

Step-by-Step Guide to resubmitting cycles for ePortfolio Review

Why do I need to resubmit my CPD cycles?

You have been asked to resubmit one or more CPD cycles because your original submitted ePortfolio extract does not meet one or more of the 2018/19 ePortfolio Review standards.

What happens after I submit my ePortfolio extract?

The ePortfolio Review Standards are made up of System Based Standards and Peer Review Standards. When the first submission period closes, the ePortfolio system automatically reviews all submitted ePortfolio extracts against the System Based Standards. In addition, a proportion of all ePortfolio extracts submitted are also reviewed against the Peer Review Standards by pharmacist Peer Reviewers.

The following extracts are selected for 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

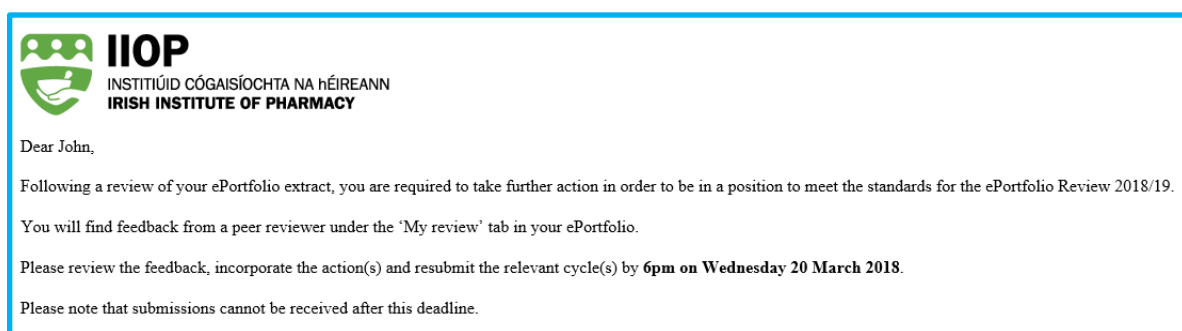
Peer Reviewers review a sample of the submitted cycles within each extract against the Peer Review Standards, and in cases where the ePortfolio Review standards are not met feedback is provided to pharmacists.

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 if I need to resubmit?

If you do not meet one or more of the 2018/19 ePortfolio Review standards, an email will be sent from the ePortfolio System (info@iiop.ie) advising you that you will find feedback on your ePortfolio dashboard, which you are required to action within a specified timeframe.



System notification asking you to resubmit – Note: please check carefully for the resubmission deadline in the notification email you receive

NOTE: If your ePortfolio extract is selected for Peer Review and meets the 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.

Where can I find the Peer Reviewer Feedback?

The Peer Reviewer feedback will appear in the My Review section on your ePortfolio dashboard and will include the following information:

- The Resubmission deadline - date and time. **1**
- Peer Reviewer feedback which will detail the action points **2** you must address to meet the 2018/19 ePortfolio Review Standards
- The cycles you submitted for review. **3**

The dashboard will also have an active Resubmit cycles button **4**, which when clicked will return you to your Completed cycles folder.

e-Portfolio home
 Manage cycles
 My progress
 My review ACTIVE
 FAQs
 My profile

My reviews
 Ready reckoner

Current review

1 Current review status: Review in progress
 4 [Resubmit cycles](#)

1 Resubmission deadline: 20/03/2019 18:00

Feedback from reviewer: Your ePortfolio extract was reviewed in line with the standards for the 2018/19 ePortfolio Review.

This review has identified some action points for you.

You must address these action points in your resubmission to be in a position to meet the standards for the 2018/19 ePortfolio Review.

SYSTEM BASED REVIEW MINIMUM REQUIREMENTS	3 NUMBER SUBMITTED	STANDARD MET	2 ACTION POINT
4 CPD cycles created in current year*	4	Yes	None
2 CPD cycle created in previous 4 years**	1	No	Please submit one additional CPD cycle created in the last 4 years (2014-2017).
2 CPD cycles started at the Self-Appraisal stage	3	Yes	None
1 CPD cycle originating from self-assessment(s) against the PSI Core Competency Framework in the current year*	2	Yes	None
2 different Core Competency Framework domains addressed	3	Yes	None
2 different ways in which learning needs were identified (Self-Appraisal stage)	2	Yes	None
3 different learning resource types used(Action Stage)	2	No	Please submit at least one additional CPD cycle, which allows you to demonstrate at least three different learning resource types in your extract as a whole.
2 different practice impact types identified (Evaluate Impact on Practice stage)	4	Yes	None

*Current year: 2018- to include cycles created up until the end of the submission period
 **Previous 4 years: 2014- 2017 inclusive

IMPORTANT: If you have more than one action point, one additional cycle may satisfy multiple requirements. Please use the Ready Reckoner to check your resubmission against the System Based Standards

2 SYSTEM BASED STANDARDS ACTION POINTS:
 See Action Points in the table above.

PEER REVIEW STANDARDS ACTION POINTS:
 Your plan should be described in each CPD cycle submitted which contains a "Develop a Personal Plan" stage.

- For cycle Epilepsy this standard has not been met as you have not described your plan.
- For cycle Managing My Time this standard has not been met as you have not described your plan.

 Please resubmit these CPD cycles clearly describing your plan.

Please note that there is no functionality to edit cycles which you have previously submitted. However, you can copy and paste existing content into a new cycle, and edit/ build on the content as required. You will find comprehensive information on how to submit, edit, and re-submit cycles in the [ePortfolio Review Support Resources](#).

If you require any support, explanation or further information in relation to this feedback, please contact the IOP team who will be happy to guide you.

Example of Standardised feedback from a Peer Reviewer as it appears on the pharmacist's My Review Dashboard

What feedback will I get?

The Peer Reviewer will provide feedback on whether the submitted ePortfolio extract meets each of the 2018/19 ePortfolio Review Standards.

Where a standard has not been met, an action point will detail what you must do to meet that standard.

In the example above, the pharmacist has received feedback on both the System Based Standards and the Peer Review Standards. The action points clearly state what the pharmacist must do to meet the 2018/19 ePortfolio Review Standards.

System Based Standards Action Points:

- Please submit one additional CPD cycle created in the last 4 years (2014-2017).
- Please submit at least one additional CPD cycle, which allows you to demonstrate at least three different learning resource types in your extract as a whole.

Peer Review Standards Action Points:

Your plan should be described in each CPD cycle submitted which contains a “Develop a Personal Plan” stage.

- For cycle Epilepsy this standard has not been met as you have not described your plan.
- For cycle Managing My Time this standard has not been met as you have not described your plan.

Please resubmit these CPD cycles clearly describing your plan.

How do I resubmit cycles following Peer Reviewer Feedback?

Depending on the action points included in your Peer Review feedback, you may need to complete one or both of the following steps;

- Submit additional cycles to meet the System Based Standards
- Resubmit cycles with additional content to meet the Peer Review Standards

Part One: Submitting additional cycles to meet the System Based Standards

You may only submit cycles from the *Completed cycles* section of your ePortfolio. It is not possible to resubmit a previously submitted cycle; previously submitted cycles are easily identifiable as there is a green tick in the submitted column ¹.

The screenshot shows the 'Completed cycles' tab in the ePortfolio interface. The table below lists the cycles, all of which have a green tick in the 'Submitted' column, indicating they have been submitted.

Open cycles	Completed cycles	Abandoned cycles	Search	
✓ Title	Cycle Type	Created	Closed	Submitted ¹
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	05/09/2018	✓
✓ Dovonex ®	Manual	08/07/2016	10/09/2018	—

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 at the bottom: Re-open, Abandon, **Submit for review**, **Check readiness** ³

To submit further cycles select the cycle you wish to submit using the tick box on the left hand column and click the *Submit for review* button ②.

Before you submit any additional cycles, we recommend you use the *Check readiness* ③ function to identify if submission of this additional cycle will meet the System Based Standard action point as identified by the Peer Reviewer.

Note: More information on the Check readiness function and Ready Reckoner tool can be found in the *How to use the Ready Reckoner* pdf and video support resource within the Submitting your extract for review section of the ePortfolio Review Support Resources.

Part Two: Resubmitting Cycles to address Peer Review Standards Feedback

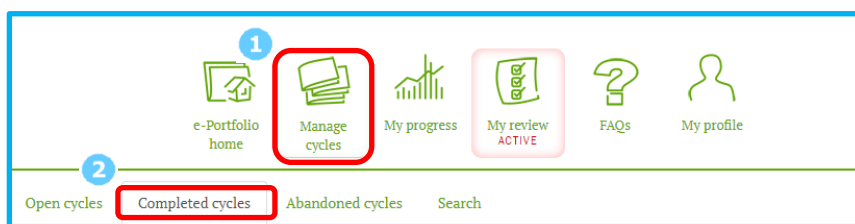
It is not possible to resubmit a cycle that you have previously submitted. Therefore, you must create an amended version of the original cycle submitted.

You can do this in either of the following two ways:

- 1) Download the PDF version of the cycle and copy its contents line by line into a new cycle.
- 2) Open the original cycle in your Completed cycles folder and copy the cycle contents section-by-section into a new cycle.

The steps below describe how to download the PDF version of the cycle and copy its contents line by line into a new cycle.

Step 1: Open the *Completed cycles* folder by clicking on the *Manage cycles* icon ① and then the *Completed cycles* folder ② on the dashboard.



Opening your completed cycles section

Step 2: Click on the CPD Cycle title ③ identified by the Peer Reviewer as not meeting the Peer Review standards, in this example, the Epilepsy cycle.

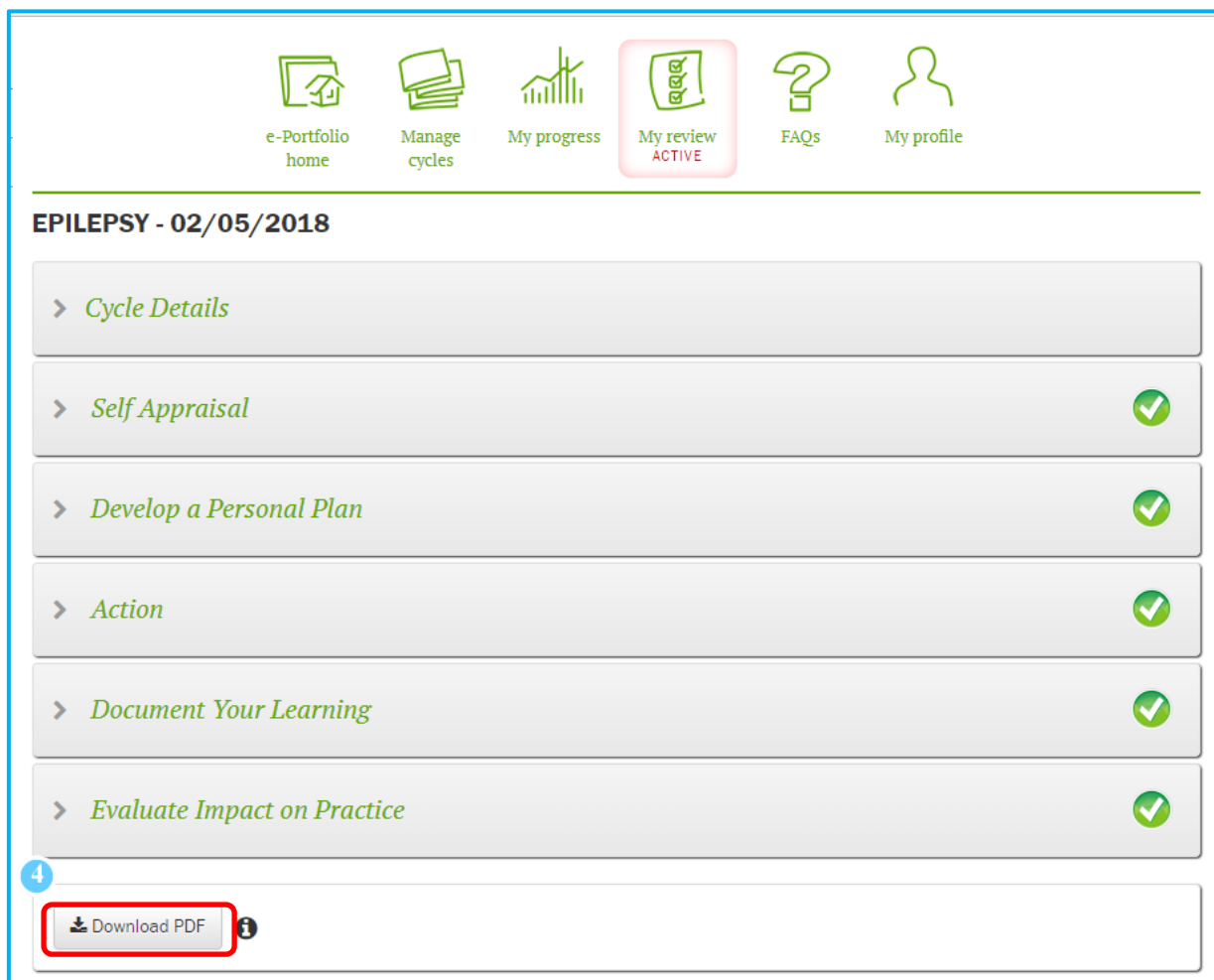
A screenshot of the 'Completed cycles' tab. It shows a table with the following data:

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	✓
③ 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	✓

The 'Epilepsy' row is highlighted, and a blue '3' is next to its title.

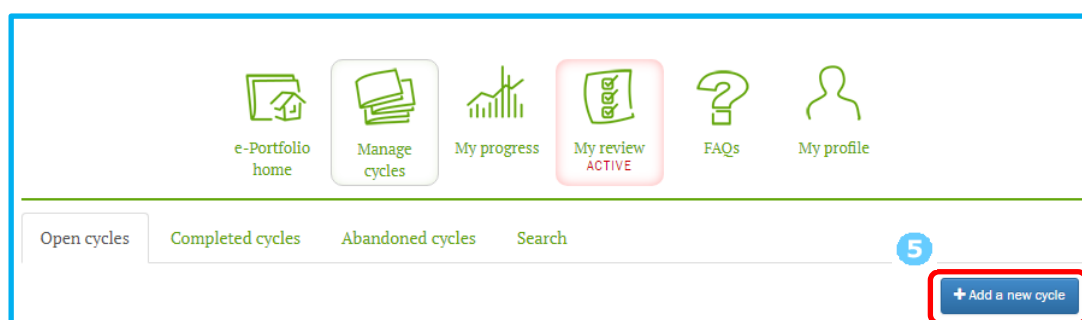
List of completed cycles on your Completed cycles tab with cycle requiring action identified

Step 3: Download the PDF version of the cycle by clicking on the Download PDF button ⁴ and save it to your desktop or other location on your computer / tablet that is convenient for you. You must have a PDF reader installed on your device to complete this step.



The Download PDF button is located at the foot of the CPD cycle's stage menu, which opens when you click on the CPD cycle title

Step 4: Create a new CPD cycle by clicking on the *Add a new Cycle* button in the *Open cycles* page ⁵ of your ePortfolio.



Adding a new cycle

Step 5: Open the PDF you downloaded earlier and copy the title and all the existing content (section by section as required) from the open PDF.

<p align="center">Cycle title: Epilepsy</p> <p align="center">Pharmacist:</p> <p align="center">Cycle created on: 02/05/18</p>	
<p>Self Appraisal</p>	<p>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.</p> <p>One of the competencies identified for development in my CCSAT this year is 'identifies and manages medication safety issues'. I wasn't really sure how to address this. I reviewed the most recent HPRA Drug Safety Newsletters and noticed one had an article about the risks associated with use of valproate by females of child-bearing potential. I realised that as I have several female patients prescribed Epilium ®, and decided to learn more on this topic and epilepsy in general.</p> <p>Select the option(s) which most accurately summarises how you identified this learning or development need.</p> <p>Completing self assessment against the Core Competency Framework</p>

Copying content from the downloaded PDF version of the original cycle

5: Paste **6** the copied content, section-by-section, into the new CPD cycle with the same (or similar) name as the original within the relevant sections.

e-Portfolio
home

Manage
cycles

My progress

My review
ACTIVE

FAQs

My profile

EPILEPSY - 02/05/2018

> Cycle Details

▼ Self Appraisal

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. *

B I U S
[List Icons]
[Link Icon]
[Media Icon]

One of the competencies identified for development in my CCSAT this year is 'identifies and manages medication safety issues'.
I wasn't really sure how to address this.
I reviewed the most recent HPRA Drug Safety Newsletters and noticed one had an article about the risks associated with use of valproate by females of child-bearing potential.
I realised that as I have several female patients prescribed Epilium®, and decided to learn more on this topic and epilepsy in general.

body p

Select the option(s) which most accurately summarises how you identified this learning or development need. *

- ☒ Completing self assessment against the Core Competency Framework

Pasting content into a cycle

Note: When you have all the required details completed, click the *Save* button at the end of the page to save the content of that cycle stage. When you click the Save button, the stage will close and return you to the *Stages summary* page and show a green tick mark against that stage indicating that the stage has been completed and that it's time to move on and complete the next stage.

EPILEPSY - 02/05/2018

- > *Cycle Details*
- > *Self Appraisal* ✓ ⓘ
- > *Develop a Personal Plan* ✓ ⓘ
- > *Action* ✓ ⓘ
- > *Document Your Learning* ✓ ⓘ
- > *Evaluate Impact on Practice* ✓ ⓘ

Abandon Download PDF **Save** Complete Cycle

Step 7: Add the missing information / detail identified by the Peer Reviewer. This must include core text **7** and at least one checkbox selection **7**.

Develop a Personal Plan ✓ ⓘ

Write about: What you need to do to improve your knowledge/competence in this area. What steps you will take. What resources or help you will need. How much time it will take etc. *

To refresh my knowledge, I will;

- Search HPRA.ie for all safety notices in relation to epilepsy.
- Search epilepsy.ie for information on current guidance.

body p

What resources could help you develop in this area? *

- ☐ Live Continuing Education program
- ☐ Undertaking Higher Education e.g. Certificate, Diploma, Specialist module
- ☒ Print/On-line Continuing Education program
- ☐ Attending meeting(s)

The required *Develop a Personal Plan* detail requested by the Peer Reviewer added to the new cycle

This stage must be completed for each Peer Review Standards action point identified by the Peer Reviewer. It may be the case that you need to provide additional information in more than one stage of the (new) copied CPD cycle.

Step 8: Complete ⁸ the copied (new) cycle, the cycle will then automatically move the Completed cycles folder.

The screenshot shows the 'My review' dashboard with a navigation bar at the top containing icons for 'e-Portfolio home', 'Manage cycles', 'My progress', 'My review ACTIVE', 'FAQs', and 'My profile'. Below the navigation bar, the title 'EPILEPSY - 02/05/2018' is displayed. A list of six review stages follows: 'Cycle Details', 'Self Appraisal', 'Develop a Personal Plan', 'Action', 'Document Your Learning', and 'Evaluate Impact on Practice'. Each stage has a green checkmark and an information icon. At the bottom right, a blue circle with the number '8' is positioned above a red box that highlights the 'Complete Cycle' button. Other buttons at the bottom include 'Abandon', 'Download PDF', 'Save', and 'Complete Cycle'.

Completing a cycle

Step 9: Resubmit the cycle - The new cycle is now available for submission directly from the *Completed cycles* folder or via the *Resubmit cycles* ⁹ button link on your 'My review' dashboard.

The screenshot shows the 'My review' dashboard with a navigation bar at the top containing icons for 'e-Portfolio home', 'Manage cycles', 'My progress', 'My review ACTIVE', 'FAQs', and 'My profile'. Below the navigation bar, the title 'Current review' is displayed. A table shows the current review status: 'Review in progress', 'Resubmission deadline: 20/03/2019 18:00', and 'Feedback from reviewer: Your ePortfolio extract was reviewed in line with the standards for the 2018/19 ePortfolio Review.' Below the table, a blue circle with the number '9' is positioned above a red box that highlights the 'Resubmit cycles' button. Other buttons at the bottom include 'Abandon', 'Download PDF', 'Save', and 'Complete Cycle'.

Resubmit button on the 'My review' dashboard takes you to the Completed cycles folder

To submit it, select it by ticking the checkbox beside its title and then click *Submit for review*. ¹⁰

Navigation bar: e-Portfolio home, Manage cycles, My progress, **My review ACTIVE**, FAQs, My profile

Tabs: Open cycles, Completed cycles, Abandoned cycles, Search

<input type="checkbox"/>	Title	Cycle Type	Created	Closed	Submitted
<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"/>	Prostate Cancer	Manual	20/08/2015	15/10/2018	✓
<input type="checkbox"/>	Epilepsy	Manual	02/05/2018	16/10/2018	—

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**, Check readiness

Complete cycles folder with (new) copied Cycle

How will I know my cycles have been resubmitted?

When you submit one or more cycles the system displays an instant notification in the form of an on-screen message acknowledging your submission. An email is also sent to the email address registered on your IIOP profile. 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 beside each cycle that has been submitted.