What is ePortfolio Review?

Introduction

ePortfolio Review is the process by which pharmacists are required to submit an extract of their CPD cycles from their ePortfolio (an 'ePortfolio extract'), which demonstrates that they are appropriately engaging in CPD. Pharmacists can expect to be called to submit an extract from their ePortfolio once in every five year period. This is in line with the legislative requirements set out in the Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2015 (S.I. No. 553/2015).

How do I know if I have been selected for the 2024/25 ePortfolio Review?

Each year the Pharmaceutical Society of Ireland (PSI) randomly selects the names of a number of pharmacists from the Register of Pharmacists to submit an extract of their ePortfolio for review. The PSI will communicate with pharmacists selected to participate in the 2024/25 ePortfolio Review in June 2024.

The IIOP will receive a list of selected pharmacists from the PSI in October 2024. The IIOP will then communicate with selected pharmacists in October providing specific information on submission dates and support resources.

When do I need to submit my ePortfolio Extract?

Pharmacists must have their current, active email address registered on their IIOP profile in order to ensure they receive communications from the IIOP about the 2024/2025 ePortfolio Review. Should you need help in accessing the website, retrieving your password or editing your details contact the IIOP at **info@iiop.ie** or click **Here**.

The IIOP will send an email to all pharmacists selected for 2024/25 ePortfolio Review in **January 2025** inviting them to submit their cycles for review.

What are the Standards for the 2024/25 ePortfolio Review?

The ePortfolio Review Standards were agreed by the ePortfolio Review Standard Setting Group, a group of pharmacists from a range of practice backgrounds, who responded to a profession-wide expression of interest to be involved. The 2024/25 ePortfolio Review Standards incorporate both the legislative requirements and what would reasonably and practically indicate appropriate CPD engagement.

The 2024/25 ePortfolio Review Standards are detailed below. You can also view/download the Standards set for the 2024/25 ePortfolio Review in the support resources menu on the ePortfolio Review Support Page.

2024/25 ePortfolio Review Standards

The IIOP ePortfolio system checks that the following MINIMUM standards are met in your submitted ePortfolio extract:	Minimum Number Required
CPD cycles which you created in the current year *(i.e. 2024 - to include cycles created up until the end of the submission period)*	**4**
CPD cycles which you created in previous years *(2020 - 2023 inclusive)*	**2**
CPD cycles which originated from your self-assessment(s) against the PSI Core Competency Framework in the current year *(i.e. 2024 - to include cycles created up until the end of the submission period)*	**1**
CPD Cycles that you started at the Self-Appraisal stage	**2**
Different ways in which you identified your learning needs* (*Self- Appraisal stage*)	**2**
Different learning resource types that you used* (*Action stage*)	**3**
Different practice impact types that you identified* (*Evaluate Impact on Practice stage*)	**2**
Different Core Competency Framework domains that you addressed* (*CCF domains are identified in the Self-Appraisal stage of each cycle, for those cycles started at Self-Appraisal. Otherwise, they are identified in the Evaluate Impact on Practice stage of the cycle*)	**2**

*Please note that these criteria apply to the submitted extract as a whole and not to individual CPD cycles

If referred for review a SAMPLE of your ePortfolio extract will be reviewed to ensure that a systematic approach has been adopted in recording your CPD in line with the Review Standards outlined below. Your description for each cycle stage should be in your own words.

Please ensure that you can answer YES to each of the following for EACH CPD cycle submitted:

- ☐ Are the contents of each stage relevant to the overall topic of your CPD cycle?

- ☐ Have you described the ways in which you identified your learning needs? (*for each CPD cycle starting at the Self-Appraisal stage*)

- ☐ Have you described your plan for your learning? (*for each CPD cycle that contains a Develop a Personal Plan stage*)

- ☐ Have you described the actions you took? (*Action stage*)

- ☐ Have you described what you learned? (*Document your Learning stage*)

- ☐ Have you described the impact(s) on your practice, which may include identification of future action(s)? (*Evaluate Impact on Practice stage*)

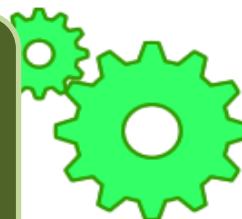*Please note that duplicated CPD cycles will be disregarded*

How does the ePortfolio Review process work?

It is not feasible for the IIOP to undertake an in depth review of each individual ePortfolio extract while ensuring a standardised approach to review. Therefore the IIOP has developed an ePortfolio Review process which incorporates two elements:

1

System Based Review

Each extract (i.e. the cycles you choose to submit) will be automatically reviewed against the System Based Standards which are pre-set within the IIOP ePortfolio system.

2

A proportion of the ePortfolio extracts submitted will be reviewed against the Review Standards. This will include;

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

How will I know what the Reviewers are looking for?

Pharmacists are requested to submit an extract from their ePortfolio which demonstrates that they meet the Standards for the 2024/25 ePortfolio Review.

You can self-assess your ePortfolio extract in advance by:
   a) Using the 'Ready Reckoner' on your ePortfolio Dashboard to check cycles against the System Based Standards
   b) Checking your cycles against the Review Standards checklist

Who sees my ePortfolio Extract?

The ePortfolio extract that you submit may be seen by IIOP administrators. Your name will not be communicated to reviewers, and your submitted extract will be identified by a review number only. However, pharmacists should consider their own privacy along with colleague and patient confidentiality when reviewing the content of their cycles prior to submission.
Your submitted extract will not be shared with the PSI.

Privacy

If you wish to protect your own privacy during the ePortfolio Review process, please do not include any information in your ePortfolio extract which may identify you. This might include the name of your pharmacy or place of work, the name of your colleagues, certificates that include your name etc.

Confidentiality

Along with the requirements under Data Protection legislation, the General Data Protection Regulation (GDPR), and in line with the Code of Conduct for Pharmacists, you should ensure that both patient and colleague confidentiality and privacy are respected in your submission to the IIOP. This includes ensuring that no patient identifiable information is included in your submission e.g. patient names, DPS numbers, copies of prescriptions, receipts or vaccination records, photographs, etc. Care must also be taken to avoid identification of work colleagues or students on a placement within your place of work.

> 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.

What happens if my extract does not meet the Standards?

Reviewers review a sample of all ePortfolio extracts submitted. If you do not meet one or more of the ePortfolio Review Standards, you will receive an email advising you that you will find feedback on your ePortfolio dashboard, which you are required to action within a specified timeframe.

If your ePortfolio extract is selected for Review and meets the 2024/25 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.

What are the potential outcomes of ePortfolio Review?

There are four possible outcomes for the ePortfolio Review:

1. **Standard Met**
   Pharmacists that have met the 2024/25 ePortfolio Review Standards will receive an email advising them they can download their ePortfolio Review Certificate from their ePortfolio dashboard.

2. **Standard Not Met (Year 1)**
   Pharmacists who do not meet the Standards at the end of the first year of undertaking ePortfolio Review are assigned an outcome of 'Standard Not Met'. They may avail of support from the IIOP on how to address their development needs. They are afforded the opportunity to participate in the following year's ePortfolio Review as a Year 2 Participant.

3. **Standard Not Met (Year 2)**
   This category represents pharmacists that have been assigned a final outcome of 'Standard Not Met' for two consecutive ePortfolio Reviews. In these instances, the IIOP has a statutory obligation to inform the PSI.

4. **Non-Engagement**
   In the event that a pharmacist does not engage with the process, and does not submit an ePortfolio extract for review, the IIOP has a statutory obligation to inform the PSI.