

Step-by-Step Guide to resubmitting cycles for ePortfolio Review

Why have I been called to resubmit CPD cycles?

You will be required to resubmit one or more CPD cycles if your original submitted ePortfolio extract does not meet the criteria set for the system based review standards, OR the peer review standards, OR both.

What happened after I submitted my ePortfolio extract?

Your ePortfolio extract was referred to a peer reviewer pharmacist whose remit was to check your cycles against the standards for the Review.

How will I be informed that I need to resubmit?

If you do not meet one or more of the Review standards, you will receive an email advising you that you will find feedback from a peer reviewer on your dashboard, which you are required to action within a specified timeframe. Please note that if no action is required on your submission, you will not receive an email.

Dear *Pharmacist*

Following peer review of your ePortfolio extract you are required to resubmit one or more CPD cycles before you are in a position to meet the standards for this review.

You will find feedback from the peer reviewer under the 'My review' tab in your ePortfolio, [here](#).

Please review and incorporate all recommendations from the feedback and resubmit on or before:

...date inserted here....*

System notification asking you to resubmit – Note: please check carefully for the resubmission deadline in the notification email you receive (if applicable)

Peer Reviewer Feedback

The email will notify you to resubmit with a clear resubmission deadline. Your peer reviewer's feedback will appear on your dashboard and will explain what action(s) **1** you need to take meet the standards for 2017/18 Review. The feedback from the peer reviewer will also identify which cycle(s) require further action.

Finally, the dashboard has an active **Resubmit cycles** button **2**, which when clicked will return you to your Completed cycles folder from where you can choose one or more cycles to submit from you Completed cycles list. **3**.

 ePortfolio home
  Manage cycles
  My progress
  My review ACTIVE
  FAQs
  My profile

My Reviews
Ready Reckoner

Current review

Current review status: Review in progress Resubmit cycles ²

Resubmission deadline: 20/03/2018 12:15

Recommendations to meet standard: 1 Dear Pharmacist, Thank you for submitting your ePortfolio extract for review. A review of your ePortfolio extract in line with the standards for the review has identified some action points for you. You must address these action points in your resubmission to be in a position to meet the standards for the 2017/18 review.

SYSTEM REVIEW MINIMUM REQUIREMENTS	NUMBER SUBMITTED	STANDARD MET	ACTION POINT
4 CPD cycles created in current year in submitted extract	5	YES	NONE
1 CPD cycle created in previous 4 years in submitted extract	0	NO	Please submit 1 cycle created in the years 2013 to 2016.
1 CPD cycle originating from your self-assessment(s) against the PSI Core Competency Framework in the current year	1	YES	NONE
2 CPD Cycles have started at the Self-Appraisal stage	3	YES	NONE
2 learning needs identified in submitted extract (Self-Appraisal stage)	3	YES	NONE
3 learning resource types identified in submitted extract (Action Stage)	5	YES	NONE
2 practice impact types identified in submitted extract (Evaluate Impact on Practice stage)	2	YES	NONE
2 Core Competency Framework domains identified in submitted extract	3	YES	NONE

IMPORTANT: If you have more than one action point, one additional cycle may satisfy multiple requirements. Please use the IOP 'ready reckoner' to check your resubmission against the automated review standards

SYSTEM-BASED STANDARDS ACTION POINTS

- See Action Points in the table above

PEER REVIEW STANDARDS ACTION POINTS

- Your impact on practice should be described in each CPD cycle submitted which contains a "Evaluate Impact on Practice" stage. For cycle SHARPS DISPOSAL this standard has not been met because you have not described the impact on practice. Please resubmit the identified CPD cycle with the impact on practice described.

Cycle name	Cycle type	Date cycle created	Date cycle submitted
COPD Conference Recollections	Manual	13/07/2017	13/01/2018
Self-Assessment against CCF	CCSAT	20/12/2017	13/01/2018
2016_Sharps Disposal 3	Manual	20/12/2017	13/01/2018
Influenza Refresher	Manual	30/01/2017	13/01/2018
Managing Diabetes	Manual	30/01/2017	13/01/2018

Example of Standardised feedback from a Peer Reviewer as it appears on the pharmacist's My Review Dashboard



In our example, this pharmacist has been asked to resubmit because as it stands they have not met two of the Review standards:-one from the system-based standards and one from the peer review standards.

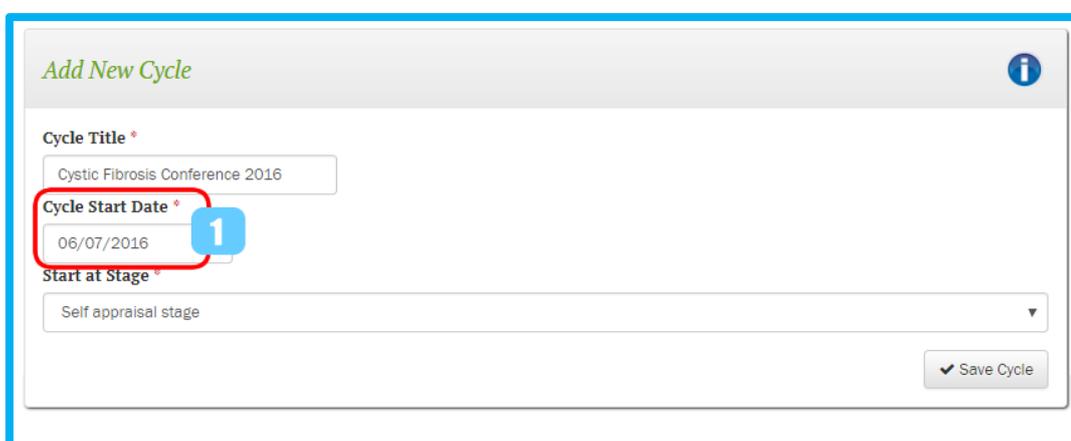
Let's recap on this pharmacist's feedback. The pharmacist has been asked to resubmit for the following two reasons:

1. The extract did not meet one of the system-based standards, i.e. **"one cycle from the previous four years"**
2. There was **no impact on practice** described in the Evaluate Impact on Practice stage of the cycle titled 'Sharps Disposal' (Peer Review standard)

Part One: Addressing the System-Based Standards Feedback

The pharmacist in our example has been asked to submit a cycle created in the previous four years. In order to meet the standards for this Review, the pharmacist will need to submit a cycle with a Cycle Start Date of between 2013 and 2016.

In the event that you were undertaking CPD in this time period but were not recording it in your ePortfolio, you can still record the CPD retrospectively. When you go to 'Add New Cycle', simply choose the appropriate 'Cycle Start Date' as illustrated below. In this way, the ePortfolio allows you to record your CPD in line with the time period in which it was undertaken.



The Creation Date of a CPD Cycle showing a cycle start date that falls within the acceptable date range (i.e. 2013 to 2016) for the "Previous Four Years" Standard for 2017/18.

Remember to check your 'ready reckoner' after you have submitted. If you have met the standard for 'CPD cycle created in the previous four years', a green light will be visible for this standard on the ready reckoner. If a red light is visible you should take further action in order to meet this standard.

Once submitted, the cycle will be sent back to the original peer reviewer who reviewed the ePortfolio extract. The peer reviewer will check to see if the actions requested have been completed as per their feedback.

Part Two: Resubmitting Cycles to address Peer Review Standards Feedback

The pharmacist in our example has also received feedback that they haven't recorded the 'Evaluate Impact on your Practice' stage for the cycle entitled 'Sharps Disposal'.

Please note that you cannot resubmit the actual cycle that you have already submitted. Therefore this pharmacist will need to create a copy of the original cycle ('Sharps Disposal'), which can then be edited to meet the action point in the peer reviewer's feedback.



Creating an amended version of the original cycle

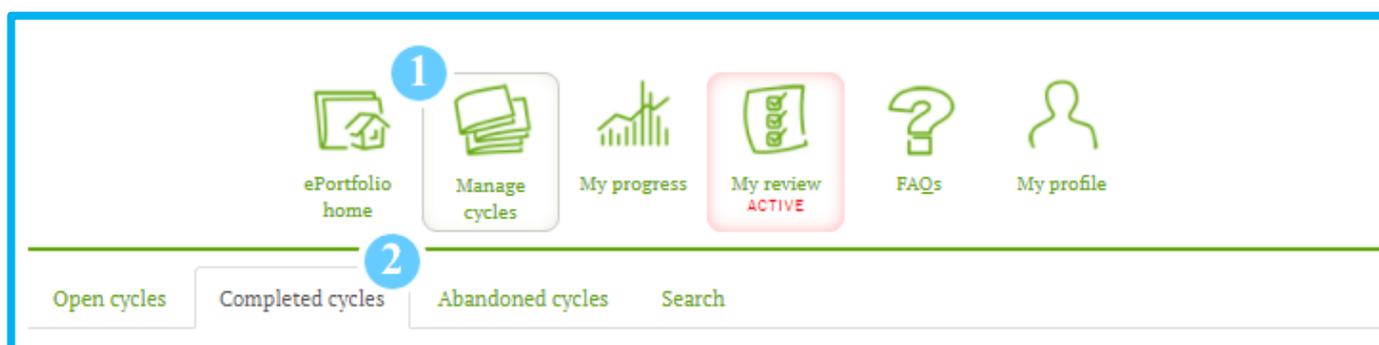
You can do this in either of the following two ways:

- 1) Download the PDF version of the cycle (click Download PDF at the foot of the cycle's stages page) and copy its contents line by line into a new cycle.
- 2) Open the original cycle (Completed cycles folder) and copy the cycle contents section-by-section into a new cycle.

You then create a new cycle (*Add a Cycle button*), and give it the same title, and then paste the contents of the cycle into the new cycle stage-by-stage. You can add a 'cycle creation date' that represents the date that the learning was undertaken or you can add the resubmission date if you wish.

STEPS

Step 1: Open the *Completed cycles* folder by clicking on the **Manage cycles** icon ¹ and then the **Completed cycles** link ² on the dashboard.



Where to find the cycle(s) you need to copy (on your Completed cycles tab)

Step 2: Click on the **CPD Cycle title** ¹ that has the missing requirement (as identified by the peer reviewer in the feedback) to open it, in this example, the Sharps Disposal cycle.

Cycle name	Cycle type	Date cycle created	Date cycle submitted
COPD Conference Recollections	Manual	15/07/2017	13/01/2018
Self-Assessment against CCF	CCSAT	20/12/2017	13/01/2018
Sharps Disposal ¹	Manual	20/12/2017	13/01/2018
Influenza Refresher	Manual	30/01/2017	13/01/2018
Managing Diabetes	Manual	30/01/2017	13/01/2018

List of completed cycles on your Completed cycles tab with cycle requiring action identified

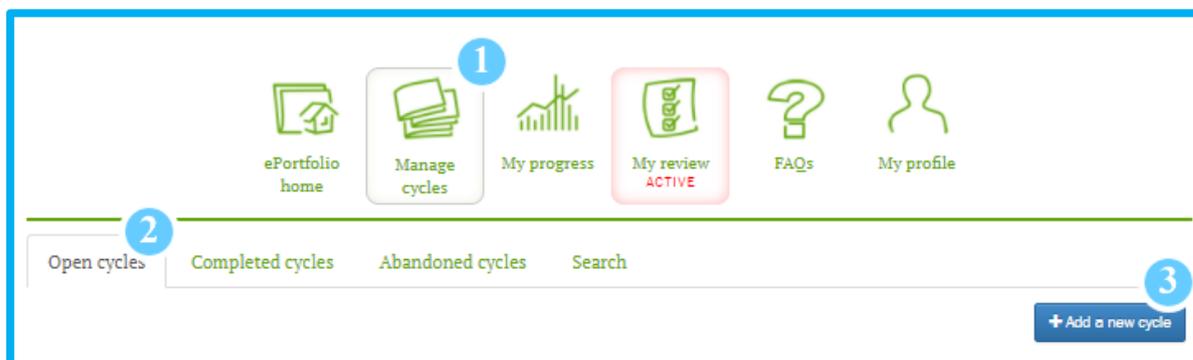
Step 3: Download the PDF version of the cycle by clicking on the **Download PDF button** ³ and save it to your desktop or other location on your computer / iPad that's convenient for you. If you do not already have a PDF reader, you can download the free PDF Reader software from adobe.com.





The Download PDF button is located at the foot of the CPD cycle's stage menu, which opens when you click on the CPD cycle title

- **Step 4:** Create a brand new CPD cycle by clicking on the **Add a new Cycle** button ³ from your Manage Cycles folder ¹ and your *Open cycles* page. ²



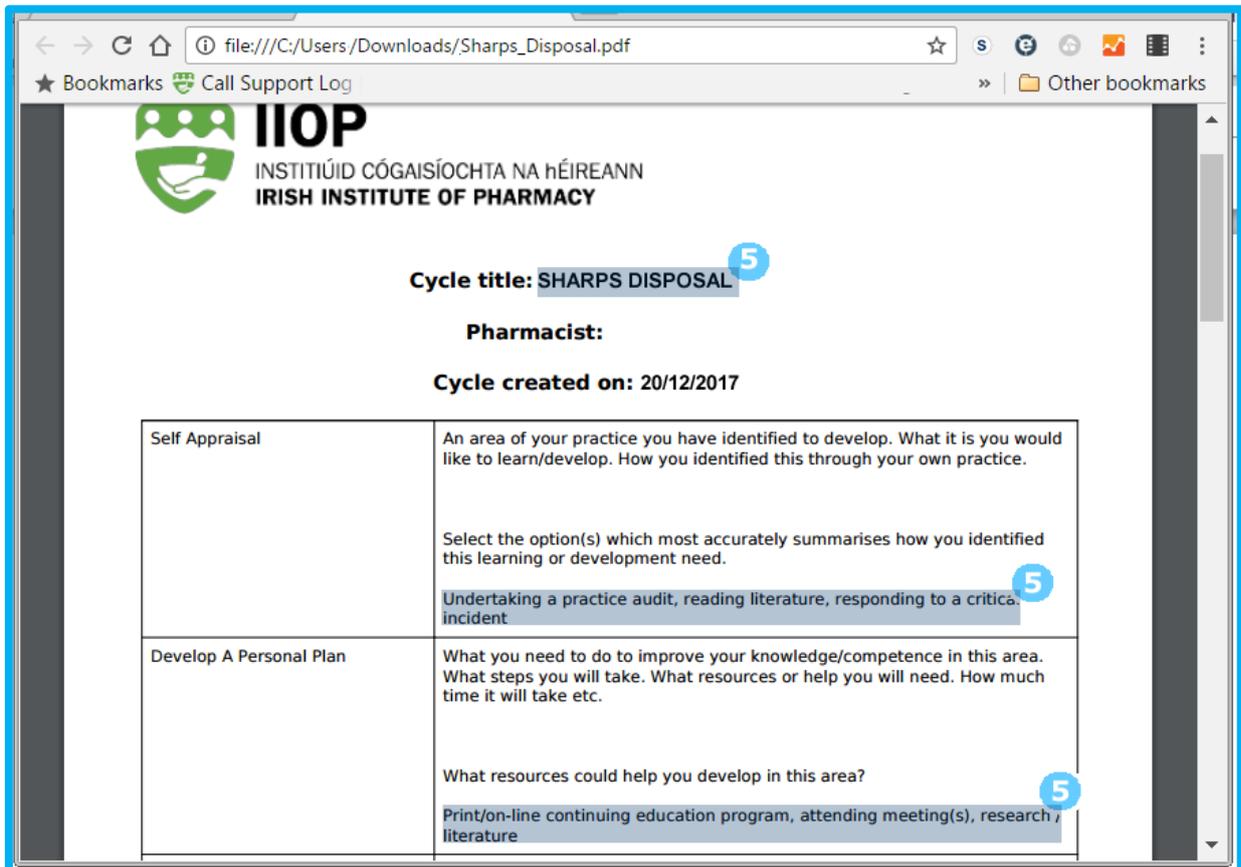
Adding a new cycle

- **Step 5:** Open the PDF you downloaded earlier ⁴ and copy ⁵ the title and all the existing content (section by section as required) from the open PDF.



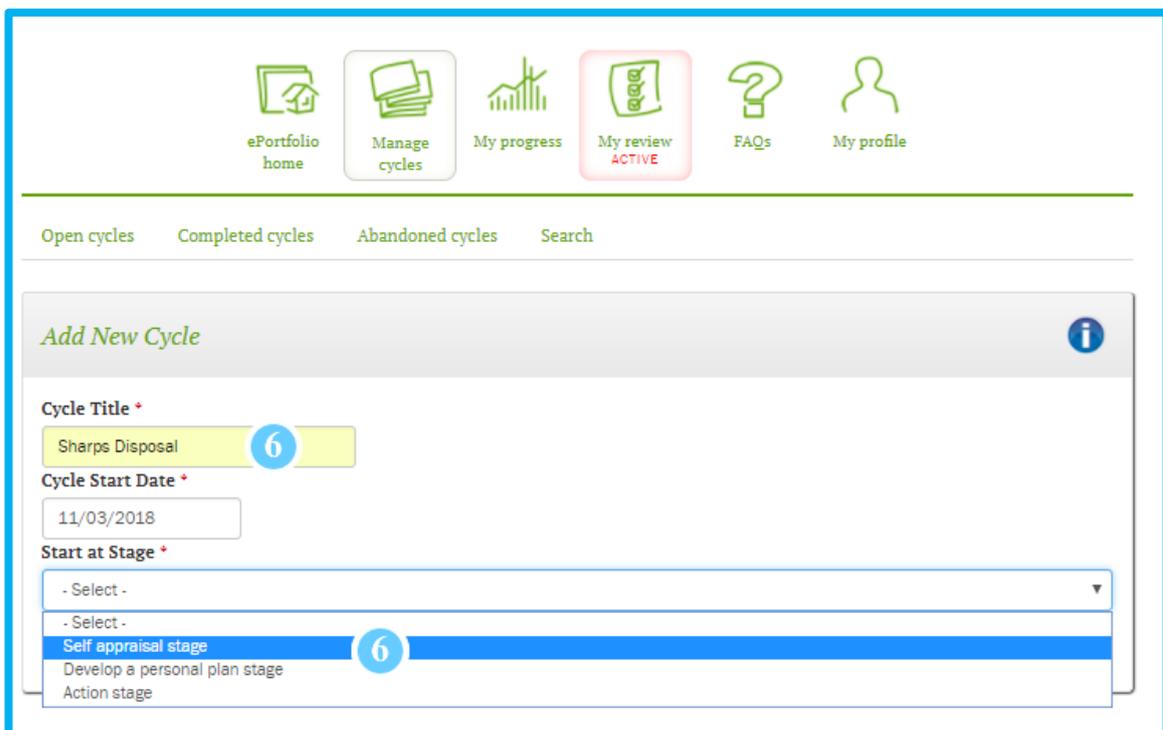
The Download PDF button





Copying content from the downloaded PDF version of the original cycle

Step 6: Paste ⁶ the copied content, section-by-section, into the new CPD cycle with the same (or similar) name as the original within the relevant sections.



The new cycle with same title and stages



Self Appraisal ✓ i

Develop a Personal Plan ✓ i

Action i

Write about: What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?

Print/on-line continuing education program, attending meeting(s), consultation with expert 6

Certified/accredited learning programmes, learning which is structured, but not accredited, on the job learning

body p Disable rich-text

Which of the following best describes the formality of the activity(s) you undertook? *

- Certified/accredited learning programmes
- Learning which is structured, but not accredited
- On the job learning

What learning resources did you use? *

- Live Continuing Education program 6
- Undertaking Higher Education
- Print/On-line Continuing Education program

Content pasted into the new cycle...

Step 7: In the Evaluate Impact section of the new cycle, **Add the missing information / detail identified by the peer reviewer**, i.e. **the impact that the learning had on your practice**. This must include **Core text** 7, **checkbox selection** 7 and **ticking the relevant domain(s) and competencies**. 7



Write about: What you have discovered or learned about yourself or your practice through the process. The impact of your actions on your current or future practice. Anything you have learned about yourself in relation to CPD

B I U S [Rich text editor toolbar]

Globally, there are about 2-3.5 million needlestick injuries each year. More than half healthcare professionals do not report their needlestick injuries, which can expose them to over 20 bloodborne pathogens.

- 40% of injuries occur after use and before disposal
- 41% of injuries occur during use on patients
- 15% occur during or after disposal

The average direct cost of 1 needle stick injury is estimated to be between 500 and 3000 euros, so effective disposal at our pharmacy can reduce costs to the business and provide a safer workplace for staff and patients. I'm initiating an internal programme on effective sharps disposal

Disable rich-text

How has this learning/ development impacted your practice? *

- Improved performance in role
- Improved process
- Improved care for patient
- Improved effectiveness or quality of drug therapy
- Addressed patient concerns or needs
- Saved costs for patient or payer
- Encouraged greater clinician engagement on patient care issues
- Shared information with colleagues
- Modified existing practices
- Improved my understanding of the healthcare system
- Contributed to the development of pharmacy practice in Ireland

DOMAINS AND COMPETENCIES

Domain 7

Competency 7

- | | |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Professional practice <input type="checkbox"/> Personal skills <input checked="" type="checkbox"/> Supply of medicines <input checked="" type="checkbox"/> Safe and rational use of medicines <input checked="" type="checkbox"/> Public health | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Practises patient-centred care <input checked="" type="checkbox"/> Practises professionally <input type="checkbox"/> Practises legally <input type="checkbox"/> Practises ethically <input type="checkbox"/> Engages in appropriate continuing professional development <input type="checkbox"/> Leadership skills <input type="checkbox"/> Decision-making skills <input type="checkbox"/> Team working skills <input type="checkbox"/> Communication skills <input type="checkbox"/> Manufactures and compounds medicines <input checked="" type="checkbox"/> Manages the medicines supply chain <input type="checkbox"/> Reviews and dispenses medicines accurately <input type="checkbox"/> Patient consultation skills <input type="checkbox"/> Patient counselling skills <input checked="" type="checkbox"/> Reviews and manages patient medicines <input checked="" type="checkbox"/> Identifies and manages medication safety issues <input checked="" type="checkbox"/> Provides medicines information and education <input checked="" type="checkbox"/> Population health |
|---|---|

The required Impact on Practice detail requested by the Peer Reviewer added to the new cycle



Step 8: Complete 8 the copied (new) cycle.

The screenshot shows a dashboard for 'SHARPS DISPOSAL'. At the top, there are navigation icons: ePortfolio home, Manage cycles, My progress, My review ACTIVE (highlighted with a red border), FAQs, and My profile. Below the navigation is a list of tasks, each with a dropdown arrow, a green checkmark, and an information icon:

- ▽ Edit Cycle Title
- ▽ Self Appraisal
- ▽ Develop a Personal Plan
- ▽ Action
- ▽ Document Your Learning
- ▽ Evaluate Impact on Practice

At the bottom of the dashboard, there are buttons for 'Abandon', 'Download PDF', and 'Complete Cycle'. A blue circle with the number '8' is placed over the 'Complete Cycle' button.

Don't forget to complete the cycle (moves it to your Completed cycles folder)

Step 9: Resubmit the cycle - The new cycle is now available for submission directly from the *Completed cycles* folder or via a link (the Resubmit button) on your My Review dashboard. 9

The screenshot shows the 'My Review' dashboard. At the top, there are navigation icons: ePortfolio home, Manage cycles, My progress, My review ACTIVE (highlighted with a red border), FAQs, and My profile. Below the navigation, there are tabs for 'My Reviews' and 'Ready Reckoner'. The main content area is titled 'Current review' and contains the following information:

Current review status:	Review in progress
Resubmission deadline:	20/05/2018 12:15
Recommendations to meet standard:	Dear Pharmacist, Thank you for submitting your ePortfolio extract for review. A review of your ePortfolio extract in line with the standards for the review has identified some action points for you. You must address these action points in your resubmission to be in a position to meet the standards for the 2017/18 review.

A blue button labeled 'Resubmit cycles' is located in the top right corner of the 'Current review' section. A blue circle with the number '9' is placed over the button.

Resubmit button on the My review dashboard takes you to the Completed cycles folder



To submit it, select it by ticking the checkbox beside its title ¹⁰ and then **click Submit for review.** ¹⁰

<input checked="" type="checkbox"/>	Title	Cycle Type	Created	Submitted
<input type="checkbox"/>	COPD Conference Recollections	Manual	13/07/2017	13/01/2018
<input type="checkbox"/>	Self-Assessment against CCF	CCSAT	20/12/2017	13/01/2018
<input type="checkbox"/>	Sharps Disposal	Manual	20/12/2017	13/01/2018
<input type="checkbox"/>	Influenza Refresher	Manual	30/01/2017	13/01/2018
<input type="checkbox"/>	Managing Diabetes	Manual	30/01/2017	13/01/2018
<input checked="" type="checkbox"/>	Sharps Disposal ¹⁰	Manual	11/03/2018	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.

10

Submitting from the Completed cycles folder

END

