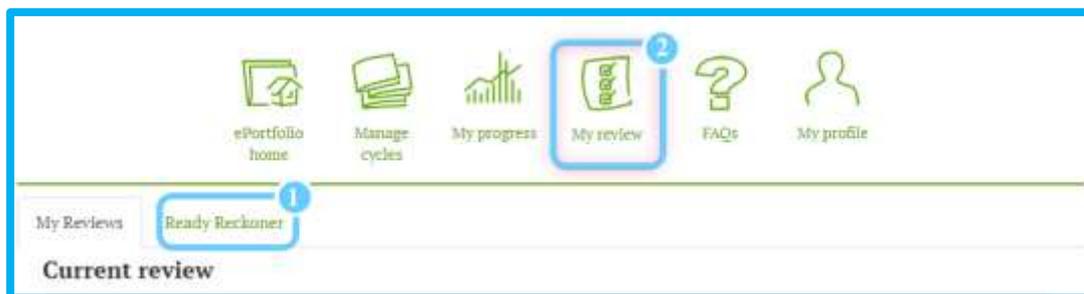


## Step-by-Step Guide to using the “Ready Reckoner” tool

### Locating the Ready Reckoner on the My Review Dashboard

**Step 1: Access the Ready Reckoner screen:** The *Ready Reckoner* <sup>1</sup> is accessed via the second tab under the **My review** link <sup>2</sup>. It is an important tool which you will be able to use to check whether your submitted extract meets the system-based standards.

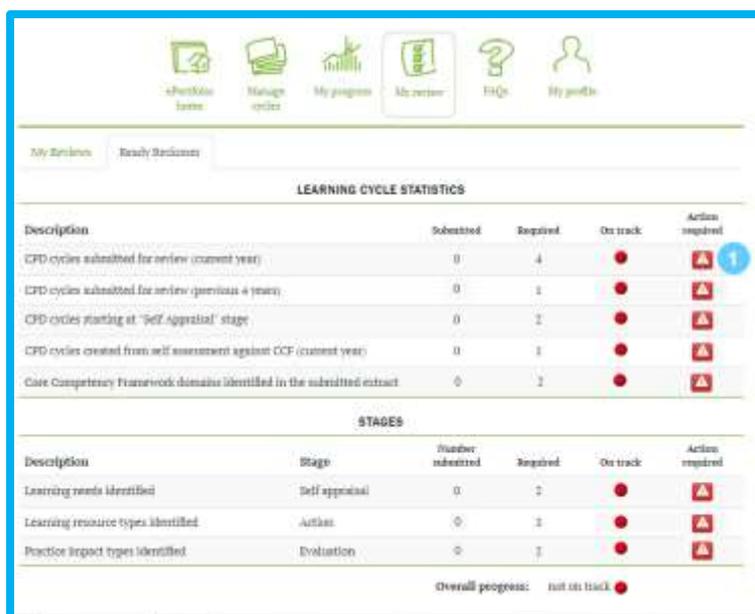


The Ready Reckoner tab on the “My Review” dashboard

The **Ready Reckoner** tab shows how your submitted cycles fare against the system-based standards. It uses red and green visual indicators to show your progress. In the event that a red visual indicator is shown, you can click on the red warning icon for an overview of the action you need to take.

**Please note: You can only view the results of the Ready Reckoner once you have submitted cycles for Review in January.**

Below, you can see that this pharmacist has yet to submit any CPD cycles. As you would expect, all the lights are red and the warning icons indicate all the actions required. <sup>1</sup>



The screenshot shows the 'Ready Reckoner' tool interface. It features a navigation bar at the top with icons for 'ePortfolio home', 'Manage cycles', 'My progress', 'My review', 'FAQs', and 'My profile'. Below the navigation bar, there are two tabs: 'My Reviews' and 'Ready Reckoner'. The 'Ready Reckoner' tab is active. The main content area is divided into two sections: 'LEARNING CYCLE STATISTICS' and 'STAGES'. Both sections contain tables with columns for 'Description', 'Submitted', 'Required', 'On track', and 'Action required'. The 'On track' column contains red warning icons for all items, and the 'Action required' column contains red warning icons. The overall progress is shown as 'not on track' with a red warning icon.

LEARNING CYCLE STATISTICS				
Description	Submitted	Required	On track	Action required
CPD cycles submitted for review (current year)	0	4	●	⚠
CPD cycles submitted for review (previous 4 years)	0	1	●	⚠
CPD cycles starting at 'Self Appraisal' stage	0	1	●	⚠
CPD cycles created from self assessment against CCF (current year)	0	1	●	⚠
Care Competency Framework domains identified in the submitted extract	0	1	●	⚠

STAGES					
Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	0	1	●	⚠
Learning resource types identified	Autism	0	1	●	⚠
Practice impact types identified	Evaluation	0	1	●	⚠

Overall progress: not on track ●

View of the “Ready Reckoner” before submission of one or more CPD cycles

## Checking a submission against the Ready Reckoner

**Step 2: Submit cycles and view notifications.** Once one or more cycles are submitted (**Manage cycles** > **Completed cycles** (tick each cycle to submit) > **Submit for review**), the system automatically moves to the *Ready Reckoner* screen and displays an **instant notification** in the form of an on-screen message **1** also acknowledging your submission. The system then displays the outcome of your submission (one or more cycles) on the *Ready Reckoner* screen **2** where you can view your progress for that submission. Below you can see the *Ready Reckoner* screen showing the overall progress so far. **3**

**1** 1 cycle(s) submitted for review

ePortfolio home Manage cycles My progress My review FAQs My profile

**2** My Reviews Ready Reckoner

### LEARNING CYCLE STATISTICS

Description	Submitted	Required	On track	Action required
CPD cycles submitted for review (current year)	5	4	●	none
CPD cycles submitted for review (previous 4 years)	0	1	●	⚠
CPD cycles starting at "Self Appraisal" stage	2	2	●	none
CPD cycles created from self assessment against CCF (current year)	2	1	●	none
Core Competency Framework domains identified in the submitted extract	4	1	●	none

### STAGES

Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	5	2	●	none
Learning resource types identified	Action	2	3	●	⚠
Practice impact types identified	Evaluation	6	2	●	none

**3** Overall progress: not on track ●

Once one or more cycles are submitted, the *Ready Reckoner* screen shows your progress

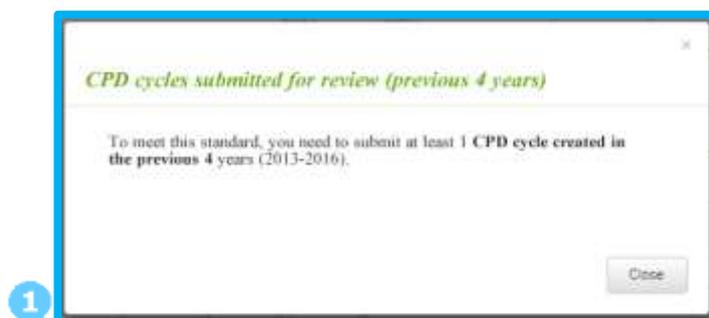
You can see that the pharmacist in our example (above) now needs to carefully review the *Ready Reckoner* to see how their submitted extract has fared against the system-based standards. As you can see, there are two red lights displayed, indicating that two of the system-based standards have not yet been met.



**Step 3: Click on each of these triangles to open pop-up messages that will tell you what you still need to do to meet the system standards.**

In this example, there are two warning messages, which means that two system-based standards have not yet been met.

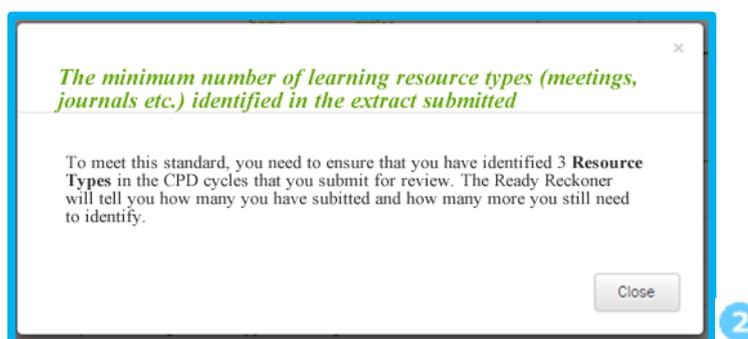
The standard for “CPD Cycle submitted for review (last 4 years)” is currently red. When the red triangle is clicked, the pop-up message **1** tells this pharmacist that they still need to submit one CPD cycle from the previous four years (i.e. a cycle created in 2013, 2014, 2015, or 2016).



*Example pop-up warning message from the Ready Reckoner screen*

The standard for the **Action stage** “Learning Resource types identified” is also red. When the red triangle is clicked, the pop-up message **2** tells this pharmacist that they still need to identify an additional learning resource type.

(You can see from the Ready Reckoner that three are required, but only two have so far been submitted).



*Another example pop-up warning message from the Ready Reckoner screen*



## Submitting more cycles to complete your extract and to satisfy all the system-based standards

### Step 4: Submit more CPD cycles, if required.

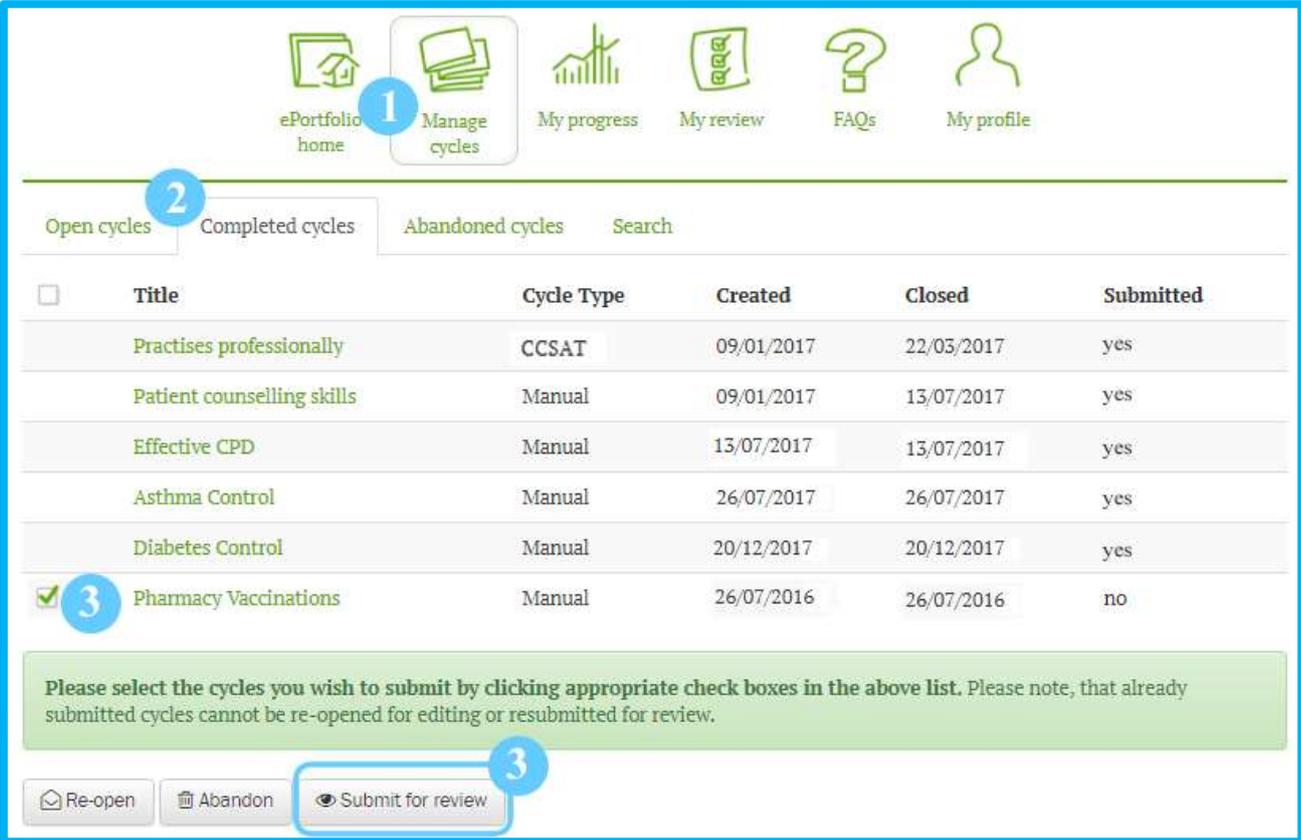
In our example, our pharmacist now knows that two of the system-based standards have not been met, and by clicking on the red warning triangle they now also know what action they need to take.

You can submit further cycles before the deadline for submissions ends by returning to your *Completed cycles* page (**Manage Cycles** <sup>1</sup> > **Completed cycles** <sup>2</sup>).

Notice how the Submitted column on our *Completed cycles* page for that cycle has changed to “yes”.

Having carefully checked the *Ready Reckoner* for the outstanding system-based standards, and having checked the completed cycles against the Peer Review criteria, this pharmacist submits an additional cycle created in 2016. <sup>3</sup>

This cycle also includes identification of a different **learning resource type**; therefore both unmet standards should be addressed on submission of this additional cycle.



<input type="checkbox"/>	Title	Cycle Type	Created	Closed	Submitted
<input type="checkbox"/>	Practises professionally	CCSAT	09/01/2017	22/05/2017	yes
<input type="checkbox"/>	Patient counselling skills	Manual	09/01/2017	13/07/2017	yes
<input type="checkbox"/>	Effective CPD	Manual	13/07/2017	13/07/2017	yes
<input type="checkbox"/>	Asthma Control	Manual	26/07/2017	26/07/2017	yes
<input type="checkbox"/>	Diabetes Control	Manual	20/12/2017	20/12/2017	yes
<input checked="" type="checkbox"/>	Pharmacy Vaccinations	Manual	26/07/2016	26/07/2016	no

Please select the cycles you wish to submit by clicking appropriate check boxes in the above list. Please note, that already submitted cycles cannot be re-opened for editing or resubmitted for review.

Re-open Abandon **Submit for review**

*Submitting more cycles based on Ready Reckoner messages*

### {NOTE}

**IMPORTANT:** The *Ready Reckoner* only checks the submission against the system-based standards; therefore we recommend that you also check your submission carefully against the peer review standards.



## Re-checking the Ready Reckoner

**Step 5: Re-check the *Ready Reckoner* and verify that your submission(s) now has all green lights indicated.**

The system automatically reopens the *Ready Reckoner* screen **1** and acknowledges the submission of the additional cycle **2**.

The pharmacist then verifies that the additional cycle submitted in the last step meets the system-based standards.

All the “red” warning indicators have turned “green” **3** and the “on track” indicator also shows “green”. **4**

The screenshot shows the 'Ready Reckoner' interface. At the top, a green banner indicates '1 cycle(s) submitted for review'. Below this are navigation icons for 'ePortfolio home', 'Manage cycles', 'My progress', 'My review', 'FAQs', and 'My profile'. The 'Ready Reckoner' tab is selected. The main content area is divided into two tables: 'LEARNING CYCLE STATISTICS' and 'STAGES'. Both tables show 'Submitted' and 'Required' counts, and 'On track' status with green circular indicators. The 'Overall progress' at the bottom right shows 'on track' with a green indicator.

LEARNING CYCLE STATISTICS					
Description	Submitted	Required	On track	Action required	
CPD cycles submitted for review (current year)	5	4	●	none	
CPD cycles submitted for review (previous 4 years)	1	1	●	none	
CPD cycles starting at 'Self Appraisal' stage	2	2	●	none	
CPD cycles created from self assessment against CCF (current year)	2	1	●	none	
Core Competency Framework domains identified in the submitted extract	4	1	●	none	

STAGES					
Description	Stage	Number submitted	Required	On track	Action required
Learning needs identified	Self appraisal	3	2	●	none
Learning resource types identified	Action	3	3	●	none
Practice impact types identified	Evaluation	6	2	●	none

Overall progress: on track ●

*Green lights: The ready reckoner now shows that all system-based standards have been met*

END

