





IIOp AT A GLANCE





How will this guide help me?

As a pharmacist registered with the Pharmaceutical Society of Ireland (PSI) you are automatically a member of the Irish Institute of Pharmacy (IIOp). The IIOp supports pharmacists in meeting their mandatory continuing professional development (CPD) requirements and manages the ongoing quality assurance processes (ePortfolio Review and Practice Review).

The IIOp website (www.iio.ie) provides access to the following resources:

-  **IIOp ePortfolio & Core Competency Self-Assessment Tool (CCSAT):** These tools have been specifically designed to enable pharmacists to meet their CPD obligations.
-  **Courses & Events:** A range of learning opportunities are available through the IIOp website.

This guide shows you how to do the following:

-  **Log into the IIOp website** and manage your profile
-  **Access the IIOp ePortfolio** and start recording your CPD
-  **Book IIOp courses and events**
-  **Find online support resources**

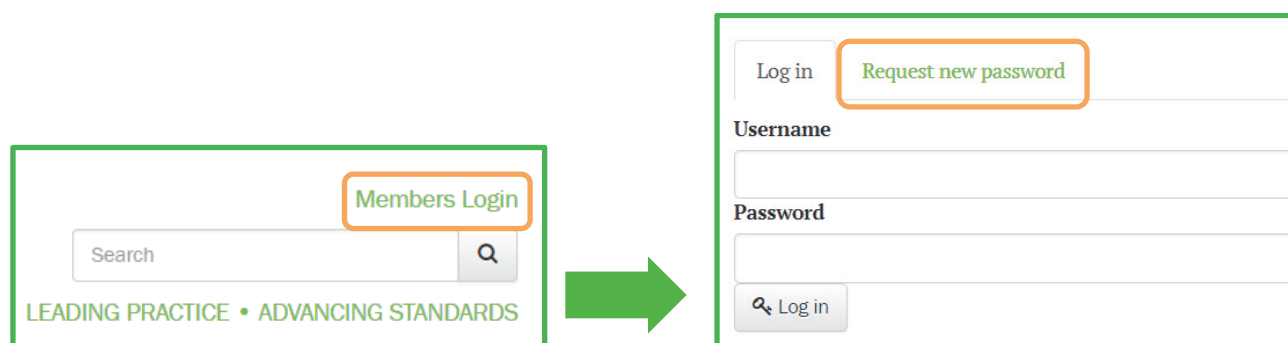
Logging into your IIOP account

Your IIOP account enables you to access all IIOP member resources.

Before logging into the IIOP website you will need a username and password. IIOP usernames are usually in the format: first name (as registered with the PSI) hyphen and your PSI number (e.g. mary-1234).

If you no longer have your password, you can reset it by clicking '**Request new password**' above the username and password fields. You will be asked to enter your username and click '**E-mail New Password**'. An email will be sent to the email account registered to your IIOP profile; this email will contain a link to where you can set a new password of your choice.

If you require any assistance accessing your IIOP account, please email support@iiop.ie with your name and PSI number.



To log into the members' area of the IIOP website:

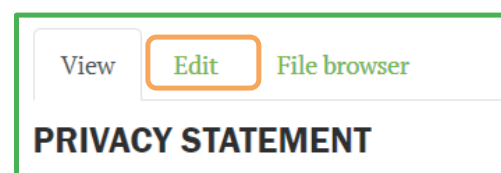
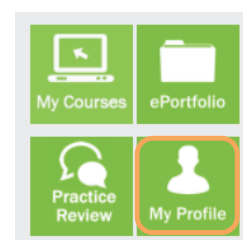
- Click '**Members Login**' at the top right of the home page.
- Enter your Username and Password.

Managing your IIOP profile

- Click 'My Profile' from the four icons on the top right of the page to open your profile.
- Click 'Edit' at the top of your profile to open the edit screen.

You can update and amend your profile information here.

For security purposes you must input your current password if you are updating your email address or password.



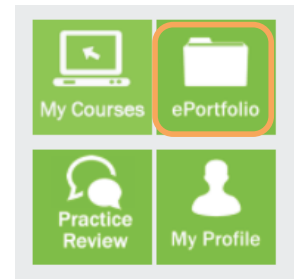
Before accessing your ePortfolio for the first time you will be required to complete all mandatory fields in your profile. These fields are marked with an asterisk *.

In order to save an update, you must click 'Save' at the end of your profile page.

Entering your IIOP ePortfolio

- Click 'ePortfolio' from the four icons on the top right of the home page to open your ePortfolio.

This will open the ePortfolio home page with icons representing the different areas of the IIOP ePortfolio. Clicking on any icon will take you to that area of your ePortfolio. Your CPD is recorded by creating CPD cycles.



Creating a CPD cycle



- Click '**Manage cycles**'.

- Click '**Add a new cycle**' and fill in the cycle name, date and the stage of the cycle from which you want to start.

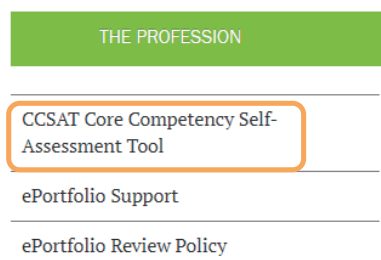
- Click '**Save Cycle**' to save your new cycle to your open cycles folder.

- Fill in details for each of the cycle stages by following the prompts.

- Click '**Save**' in each cycle stage to save your progress before moving to the next cycle stage. Once you are happy that a cycle stage is complete, click '**Finalise**'.

- When all stages are complete, click '**Complete Cycle**' to finish. This will move the cycle to the Completed cycles folder.

Self-assessing against the Core Competency Framework



Click '**CCSAT Core Competency Self-Assessment Tool**' from the menu on the left hand side of your ePortfolio home page.

Click '**New Self-Assessment**'

+ New Self-Assessment

Once completed, the system will recommend up to five competencies that you may want to consider for your professional development.

You can export these as a PDF document, or to the '**Open cycles**' folder of your ePortfolio as incomplete CPD cycles that you may choose to progress.

Booking a course on the IIOP Website

To book an Online Course, IIOP Event or Face to Face course, select one of the options from the 'Courses & Events' drop down menu. Then, select the course or event which you wish to book from the list of available options.

- Click the course or event name, then click '**Read more**'
- Click '**Book me on this event**'
- Click '**Go to course**' to access the course materials



1 Course or Event Name / Title

2 Read more

3 Booking Status -Book me on this event

4 Booking Status -Booked -Go to course

Please note that some of our courses require a declaration to be confirmed before booking. Be sure to always read this declaration carefully before proceeding.

Support Resources

The support links in the menu on the left hand side of your ePortfolio home page contain step-by-step guides to using the ePortfolio and CCSAT. Support resources are presented in a number of mediums, including; videos, interactive guides and downloadable pdfs.

The IIOP hold webinars on the background and context of CPD, and on the quality assurance processes (ePortfolio Review and Practice Review). Places can be booked using the Courses & Events section of the website. Contact the IIOP helpdesk if you need further information on how to book on to a course or an event.

If you require assistance with any aspect of the IIOP website please contact the IIOP helpdesk on 01-402 5112 or by email to support@iiop.ie.

