

ePortfolio Review Glossary of Terms

Cycle	A single CPD record created in the ePortfolio
ePortfolio Dashboard	The area of the IOP website where pharmacists can record their continuing professional development (CPD) cycles. The ePortfolio is personal and private to each pharmacist and the IOP cannot view any of your cycles until you submit them for review.
ePortfolio Extract	The set of CPD cycles which a participant chooses to submit as part of the ePortfolio Review Process.
ePortfolio Review Standards	These are the measures against which submitted ePortfolio extracts are reviewed. The standards for ePortfolio Review incorporate the legislative requirements and what would reasonably and practically indicate appropriate CPD engagement. The standards consist of System Based Standards and Manual Review Standards.
Manual Review	This is where the submission is manually reviewed by a reviewer against the Manual Review Standards.
Manual Review Standards	These refer to the standards applied to the written content of submitted cycles. A selection of submitted ePortfolio extracts will be reviewed against these standards.
Outcomes	<p>There are four possible outcomes for ePortfolio Review:</p> <ul style="list-style-type: none"> • Standard Met – assigned to participants who meet the ePortfolio Review Standards. • Standard Not Met (Year 1) - assigned to participants who do not meet the ePortfolio Review Standards at the end of the first year of undertaking ePortfolio Review. They are afforded

	<p>the opportunity to participate in the following year's ePortfolio Review as a Year 2 Participant.</p> <ul style="list-style-type: none"> • Standard Not Met (Year 2) - assigned to participants who do not meet the ePortfolio Review Standards for two consecutive ePortfolio Reviews. In these instances, the IIOp has a statutory obligation to refer the participant to the PSI. • Non-Engagement - assigned to participants who do not submit an ePortfolio extract for review i.e. do not engage with the process. In these instances, the IIOp has a statutory obligation to refer the participant to the PSI.
Random Sample	<p>A sample of submissions which is chosen at random to undergo manual review for quality assurance purposes.</p>
Ready Reckoner	<p>This is a tool available in the ePortfolio dashboard which supports pharmacists to submit an ePortfolio extract that meets the System Based Standards.</p> <p>The Ready Reckoner can be used before submission to identify a selection of cycles that meet the System Based Standards. After submission the Ready Reckoner will automatically appear and provide instant feedback on the submission. In cases where a System Based Standard has not been met, the Ready Reckoner will provide information on how to meet this standard.</p>
Risk-Based Cohort	<p>A cohort identified and selected by PSI for manual review in accordance with PSI's risk-based criteria.</p>
Submission	<p>The process by which pharmacists provide the IIOp with their ePortfolio extract for review. Pharmacists submit cycles through their ePortfolio dashboard.</p>

<p>Submission Period</p>	<p>The period of time during which a pharmacist can submit cycles for review.</p>
<p>System-Based Review</p>	<p>This is where the submission is reviewed by the IIOP ePortfolio system against the System-Based Standards.</p>
<p>System Based Standards</p>	<p>These standards specify the number and types of CPD cycles pharmacists are required to submit. Every ePortfolio extract submitted will be reviewed against the System Based Standards that are pre-set within the IIOP ePortfolio system.</p>