

Step-by-Step Guide to resubmitting cycles for ePortfolio Review

Why do I need to resubmit my CPD cycles?

You have been asked to resubmit one or more CPD cycles because your original submitted ePortfolio extract does not meet one or more of the 2023/24 ePortfolio Review standards.

What happens after I submit my ePortfolio extract?

The ePortfolio Review Standards are made up of System Based Standards and Review Standards. When the first submission period closes, the ePortfolio system automatically reviews all submitted ePortfolio extracts against the System Based Standards. In addition, a proportion of all ePortfolio extracts submitted are also reviewed against the Review Standards by pharmacist Reviewers.

The following extracts are selected for Review:

- All submitted ePortfolio extracts that do not meet the System Based Standards
- A random sample of ePortfolio extracts that do meet the System Based Standards
- All ePortfolio extracts submitted in the second submission period

Reviewers review a sample of the submitted cycles within each extract against the Review Standards, and in cases where the ePortfolio Review standards are not met feedback is provided to pharmacists.

How will I know if I need to resubmit?

If you do not meet one or more of the 2023/24 ePortfolio Review standards, an email will be sent from the ePortfolio System (info@iiop.ie) advising you that you will find feedback on your ePortfolio dashboard, which you are required to action within a specified timeframe. Note: please check carefully for the resubmission deadline in the notification email you receive.

NOTE: If your ePortfolio extract is selected for Review and meets the ePortfolio Review Standards, you will not receive any feedback.

Only pharmacists who submit in the first submission period will have the opportunity to resubmit if their extract does not meet the standards.

Where can I find the Reviewer Feedback?

The Reviewer feedback will appear in the My Review section on your ePortfolio dashboard and will include the following information:

- The Resubmission deadline - date and time. ¹ ²
- Reviewer feedback which will detail the action points you must address to meet the 2023/24 ePortfolio Review Standards.
- The cycles you submitted for review. ³

The dashboard will also have an active Resubmit cycles button ⁴, which when clicked will return you to your Completed cycles folder.

What feedback will I get?

The Reviewer will provide feedback on whether the submitted ePortfolio extract meets each of the 2023/24 ePortfolio Review Standards.

Where a standard has not been met, an action point will detail what you must do to meet that standard.

In the example below, the pharmacist has received feedback on both the System Based Standards and the Review Standards. The action points clearly state what the pharmacist must do to meet the 2023/24 ePortfolio Review Standards.

System Based Standards Action Points:

- Please submit one additional CPD cycle created in the last 4 years (2019-2022).
- Please submit at least one additional CPD cycle, which allows you to demonstrate at least three different learning resource types in your extract as a whole.

Review Standards Action Points:

Your plan should be described in each CPD cycle submitted which contains a “Develop a Personal Plan” stage.

- For cycle Epilepsy this standard has not been met as you have not described your plan.

The actions you took should be described in each CPD cycle submitted.

- For cycle ePortfolio Review this standard has not been met because you have uploaded an attendance certificate but not described the action you took.

Please resubmit these CPD cycles clearly describing your plan, and the action you took.

How do I resubmit cycles following Reviewer Feedback?

Depending on the action points included in your Review feedback, you may need to complete one or both of the following steps;

- Submit additional cycles to meet the System Based Standards
- Resubmit cycles with additional content to meet the Review Standards

Part One: Submitting additional cycles to meet the System Based Standards

You may only submit cycles from the *Completed cycles* section of your ePortfolio. It is not possible to resubmit a previously submitted cycle; previously submitted cycles are easily identifiable as there is a green tick in the submitted column **1**.

<input checked="" type="checkbox"/>	Title	Cycle Type	Created	Closed	Submitted
<input type="checkbox"/>	ePortfolio Review	Manual	20/07/2023	21/08/2023	✓
<input type="checkbox"/>	New regulations on medical devices and in-vitro diagnostics	Manual	05/04/2023	21/08/2023	✓
<input type="checkbox"/>	Epilepsy	CCF	07/02/2023	21/08/2023	✓
<input type="checkbox"/>	Managing my time	Manual	05/01/2023	21/08/2023	✓
<input type="checkbox"/>	Prostrate Cancer	Manual	07/08/2021	21/08/2023	✓
<input checked="" type="checkbox"/>	Dovonex	Manual	12/01/2021	28/09/2021	-

Submitting CPD Cycles

1. Select the cycle(s) you intend to submit using the check boxes in the left hand column.
2. Click the Check readiness button, which will review the selected cycle(s) collectively, and indicate if they meet the System Based Standards.
3. When you have identified cycle(s) which meet the System based standards click the Submit for Review button.
4. The Ready Reckoner will automatically appear, providing instant feedback on how the submitted cycle(s) fare against the System Based Standards. Any red warning icons on your Ready Reckoner should be actioned before the submission period closes.

Following each submission of one or more cycle(s), an email will be sent to your IOP register email address acknowledging your submission

Select cycles for further action.

The Completed cycles folder when resubmitting cycles

To submit further cycles, select the cycle you wish to submit using the tick box on the left hand column and click the *Submit for review* button **2**.

Before you submit any additional cycles, we recommend you use the *Check readiness* **3** function to identify if submission of this additional cycle will meet the System Based Standard action point as identified by the Reviewer.

Note: More information on the Check readiness function and Ready Reckoner tool can be found in the *How to use the Ready Reckoner* pdf support resource within the Submitting your extract for review section of the ePortfolio Review Support Resources.

Part Two: Resubmitting Cycles to address Review Standards Feedback

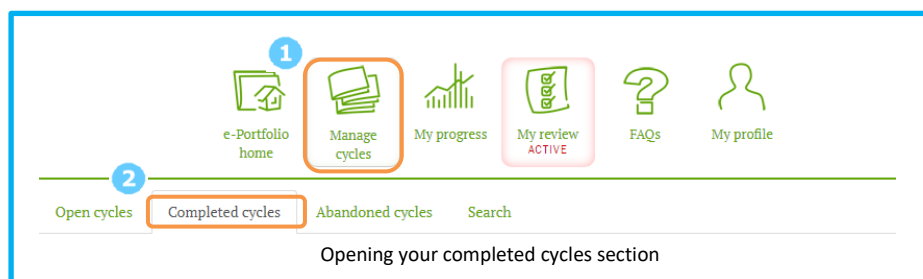
It is not possible to resubmit a cycle that you have previously submitted. Therefore, you must create an amended version of the original cycle submitted.

You can do this in either of the following two ways:

- 1) Download the PDF version of the cycle and copy its contents line by line into a new cycle.
- 2) Open the original cycle in your Completed cycles folder and copy the cycle contents section-by-section into a new cycle.

The steps below describe how to download the PDF version of the cycle and copy its contents line by line into a new cycle.

Step 1: Open the *Completed cycles* folder by clicking on the *Manage cycles* icon **1** and then the *Completed cycles* folder **2** on the dashboard.



Step 2: Click on the CPD Cycle title **3** identified by the Reviewer as not meeting the Review standards, in this example, the *Epilepsy* cycle.

Open cycles

Completed cycles

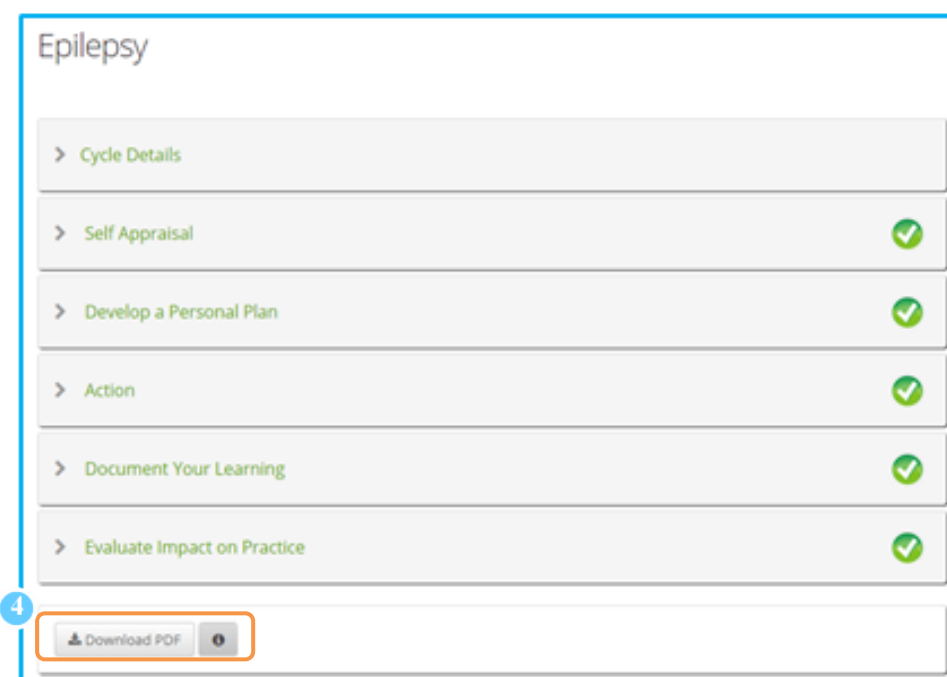
Abandoned cycles

Search

<input checked="" type="checkbox"/>	Title	Cycle Type	Created	Closed	Submitted
<input type="checkbox"/>	ePortfolio Review	Manual	20/07/2023	21/08/2023	✓
<input type="checkbox"/>	New regulations on medical devices and in-vitro diagnostics	Manual	05/04/2023	21/08/2023	✓
3 <input type="checkbox"/>	Epilepsy	CCF	07/02/2023	21/08/2023	✓
<input type="checkbox"/>	Managing my time	Manual	05/01/2023	21/08/2023	✓
<input type="checkbox"/>	Prostrate Cancer	Manual	07/08/2021	21/08/2023	✓

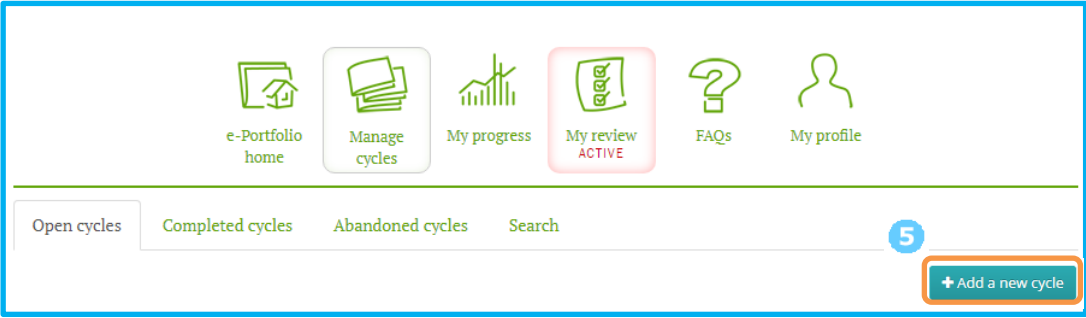
List of completed cycles on your Completed cycles tab with cycle requiring action identified

Step 3: Download the PDF version of the cycle by clicking on the Download PDF button **4** and save it to your desktop or other location on your computer / tablet that is convenient for you. You must have a PDF reader installed on your device to complete this step.



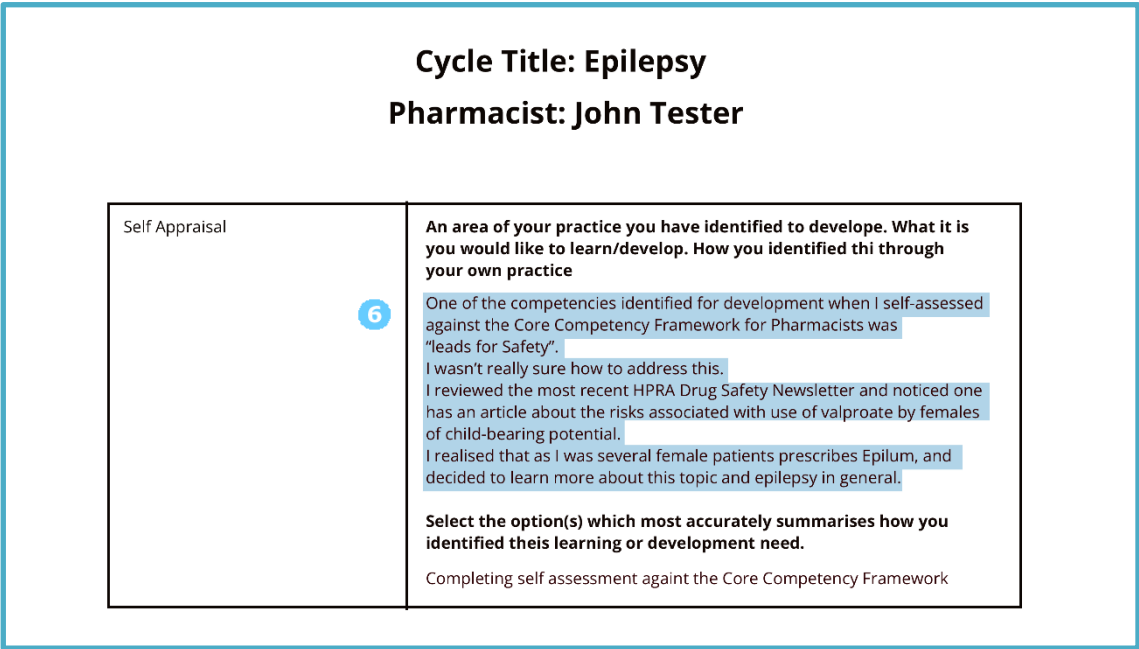
The Download PDF button is located at the foot of the CPD cycle's stage menu, which opens when you click on the CPD cycle title

Step 4: Create a new CPD cycle by clicking on the *Add a new Cycle* button in the *Open cycles* page **5** of your ePortfolio.



Adding a new cycle

Step 5: Open the PDF you downloaded earlier and copy the title and all the existing content (section by section as required) from the open PDF.



Copying content from the downloaded PDF version of the original cycle

Step 6: Paste **6** the copied content, section-by-section, into the new CPD cycle with the same (or similar) name as the original within the relevant sections.

Eportfolio
 Manage cycles
 CCSAT
 My progress
 My review
ACTIVE
 Support resources
 My profile

EPILEPSY 16/06/2023

> Cycle Details

> Self Appraisal

Write about: An area of your practice you have identified to develop. What it is you would like to learn / develop. How you identified this through our own practice

B I Format

One of the competencies identified for development when I self-assessed against the Core Competency Framework for Pharmacists was "leads for Safety".

I wasn't really sure how to address this. I reviewed the most recent HPRA Drug Safety Newsletter and noticed one has an article about the risks associated with the use of valproate by females of child-bearing potential.

I realised that as I was several female patients prescribes Epilum, and decided to learn more about this topic and epilepsy in general.

What resources could help you develop in this area?

☒ Live Continuing Education program

Pasting content into a cycle

Note: When you have all the required details completed, click the **Save** button at the end of the page to save the content of that cycle stage. When you click the Save button, the stage will close and return you to the *Stages summary* page and show a green tick mark against that stage indicating that the stage has been completed and that it's time to move on and complete the next stage.

Epilepsy 16/06/2023

> Cycle Details

> Self Appraisal

> Develop a Personal Plan

> Action

> Document Your Learning

> Evaluate Impact on Practice

Abandon
 Download PDF

 Save
 Complete Cycle

Step 7: Add the missing information / detail identified by the Reviewer. This must include core text **7** and at least one checkbox selection **7**.

7

7

The required Develop a Personal Plan detail requested by the Peer Reviewer added to the new cycle

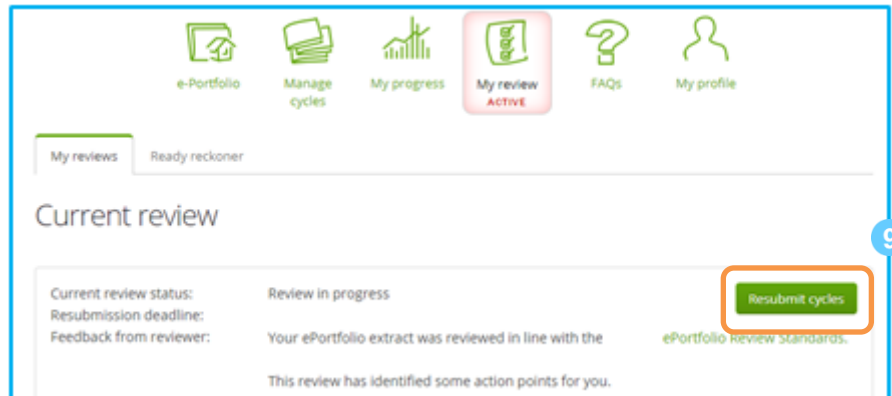
This stage must be completed for each Review Standards action point identified by the Reviewer. It may be the case that you need to provide additional information in more than one stage of the (new) copied CPD cycle.

Step 8: Complete **8** the copied (new) cycle, the cycle will then automatically move the Completed cycles folder.

Epilepsy – 16/06/2023

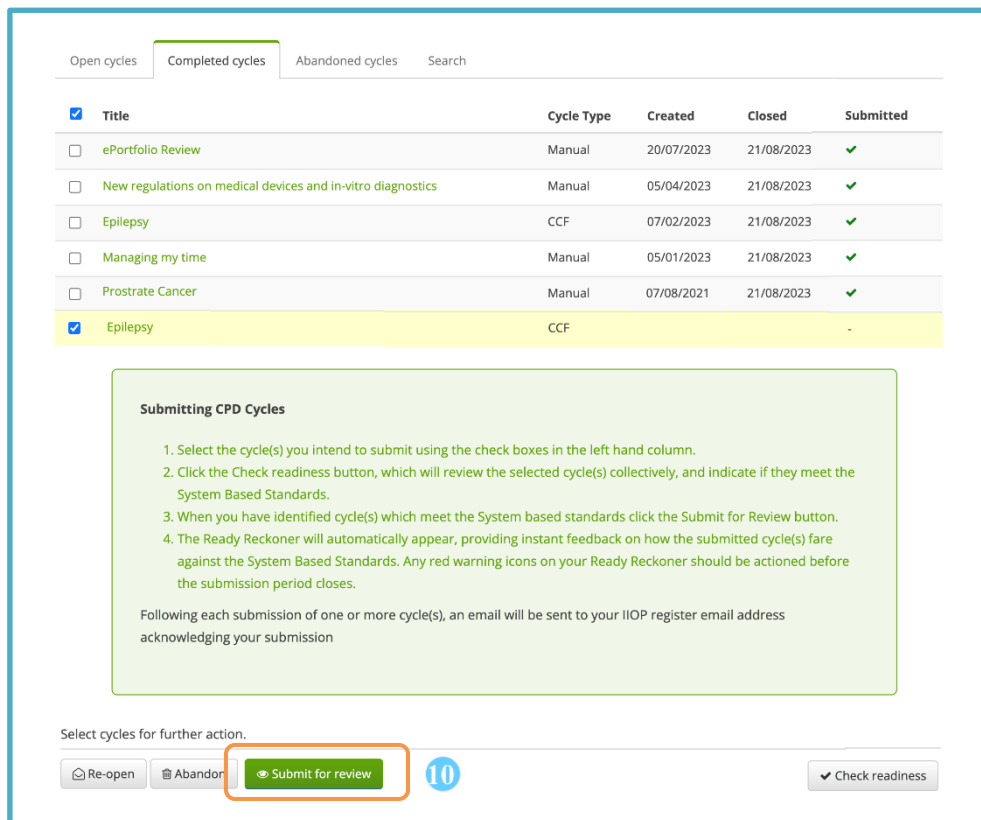
8

Step 9: Resubmit the cycle - The new cycle is now available for submission directly from the *Completed cycles* folder or via the *Resubmit cycles* ⁹ button link on your 'My review' dashboard.



Resubmit button on the 'My review' dashboard takes you to the Completed cycles folder

To submit it, select it by ticking the checkbox beside its title and then click *Submit for review*. ¹⁰



Submitting from the Completed cycles folder

How will I know my cycles have been resubmitted?

When you submit one or more cycles the system displays an instant notification in the form of an on-screen message acknowledging your submission. An email is also sent to the email address registered on your IIOP profile. These notifications are an acknowledgement that the cycle(s) have been successfully transmitted. Within the Completed cycles section of your ePortfolio the Submitted column will show a green tick beside each cycle that has been submitted.

1 cycle(s) submitted for review ✕

CCSAT Core Competency Self-Assessment Tool
ePortfolio Support
CCSAT Guides
ePortfolio Print Guides
ePortfolio Review Support Resources

e-Portfolio

Manage cycles

My progress

My review
ACTIVE

FAQs

My profile

My reviews

Ready reckoner

Cycle submitted for review message

<div> Open cycles Completed cycles Abandoned cycles Search </div>					
<input type="checkbox"/>	Title	Cycle Type	Created	Closed	Submitted
<input type="checkbox"/>	ePortfolio Review	Manual	21/08/2023	21/08/2023	✓
<input type="checkbox"/>	New Regulations on medical devices and in-vitro diagnostics	Manual	05/04/2023	21/08/2023	✓
<input type="checkbox"/>	Epilepsy	CCF	07/02/2023	21/08/2023	✓
<input type="checkbox"/>	Epilepsy	CCF	16/06/2023	30/08/2023	✓
<input type="checkbox"/>	Managing my time	Manual	05/01/2023	21/08/2023	✓
<input type="checkbox"/>	Prostate Cancer	Manual	07/08/2021	21/08/2023	

Completed cycles folder after resubmission