

## How to Meet the Standard for Cycles Created In the Previous Four Years

### Why do I have to submit CPD cycles created in the previous four years (2014-2017)?

The PSI (Continual Professional Development) Rules 2015 (S.I. No. 553/2015) require that pharmacists engage in continual learning and development. The ePortfolio Review standard for cycles created in the previous four years enables pharmacists to demonstrate that they are meeting the requirements set out in the legislation.

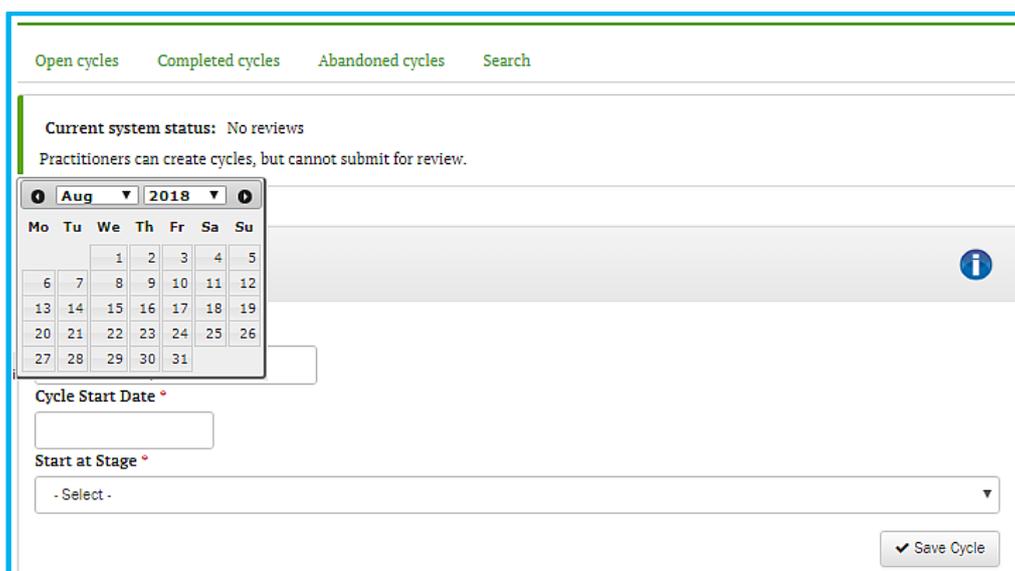
### How do I meet this standard?

To meet this standard the ePortfolio extract you submit must contain at least two cycles with a cycle creation date between 2014-2017.

**NOTE:** The ePortfolio system will recognise the date that the cycle was created, not the date completed. If you created a cycle in, for example, 2016 but did not complete the cycles until 2018, this is considered a 2016 cycle.

### How do I create a cycle to record previous years learning?

The ePortfolio is designed to allow pharmacists to create cycles which record previous years learning. When you create a new cycle, you must record a Cycle Start Date. You may select any date from 01/01/2014 to the current date. This date should reflect when the learning occurred or began. You can manually type in the date using the format DD/MM/YYYY or select a date from the pop-up calendar. It is possible to change the month and year using the drop down options.



The screenshot shows the ePortfolio interface with the following elements:

- Navigation tabs: Open cycles, Completed cycles, Abandoned cycles, Search
- Current system status: No reviews
- Practitioners can create cycles, but cannot submit for review.
- Month and year dropdowns: Aug, 2018
- Calendar grid showing dates from 1 to 31.
- Form fields: Cycle Start Date (with a red asterisk), Start at Stage (with a red asterisk and a dropdown menu showing "- Select -").
- Save Cycle button (with a checkmark icon).

Recording cycle creation date

**NOTE:** If you press the enter button without typing or selecting a date, the date will automatically default to the current date.

Once you click proceed the new cycle has been created and, it is not possible to change the Cycle Start Date

## I have a lot of cycles written already, how can I check the cycle creation date?

If you are unsure when you created a cycle, you can check within the ePortfolio System in three different ways.

### 1. Within the cycle title

The cycle creation date is recorded after cycle title



The screenshot displays a cycle summary page titled "MANAGING MY TIME - 17/07/2018" with a notification badge. The page lists several cycle components, each with a chevron icon, a green checkmark, and an information icon. At the bottom, there are buttons for "Abandon", "Download PDF", "Save", and "Complete Cycle".

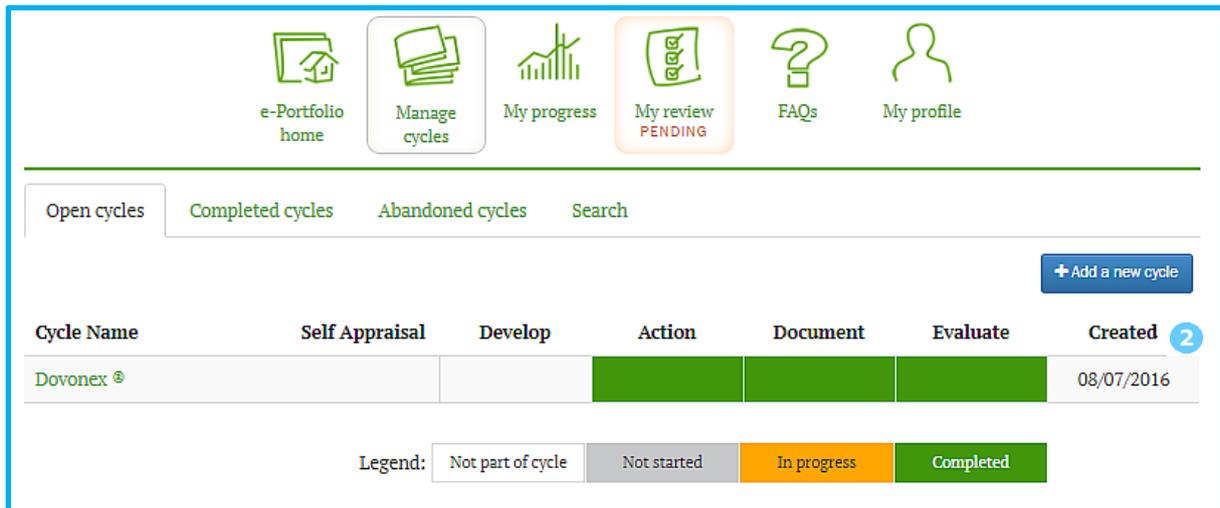
Component	Status	Info
> <i>Cycle Details</i>		
> <i>Self Appraisal</i>	✓	i
> <i>Develop a Personal Plan</i>	✓	i
> <i>Action</i>	✓	i
> <i>Document Your Learning</i>	✓	i
> <i>Evaluate Impact on Practice</i>	✓	i

Buttons: Abandon, Download PDF, Save, Complete Cycle

Cycle Summary Page

## 2. In your Open Cycles

The cycle creation date is listed in the *Created* column in the *Open Cycles* section of the ePortfolio



Cycle Name	Self Appraisal	Develop	Action	Document	Evaluate	Created
Dovonex			In progress	In progress	In progress	08/07/2016

Open cycles

## 3. In your Completed cycles

The cycle creation date is listed in the *Created* column in the *Completed Cycles* section of the ePortfolio



<input type="checkbox"/>	Title	Cycle Type	Created	Closed
<input type="checkbox"/>	ePortfolio Review	Manual	18/08/2018	30/08/2018
<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	13/03/2018	30/08/2018
<input type="checkbox"/>	Dovonex	Manual	08/07/2016	30/08/2018
<input type="checkbox"/>	Prostate Cancer	Manual	20/08/2015	30/08/2018

Completed cycles

## How do I know if I have met the standard for cycles created in the previous four years?

You can use the Ready Reckoner to check if the cycles you intend to submit meet this standard. If you have met the standard a green light will be shown for this standard on the Ready Reckoner <sup>1</sup>. If

a red light is shown you should take further action in order to meet this standard. More information can be found in the *How to use the Ready Reckoner* PDF Guide.

*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	● <span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: blue;">1</span>
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	5	●
Practice impact types identified	Evaluation	5	2	●

**Overall progress:** on track ●

Close

Ready Reckoner with green light for cycles created in previous four years