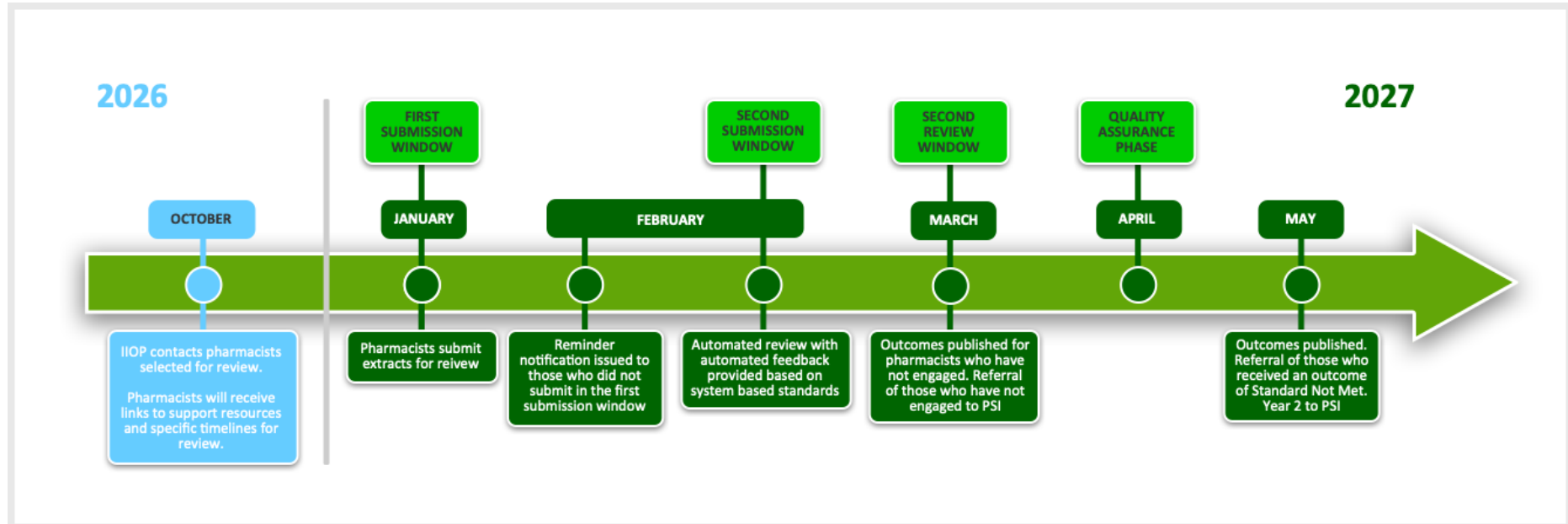


2026/27 ePortfolio Review Timelines

The ePortfolio Review Process takes place over several months, as detailed below.



October 2026

The IIOp will receive a list of included pharmacists from the PSI. The IIOp sends an email to included pharmacists using the email address registered on their IIOp profile. As all communication will be via email, pharmacists are advised to ensure their profile details are correct. At this time, the IIOp also communicates with those pharmacists who received an outcome of Standard Not Met (Year 1) in the previous year's ePortfolio Review. Full guidance on the process, including the Standards for the 2026/27 ePortfolio Review, are communicated at this stage.

Criteria for inclusion in review - 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 year i.e., the January 2028 submission.

January 2027 - First submission period.

On Monday 18 January 2027 the IOP will send an email from the ePortfolio System (info@iop.ie) to the email address registered on the IOP profile of pharmacists included in the 2026/27 ePortfolio Review, inviting them to submit their ePortfolio extract for review via the ePortfolio dashboard. Pharmacists have **two** weeks to submit their ePortfolio extract, the closing date for submission (31 January) is clearly stated in this email.

February 2027

Notification issued to those who have not submitted an extract

At the end of the first submission period, the IOP sends an email to any pharmacist that has not submitted their ePortfolio extract for review to alert them that the closing date for submission has passed and that they have one final opportunity to submit.

First ePortfolio extract review period.

All submitted ePortfolio extracts are automatically reviewed against the System-Based Standards by the IOP ePortfolio system. If an extract does not meet these System-Based Standards, pharmacists will receive feedback requesting that additional cycle(s) are submitted in line with the requirements of the 2026/27 ePortfolio Review Standards. Pharmacists will be advised via the ePortfolio notification system of the specific action(s) required along with a closing date for resubmission.

Second submission period.

In this time period, pharmacists may resubmit their ePortfolio extract for review in line with feedback received. Pharmacists who missed the closing date of the first submission period may also submit their extract for review but will not be afforded an opportunity for a further resubmission.

March 2027

Outcomes published for non-engagers

Those who have not engaged in the process i.e., have not submitted an extract by the end of the second and final submission window will receive an outcome of non-engagement. They are sent an email via the ePortfolio notification system detailing the outcome of their review.

Second ePortfolio extract review period

All resubmitted ePortfolio extracts and new ('late') submissions are reviewed against the System-Based Standards by the IOP ePortfolio system. A sample of extracts from **both the first and the second submission windows** will undergo review against the Manual Review Standards by the Reviewers.

In the event that an ePortfolio extract does not meet the 2026/27 ePortfolio Review Standards in this review period, the final outcome will be assigned as 'Standard Not Met'. Feedback on why the extract did not meet the Standards will be available to the pharmacist on their ePortfolio dashboard at the final outcomes publication stage.

April 2027

Quality Assurance (QA) process. The quality assurance process represents the final stage of the review process. The process involves a random selection of at least 5% of extracts that were reviewed against the Manual Review Standards reviewed being selected for QA review.

May 2027

Outcomes published for all pharmacists except those who received an outcome of non-engagement (this will have been received in March). In this period, included pharmacists are sent an email via the ePortfolio notification system detailing the outcome of their review.