How to Use the Ready Reckoner Tool

What is the Ready Reckoner?

The Ready Reckoner is a tool to help pharmacists ensure the cycles they submit as part of their ePortfolio extract meet the System Based Standards. The Ready Reckoner will be available to pharmacists selected for ePortfolio Review when the submission period opens in January.

Pharmacists can use the Ready Reckoner in two ways;
- Before submission of cycles, to help them select cycles to submit
- To confirm the cycles they have submitted meet the System Based Standards

Where can I find the Ready Reckoner?

The Ready Reckoner will become available to pharmacists selected for the 2018/19 ePortfolio Review when the submission period opens on 7 January 2019.

You can access the Ready Reckoner via the My review tab on your ePortfolio Dashboard. You must be logged into the IIOP website to access this page.

![The Ready Reckoner tab on the My Review dashboard](image)

The Ready Reckoner is available throughout the ePortfolio Review process, allowing pharmacists to check if their ePortfolio extract has met the System Based Standards at any time after the submission window opens, not just at the time of submission.

How does the Ready Reckoner Work?

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. If, following submission, any of the System Based Standards are not met a red Action required warning icon will provide pharmacists with information on the action they need to take to meet the standard.

Below is an image of the Ready Reckoner before any CPD cycles are submitted. As you would expect, all the lights are red and the warning icons indicate there are actions required.
How do I use the Ready Reckoner to choose which cycles to submit for review?

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 🗡️ and click the *Check readiness* button ✨️.
How to use the Check readiness function before submission of one or more CPD cycles

The Ready Reckoner will appear on screen and provide you with feedback on how these cycles fare collectively against 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 in the On track column to show if the selected cycles meet each of the standards.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Submitted</th>
<th>Required</th>
<th>On track</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD cycles submitted for review (current year)</td>
<td>4</td>
<td>4</td>
<td>✔️</td>
</tr>
<tr>
<td>CPD cycles submitted for review (previous 4 years)</td>
<td>1</td>
<td>2</td>
<td>✗</td>
</tr>
<tr>
<td>CPD cycles starting at ‘Self Appraisal’ stage</td>
<td>3</td>
<td>2</td>
<td>✔️</td>
</tr>
<tr>
<td>CPD cycles created from self assessment against CCF (current year)</td>
<td>2</td>
<td>1</td>
<td>✔️</td>
</tr>
<tr>
<td>Core Competency Framework domains identified in the submitted extract</td>
<td>3</td>
<td>2</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### STAGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Stage</th>
<th>Number submitted</th>
<th>Required</th>
<th>On track</th>
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</thead>
<tbody>
<tr>
<td>Learning needs identified</td>
<td>Self appraisal</td>
<td>2</td>
<td>2</td>
<td>✔️</td>
</tr>
<tr>
<td>Learning resource types identified</td>
<td>Action</td>
<td>2</td>
<td>5</td>
<td>✗</td>
</tr>
<tr>
<td>Practice Impact types Identified</td>
<td>Evaluation</td>
<td>4</td>
<td>2</td>
<td>✔️</td>
</tr>
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</table>

**Overall progress:** not on track ❌

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 above.
Check readiness feedback – System Based Standards Met

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.

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**Overall progress:** on track

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

**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 Guide.

**How can I use the Ready Reckoner after I submit cycles?**

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* 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

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

Clicking the Action required icon 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.

**Example pop-up warning message from the Ready Reckoner screen**

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**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.
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.

Learning resource types identified

In order to meet this standard, please submit at least one additional CPD cycle which allows you to demonstrate at least three learning resource types in your extract as a whole.
Learning resource types are identified in the Action stage of each cycle.
Note: If you have more than one action point, one additional cycle may satisfy multiple requirements.

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

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.
You will be able to identify cycles that have already been submitted, as the submitted column will have a tick and the check box is no longer available.

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.
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 green and red lights to show if, collectively, they meet each of the System Based Standards.
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.
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.