

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.

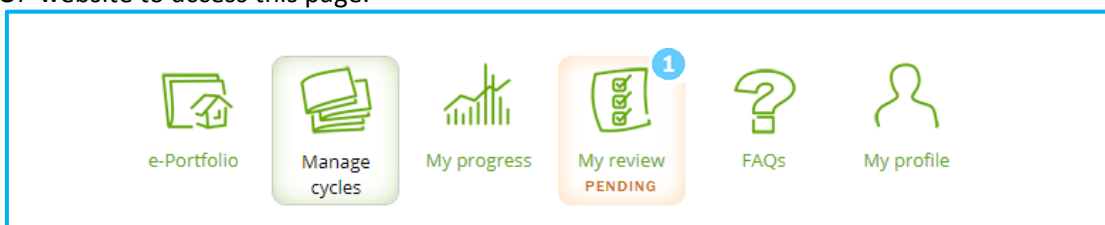
Pharmacists can use the Ready Reckoner in two ways;

- 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 2020/21 ePortfolio Review when the submission period opens on 11 January 2021.

You can access the Ready Reckoner via the *My review* tab **1** 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

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*) **2** against each of the System Based Standards (*Required*) **3** 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.

LEARNING CYCLE STATISTICS		2	3		
Description	Submitted	Required	On track	Action required	
CPD cycles submitted for review (current year)	0	4	●	⚠	
CPD cycles submitted for review (previous 4 years)	0	2	●	⚠	
CPD cycles starting at "Self Appraisal" stage	0	2	●	⚠	
CPD cycles created from self assessment against CCF (current year)	0	1	●	⚠	
Core Competency Framework domains identified in the submitted extract	0	2	●	⚠	

STAGES					
Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	0	2	●	⚠
Learning resource types identified	Action	0	3	●	⚠
Practice impact types identified	Evaluation	0	2	●	⚠

Overall progress: not on track ●

View of the Ready Reckoner before submission of one or more CPD cycles

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 ⁴ and click the *Check readiness* button ⁵

The screenshot shows the 'Ready Reckoner' interface with the following elements:

- Navigation tabs: Open cycles, Completed cycles, Abandoned cycles, Search.
- Table of CPD cycles:

Title	Cycle Type	Created	Closed
<input checked="" type="checkbox"/> ePortfolio Review	Manual	16/07/2020	16/07/2020
<input checked="" type="checkbox"/> New regulations on medical devices and in-vitro diagnostics	Manual	03/04/2020	16/07/2020
<input checked="" type="checkbox"/> Epilepsy	Manual	06/02/2020	16/07/2020
<input checked="" type="checkbox"/> Managing my time	Manual	08/01/2020	16/07/2020
<input checked="" type="checkbox"/> Biosimilars	Manual	05/10/2018	04/11/2019
- Instructional box titled 'Submitting CPD Cycles' with steps:
 - Select the cycle(s) you intend to submit using the check boxes in the left hand column.
 - Click the *Check readiness* button, which will review the selected cycle(s) collectively, and indicate if they meet the System Based Standards.
 - When you have identified cycle(s) which meet the System Based Standards click the *Submit for Review* button.
 - 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.
- Buttons at the bottom: Re-open, Abandon, Submit for review, and Check readiness (highlighted with a red box and a '5' callout).

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 ⁶ that a System Based Standard **HAS NOT** been met within the selection of cycles chosen, such as the example below.

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)	1	2	● ⁶
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	4	2	●

STAGES

Description	Stage	Number submitted	Required	On track
Learning needs identified	Self appraisal	2	2	●
Learning resource types identified	Action	2	3	● ⁶
Practice impact types identified	Evaluation	3	2	●

Overall progress: not on track ●

Check readiness feedback – System Based Standards Not Met

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 below.

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	●
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	4	2	●

STAGES

Description	Stage	Number submitted	Required	On track
Learning needs identified	Self appraisal	2	2	●
Learning resource types identified	Action	3	3	●
Practice impact types identified	Evaluation	4	2	●

Overall progress: on track ●

Check readiness feedback – System Based Standards Met

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* 7 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

LEARNING CYCLE STATISTICS					
Description	Submitted	Required	On track	Action required	
CPD cycles submitted for review (current year)	4	4	●	none	
CPD cycles submitted for review (previous 4 years)	1	2	●		
CPD cycles starting at "Self Appraisal" stage	3	2	●	none	
CPD cycles created from self assessment against CCF (current year)	2	1	●	none	
Core Competency Framework domains identified in the submitted extract	4	2	●	none	

STAGES					
Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	2	2	●	none
Learning resource types identified	Action	2	3	●	
Practice impact types identified	Evaluation	3	2	●	none

Overall progress: not on track ●

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

Clicking the *Action required* icon **7** 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 2016, 2017, 2018 or 2019) to meet the standard. You can see from the *Submitted* column on the Ready Reckoner that so far only one cycle has been submitted.

The standard *Learning Resource types identified* **1** 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.

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 (2016-2019) 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.

The screenshot shows a web interface with a table of CPD cycles and a 'Submitting CPD Cycles' instruction box. The table has columns for Title, Cycle Type, Created, Closed, and Submitted. The 'Submitted' column contains checkmarks for most rows and a dash for the 'Prostate Cancer' row. Below the table is a green box with instructions for submitting cycles, followed by buttons for 'Re-open', 'Abandon', 'Submit for review', and 'Check readiness'.

<input checked="" type="checkbox"/>	Title	Cycle Type	Created	Closed	Submitted
<input type="checkbox"/>	ePortfolio Review	Manual	01/08/2019	23/08/2019	✓
<input type="checkbox"/>	New regulations on medical devices and in-vitro diagnostics	Manual	01/08/2019	23/08/2019	✓
<input type="checkbox"/>	Epilepsy	CCF	20/06/2019	23/08/2019	✓
<input type="checkbox"/>	Managing my time	Manual	01/03/2019	23/08/2019	✓
<input type="checkbox"/>	Biosimilars	Manual	01/08/2015	23/08/2019	✓
<input checked="" type="checkbox"/>	Prostate Cancer	CCF	20/06/2019	26/08/2019	—

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 IOP registered email address acknowledging your submission.

Buttons: Re-open, Abandon, **Submit for review**, Check readiness

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.

LEARNING CYCLE STATISTICS				
Description	Submitted	Required	On track	Action required
CPD cycles submitted for review (current year)	4	4	●	none
CPD cycles submitted for review (previous 4 years)	2	2	●	none
CPD cycles starting at "Self Appraisal" stage	3	2	●	none
CPD cycles created from self assessment against CCF (current year)	2	1	●	none
Core Competency Framework domains identified in the submitted extract	4	2	●	none

STAGES					
Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	2	2	●	none
Learning resource types identified	Action	3	3	●	none
Practice impact types identified	Evaluation	4	2	●	none

Overall progress: on track ●

The Ready Reckoner screen after submission – System Based Standards Met

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.