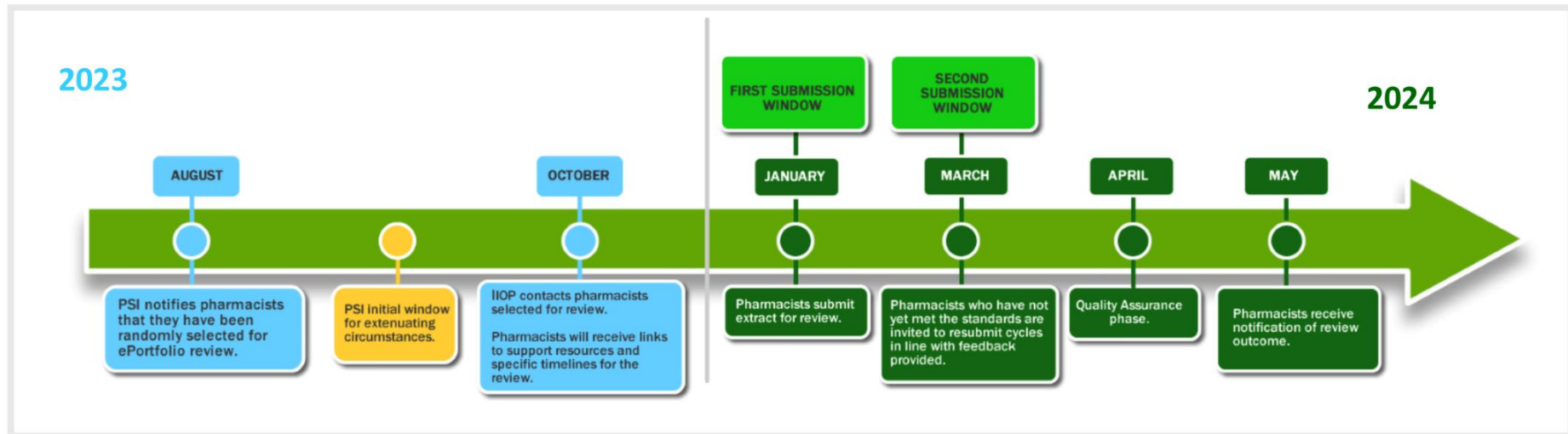


## 2023/24 ePortfolio Review Timelines

The ePortfolio Review Process takes place over several months, as detailed below.



**August 2023** - Pharmacists will receive a communication by email from the Pharmaceutical Society of Ireland (PSI) advising them that they have been selected for the current year's ePortfolio Review.

**October 2023** - The IOP will receive a list of selected pharmacists from the PSI. The IOP sends an email to selected pharmacists using the email address registered on their IOP profile. As all communication will be via email, pharmacists are advised to ensure their profile details are correct. At this time, the IOP also communicates with those pharmacists who received an outcome of Standard Not Met (Year 1) in the previous year's ePortfolio Review. Full guidance on the process, including the Standards for the 2023/24 ePortfolio Review, are communicated at this stage.

**January 2024** - First submission period opens. On Monday 8 January 2024 the IOP will send an email from the ePortfolio System (info@iio.ie) to the email address registered on the IOP profile of pharmacists selected for the 2023/24 ePortfolio Review, inviting them to submit their ePortfolio extract for review via the ePortfolio dashboard. Pharmacists have three weeks to submit their ePortfolio extract, the closing date for submission (28 January) is clearly stated in this email.

At the end of the first submission period, the IOP sends an email to any pharmacist that has not submitted their ePortfolio extract for review to alert them that the closing date for submission has passed and that they have one final opportunity to submit. This ePortfolio extract will automatically be subject to review against the Review Standards during the second submission review period.

**February 2024** - First ePortfolio extract review period. All submitted ePortfolio extracts are reviewed against the System Based Standards by the IOP ePortfolio system, and extracts that do not meet these Standards are then reviewed against the Review Standards by a Reviewer. A random selection of extracts that meet the System Based Standards are also reviewed against the Review Standards for quality assurance purposes.

Reviewers may request that additional cycle(s) are submitted in line with the requirements of the 2023/24 ePortfolio Review Standards. Pharmacists will be advised via the ePortfolio notification system of the specific action(s) required along with a closing date for resubmission.

**March 2024** - Second submission period. In this time period, pharmacists may resubmit their ePortfolio extract for review in line with feedback received. Pharmacists who missed the closing date of the first submission period may also submit their extract for review but will not be afforded an opportunity for a further resubmission.

**April 2024** - Second ePortfolio extract review period. All resubmitted ePortfolio extracts and new ('late') submissions are reviewed against the System Based Standards by the IOP ePortfolio system and against the Review Standards by the Reviewers. In the event that an ePortfolio extract does not meet the 2023/24 ePortfolio Review Standards in this review period, the final outcome will be assigned as 'Standard Not Met'. Feedback on why the extract did not meet the Standards will be available to the pharmacist on their ePortfolio dashboard at the final outcomes publication stage.

**April 2024** - Quality Assurance (QA) process. The quality assurance process represents the final stage of the review process. The process involves a random selection of at least 5% of reviewed submissions for QA review.

**May 2024** - Outcomes published. In this period, all pharmacists selected for review are sent an email via the ePortfolio notification system detailing the outcome of their review.