

How to Meet the Manual Review Standards

The 2026/27 ePortfolio Review Standards are made up of System-Based Standards and Manual Review Standards. The ePortfolio system automatically reviews all submitted extracts against the System-Based Standards. However, meeting the System-Based Standards does not guarantee that an extract will meet the Manual Review Standards. It is important that you are happy your extract meets both the System-Based and Manual review standards prior to submission.

Your ePortfolio extract will initially be reviewed against the System Based Standards by the IIOIP ePortfolio system. If you submit in the first submission window, and your extract does not meet the System-Based Standards, you will receive automated feedback and have an opportunity to resubmit. If you do not submit until the second submission window and your extract does not meet the System-Based Standards, you will not have an opportunity to resubmit.

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. It is important that you are happy that your extract meets the Manual Review Standards before submitting. A proportion of extracts are selected for Manual Review in the second window, and outcomes from this process may differ from the system-based assessment.

The following extracts may undergo Manual Review:

- a risk-based sample of registrants identified by PSI,
- those who received an Outcome of Standard Not Met Year 1 in the preceding Review,
- those who do not meet the System-Based Standards upon submission in the second submission window,
- those who resubmitted in the second submission window following receipt of feedback on System-Based Standards,
- a random sample for quality assurance purposes.

What are the Manual Review Standards?

The Manual Review Standards refer to the written content of submitted CPD cycles. To meet the Manual Review Standards, you should record your CPD systematically, reflecting and recording text appropriate to each stage of your CPD cycle. Reviewers are trained to objectively review cycles referred to them against the Manual Review Standards. Reviewers do not:

- Assess competency
- Check accuracy of clinical information
- Validate appropriateness of an action

How do I record my CPD systematically?

Recording your CPD systematically means that you have recorded it in a structured way following the five stage CPD cycle. You should reflect and record at each stage of the CPD cycle.



The five stage CPD cycle for pharmacists registered in Ireland

NOTE: You can begin a CPD cycle at one of three stages, Self-Appraisal, Develop a personal plan or Action.

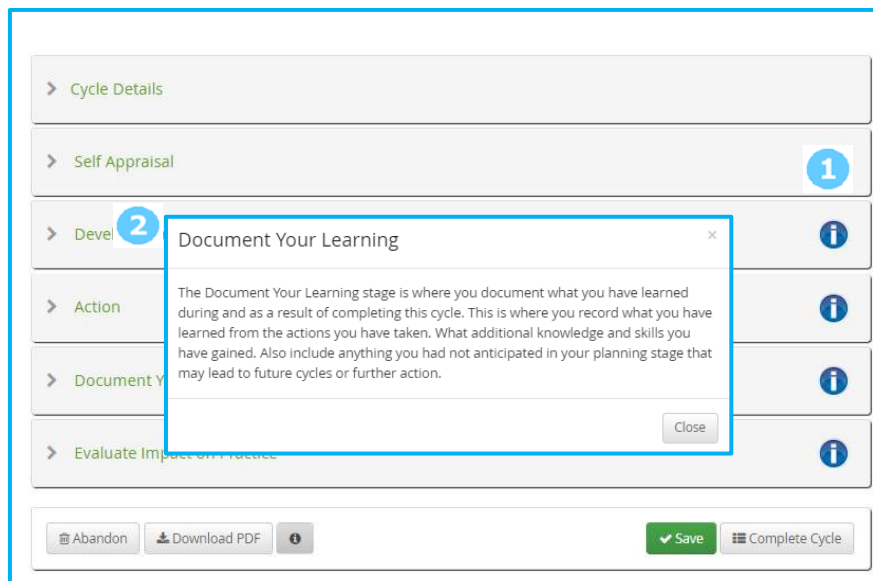
What information should I include in each stage of my cycle?

The table below summarises the information you should record in each stage of your cycle.

Cycle Stage	Content
Title	The title cycle should be relevant to the overall content of your cycle.
Self-Appraisal	In the Self-Appraisal stage, you should state or explain what it is you have identified as an area you want to develop and how you identified it e.g., was it; <ul style="list-style-type: none"> • something that came up in your practice? • something that arose from your self- assessment against the Core Competency Framework? • something you have been aware of or wanted to work on for some time?
Develop a Personal Plan	In the planning stage you should outline your plan to address the area you have identified to focus on. This is where you document what actions you intend to take, how and when these actions will happen and what resources or additional help you feel you will require to carry out the actions you have identified.
Action	The Action stage is where you document what actions you took to address the area you identified to work on or develop as a cycle. In this section you record what you actually did and what you did additionally or differently to what you had planned to do.
Document your Learning	The Document Your Learning stage is where you document what you have learned during and as a result of completing this cycle. This is where you record what you have learned from the actions you have taken and what additional knowledge and skills you have gained.
Evaluate Impact on Practice	In this stage of your CPD cycle you reflect on the area you identified for this cycle and evaluate what you have learned about yourself and your practice as a result of the process. Here you should also reflect on the impact your learning will have on you and your future practice.

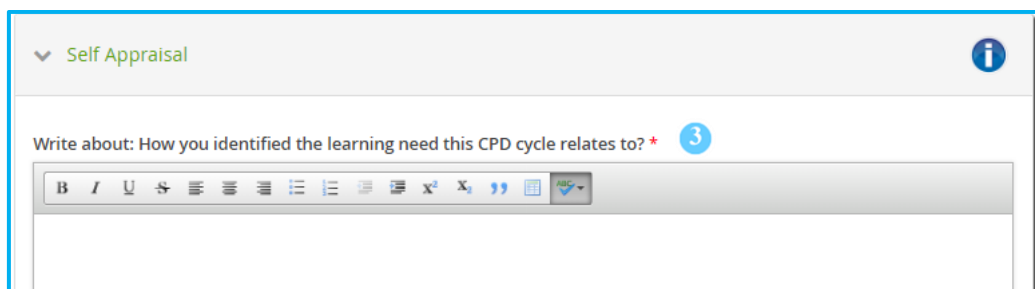
Attaching a certificate of completion, or a course agenda alone will not meet the Review Standards as these do not provide evidence of your own reflection on your learning. However, you may of course choose to upload certs or documents for your own record keeping purposes.

The ePortfolio will guide you at each stage of your CPD cycle with information on what to include. In the cycle summary screen if you click on the blue information icon **1** a pop-up message **2** will describe the kind of information you should include in that cycle stage.



View of the new CPD cycle stages prior to input of stage details (Stages summary page)

Within each cycle stage, the *write about* **3** prompt provides guidance on what information you should record in the free text box below.



How will I know if I have met the Manual Review Standards?

Before submitting your ePortfolio extract for review you should self-assess the cycles you intend to submit against the 2026/27 Manual Review Standards.



- Are the contents of each stage of your CPD cycle relevant to the overall topic of your CPD cycle?
- For each cycle starting at the Self Appraisal stage - Have you described the ways in which you identified your learning needs?
- For each cycle that contains a Develop a Personal Plan stage - Have you described your plan for your learning?
- Within the Action stage - Have you described the actions you took?
- Within the Document your Learning stage - Have you described what you learned?
- With the Evaluate Impact on Practice stage - Have you described the impact(s) on your practice, which may include identification of future action(s)?

Important Note: 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.