course choose to upload certs or documents for your own record keeping purposes.

The ePortfolio will guide you at each stage of your CPD cycle with information on what to include. In the cycle summary screen if you click on the blue information icon ① a pop up message ② will describe the kind of information you should include in that cycle stage.

View of the new CPD cycle stages prior to input of stage details (Stages summary page)

Within each cycle stage, the *write about* ③ prompt provides guidance on what information you should record in the free text box below.

▽ *Self Appraisal*   ⓘ
③
Write about: An area of your practice you have identified to develop. What it is you would like to learn/develop. How you identified this through your own practice. *

How will I know if I have met the Peer Review Standards?

Before submitting your ePortfolio extract for review you should self assess the cycles you intend to submit against the 2018/19 ePortfolio Review Peer Review Standards.

- Are the contents of each stage of your CPD cycle relevant to the overall topic of your CPD cycle? ✔
- For each cycle starting at the Self Appraisal stage -Have you described the ways in which you identified your learning needs? ✔
- For each cycle that contains a Develop a Personal Plan stage -Have you described your plan for your learning? ✔
- Within the Action stage - Have you described the actions you took? ✔
- Within the Document your Learning stage - Have you described what you learned? ✔
- With the Evaluate Impact on Practice stage Have you described the impact(s) on your practice, which may include identification of future action(s)? ✔

Important Note: 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.

How will I know if my ePortfolio extract has been selected for Peer Review?

You will not be notified if your ePortfolio extract has been randomly selected for Peer Review. If you submit your ePortfolio extract within the first submission period and you do not meet the Peer Review Standards, you will receive feedback from a Peer Reviewer. You will be given instructions on the actions you need to take to meet the standards, and provided with a new submission deadline. Only pharmacists who submit in the first submission period will have the opportunity to resubmit if their extract does not meet the standards.

If your ePortfolio extract is reviewed by a Peer Reviewer and meets the standards, you will not receive any feedback.