

What is ePortfolio Review?

Introduction

ePortfolio Review is the process by which pharmacists are required to submit an extract of their CPD (Continuing Professional Development) cycles from their ePortfolio (an 'ePortfolio extract'), which demonstrates that they are appropriately engaging in CPD.

Are all pharmacists eligible to be called for ePortfolio Review?

Under the Pharmaceutical Society of Ireland (Continuing Professional Development) Rules 2015 and 2025, all PSI registered pharmacists are eligible to be called for ePortfolio Review. Pharmacists will be included in the review if they are registered with the PSI before 1 January of the year prior to submission. **For the 2026/27 ePortfolio Review, pharmacists will be included if they are currently registered and joined the PSI register before 1 January 2026.** Pharmacists joining the register on 1 January 2026 or later in 2026 will not be included until the following 2027/28 ePortfolio Review. Once eligible for inclusion, all pharmacists will be included annually.

The IOP will receive a list of included pharmacists from the PSI in October 2026. The IOP will then communicate with included pharmacists in October providing specific information on submission dates and support resources.

Pharmacists must have their current, active email address registered on their IOP profile in order to ensure they receive communications from the IOP about the 2026/27 ePortfolio Review. Should you need help in accessing the website, retrieving your password or editing your details, contact the IOP at info@iop.ie

When do I need to submit my ePortfolio Extract?

The IOP will send an email to all pharmacists included in the 2026/27 ePortfolio Review in **January 2027** inviting them to submit their cycles for review.

What are the Standards for the 2026/27 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 2026/27 ePortfolio Review Standards incorporate both the legislative requirements and what would reasonably and practically indicate appropriate CPD engagement.

The 2026/27 ePortfolio Review Standards are detailed below. You can also view/download the Standards set for the 2026/27 ePortfolio Review in the support resources menu on the ePortfolio Review Support Page.

2026/27 ePortfolio Review Standards

System-Based Standards	
The IOP ePortfolio system checks that the following MINIMUM system-based standards are met in your submitted ePortfolio extract:	Minimum Number Required
Total number of CPD cycles required <i>(Please note these must be created in the current year i.e., 2026 - to include cycles created up until the end of the submission period)</i>	4
CPD cycles which you created in the current year* which originated from: EITHER: <ul style="list-style-type: none"> • your self-assessment(s) against the PSI Core Competency Framework (CCF) <li style="text-align: center;">OR • your self-reflection(s) on the PSI Code of Conduct – Professional Principles, Standards and Ethics for Pharmacists <li style="text-align: center;">OR • your self-assessment(s) against another competency framework <i>*The current year is 2026 - to include cycles created up until the end of the submission period).</i> <i>Please note that a minimum of one cycle originating from any of the above will be sufficient to meet this standard.</i> <i>You must review and meet all of the System Based Standards.</i>	1
CPD cycles that you started at the Self- Appraisal stage	2
Different ways in which you identified your learning needs* (<i>Self- Appraisal stage</i>)	2
Different learning resource types that you used* (<i>Action stage</i>)	3
Different practice impact types that you identified* (<i>Evaluate Impact on Practice stage</i>)	2
Different Core Competency Framework (CCF) 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	
Manual Review Standards	
If referred for manual 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 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:	
<input type="checkbox"/> Are the contents of each stage relevant to the overall topic of your CPD cycle?	
<input type="checkbox"/> Have you described the ways in which you identified your learning needs? (<i>For each CPD cycle starting at the Self-Appraisal stage</i>)	
<input type="checkbox"/> Have you described your plan for your learning? (<i>For each CPD cycle that contains a Develop a Personal Plan stage</i>)	
<input type="checkbox"/> Have you described the actions you took? (<i>Action stage</i>)	
<input type="checkbox"/> Have you described what you learned? (<i>Document your Learning stage</i>)	
<input type="checkbox"/> Have you described the impact(s) on your practice, which may include identification of future action(s)? (<i>Evaluate Impact on Practice stage</i>)	
<i>Please note that duplicated CPD cycles will be disregarded</i>	

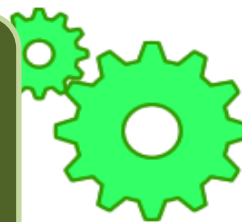
How does the ePortfolio Review process work?

It is not feasible for the IOP to undertake an in-depth review of each individual ePortfolio extract while ensuring a standardised approach to review. Therefore, the IOP 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 IOP ePortfolio system.



2

A proportion of the ePortfolio extracts submitted will be manually reviewed against the Manual Review Standards. Manual review by the Reviewers occurs during the second submission window **only**. All extracts submitted in the first or second submission window may undergo manual review.



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 2026/27 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 Manual Review Standards checklist

Who sees my ePortfolio Extract?

The ePortfolio extract that you submit may be seen by IIOIP 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 IIOIP. 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?

You should ensure your extract meets both the System-Based and Manual Review Standards before submission. All extracts are initially reviewed against the System-Based Standards **only** by the IIOIP ePortfolio system.

If you submit during the first submission window, and your extract does not meet the system-based standards, you will receive automated feedback. You will receive an email advising you that you will find this feedback on your ePortfolio dashboard, which you are required to action within a specified timeframe. You will then have an opportunity to revise and resubmit your extract during the second submission window.

Manual review takes place following the second submission window **only**. All extracts, whether submitted in the first or second window are eligible for manual review. It is therefore important to ensure that your extract meets both the System-Based and Manual Review Standards prior to submission. **If your extract is selected for Manual Review and is found not to meet the Manual Review Standards, you will not have an opportunity to revise or resubmit your extract, regardless of whether you originally submitted during the first or second submission window.**

If you do not submit until the second submission window and your extract does not meet the system-based and/or manual review standards you will not have an opportunity to resubmit.

If your ePortfolio extract is selected for review and meets the 2026/27 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 system-based 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 2026/27 ePortfolio Review Standards will receive an email advising them they can download their ePortfolio Review Certificate of Compliance 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 IOP 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 IOP 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 IOP has a statutory obligation to inform the PSI.