

# **2022/2023 ePortfolio Review**

## **SAMPLE CYCLES**

Please note these cycles have been created for demonstration purposes only. They are not intended to be indicative or directive. They do however provide examples of some of the different approaches that people take when planning and recording their CPD.

## SAMPLE CYCLE 1

**Cycle title: Practices legally (CCF)**

**Pharmacist: Mary**

**Cycle created on: 14 April 2020**

<p><b>Self Appraisal</b></p>	<p><b>How you identified the learning need this CPD cycle relates to?</b></p> <p>Having completed a CCSAT back in January, one of the suggested competencies for me to develop was '<i>Practices Legally</i>'. In light of the recent changes to prescription legislation due to COVID-19 this seems more relevant than ever.</p> <p><b>Select the option(s) which most accurately summarises how you identified this learning or development need.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Completing self-assessment against the Core Competency Framework</li> <li><input checked="" type="checkbox"/> A change in my work - e.g. new role/responsibility or new process/guideline</li> </ul>
<p><b>Develop a Personal Plan</b></p>	<p><b>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></p> <p>I plan to;</p> <ul style="list-style-type: none"> <li>• Look up recent changes to legislation,</li> <li>• figure out what this will mean in practice,</li> <li>• update procedures in store to reflect this change and</li> <li>• update staff</li> </ul> <p><b>What resources could help you develop in this area?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Work-based training</li> <li><input checked="" type="checkbox"/> Journal / articles</li> <li><input checked="" type="checkbox"/> Research / literature</li> <li><input checked="" type="checkbox"/> Practicing new behaviours</li> </ul>
<p><b>Action</b></p>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <ul style="list-style-type: none"> <li>• read the amendments to the legislation allowing for the electronic transfer of prescriptions to a pharmacy via Healthmail</li> <li>• read the update from PSI in relation to the changes which considered the context for the amendments</li> <li>• printed out the joint guidance from the PSI, IMC and HSE on the updates to legislation for quick reference in the dispensary..</li> <li>• delivered staff training</li> </ul>

	<p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <p><input checked="" type="checkbox"/> On the job learning</p> <p><b>What learning resources did you use?</b></p> <p><input checked="" type="checkbox"/> Work-based training  <input checked="" type="checkbox"/> Journal / articles  <input checked="" type="checkbox"/> Research / literature  <input checked="" type="checkbox"/> Practicing new behaviours</p>
<p><b>Document Your Learning</b></p>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>I have learnt that electronic prescriptions sent via Healthmail are now legal during COVID. The legislation also extends the validity of prescriptions from six to nine months and enables pharmacists to make additional supplies of prescription only medicines to patients from an existing prescription.</p>
<p><b>Evaluate Impact on Practice</b></p>	<p><b>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.</b></p> <p>I am able to provide patients and local prescribers with current and up-to-date information. I have also been able to update processes in store and train all staff. I would like to know more about Healthmail. As a first step, I'll get in a touch with a colleague who has used it before to discuss.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <p><input checked="" type="checkbox"/> Improved process  <input checked="" type="checkbox"/> Shared information with colleagues  <input checked="" type="checkbox"/> Modified existing practices</p>

Domain	Competencies
<input checked="" type="checkbox"/> Professional practice	<input checked="" type="checkbox"/> Practises legally <input checked="" type="checkbox"/> Engages in appropriate continuing professional development
<input checked="" type="checkbox"/> Personal skills	<input checked="" type="checkbox"/> Team working skills

## SAMPLE CYCLE 2

**Cycle title: Fertility Medicines**

**Pharmacist: Sophia**

**Cycle created on: 23 March 2022**

<p><b>Self Appraisal</b></p>	<p><b>How you identified the learning need this CPD cycle relates to?</b></p> <p>The local GP surgery has expanded their services to include a family planning clinic. We are now getting more prescriptions for fertility medicines, as well as a large number of enquiries around pre-conception supplements and fertility monitors. This is an area that I have little experience in. I need to learn more about this therapeutic area in particular how to counsel the patients on their medicines and provide additional support and advice around pre-conception planning.</p> <p><b>Select the option(s) which most accurately summarises how you identified this learning or development need.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Undertaking a practice audit</li> <li><input checked="" type="checkbox"/> Managing an issue which arose during my work</li> <li><input checked="" type="checkbox"/> Self-reflection</li> <li><input checked="" type="checkbox"/> A change in my work - e.g. new role/responsibility or new process/guideline</li> </ul>
<p><b>Develop a Personal Plan</b></p>	<p><b>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></p> <p>I am going to attend an upcoming IPU academy event on Fertility Medicines        I will read the relevant sections in the BNF and also do a literature search</p> <p><b>What resources could help you develop in this area?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Live Continuing Education program</li> <li><input checked="" type="checkbox"/> Research / literature</li> </ul>
<p><b>Action</b></p>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>I attended the IPU academy training event and read the chapter in the BNF. I read a good article in one of the pharmacy journals on family planning.</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Learning which is structured, but not accredited</li> </ul> <p><b>What learning resources did you use?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Live Continuing Education program</li> </ul>

	<input checked="" type="checkbox"/> Research / literature
<b>Document Your Learning</b>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>The IPU academy training programme gave me a good overview of the treatments used as part of IUI, IVF and ICSI cycles. The chapter in the BNF allowed me to learn about the medicines, dosing and also side effect profiles. The journal article gave me a basic understanding of pre-fertility support which included information on basal body temperature thermometers, conception support supplements and fertility monitors. Whilst I feel I now have a basic level of knowledge on the key counselling points, I would love to learn more, as it is an area that really interests me. I have planned to meet with the family planning nurse at the surgery, who says she is happy to help me plan my development in this area.</p>
<b>Evaluate Impact on Practice</b>	<p><b>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.</b></p> <p>I feel much more confident now about the commonly prescribed fertility therapies. I know where to access information on more complex regimens, should I need it. I also met some new colleagues at the IPU training academy who are working in similar practice areas, and we have exchanged numbers so it will be great to know that I can check in with someone if I need to.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Improved care for patient</li> <li><input checked="" type="checkbox"/> Improved effectiveness or quality of drug therapy</li> <li><input checked="" type="checkbox"/> Addressed patient concerns or needs</li> <li><input checked="" type="checkbox"/> Shared information with colleagues</li> <li><input checked="" type="checkbox"/> Improved my confidence</li> </ul>

Domain	Competencies
<input checked="" type="checkbox"/> Safe and rational use of medicines	<input checked="" type="checkbox"/> Patient counselling skills <input checked="" type="checkbox"/> Reviews and manages patient medicines <input checked="" type="checkbox"/> Identifies and manages medication safety issues <input checked="" type="checkbox"/> Provides medicines information and education
<input checked="" type="checkbox"/> Public health	<input checked="" type="checkbox"/> Health promotion

## SAMPLE CYCLE 3

**Cycle title: PPE**

**Pharmacist: John**

**Cycle created on: 15 April 2021**

<p><b>Action</b></p>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>My usual supplier has no masks left in stock. In light of the covid-19 pandemic and the need to implement the right level of protection for my staff, I needed to figure out where to order masks from and exactly what type I need for staff and patients. Reviewed guidance from HPSC and PSI. The guidance on 'the use of surgical masks when healthcare is being provided in the context of the COVID-19 pandemic' was particularly useful as it clarified how to apply the 15 minute rule in practice. I also reviewed NSAI guidance on importing PPE and medical devices for the COVID-19 pandemic and the HPRa guidance on medical devices to ensure the suppliers who were reaching out to me selling these products were compliant with the regulations.</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <p><input checked="" type="checkbox"/> On the job learning</p> <p><b>What learning resources did you use?</b></p> <p><input checked="" type="checkbox"/> Journal / articles  <input checked="" type="checkbox"/> Research / literature</p>
<p><b>Document Your Learning</b></p>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>I have learnt the difference between different face coverings – PPE, medical device masks and face coverings – and the different regulations that apply based on the classification. I learnt that all dispensary staff will need to wear masks in work as the dispensary is not of sufficient size to facilitate social distancing.</p>
<p><b>Evaluate Impact on Practice</b></p>	<p><b>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.</b></p> <p>The staff in the pharmacy now all have the appropriate masks to protect them in work. I have also been better informed in procuring masks for sale to patients as well as informing patients on what type of masks they need.</p>

	<p><b>How has this learning/ development impacted your practice?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Addressed patient concerns or needs</li> <li><input checked="" type="checkbox"/> Shared information with colleagues</li> <li><input checked="" type="checkbox"/> Modified existing practices</li> <li><input checked="" type="checkbox"/> Improved my confidence</li> </ul>
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Domain	Competencies
<input checked="" type="checkbox"/> Public health	<input checked="" type="checkbox"/> Population health
<input checked="" type="checkbox"/> Organisational and management skills	<input checked="" type="checkbox"/> Workplace management skills

### SAMPLE CYCLE 4

**Cycle title: Falsified Medical Directive (CCF)**

**Pharmacist: Michael**

**Cycle created on: 7 May 2022**

<b>Self Appraisal</b>	<p><b>How you identified the learning need this CPD cycle relates to?</b>          Having completed a CCSAT back in January, one of the suggested competencies for me to develop was '<i>Practices Legally</i>'.          I was aware that the end of the 'use and 'learn' period for the Falsified Medicines Directive (FMD) was approaching on of Monday, 30 May 2022. I want to ensure that I am following the legislation in my dispensing process and to understand any other actions I should take before the end of the 'use and learn' period.</p> <p><b>Select the option(s) which most accurately summarises how you identified this learning or development need.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A change in my work - e.g. new role/responsibility or new process/guideline</li> </ul>
<b>Develop a Personal Plan</b>	<p><b>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></p> <p>I will read guidance issued by the Health Products Regulatory Authority and the PSI.</p> <p><b>What resources could help you develop in this area?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Journal / articles</li> <li><input checked="" type="checkbox"/> Research / literature</li> </ul>
<b>Action</b>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p>

	<p>I read the information provided by the HPRA and the PSI on the Falsified Medicines Directive. I also attended an IIOF ‘In Conversation with...’ webinar on the 11<sup>th</sup> May 2022 on the Falsified Medicine Directive.</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <p><input checked="" type="checkbox"/> On the job learning</p> <p><b>What learning resources did you use?</b></p> <p><input checked="" type="checkbox"/> Print/On-line Continuing Education program</p> <p><input checked="" type="checkbox"/> Journal / articles</p> <p><input checked="" type="checkbox"/> Research / literature</p>
<p><b>Document Your Learning</b></p>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>There are two main safety devices implemented on the packaging. These are an anti-tampering device so that as a pharmacist I can be confident that the medication has not been tampered with. The second safety feature is a 2D barcode that appears on the packaging that is a unique identifier. This barcode includes a product code, serial number, batch number and expiry.</p> <p>As a pharmacist I have to scan these barcodes when dispensing. This checks the system to ensure that this medication is authentic. I will also have to check that the medication has not been tampered with. Finally, at the point of supplying to the patient I will scan the medication again to decommission the product, indicating that it has been supplied to a patient.</p> <p>If I have any concerns that a pack has been tampered with, I should report this concern to the HPRA and not supply the pack.</p> <p>In order for a pharmacy to be able to comply with this legislation the pharmacy must register with the IMVO.</p> <p>One of the most common reasons for alerts is inadvertent double-decommissioning of packs in pharmacies, decommissioning of borrowings</p> <p>The ‘use and learn’ period has now ended. This means that we cannot supply a pack of medicine that has generated an alert unless the alert has been fully investigated and a root cause has been found and falsification ruled out. The FMD software provides an ‘Alert Help’ which will assist with managing the alert.</p>
<p><b>Evaluate Impact on Practice</b></p>	<p><b>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.</b></p>

	<p>I now know about my responsibilities under the Falsified Medicines Directive as the 'use and learn' period draws to an end. I know that I am obliged to verify the medicines are authentic and that I must scan these out at the point of supply to the patient. I can also reassure my patients with this change in packaging that the new packaging will ensure that they are getting real and authentic medications.</p> <p>I am aware that it will slow down the dispensing process and I will have to train my pharmacy technicians and other staff to ensure that they are following the correct process. This is a process that I will have to audit and review on a regular basis going forward.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Addressed patient concerns or needs</li> <li><input checked="" type="checkbox"/> Shared information with colleagues</li> <li><input checked="" type="checkbox"/> Modified existing practices</li> <li><input checked="" type="checkbox"/> Improved my confidence</li> </ul>
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Domain	Competencies
<input checked="" type="checkbox"/> Professional practice	<input checked="" type="checkbox"/> Practises legally
<input checked="" type="checkbox"/> Supply of medicines	<input checked="" type="checkbox"/> Manages the medicines supply chain <input checked="" type="checkbox"/> Reviews and dispenses medicines accurately
<input checked="" type="checkbox"/> Safe and rational use of medicines	<input checked="" type="checkbox"/> Reviews and manages patient medicines <input checked="" type="checkbox"/> Identifies and manages medication safety issues <input checked="" type="checkbox"/> Provides medicines information and education
<input checked="" type="checkbox"/> Organisational and management skills	<input checked="" type="checkbox"/> Workplace management skills <input checked="" type="checkbox"/> Quality assurance

## SAMPLE CYCLE 5

**Cycle title: Stress relief**

**Pharmacist: David**

**Cycle created on: 10 May 2022**

<b>Action</b>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>Attend IIOB webinar on optimism</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Learning which is structured, but not accredited</li> </ul> <p><b>What learning resources did you use?</b></p>
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	<input checked="" type="checkbox"/> Print/On-line Continuing Education program <input checked="" type="checkbox"/> Attending meeting(s) <input checked="" type="checkbox"/> Consultation with expert <input checked="" type="checkbox"/> Discussion with colleagues
<b>Document Your Learning</b>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>Three key take-aways – deep breathing exercise, gratitude diary and realising my support network – colleagues, family and friends.</p>
<b>Evaluate Impact on Practice</b>	<p><b>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.</b></p> <p>I have a new strategy for dealing with stress and have noticed the improvement in work. By taking the time out to do the deep breathing exercise and using the resources I have to help me, I am much more effective at work, spending time on high priority issues.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <input checked="" type="checkbox"/> Improved performance in role <input checked="" type="checkbox"/> Improved care for patient <input checked="" type="checkbox"/> Modified existing practices <input checked="" type="checkbox"/> Other

Domain	Competencies
<input checked="" type="checkbox"/> Personal skills	<input checked="" type="checkbox"/> Team working skills
<input checked="" type="checkbox"/> Public health	<input checked="" type="checkbox"/> Health promotion
<input checked="" type="checkbox"/> Organisational and management skills	<input checked="" type="checkbox"/> Self-management skills

## SAMPLE CYCLE 6

**Cycle title: Antimicrobial Stewardship**

**Pharmacist: Eimear**

**Cycle created on: 2 November 2022**

<b>Action</b>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>I signed up to the webinar ‘Let’s talk antimicrobial stewardship in advance of European Antibiotics Awareness Day’ offered as part of the IOP ‘In Conversation With...’ webinar series. It has been a long time</p>
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	<p>since I undertook any additional learning on the topic of antimicrobial stewardship and I realise it is a significant public health issue that affects my patients.</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <p><input checked="" type="checkbox"/> Learning which is structured, but not accredited</p> <p><b>What learning resources did you use?</b></p> <p><input checked="" type="checkbox"/> Print/On-line Continuing Education program</p>
<p><b>Document Your Learning</b></p>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>I was surprised to learn that around 5 million deaths worldwide in 2019 were caused by antimicrobial resistance (AMR) and antimicrobial use is the key driving force for AMR. There are guidelines available through the HSE website relating to many different aspects of antimicrobial use including Conditions and Treatment, Antimicrobial Stewardship, Safe Prescribing, Antimicrobial Use in Residential Care Home Facilities including Nursing Homes and Tips on Penicillin Allergy. During the webinar, there was a discussion about the Antimicrobial Stewardship guidance and it was highlighted that there is a section in this entitled 'Role of the Pharmacist in Antimicrobial Stewardship'. Amongst the points that were discussed included the pharmacists role in ensuring that antimicrobials are used only when appropriate and to work with prescribers, patients and carers to ensure that antimicrobials are given by the right route, right dose, right frequency and at the right time. We also have a role in reminding patients and carers to return any unused antimicrobials to the pharmacy so that we can appropriately dispose of these medications. I also learned about the Pharmacist Antimicrobial Stewardship (PAMS) Network which I can sign up to through the IIOIP website. The network aims to support pharmacists across all sectors to work towards the common goal of promoting responsible use of antimicrobials in all patients and limiting the emergence of antimicrobial resistance. There is a discussion forum and resources section on the PAMS Network and there are currently approximately 130 pharmacists signed up.</p>
<p><b>Evaluate Impact on Practice</b></p>	<p><b>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.</b></p> <p>After attending this webinar, I have noticed that I am much more confident in knowing where to find information on antimicrobials. I am going to download and review the guidelines from the HSE that are particularly relevant to my practice as a community pharmacist. I have also signed up to the PAMS network and I have started to interact with other pharmacists on the discussion forum. I have found that attending the webinar has been particularly helpful in my day to day practice,</p>

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	<p>especially knowing where to look for up-to-date information on dosing and indications.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Improved care for patient</li><li><input checked="" type="checkbox"/> Improved my confidence</li></ul>
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<b>Domain</b>	<b>Competencies</b>
<input checked="" type="checkbox"/> Safe and rational use of medicines	<input checked="" type="checkbox"/> Provides medicines information and education
<input checked="" type="checkbox"/> Public health	<input checked="" type="checkbox"/> Population health