Step-by-Step Guide to submitting your ePortfolio extract for Review
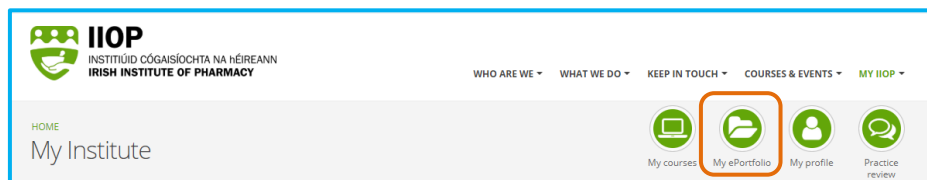
When can I submit my CPD cycles?

If you have been selected for ePortfolio Review you will receive an email from the IIOP on Monday 8 January 2024 notifying you that you can submit CPD Cycles from your ePortfolio for review. This email will be sent from the ePortfolio System to the email address registered on your IIOP profile.

You will have until Sunday 28 January to submit your extract. You may submit cycles at any stage during the three-week submission window, and you may make more than one submission.

How do I submit my cycles?

You can submit your cycles for review from the Completed cycles section of your ePortfolio. Log into the IIOP website using your usual log in details, and then click on the ePortfolio Folder icon to open your ePortfolio home page.

Location of link to ePortfolio homepage on the IIOP website

Step 1: Click on your Manage Cycles tab
You will be automatically brought to your Open Cycles tab which contains a list of all of your open (i.e. unfinished) cycles.

Manage Cycles folder in the ePortfolio Dashboard

Step 2: Open your Completed cycles tab
When the submission window opens (8 January 2024) you will notice three new features within your Completed cycles section which will assist you in submitting your ePortfolio extract;
- A Check readiness button **1**
- A Submit for review button **2**
- A Submitted column **3**

Step 3: Use the Ready Reckoner to help select the cycles that meet the System Based Standards

The Check readiness function is an optional feature within the Ready Reckoner. It helps you to identify cycles to submit which collectively meet all of the System Based Standards. You do not have to complete this step, however we encourage you to do so. Using this feature will help ensure your submission meets all of the System Based Standards.

Select the cycles you intend to submit using the checkboxes ④ on the left hand column and click the Check readiness button ①

Cycles selected to Check Readiness

The Ready Reckoner will appear on screen and provide you with feedback on how these cycles fare collectively against the System Based Standards, using green and red lights. The Ready Reckoner compares your selected cycles (*Submitted*) ⑤ against each of the System Based Standards (*Required*) ⑥ and uses green and red lights to show if the selected cycles meet each of the standards.

A red light in the *On track* ⑦ column indicates that a System Based Standard HAS NOT been met within the selection of cycles chosen, such as the example below.

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)	1	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	2	3	🔴
Practice impact types identified	Evaluation	3	2	🟢

Overall progress: not on track 🔴

Check readiness feedback – System Based Standards Not Met

You may repeat this step as many times as required until you identify a selection of cycles which meet the System Based Standards, resulting in all green lights in the *On track* column as below.

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

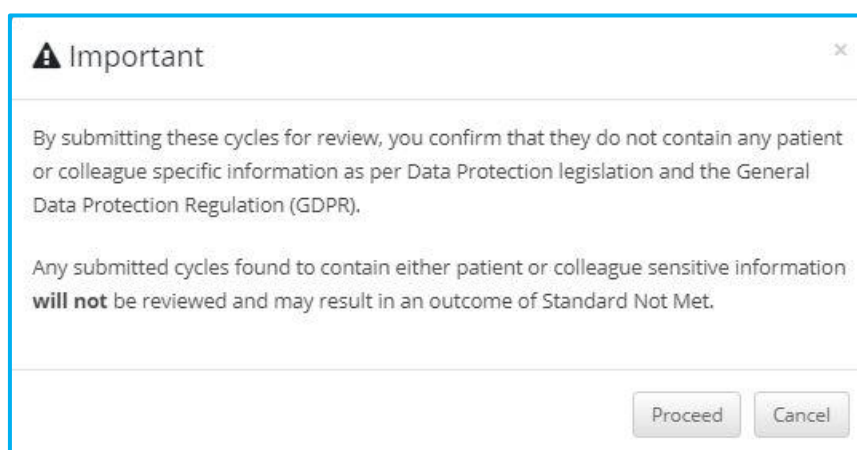| Description	Stage	Number submitted	Required	On track
Learning needs identified	Self appraisal	2	2	🟢
Learning resource types identified	Action	3	3	🟢
Practice impact types identified	Evaluation	4	2	🟢

Overall progress: on track 🟢

Check readiness feedback – System Based Standards Met

NOTE: Ready Reckoner only checks the ePortfolio extract against the System Based Standards. Pharmacists should also review the content of their cycles to ensure they meet the Review Standards. More information can be found in the *How to Meet the Review Standards* PDF and Interactive Guides.

Step 4: Check that your cycles do not breach patient confidentiality or data protection requirements

When you have identified the cycles you wish to submit, you should review each cycle, and any attachments included, ensuring it does not contain any patient or colleague sensitive data. When you attempt to submit one or more CPD cycles, a pop-up message will ask you to confirm that your submission does not breach patient or colleague confidentiality as per Data Protection legislation and the General Data Protection Regulation (GDPR).

⚠ Important   ✕

By submitting these cycles for review, you confirm that they do not contain any patient or colleague specific information as per Data Protection legislation and the General Data Protection Regulation (GDPR).

Any submitted cycles found to contain either patient or colleague sensitive information **will not** be reviewed and may result in an outcome of Standard Not Met.

Proceed   Cancel

Pop-up notification on submission to confirm compliance with privacy and data protection rules

Any submitted CPD cycle found to contain either patient or colleague sensitive information **WILL NOT** be reviewed. This may result in an outcome of Standard Not Met. Pharmacists must review all cycles they intend to submit to ensure there is no confidentiality breach.

Step 5: Submit cycles for review

Before making a submission, you should be satisfied the cycles you intend to submit:

- Meet the System Based Standards
- Meet the Review Standards
- Do not contain any patient or colleague sensitive information

Select the cycles you intend to submit using the tick boxes on the left hand column and click the *Submit for review* button.

Step 6: Check for acknowledgement of submission

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 🔵8 beside each cycle that has been submitted.

	Title	Cycle Type	Created	Closed	Submitted
☐	ePortfolio Review	Manual	20/07/2023	21/08/2023	✔
☐	New regulations on medical devices and in-vitro diagnostics	Manual	05/04/2023	21/08/2023	✔
☐	Epilepsy	CCF	07/02/2023	21/08/2023	✔
☐	Managing my time	Manual	05/01/2023	21/08/2023	✔
☐	Biosimilars	Manual	07/08/2021	21/08/2023	✔

Step 7: Check your submission against the Ready Reckoner

When one or more cycles are submitted, the Ready Reckoner screen automatically appears to show your progress for that submission. It compares submitted 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. A green light indicates that the System Based Standard has been met, a red light and *Action required* icon indicates that you must take further action to meet the particular standard.

In the example below, there are two *Action required* messages, which means that two System Based Standards have not yet been met;

- CPD Cycle submitted for review (last 4 years) **9**

- Learning Resource types identified **10**

LEARNING CYCLE STATISTICS

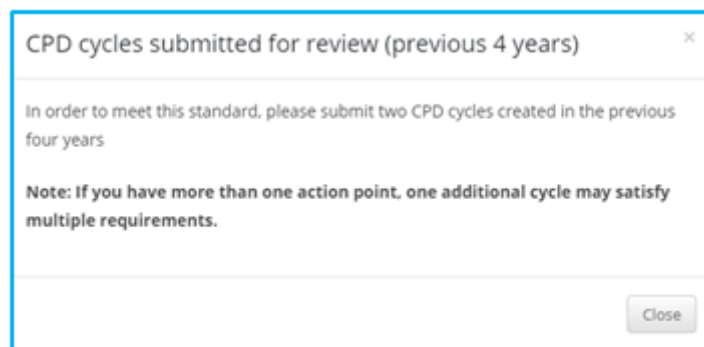| Description	Submitted	Required	On track	Action required
CPD cycles submitted for review (current year)	4	4	🟢	none
CPD cycles submitted for review (previous 4 years)	1	2	🔴	⚠ **9**
CPD cycles starting at "Self Appraisal" stage	3	2	🟢	none
CPD cycles created from self assessment against CCF (current year)	2	1	🟢	none
Core Competency Framework domains identified in the submitted extract	4	2	🟢	none

STAGES

Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	2	2	🟢	none
Learning resource types identified	Action	2	3	🔴	⚠ **10**
Practice impact types identified	Evaluation	3	2	🟢	none

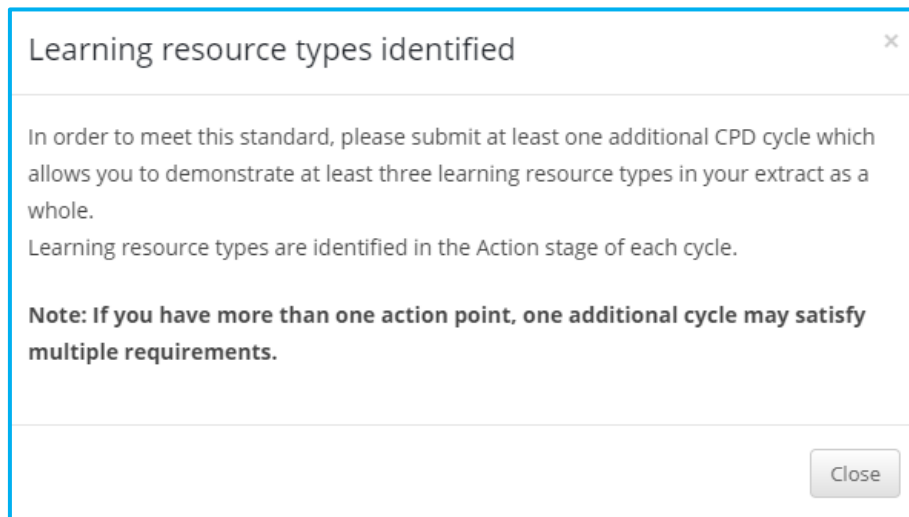**Overall progress:** not on track 🔴

The Ready Reckoner screen after submission – System Based Standards Not Met

Clicking the *Action required* icon provides specific information on the action required to meet the standard. The *CPD cycles submitted for review (previous 4 years)* message tells this pharmacist that they need to submit two CPD cycles from the previous four years (i.e. a cycle created in 2019, 2020, 2021, 2022) to meet the standard. You can see from the *Submitted* column on the Ready Reckoner that so far only one cycle has been submitted.

CPD cycles submitted for review (previous 4 years)   ✕

In order to meet this standard, please submit two CPD cycles created in the previous four years

Note: If you have more than one action point, one additional cycle may satisfy multiple requirements.

Close

Example pop-up warning message from the Ready Reckoner screen

The standard *Learning Resource types identified* is also red. When the Action required icon is clicked, the message tells this pharmacist that they still need to submit a cycle that identifies an additional learning resource type. You can see from the *Submitted* column on the Ready Reckoner that three are required, but only two have been submitted.

Learning resource types identified ✕

In order to meet this standard, please submit at least one additional CPD cycle which allows you to demonstrate at least three learning resource types in your extract as a whole.
Learning resource types are identified in the Action stage of each cycle.

Note: If you have more than one action point, one additional cycle may satisfy multiple requirements.

Close

Another example pop-up warning message from the Ready Reckoner screen

Step 8: Submitting further cycles if required
If the System Based Standards are not met following a submission, as indicated by red lights on the Ready Reckoner, you can submit more completed cycles for review.

NOTE: There is no limit to the number of cycles you can submit or the number of times you may submit cycles throughout the three-week submission period.

In the example above both unmet standards could be addressed on submission of one additional cycle created in the previous four years (2019-2022) which includes identification of a different learning resource type used.
As described in Step 3, this pharmacist can select one or more cycles from their *Completed cycles* and use the *Check readiness* button to determine if submission of the additional cycle(s) will meet the System Based Standards. The Ready Reckoner will review the entire extract i.e. cycles already submitted and the 'new' cycle the pharmacist intends to submit, and again, uses red and green lights to show if, collectively, they meet each of the System Based Standards.

Following submission of these additional cycle(s), the Ready Reckoner screen once again automatically opens and acknowledges the submission of the additional cycle(s).

The pharmacist can confirm that the additional cycle submitted in the last step meets the System Based Standards. The red warning triangles are no longer present as each System Based Standard has been met, indicated by green lights in the *On track* column.

LEARNING CYCLE STATISTICS

Description	Submitted	Required	On track	Action required
CPD cycles submitted for review (current year)	4	4	🟢	none
CPD cycles submitted for review (previous 4 years)	2	2	🟢	none
CPD cycles starting at "Self Appraisal" stage	3	2	🟢	none
CPD cycles created from self assessment against CCF (current year)	2	1	🟢	none
Core Competency Framework domains identified in the submitted extract	4	2	🟢	none

STAGES

Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	2	2	🟢	none
Learning resource types identified	Action	3	3	🟢	none
Practice impact types identified	Evaluation	4	2	🟢	none

Overall progress: on track 🟢

Green lights: The ready reckoner now shows that all System Based Standards have been met

When you have all green lights on your Ready Reckoner screen, you have met the System Based Standards and are not required to submit any further cycles