

# Step-by-Step Guide to Creating a CPD Cycle in your ePortfolio

### How should I record my CPD?

When completing a CPD cycle, you should record your CPD in a structured way following the five-stage CPD cycle, reflecting and recording text appropriate to each stage of your CPD cycle.



The five stage CPD cycle for pharmacists registered in Ireland

#### What information should I include in each stage of my cycle?

The table below summarises the information you should record in each stage of your cycle.

Cycle Stage	Content	
Title	The title cycle should be relevant to the overall content of your cycle.	
Self-Appraisal	In the Self-Appraisal stage you should state or explain what it is you have identified as an area you want to develop and how you identified it i.e. was it; Something that came up in your practice? Something that arose from your CCSAT self- assessment? Something you have been aware of or wanted to work on for some time?	
Develop a Personal Plan	In the planning stage you should outline your plan to address the area you have identified to focus on. This is where you document what actions you intend to take, how and when these actions will happen and what resources or additional help you feel you will require to carry out the actions you have identified.	
Action Plan	The Action stage is where you document what actions you took to address the area you identified to work on or develop as a cycle. In this section you record what you actually did and what you did additionally or differently to what you had planned to do.	
Document your Learning	The Document Your Learning stage is where you document what you have learned during and as a result of completing this cycle. This is where you record what you have learned from the actions you have taken and what additional knowledge and skills you have gained.	
Evaluate Impact on Practice	In this stage of your CPD cycle you reflect on the area you identified for this cycle and evaluate what you have learned about yourself and your practice as a result of the process. Here you should also reflect on the impact your learning will have on you and your future practice. Here you will also select the Core Competency Framework domains and associated competencies you feel you have met for this cycle.	

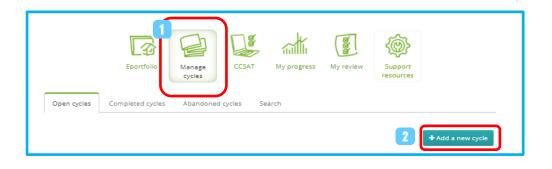
## How do I record a CPD Cycle in my ePortfolio?

**Step 1:** When you are logged into your IIOP profile, click on the **ePortfolio button** to bring you to your ePortfolio homepage.

INSTITIÚID CÓGAISÍOCHTA NA HÉIREANN IRISH INSTITUTE OF PHARMACY	WHO ARE WE 👻 WHAT WE DO 👻 KEEP IN TOUCH 👻 COURSES & EVENTS 🌱 MY IIOP 👻
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Click here to view our full range of Online	e and Face to Face training Programmes
	My courses My ePortfolio My profile Practice review

Accessing the ePortfolio

Step 2: Add a new cycle: From your ePortfolio homepage click the Manage cycles link<sup>1</sup>, then click on the Add a new cycle button<sup>2</sup> from the Open cycles tab.



Adding a new CPD cycle

**Step 3**: In the *Add new cycle* window, enter the name of your cycle into the *Cycle Title field* <sup>1</sup> the date that the learning took place in the *Cycle Start Date field* <sup>2</sup>, select the Stage from the *Start at Stage* drop-down menu <sup>3</sup> to select the stage that you want the cycle to begin, and then click the Proceed button <sup>4</sup>.

**NOTE:** You can begin a CPD cycle at one of three stages, Self-Appraisal, Develop a personal plan or Action. In this example, we're showing a cycle starting at the Self-Appraisal stage so that you can see how all CPD cycle stages should be recorded systematically. We recommend that you begin recording your CPD within the first available stage (in this case, Self-Appraisal) and work down to the last stage, Evaluate Impact on Practice.

Adding New Cycle					0
1 Cycle Title * E-Portfolio Review 1					
2 Cycle Start Date *					
18/09/2018           3           Start at Stage *					
Self appraisal stage	~				
4 » Proceed					
		Ado	ling a New Cycle	2	

**Step 4: View the input-ready cycle:** On the cycle's *Stages summary* screen, you can see the appropriate stages listed for the CPD cycle you created. Each stage can be completed by clicking the stage title, which will open the stage to allow you to enter your CPD details relevant to that stage. To begin, click on the Self-Appraisal title 1.

NOTE: When clicked, the blue information icons 2 describe the kind of information that is expected to be included in each cycle stage.

EPORTFOLIO REVIEW	WEBINAR - 08/09/2017	
<i>⊽Edit Cycle Title</i>		9
<i> ¬ Self Appraisal</i>		0
⊽Develop a Personal I	Self Appraisal	0
<i> <i> </i> </i>	In the Self-Appraisal stage of the cycle you simply state or explain what it is you have identified as an area you want to develop and how you identified it i.e. was it something that came up in your practice, something that arose from your CCSAT self- assessment or perhaps something you have been aware of or wanted to work on for some time?	0
<i>⊽Document Your Lear</i>	Close	0
<i>▼Evaluate Impact on I</i>	Practice	0
🖻 Abandon 🕹 Download F		plete Cycle

View of the new CPD cycle stages prior to input of stage details (Stages summary page)

**Step 5: Add CPD information into the Self-Appraisal stage**<sup>1</sup>: On the *Self-Appraisal* input screen, reflect on and record how you identified your LEARNING NEED for this CPD cycle. Then select the most appropriate option(s) that summaries how you identified this need by selecting the relevant checkbox(es)<sup>2</sup>.

> (	Cycle Details
~	Self Appraisal
	te about: An area of your practice you have identified to develop. What it is you would like to learn/develop. How you tified this through your own practice. *
В	· / U
	t I am fully prepared when the time comes to submit my cycles for review
bod	dy p
Sele	ct the option(s) which most accurately summarises how you identified this learning or development need. $st$
Sele	
Sele	ct the option(s) which most accurately summarises how you identified this learning or development need. $st$
Sele	ct the option(s) which most accurately summarises how you identified this learning or development need. * Completing self assessment against the Core Competency Framework
Selec	<b>ct the option(s) which most accurately summarises how you identified this learning or development need.</b> * Completing self assessment against the Core Competency Framework Undertaking a practice audit

Filling in the Self-appraisal stage of your CPD cycle

When you have all the required details completed, click the Save button 3 at the end of the page to save your details to the stage. By clicking the save button, if you're not done and want to return to this stage you can complete it later.

E-PORTFOLIO REVIEW 1 - 18/09/2018	
> Cycle Details	
> Self Appraisal	0
> Develop a Personal Plan	0
> Action	0
> Document Your Learning	0
> Evaluate Impact on Practice	0
	omplete Cycle

Filling in the Self-appraisal stage of your CPD cycle

When you click the Save button, the stage will close and return you to the *Stages summary* page and show a green tick mark d against that stage indicating that the stage has been completed and that it's time to move on and complete the next stage.

<i>⊽Edit Cycle Title</i>	
$\nabla$ Self Appraisal	• •
∇Develop a Personal Plan	0

Self-Appraisal stage completed

Step 6: Add CPD information into the Develop a Personal Plan stage: On the Develop a Personal Plan input screen, reflect on and record your PLAN to address your learning need 1 for this CPD cycle. Then select the most appropriate resource option(s) that could help you in this area by selecting the relevant checkbox(es). When you have all the required details completed, click the save button 3 to complete the stage.

	<ul> <li>✓ Develop a Personal Plan</li> <li>✓ ①</li> </ul>
	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 ≣ ≡ ≡ ⊞ ⊞ ≡ ≡ x <sup>2</sup> X <sub>2</sub> >> Ⅲ ♥→
	I checked the IIOP website to find out what support and information is available. I discovered that I could attend a webinar specifically designed to support pharmacists in ePortfolio Review. I will book myself on to a webinar. I will also arrange to meet my colleague Ciara for a coffee - she was called last year and no doubt she will share some good hints and tips with me.
	body p
2	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)         Consultation with expert         ✓ Discussion with colleagues         Work-based training         Journal / articles         ✓ Research / literature         Practicing new behaviours         Other
	> Action
	> Document Your Learning
	> Evaluate Impact on Practice
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When you click the Save button <sup>3</sup>, the stage will close and return you to the *Stages summary* page and show a green tick mark <sup>4</sup> against that stage indicating that the stage has been completed and that it's time to move on and complete the next stage.

> Self Appraisal	0 0
<ul> <li>Develop a Personal Plan</li> </ul>	0 0
> Action	0
Develop a Personal Plan stage completed	

**Step 6: Add CPD information into the Action Plan stage**: On the *Action* input screen, reflect on and record what ACTIONs you took 1 for this CPD cycle. Then select the type of learning and the most appropriate learning resource option(s) that you used by selecting the relevant checkbox(es) 2. When you have all the required details completed, click the Save button to complete the stage. 3

✓ Action	Ø 🛈
Write about: What action you actually took to address the area you identified for develop additionally/differently to what you had planned? $^*$	oment. Anything you did
B / U ↔ ■ ≡ ≡ ≔ ≔ ≡ ≡ ≭ X, >> □ ♥~	
I attended the webinar, which I found very helpful. I asked a few questions and made some notes on the information given in the webinar I went ahead and completed my CCSAT, as it has been a while since she gave me lots of reassurances that I was on the right track with my preparation.	
body p	4
<ul> <li>Which of the following best describes the formality of the activity(s) you undertook?*</li> <li>Certified/accredited learning programmes</li> <li>✓ Learning which is structured, but not accredited</li> <li>On the job learning</li> <li>What learning resources did you use?*</li> <li>Undertaking Higher Education</li> <li>Print/On-line Continuing Education program</li> <li>✓ Attending meeting(s)</li> <li>Consultation with expert</li> <li>Discussion with colleagues</li> <li>Work-based training</li> <li>Journal / articles</li> <li>Research / literature</li> <li>Practicing new behaviours</li> <li>Other</li> </ul>	
> Document Your Learning	0
> Evaluate Impact on Practice	0
Abandon Download PDF	Save III Complete Cycle

When you click the Save button 3, the stage will close and return you to the *Stages summary* page and show a green tick mark 4 against that stage indicating that the stage has been completed and that it's time to move on and complete the next stage.

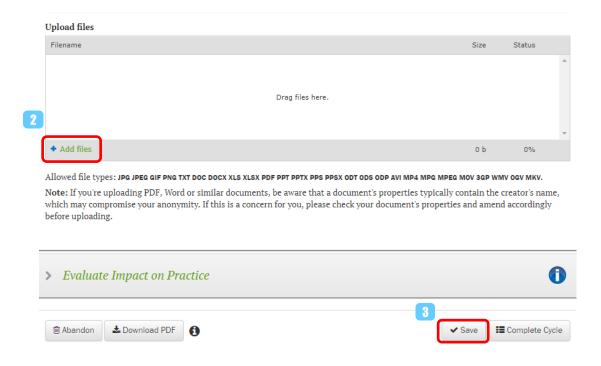


Action stage completed

Step 7: Add CPD information into the Document your Learning stage: On the Document your Learning input screen, reflect on and record what you LEARNT 1 for this CPD cycle. Then, if you wish to provide supporting documentation, such as a certificate or record of completion, use the Add files button 2 to attach it to the CPD cycle. If uploading certificates, be sure to remove any identifying information, such as your name, if you wish to remain anonymous for ePortfolio Review when called to submit.

When you have all the required details completed, click the Save button </u> to complete the stage.

<ul> <li>✓ Document Your Learning</li> <li>✓ ①</li> </ul>
Write about: What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process. *
I learnt about the standards for the ePortfolio Review and how to self-assess against them using the Ready Reckoner and the peer review checklist. I know now how to select cycles from my ePortfolio that will allow me to demonstrate that I meet these standards. I also learnt when the key time points were, which will really help me in my preparation. Most importantly I know how to access support from the IIOP if I need it.



When you click the Save button<sup>3</sup>, the stage will close and return you to the *Stages summary* page and show a green tick mark <sup>4</sup> 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	0 0
> Document Your Learning	300
> Evaluate Impact on Practice	0
Abandon ▲Download PDF ④	Save III Complete Cycle

Document your Learning stage completed

Step 8: Add CPD information into the Evaluate Impact on Practice stage: On the Evaluate Impact on Practice input screen, reflect on and record the impact on your professional practice for this CPD cycle. Then select the checkbox(es) that best indicates how the learning has impacted your practice 2.

	✓ Evaluate Impact on Practice
	Write about: What you have discovered or learned about yourself or your practice through the process. The impact of your actions on your current or future practice. Anything you have learned about yourself in relation to CPD $^{\circ}$
1	B I U S ≣ ≣ ⊞ ⊞ ⊒ Z X₂ >> ∭ ₩~
	I have now completed my very first ePortfolio Review! Participating in the Review has really focused my thinking around evaluating my learning and its relevance to my work, rather than recording CPD for the sake of it. I now think more about how I can apply what I learned to future work scenarios and I think that will really aid me in my development.
	body p span span span
2	How has this learning/development impacted your practice? *
	✓ Improved performance in role ☐ Improved process
	Improved care for patient
	<ul> <li>Improved effectiveness or quality of drug therapy</li> </ul>
	Addressed patient concerns or needs
	Saved costs for patient or payer
	<ul> <li>Encouraged greater clinician engagement on patient care issues</li> </ul>
	Shared information with colleagues
	Modified existing practices
	Improved my understanding of the healthcare system
	Contributed to the development of pharmacy practice in Ireland
	✓ Improved my confidence
	Encouraged colleagues to pursue further learning
	Confirmed existing practice is appropriate
	Other

Filling in the Evaluate Impact on Practice stage of your CPD cycles

Step 9: Select the Domains and Competencies that 1 you feel you have met through this learning.

	DOMAINS AND COMPETENCIES	
	Domain *	Competency *
Ч	✓ Professional practice	✓ Practises patient-centred care
		Practises professionally
		Practises legally
		Practises ethically
6		<ul> <li>Engages in appropriate continuing professional development</li> </ul>
٦	✓ Personal skills	Leadership skills
		✓ Decision-making skills
		Team working skills
		Communication skills
	Supply of medicines	<ul> <li>Manufactures and compounds medicines</li> </ul>
		<ul> <li>Manages the medicines supply chain</li> </ul>
		<ul> <li>Reviews and dispenses medicines accurately</li> </ul>
	Safe and rational use of medicines	Patient consultation skills
		Patient counselling skills
		<ul> <li>Reviews and manages patient medicines</li> </ul>
		Identifies and manages medication safety issues
		Provides medicines information and education
	Public health	Population health
		Health promotion
		Research skills
1	✓ Organisation and management skills	✓ Self-management skills
		Workplace management skills
		Human resources management skills
		Financial management skills
		Ouality assurance

Filling in the Domains and Competencies of your CPD cycle

When you have all the required details completed, click the Save button 3 to complete the 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. In fact, in this sequence, all stages have been completed.

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		Dow													3	C	✓ Sav	III Co	

Completing a cycle

When all stages have been completed, you click the Complete Cycle button <sup>5</sup> to move it from your *Open cycles* folder to your *Completed cycles* folder.

EPORTFOLIO REVIEW WEBINAR - 08/09/2017	
<i>⊽Edit Cycle Title</i>	
√ Self Appraisal	Ø 🛈
∽Develop a Personal Plan	Ø 🛈
<i>▼Action</i>	Ø 🛈
▽Document Your Learning	Ø 🛈
<i>▼Evaluate Impact on Practice</i>	0
Abandon      Among	5 EComplete Cycle

Evaluate Impact on Practice stage completed and cycle ready to be moved to Completed cycles folder

You can download a printable version of the CPD cycle you created by clicking on the Download PDF button from the Cycle stages page. This is useful should you ever need to copy the cycle contents.

#### What if I do not complete one stage of the cycle?

If you click Complete Cycle and some stages are incomplete the ePortfolio will highlight the areas are not complete.

× Cycle completion
You have not completed all required elements for cycle completion:
<ul> <li>Select the option(s) which most accurately summarises how you identified this learning or development need.</li> <li>Please fill in the Write about: What you need to do to improve your knowledge/competence in this area?.</li> <li>Select the option(s) - What resources could help you develop in this area?</li> <li>Select the option(s) - Which of the following best describes the formality of the activity(s) you undertook?</li> <li>Select the option(s) - What learning resources did you use?</li> <li>Please fill in the Write about: What you have learned? Any new knowledge or skills you have attained?</li> <li>Please fill in the Write about: What you have discovered or learned about yourself or your practice through the process?</li> <li>Select the option(s) - How has this learning/development impacted your practice?</li> <li>Please select the relevant domains and competencies that you feel that you have addressed in this learning cycle.</li> </ul>
Please check the ingninghted areas in the cycle form.
Close

List of incomplete items in a cycle

The incomplete areas will also be highlighted in red.

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 ≣ ≣ ≣ ⊞ ⊞ ⊒ X <sup>2</sup> X <sub>2</sub> >>  👺 •
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)
Consultation with expert
Discussion with colleagues
Work-based training
Journal / articles
Research / literature
Practicing new behaviours
Other

Incomplete stages highlighted in a cycle