

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 nonpatient 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 (<u>info@iiop.ie</u>) 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.
- 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.</sup>

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				
Carrent review status:	Anview in progress			Resubmit cycle
Feedback from reviewer:	Your ePortfolio extract was reve	wed in line wit	h the 2019	(20 ePorthein Review Standard
	This review has identified some	action points A	iryou. ir retubmi	usion to be in a position to
	meet 2015/20 ePortfolio Revie	w Standards,		ALCOLOGICAL PROPERTY AND
	SYSTEM BASED STANDARDS AC	TION POINTS		2
	TYSTEM BASED REVIEW	NUMBER	STANDAR	ACTION POINT
	MINIMUM REQUIREMENTS	SUBMITTED	MET	3-00195-2540
	4 OPD cycles around in current year*		Yes	Name
	2 CPD cycle created in previous 4 years**	1	No	Picale submit are additional CPD cycle created in the last - years
	2 CPD-cycles stansid at the Solf- Appranal stage	- 1	Ves	None
	1 GPD cycle originating them sold assessment(c) against the PSJ Carle Competency Pranework in the current year*	2	Ves	None
	2 different Core Competency Framework domains addressed	3	Ym	None
	2 difference ways in which training needs were identified (fielf: Approval staget)	1	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 extrac as a whole.
	2 different practice impact types identified (Evaluate Impact on Practice stage)	4	Yes	None
	IMPORTANT: If you have more the requirements. Please use the Red Based Standards	in one action pr idy Reckoner to	sint, one add	ditional cycle may satisfy multiple resubmission against the System
(PEER REVIEW STANDARDS ACT	ION POINTS:		
	Your plan should be descr "Develop a Personal Plan"	ibed in each C stage. For cycl	PD cycle su e "Epilepsy	bmitted which contains a " this standard has not been m
2	as you nave not described this CPD cycle clearly desc • The action you took shoul	ribing your plan d be described	neo this lea n. I in each CP	D cycle submitted. For the cycl
-	"ePortfolio Review", this st attendance certificate but	andard has no have not desc	t been met ribed the a	because you have uploaded a ction that you took. Please
	resubmit this CPD cycle ck Please note that there is no func	early describin	g the action	n taken. y submitted cycles. However, y
	can copy and paste existing cont required. You will find comprehe	ent into a new ensive informa	cycle, and tion on how	edit/ build on the content as w to submit, edit, and re-submi
	cycles in the ePortfolio Review Si	upport Resour	ces.	ation in relation to this feedbar
	please contact the IIOP team wh	o will be happ	v to guide v	1001 III Felabori to tris reeduac 100.

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.

۴.	Title	Cycle Type	Created	Closed	Submitted
	ePortfolio Review	Manual	01/08/2019	23/08/2019	~
	New regulations on medical devices and in-stro diagnostics	Manual	16/07/2020	16/07/2020	*
	Epilepay	CCF	16/07/2020	16/07/2020	~
	Managing my time	Manual	09/01/2020	16/07/2020	*
	Prostate Cancer	Manual	13/05/2019	16/07/2020	~
	Dovonex	Manual	01/08/2017	23/08/2019	-
Sul	ubmitting CPD Cycles.	cores in the left har	id column.		
Sul	Admitting CPD Cycles. Select the cycle(s) you intend to submit using the check (s) Click the Check readiness button, which will review the s System Based Standards. Mhen you have identified cycle(s) which meet the System The Ready Reckoner will automatically appear, providing If System Based Standards. Any red warning icons on submitting apped frame.	oxes in the left har elected cycle(s) coli Based Standards Instant feedback o our Ready Reckone	id column. ectively, and in click the Subm in how the sub- ir should be ac	dicate if they m t for Review but mitted cycle(s) f tioned before ti	eet the tion. are against

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.



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

Op	en cycles	Completed cycles	Abandoned cycles Sea	rch			
9	Title			Cycle Type	Created	Closed	Submitted
	ePortfolio	Review		Manual	20/02/2020	20/02/2020	~
	New regul	lations on medical devi	ces and in-vitro diagnostics	Manual	24/04/2020	04/05/2020	~
	Epilepsy			CCF	10/06/2020	20/06/2020	~
	Managing	my time		Manual	01/03/2019	23/08/2019	~
	Prostate 0	ancer		Manual	01/08/2015	23/08/2019	~

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 ⁽¹⁾ 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.

Epilepsy	
> Cycle Details	
> Self Appraisal	Ø
> Develop a Personal Plan	Ø
> Action	0
> Document Your Learning	0
> Evaluate Impact on Practice	0
A Download PDF 0	

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.

	e-Portfolio home	Manage cycles	My progress	My review ACTIVE	FAQs	A My profile	
Open cycles	Completed cycles	Abandoned o	cycles Searc	h			5 + Add a new cycle

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.

		Cycle title: Epilepsy Pharmacist: John Tester
Self Appraisal		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.
	6	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.
		Select the option(s) which most accurately summarises how you identified this learning or development need.

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.

PILEPSY - 07/0	/2020					
> Cycle Details						
 Self Appraisa 						0
B I U S	s identified for de	E I I I X ²	X, 33 🛄	🌫 -		

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.

Cycle Details	
> Self Appraisal	Ø 🛈
> Develop a Personal Plan	Ø 🛈
> Action	Ø 🛈
> Document Your Learning	Ø 🛈
> Evaluate Impact on Practice	Ø 🚯

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 ✓ ①
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. *
B I U S ≣ ≡ ≡ ⊟ ⊟ ≡ ≭ X₂ >> □ ♥~
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.

Epilepsy - 07/03/2020	
> Cycle Details	
> Self Appraisal	Ø
> Develop a Personal Plan	Ø 🛈
> Action	Ø 🚯
> Document Your Learning	Ø 🚯
> Evaluate Impact on Practice	⊘₈0
Abandon Download PDF	Save III 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.

e-Portfolio	Manage cycles	My progress	My review Active	FAQS	R My profile
My reviews Ready reckoner					
Current review					
Current review status: Resubmission deadline:	Review in pr	ogress			Resubmit cycles
Feedback from reviewer:	Your ePortfo	olio extract was re	eviewed in line w	ith the	ePortfolio Review standards.
	This review I	has identified sor	ne action points	for you.	

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. $egin{array}{c} 0 \end{array}$

0	Title				Cycle Type	Created	Closed	Submitted
	ePortfolio	Review			Manual	20/02/2020	20/02/2020	¥
	New regul	lations on medical devi	ces and in-vitro diagnost	tics	Manual	24/04/2020	04/05/2020	¥
	Epilepsy				CCF	10/06/2020	20/06/2020	¥
	Managing	my time			Manual	01/03/2019	23/08/2019	×
	Prostate C	lancer			Manual	01/08/2015	23/08/2019	¥
8	Epilepsy				CCF			_
Su	bmitting C 1. Select t	PD Cycles. he cycle(s) you intend	to submit using the cl	heck boxes	in the left han	d column.		
Su	bmitting C 1. Select ti 2. Click th System 3. When y 4. The Rea the Syst submis	PD Cycles. he cycle(s) you intend e Check readiness bu Based Standards. ou have identified cyc ady Reckoner will auto tem Based Standards sion period closes.	to submit using the cl tton, which will review cle(s) which meet the S matically appear, pro Any red warning icon	heck boxes the selecte lystem Base viding insta s on your R	in the left han d cycle(s) colle d Standards c nt feedback o eady Reckone	d column. ctively, and ind lick the <i>Submit</i> n how the subm r should be act	icate if they me for Review butt itted cycle(s) fa oned before th	et the on. re against e



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

Open cycles Completed cycles Abandoned cycles Search				
Title	Cycle Type	Created	Closed	Submitted
ePortfolio Review	Manual	20/02/2020	20/02/2020	×
New regulations on medical devices and in-vitro diagnostics	Manual	24/04/2020	04/05/2020	×
Epilepsy	CCF	10/06/2020	20/06/2020	×
Epilepsy	CCF	01/03/2019	23/08/2019	×
Managing my time	Manual	01/08/2015	23/08/2019	×
Prostate Cancer	Manual	01/08/2015	23/08/2019	×

Completed cycles folder after resubmission