How to Meet the Standard for Cycles Created In the Previous Four Years

Why do I have to submit CPD cycles created in the previous four years (2019-2022)?

The PSI (Continual Professional Development) Rules 2015 (S.I. No. 553/2015) require that pharmacists engage in continual learning and development. The ePortfolio Review standard for cycles created in the previous four years enables pharmacists to demonstrate that they are meeting the requirements set out in the legislation.

How do I meet this standard?

To meet this standard the ePortfolio extract you submit must contain at least two cycles with a cycle creation date between 2019-2022.

> **NOTE:** The ePortfolio system will recognise the date that the cycle was created, not the date completed. If you created a cycle in, for example, 2018 but did not complete the cycle until 2020, this is considered a 2018 cycle.

How do I create a cycle to record previous years learning?

The ePortfolio is designed to allow pharmacists to create cycles which record previous years learning. When you create a new cycle, you must record a Cycle Start Date. You may select any date from the previous four years. This date should reflect when the learning occurred or began.
You can manually type in the date using the format DD/MM/YYYY or select a date from the pop-up calendar. It is possible to change the month and year using the drop down options.

> **NOTE:** If you press the enter button without typing or selecting a date, the date will automatically default to the current date.

Recording cycle creation date

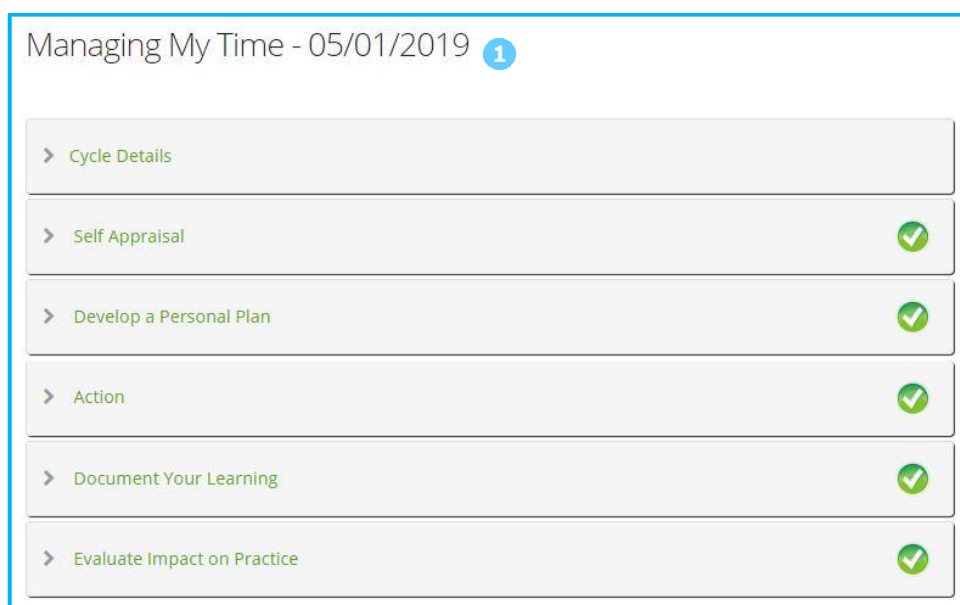![IIOP - Institiúid Cógaisíochta na hÉireann - Irish Institute of Pharmacy logo]

Once you click proceed the new cycle has been created and, it is not possible to change the Cycle Start Date.

I have a lot of cycles written already, how can I check the cycle creation date?

If you are unsure when you created a cycle, you can check within the ePortfolio System in three different ways.

1. Within the cycle title

The cycle creation date is recorded after cycle title

Cycle Summary Page

2. In your Open Cycles

The cycle creation date is listed in the *Created* column in the *Open Cycles* section of the ePortfolio

Open cycles

3. In your Completed cycles

The cycle creation date is listed in the *Created* column in the *Completed Cycles* section of the ePortfolio

Completed cycles

How do I know if I have met the standard for cycles created in the previous four years?

You can use the Ready Reckoner to check if the cycles you intend to submit meet this standard. If you have met the standard a green light will be shown for this standard on the Ready Reckoner ❶. If a red light is shown you should take further action in order to meet this standard. More information can be found in the *How to use the Ready Reckoner* PDF Guide.

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 🟢

Ready Reckoner with green light for cycles created in previous four years