

## A Guide to the IIOP ePortfolio

### About

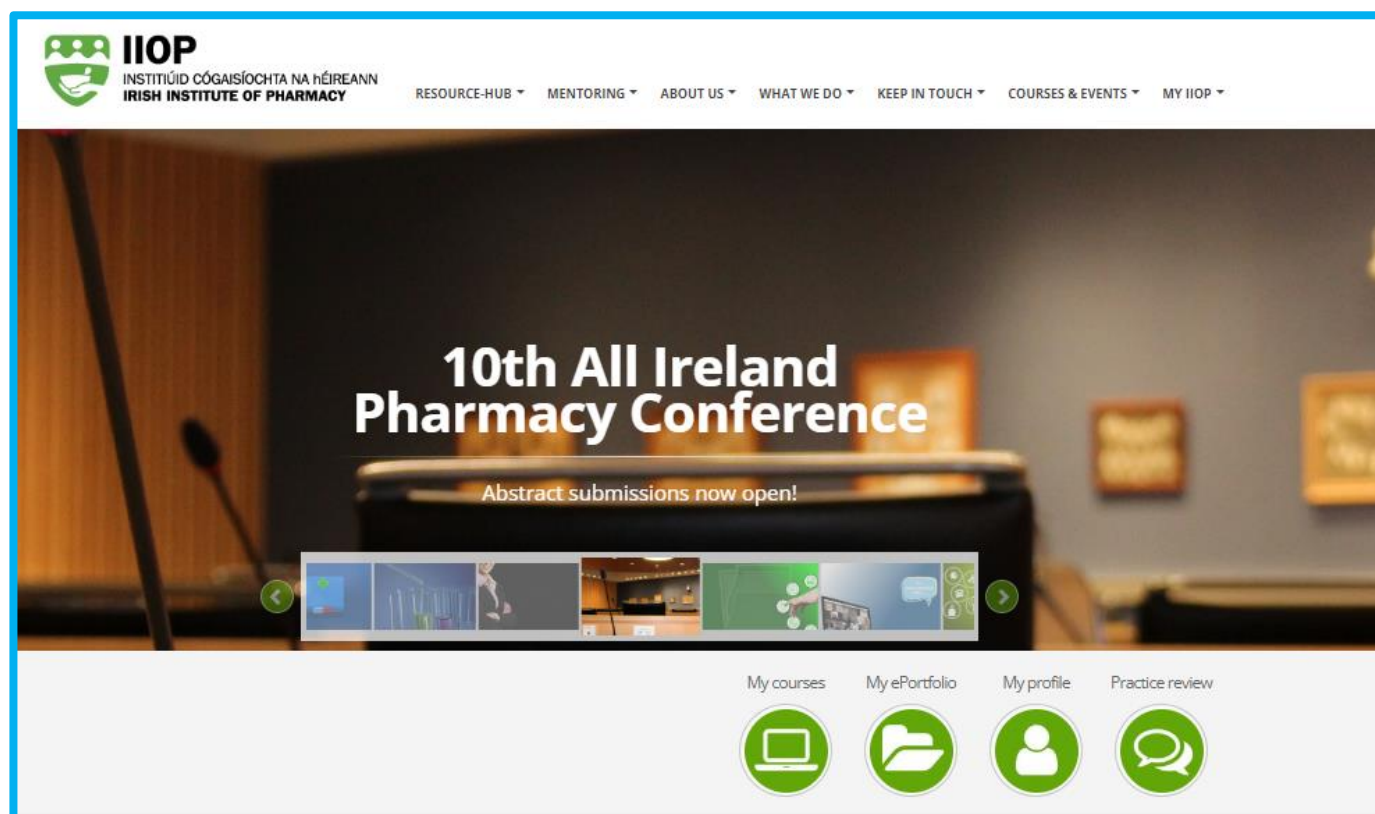
The IIOP ePortfolio has been specifically designed to meet the Continuing Professional Development (CPD) needs of Irish pharmacists. This online tool allows you to plan, record and reflect on all aspects of your CPD. The design is informed by the IIOP's CPD model and by the domains, competencies and indicative behaviours of the PSI's core competency framework (CCF).

This guide will describe the structure of the ePortfolio and provide you with instructions in how to manage the CPD cycles within your ePortfolio.

For more information on how to create a CPD cycle in the ePortfolio, please review the Step-by-Step Guide to Creating a CPD Cycle in your ePortfolio Support resources link.

### How to access your ePortfolio

When logged in, click on the *My ePortfolio* button to access your ePortfolio homepage.



Irish Institute of Pharmacy Homepage

## The ePortfolio Structure

The IIOP ePortfolio is made of up several areas you can access by clicking on the relevant icon.

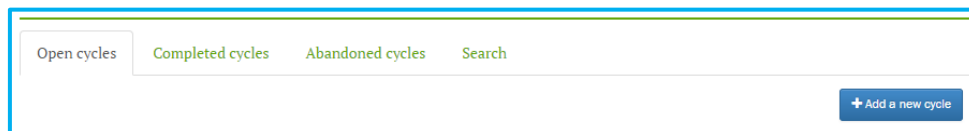


ePortfolio Homepage

<b>ePortfolio Home</b>	Takes you to the IIOP ePortfolio main page.
<b>Manage Cycles</b>	This opens a sub-menu of options including “Add a cycle”, “My Open cycles”, “Abandoned cycles”, “Completed cycles” and a Search function.
<b>CCSAT</b>	Takes you to the legacy Core Competency Self-Assessment Tool (CCSAT) where you can view or download legacy self-assessments that you have saved and / or previously exported to your Open CPD cycles in your ePortfolio. <i>Note: the CCSAT will be fully retired in 2024.</i>
<b>My Progress</b>	This area shows will provide you with an overview of your CPD Cycles, and provide information on for example, the Core Competency Domains identified in your cycles and number of open versus closed cycles. This area becomes useful over time once you have cycles created in your ePortfolio.
<b>Reviews</b>	This area provides a summary of each ePortfolio Review you have participated in. You can also download any ePortfolio Review certificates you have received.
<b>Support Resources</b>	Here, you can access all the ePortfolio and ePortfolio Review guides. For further support, you can contact the team at <a href="mailto:info@iiop.ie">info@iiop.ie</a> .

## Managing Cycles Options

When you click on the 'Manage cycles' tab, this opens the 'Open cycles' page and a sub menu of options where you can manage all your cycles and add new ones or search for cycles.



Manage Cycles Homepage

The Manage Cycles section contains four different areas you can access by clicking on the relevant icon.

- Add a new cycle** This button opens the Add a new cycle screen where you go to create and name a new CPD cycle.
- Open cycles** A list of cycles you have begun and not yet finished (Completed).
- Completed cycles** A list of the cycles you have completed.
- Abandoned cycles** A list of the cycles you have abandoned in the past.
- Search** This takes you to the search function. This is an input box where entered letters or numbers automatically return a list of matched cycles.

We will now describe each of these sections in more detail.

## Open Cycles

This area of the IIOP ePortfolio gives you a list of all your open cycles with the most recently created cycle at the top. You can view your progress for each cycle based on the colour within each cycle stage.

<div> Open cycles Completed cycles Abandoned cycles Search </div> <div>+ Add a new cycle</div>						
Cycle Name	Self Appraisal	Develop	Action	Document	Evaluate	Created
Versatis						02/11/2022
Getting started with CPD						24/11/2021
Interview Preparation						24/11/2021
SOP Development						24/11/2021
Diabetes						01/06/2020

Grey – Cycle stage not started.

Green Cycle stage finished and saved

White - Cycle stage not included

Legend: Not part of cycle Not started In progress Completed

Orange – Stage of cycle saved but not finished.

Open cycles area of the ePortfolio

You can click on the name of a cycle to enter the cycle and work on it further.

## Completed Cycles

This takes you to a list of the cycles you have completed, listed by the cycle creation date.

You can 'reopen' these cycles by sending them back to the *Open Cycles* folder for more editing, select the cycle using the tick box on the left hand column and click the *Re-open* button.

Open cycles


Completed cycles


Abandoned cycles

Search

<input type="checkbox"/>	Title	Cycle Type	Created	Closed
<input type="checkbox"/>	Versatis	Manual	02/11/2021	27/09/2022
<input type="checkbox"/>	Getting started with CPD	Manual	24/11/2020	27/09/2022
<input type="checkbox"/>	Interview Preparation	Manual	24/11/2020	27/09/2022
<input type="checkbox"/>	SOP Development	Manual	24/11/2020	27/09/2022
<input type="checkbox"/>	Diabetes	Manual	01/06/2019	27/09/2022

Select cycles for further action.

 Re-open

 Abandon

When you are selected for ePortfolio Review, you may only submit completed cycles.

If you create a cycle and decide you no longer want to progress that cycle, you may choose to abandon it by clicking the tick box on the left hand column and clicking the *Abandon* button.

## My Abandoned Cycles

All your abandoned cycles are listed here. You can reactivate an abandoned cycle at any time by selecting the cycle using the tick box on the left hand column and clicking the *Reactivate* button. This will bring the cycles back to your open cycles area.

Open cycles

Completed cycles

Abandoned cycles

Search

<input type="checkbox"/>	Title	Cycle Type	Created	Abandoned
<input type="checkbox"/>	Versatis	Manual	02/11/2021	27/09/2022
<input type="checkbox"/>	Getting started with CPD	Manual	24/11/2021	27/09/2022
<input type="checkbox"/>	Interview Preparation	Manual	24/11/2021	27/09/2022
<input type="checkbox"/>	SOP Development	Manual	24/11/2021	27/09/2022
<input type="checkbox"/>	Diabetes	Manual	01/06/2020	27/09/2022

Select cycles which you want to reactivate and click the button below.

## Searching for a cycle

If you cannot find a cycle you have created, you can search for it using the search bar function. It is only possible to search for a cycle title. In the example below, typing “my first...” will find all cycles with those keywords in a cycle’s title. Here you can see the search function finds two cycles with those keywords.

Open cycles	Completed cycles	Abandoned cycles	Search
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my first	Q
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Cycle	Status	Created	Last edited	Submitted
My First Cycle	CCF Closed	17/08/2020	20/12/2022	no
My First Cycle	Closed	10/11/2020	29/07/2021	no