

## Background

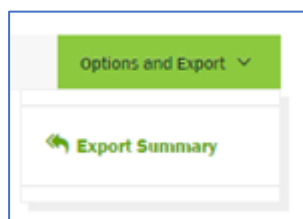
In July 2023, the PSI launched a revised [Core Competency Framework \(CCF\) for Pharmacists](#). The CCF underpins the Continuing Professional Development (CPD) system for pharmacists.

The IOP Core Competency Self-Assessment Tool (CCSAT), which was developed for the original CCF, will no longer be available from the 14<sup>th</sup> November 2023. Pharmacists who have pending CCSAT self-assessments are advised to download or export any CCSAT information that they wish to retain for their records before 14<sup>th</sup> November 2023 to avoid any loss of work.

## How do I export a Self-Assessment Summary to my ePortfolio or as a PDF?

When signed in to your IOP profile, click on “My ePortfolio”, then “CCSAT”, and follow these steps:

1. Click **[View/Export Self-Assessment Summary]** on the self-assessment you want to export. This will take you to the *Self-Assessment Summary* page
2. Click the **[Options and Export]** button at the top right of the page and then click **[Export Summary]**



3. This will give you two options to export to: PDF or EPORTFOLIO
4. Select EPORTFOLIO
5. This will automatically open a new CPD cycle in the Open Cycles section of your ePortfolio for each of the competencies listed in the *Self-Assessment Summary* page ready for you to begin working on them in your ePortfolio. **Note:** You can only export each summary to your ePortfolio once. If you attempt to do this a second time you will be given a message to tell you have already exported to your ePortfolio.
6. To export to PDF, repeat the process but choose PDF as your export option.
7. This will download the PDF to your PC or mobile device. You will need to be aware of where on your PC/device downloads are stored in order to be able to find it. The PDF will have the same competencies identified as those in the self-assessment.
8. **Note:** You can export to PDF as many times as you choose but this will download a new PDF in your downloads folder each time you export it.