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 2020/21 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 2020/21 ePortfolio Review Standards.

How will I know if I need to resubmit?

If you do not meet one or more of the 2020/21 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. 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 2020/21 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.

What feedback will I get?

The Peer Reviewer will provide feedback on whether the submitted ePortfolio extract meets each of the 2020/21 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 below, 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 2020/21 ePortfolio Review Standards.

System Based Standards Action Points:

- Please submit one additional CPD cycle created in the last 4 years (2016-2019).
- 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.

The actions you took should be described in each CPD cycle submitted.

- For cycle ePortfolio Review this standard has not been met because you have uploaded an attendance certificate but not described the action you took.

Please resubmit these CPD cycles clearly describing your plan.

Current review

1 Current review status: Review in progress
Resubmission deadline:
Feedback from reviewer: Your ePortfolio extract was reviewed in line with the 2019/20 ePortfolio Review Standards.

4 Resubmit cycles

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 2019/20 ePortfolio Review Standards.

SYSTEM BASED STANDARDS ACTION POINTS:

See Action Points in the table **3** below. **2**

SYSTEM BASED REVIEW MINIMUM REQUIREMENTS	NUMBER SUBMITTED	STANDARD MET	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
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

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

PEER REVIEW STANDARDS ACTION POINTS:

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- 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 how you planned this learning activity. Please resubmit this CPD cycle clearly describing your plan.
- The action you took should be described in each CPD cycle submitted. For the cycle "*ePortfolio Review*", this standard has not been met because you have uploaded an attendance certificate but have not described the action that you took. Please resubmit this CPD cycle clearly describing the action taken.

Please note that there is no functionality to edit previously submitted cycles. 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 IIOP 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

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.
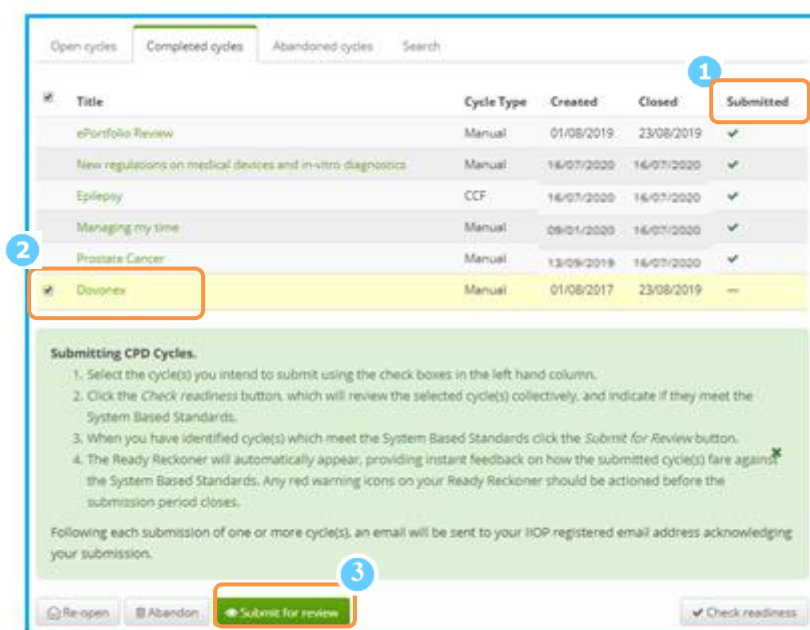
The Completed cycles folder when resubmitting cycles

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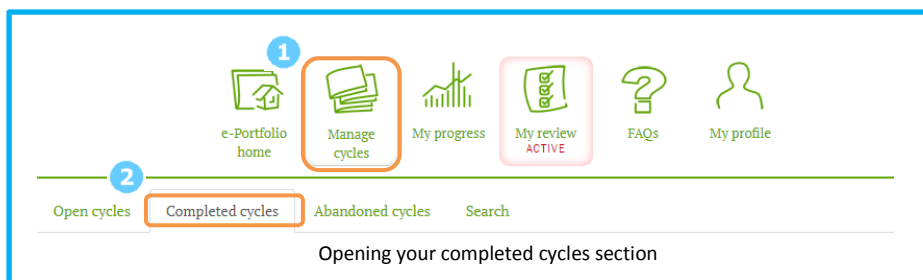
Step 2: Click on the CPD Cycle title ③ identified by the Peer Reviewer as not meeting the Peer Review standards, in this example, the Epilepsy cycle.


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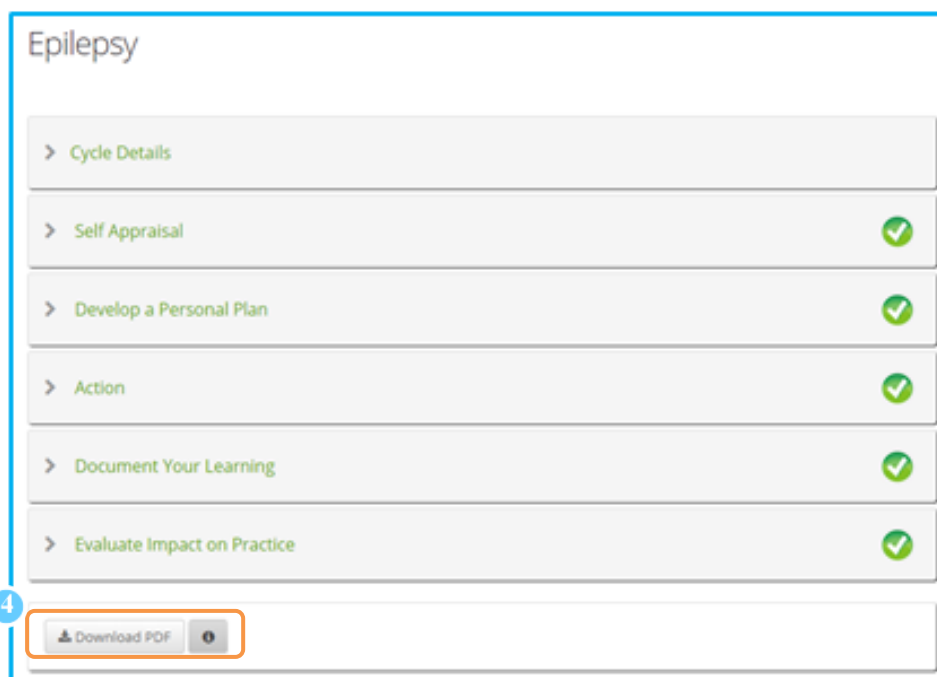
The Download PDF button is located at the foot of the CPD cycle's stage menu, which opens when you click on the CPD cycle title

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.
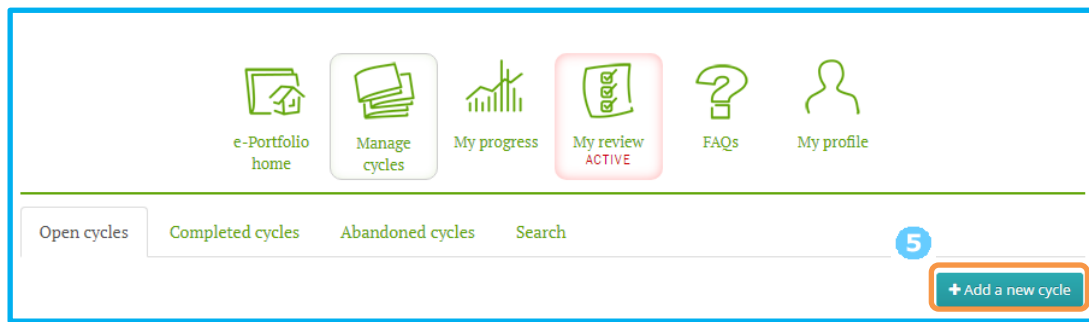
Adding a new cycle

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.
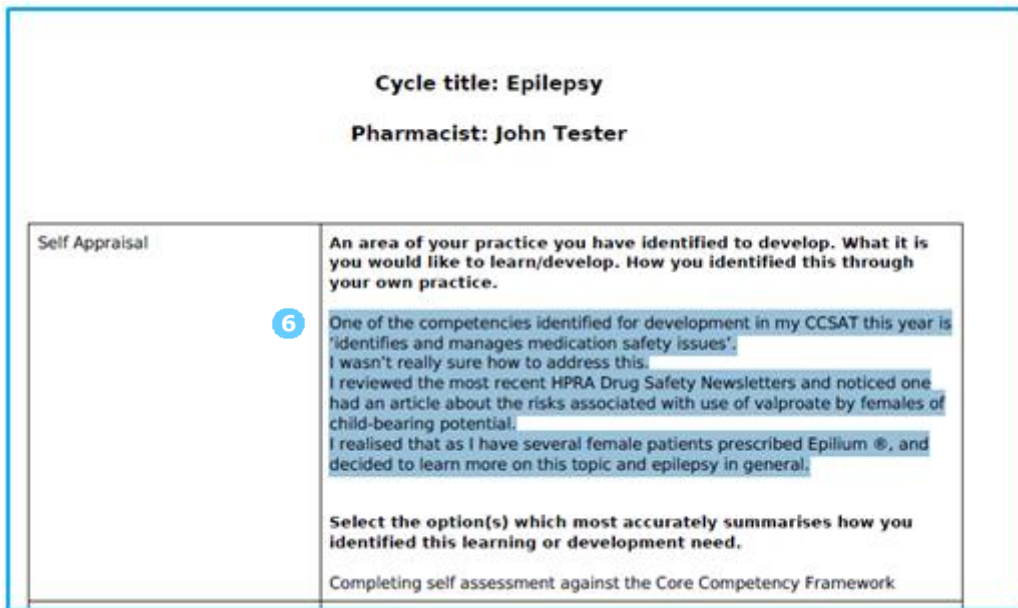
Copying content from the downloaded PDF version of the original cycle

Step 6: 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.

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.

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** .

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.

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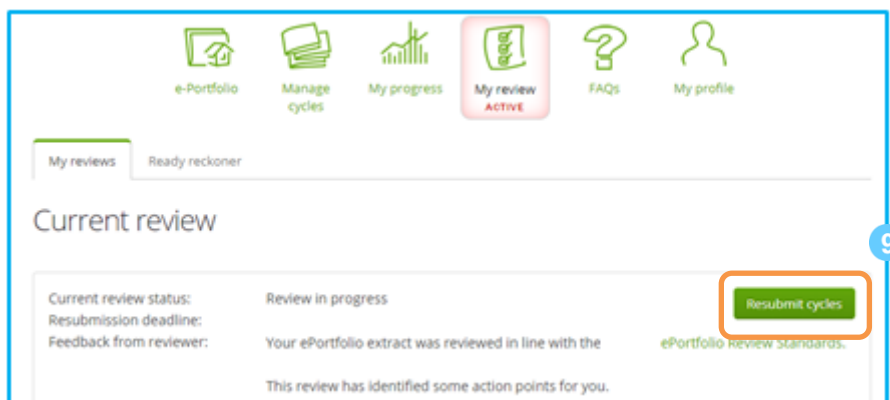
Resubmit button on the 'My review' dashboard takes you to the Completed cycles folder

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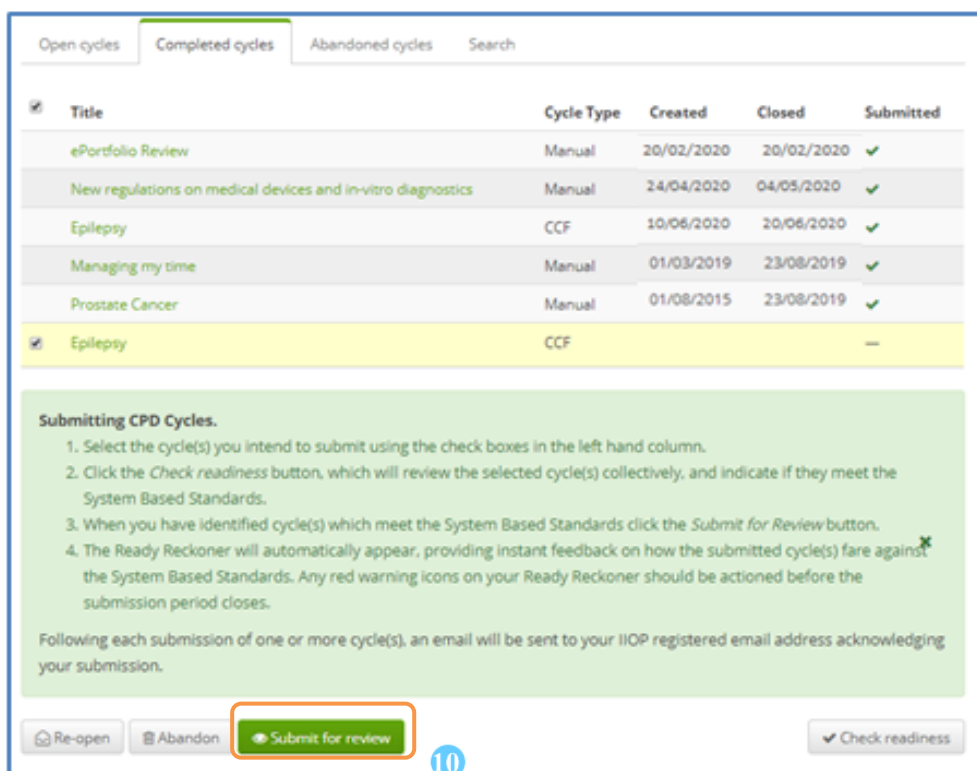
Submitting from the Completed cycles folder

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.
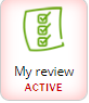
Cycle submitted for review message

Completed cycles folder after resubmission