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.
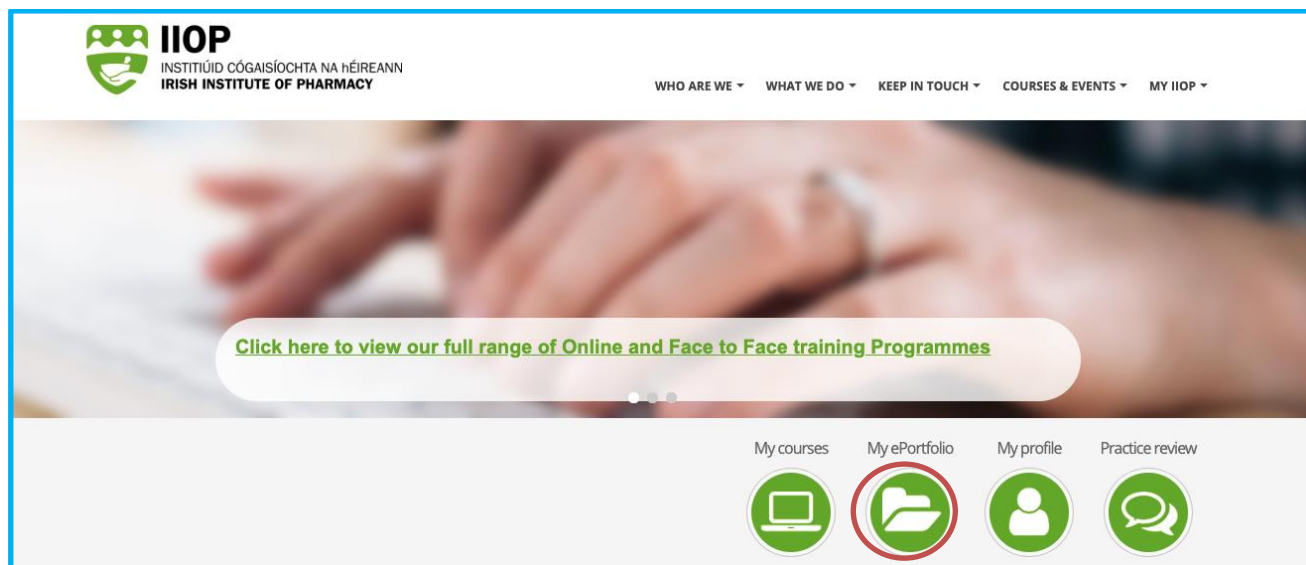
Accessing the ePortfolio

Step 2: Add a new cycle: From your ePortfolio homepage click the Manage cycles link **1**, then click on the Add a new cycle button **2** from the Open cycles tab.
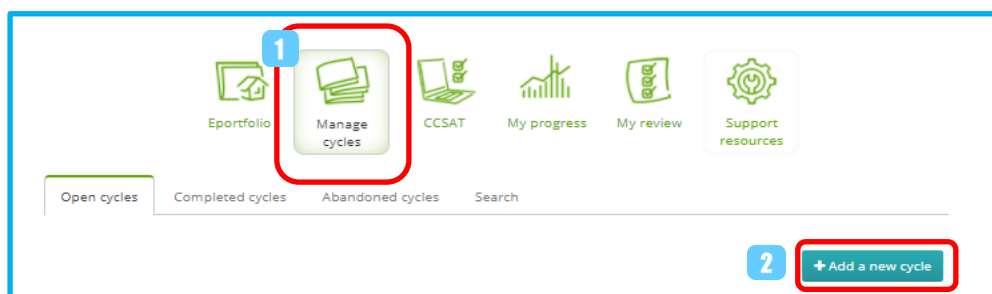
Adding a new CPD cycle

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

> **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 a New Cycle

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.

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 [1] **:** 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**)** [2] .

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.

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 [4] against that stage indicating that the stage has been completed and that it's time to move on and complete the next stage.

▽ *Edit Cycle Title*

[4]

▽ *Self Appraisal* ✓ ⓘ

▽ *Develop a Personal Plan* ⓘ

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) [2] . When you have all the required details completed, click the save button [3] to complete the stage.

∨ *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. *

B I U S ≡ ≡ ≡ ≣ ≣ ≣ ≣ x² x₂ " ▦ ABC▾

[1]
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

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

[2] ☑ Discussion with colleagues

☐ Work-based training

☐ Journal / articles

☑ Research / literature

☐ Practicing new behaviours

☐ Other

> *Action* ⓘ

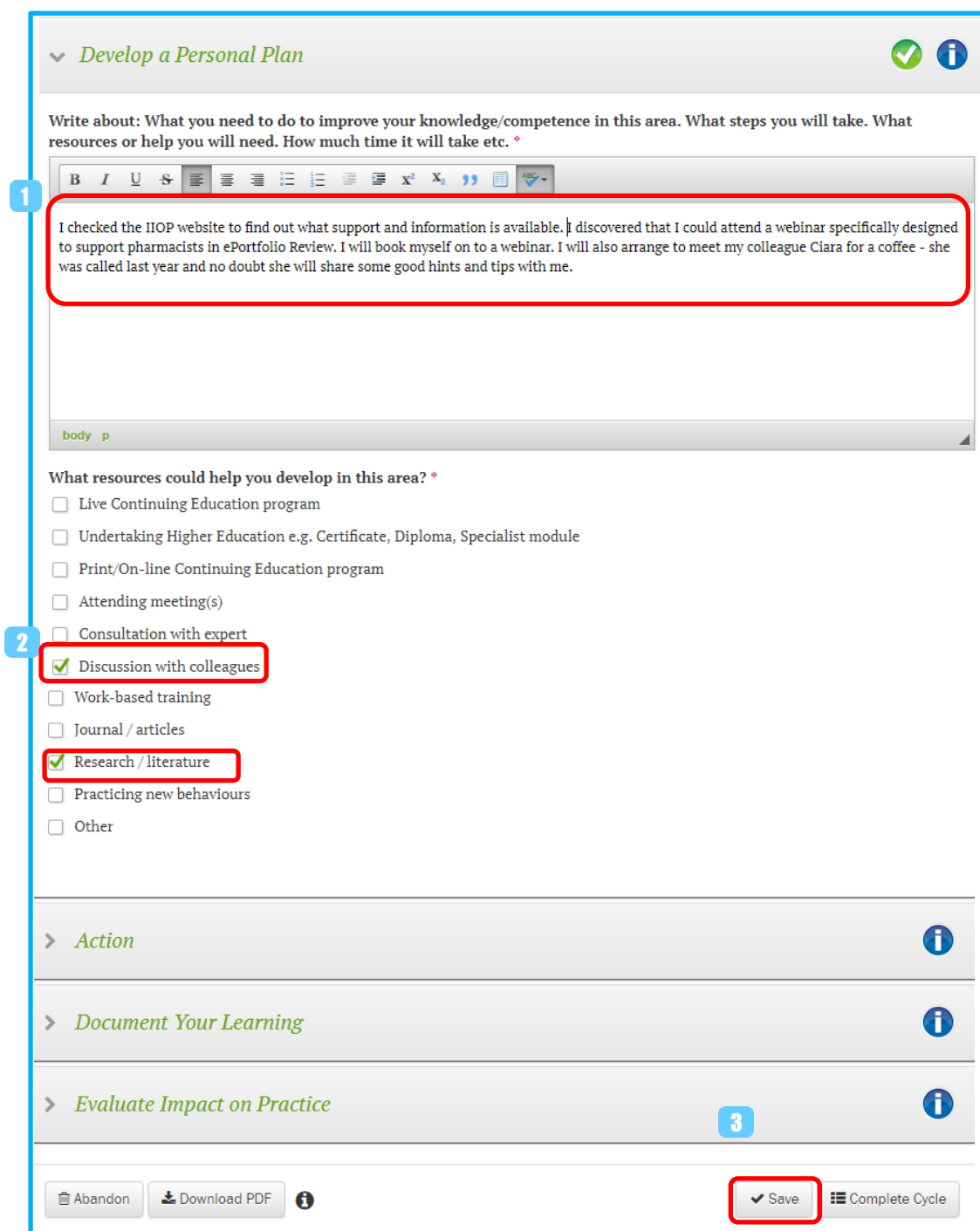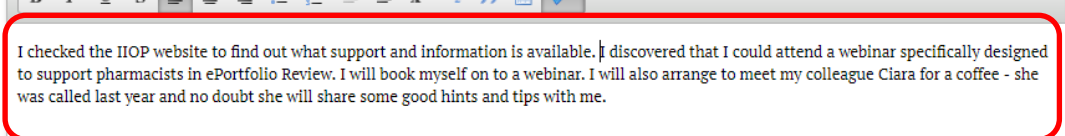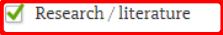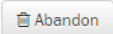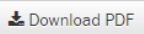> *Document Your Learning* ⓘ

> *Evaluate Impact on Practice* ⓘ

[3]

🗑 Abandon   ⬇ Download PDF   ⓘ   ✓ Save   ☰ 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.

> *Self Appraisal*	✓	ℹ
4 > *Develop a Personal Plan*	✓	ℹ
> *Action*		ℹ
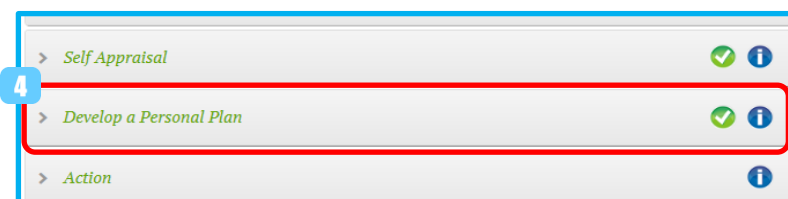
Develop a Personal Plan stage completed

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*   ✓ ℹ

Write about: What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned? *

1 I attended the webinar, which I found very helpful. I asked a few questions and made some notes on the key points. Following on from the information given in the webinar I went ahead and completed my CCSAT, as it has been a while since the last one. I also met Ciara as planned - she gave me lots of reassurances that I was on the right track with my preparation.

body p

Which of the following best describes the formality of the activity(s) you undertook? *

2 ☐ Certified/accredited learning programmes
☑ Learning which is structured, but not accredited
☐ On the job learning

What learning resources did you use? *

☐ Undertaking Higher Education
☐ 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

> *Document Your Learning*   ℹ

> *Evaluate Impact on Practice*   ℹ

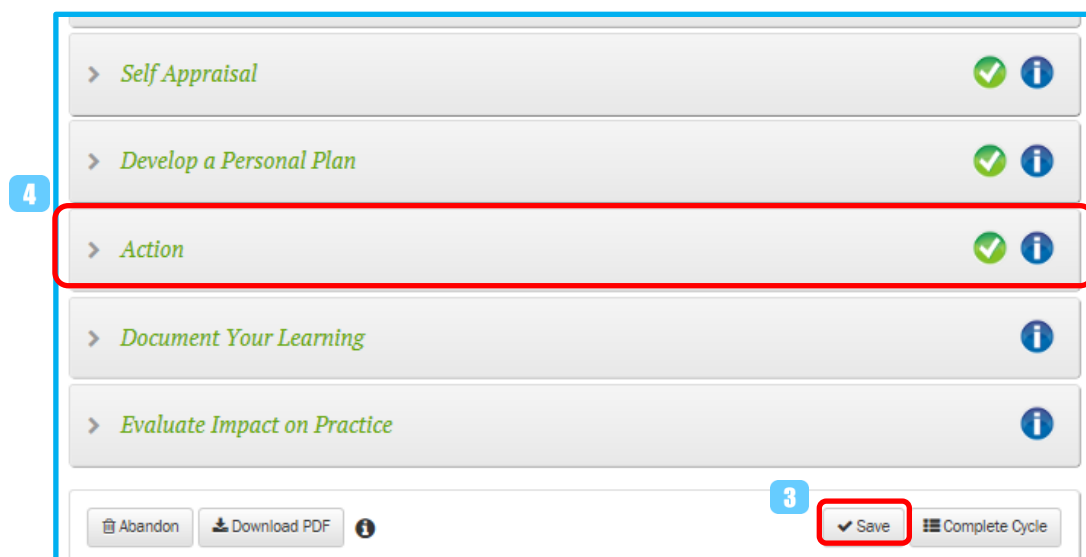🗑 Abandon   ⬇ Download PDF ℹ   **3** ✓ Save   ☰ Complete Cycle

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 **3** to complete the stage.
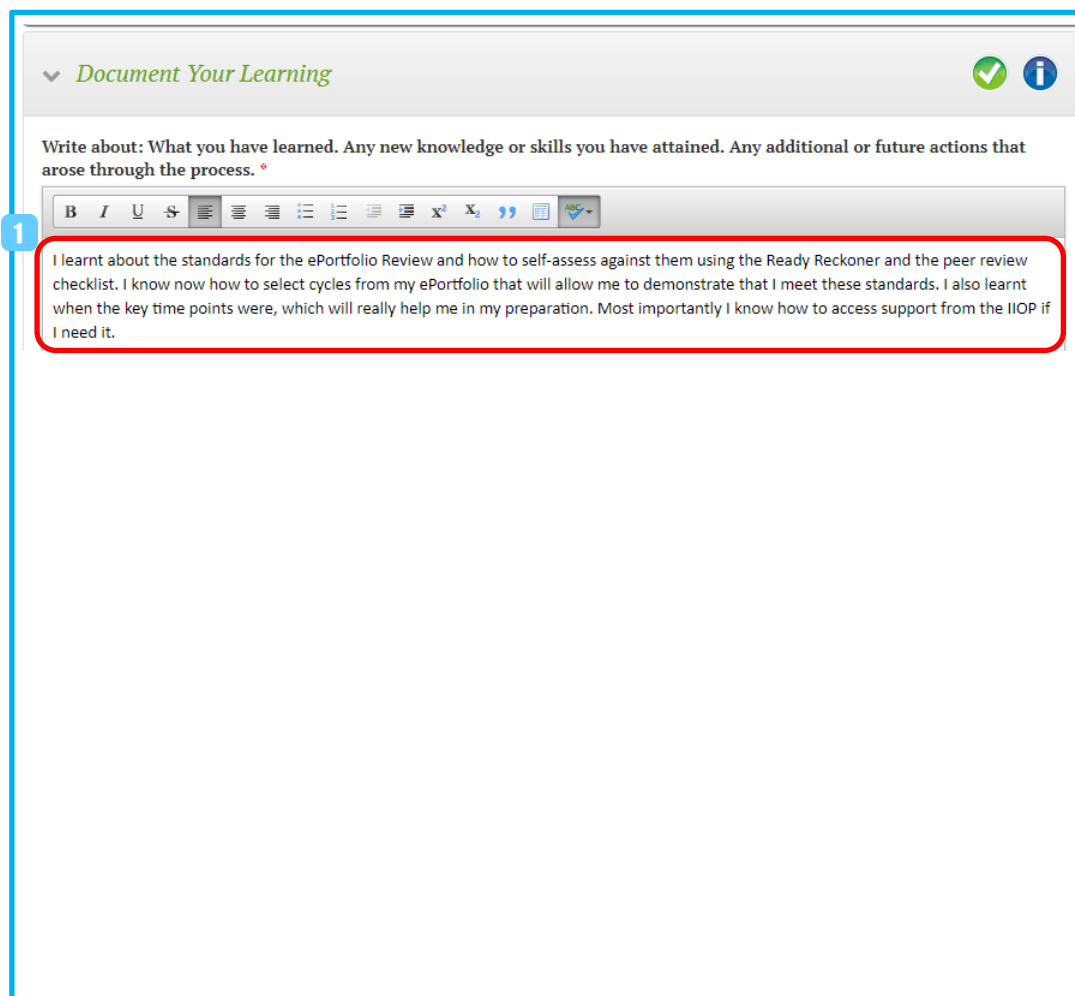
Upload files

Filename	Size	Status
Drag files here.		

2 **+ Add files** | 0 b | 0%

Allowed file types: **JPG JPEG GIF PNG TXT DOC DOCX XLS XLSX PDF PPT PPTX PPS PPSX ODT ODS ODP AVI MP4 MPG MPEG MOV 3GP WMV OGV MKV.**

Note: If you're uploading PDF, Word or similar documents, be aware that a document's properties typically contain the creator's name, which may compromise your anonymity. If this is a concern for you, please check your document's properties and amend accordingly before uploading.

> *Evaluate Impact on Practice*   ⓘ

3

🗑 Abandon   ⬇ Download PDF ⓘ   ✔ Save   ☰ 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.

> *Cycle Details*

> *Self Appraisal*   ✅ ⓘ

> *Develop a Personal Plan*   ✅ ⓘ

> *Action*   ✅ ⓘ

3
> *Document Your Learning*   ✅ ⓘ

> *Evaluate Impact on Practice*   ⓘ

4
🗑 Abandon ⬇ Download PDF ⓘ   ✔ Save ☰ 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 **1** for this CPD cycle. Then select the checkbox(es) that best indicates how the learning has impacted your practice **2**.

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.

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.

Completing a cycle

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

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 [6] 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.

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. *

[text editor toolbar: B I U S, alignment, lists, x² x₂, quote, table, spellcheck]

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