How to use the IIOP Core Competency Self -Assessment Tool (CCSAT)
How to export a cycle from CCSAT to your ePortfolio

Overview

The Irish Institute of Pharmacy (IIOP) Core Competency Self-Assessment Tool (CCSAT) is a tool within the IIOP ePortfolio. This tool will help you to consider your development in the context of the Pharmaceutical Society of Ireland's Core Competency Framework (CCF) for Pharmacists. It is not intended to be used for each CPD cycle. Instead, it should be used periodically (perhaps once or twice a year) as a means of self-assessment. As with all aspects of the IIOP ePortfolio, the information that you put into CCSAT is secure and private to you.

The CCSAT is intended to help you with your self-appraisal, one of the five stages of the IIOP CPD cycle. By answering a series of questions, the CCSAT allows you to identify the competencies that are most relevant for your development. These competencies can be exported to your ePortfolio where they initiate CPD cycles you can work on.

Completing the CCSAT is just one of a number of approaches you can use for identifying your development needs. Other means include self-directed reflection or self-assessing against other competency frameworks.
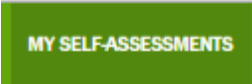
This guide gives instructions on how to create a self-assessment in your CCSAT and export the data to your ePortfolio.

Important Notes:

- You do not have to complete a CCSAT self- assessment in one sitting. You can stop, save your work and exit at any stage and come back to it. Self-Assessments are Private to you and cannot be seen by others.
- At the end of each domain page there is a [**Save**] button. If you have partially completed a domain, you MUST use the [**Save**] button to ensure what you have completed will still be there when you return. If you attempt to leave the page without saving, you will be prompted to save.
- When you export a self-assessment from CCSAT to your ePortfolio, it does not export the assessment itself but creates up to 5 "bare bones" cycles (based on the competencies identified by your self-assessment) on your Open cycles page.

The CCSAT Key Features

|	
MY SELF-ASSESSMENTS	The My Self Assessments area is where all your self-assessments are located. Here you will see which self-assessments you have finished and those which you are still working on. You can enter a self-assessment or delete one in this area also.
AREA OF PHARMACY PRACTICE	In this section you identify the area of practice that relates to the Self-assessment you are working on.
QUICK TOUR	The Quick Tour button will give you a quick overview of each of the sections of the tool so be sure to use this button when getting familiar with the CCSAT. You can click the Quick Tour button any time to revisit the tour.
moodle test10 ⌄ 🔎 Log Out	At the top right hand side of the CCSAT you will see your name. You can logout by putting your mouse over your name and clicking 'Log Out'. <u>Note</u>: this will log you out from the members' area of the IIOP website completely.
IIOP INSTITIÚID COGAISEOIRÍ NA hÉIREANN IRISH INSTITUTE OF PHARMACY	To return to your ePortfolio without logging out, click on the IIOP logo at the top left of the page.
+ New Self-Assessment	Click the 'New Self-Assessment' button on the 'My Self-Assessments' page each time you want to create a new self-assessment.

How to use the IIOP Core Competency Self -Assessment Tool (CCSAT)

Creating a Self-Assessment

The CCSAT is accessed via your ePortfolio page.

1. Go to the IIOP website www.iiop.ie and click on the 'Members Login' link at the top right of the page

2. Enter your user name which is usually in the format: first name-psi number e.g. mary-1234

3. Enter your password. If you no longer have your password you can reset it by clicking on the 'Request new password link beside the login fields. You will be asked to enter your username and click **[E-mail New Password]**. You will receive an email containing a link where you will be able to set a new password of your choice.

4. Once you have logged in, click on the '**ePortfolio'** icon to bring you to your ePortfolio.

1. To use the CCSAT, click on the CCSAT link on the left of the page.
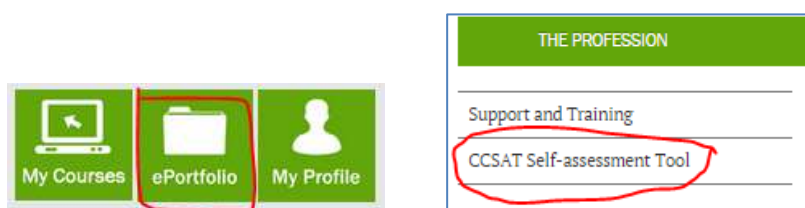
2. If this is your first time using the CCSAT you can click on the **Quick Tour** link on the Menu bar for a quick explanation of the different areas of the tool.

Creating a new Self–Assessment

1. To create a new self-assessment, enter the CCSAT tool and click the '**+Self Assessment**' button on the top right of the page.

2. This will open a pop-up screen where you can **Select your Area of Practice** from the options. You can select one or more areas of practice and then click [**Save**]. If the area, in which you practice, is not listed click 'Other' and enter the name of your practice area. The practice area you choose will be recorded on the self-assessment if you export it to a PDF later. For pharmacists who practice in more than one area e.g. hospital and academia, you may prefer to undertake a separate self-assessment for each area you are in so you can be more focussed in your responses when completing the domains.
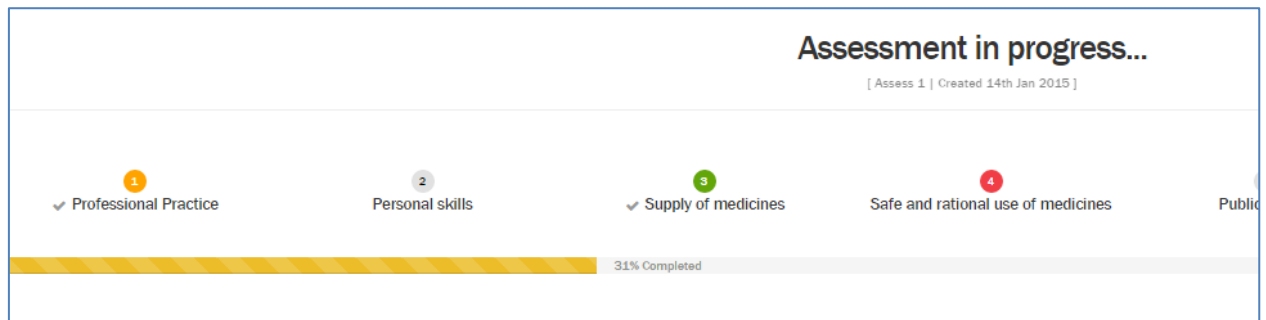
3. Click [**Save**].

4. When prompted, give your assessment a title and click [**Save**]

5. The self-assessment you have created will show on your screen with a [**Begin**] button and a [**Generate Assessment Summary**] button which will be used later. Click [**Begin**] to enter the self-assessment.

6. This will take you to the first of the six CCF domains pages which you will need to complete as part of your self-assessment.

Completing the Domains areas of a Self-Assessment

The CCSAT Self-assessment covers all 6 domains, 25 competencies and 135 individual behaviours set out in the PSI's *Core Competency Framework for Pharmacists.* Each domain page displays the competencies and associated behaviours for each domain.

1. Select the domain you want to work through by clicking on the domain name at the top of the page. You do not have to complete each domain in sequence or in one sitting. If you are half way through a domain and need to leave it until a later time you will need to scroll to the end of the domain page and click **[Save]** and continue the domain when you return.

2. Each domain will show as grey until you have started answering questions relating to that domain. When partially completed it shows as orange and when completed it shows as green. The domain you are currently working on will show as red. You also have a progress bar under the domains to show your overall completion.

Assessment in progress...
[Assess 1 | Created 14th Jan 2015]

1 Professional Practice 2 Personal skills 3 Supply of medicines 4 Safe and rational use of medicines Public

31% Completed

3. Now you can work down through the domain page and respond to the 3 standard questions for each of the behaviours associated with the competencies in that domain:

- Is this behaviour applicable to my current pharmacy role(s)? **[Yes/No*]**

    Please Note: If you choose a "No" response to this question throughout the Self-Assessment, the two options* below will hide.

- What level of importance do I attach to this behaviour in my practice*?
- What level best describes my demonstration of competence in relation to this behaviour*?

4. Each behaviour also has a notes section where you can add any notes you want, to a behaviour. These notes are for your own use while completing your self-assessment. They are not carried over to the ePortfolio or into the PDF when you export a self-assessment. IMPORTANT: Notes will no longer be accessible once you have finalised a self-assessment (see page 7).

5. When you have completed all questions in the domain page, click [**Save and continue**] at the end of the page to save your responses and take you to the next domain page.

   If you have missed a response or have not completed the domain page, any behaviours you have not completed will be shown with an 'x' and those completes will show a green tick.

6. Once you complete all 6 domains, click the [**Finish**] button at the top right of the page which will give a notice to say your self-assessment is completed. Click **[Return to My Self-Assessment]** to bring you back to the *My Self Assessments* page.
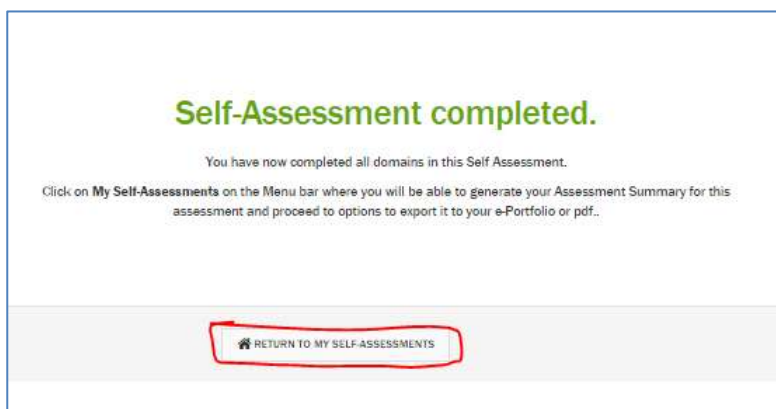

7. You will then see your completed self-assessment along with any other self-assessments you have saved. If you wish to change any of the responses you have selected during your assessment click **[Edit self-assessment]**.

8. On this page you have an option also to delete a self-assessment with the **[Delete forever]** button.

9. Based on the responses you selected, the CCSAT will calculate and provide you with five 'High Priority Competencies'. These are competencies which, based on the answers you provided, you may wish to develop in your ePortfolio. If you are happy with your self-assessment click **[Generate Assessment Summary]** to take you to options to add your own additional competencies and/or finalise the self-assessment.

Adding additional competencies to your Self-Assessment Summary page

1. When you have completed all domains in a self-assessment, click on the Generate Self-Assessment Summary button for additional options and to finalise the self-assessment.
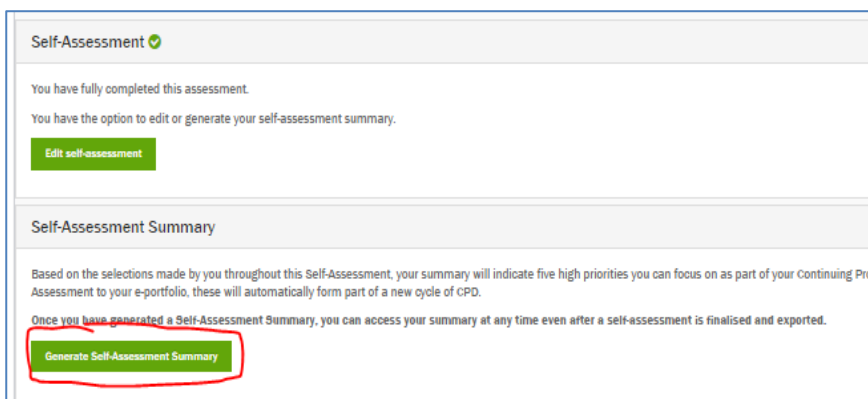
2. This will take you to your *Self-Assessment Summary* page which lists the five competencies the tool has identified for development based on your responses across the six domains under the heading *Competencies Identified for Development.*

3. You can also add additional competencies to those generated by your completion of the six domains. It is <u>important to note</u> that these additional competencies are optional and do not have to be added to allow you to complete a self-assessment.

4. To add additional competences to the *Self-Assessment Summary* page click **[Options and Export]** at the top right hand side of the page and choose an option:
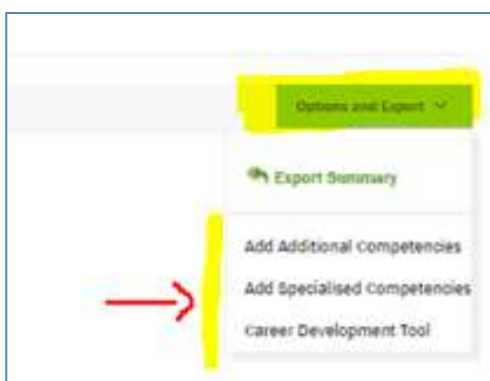
<u>Add additional competencies</u> – Click here to select additional competencies from the Core Competency Framework to add to the 5 generated by completing your domains.

<u>Add Specialised Competencies</u> – Click here to type and add any competencies outside those identified in the Core Competency Framework that relate to a specialised skill or practice area you are engaged with.

<u>Career Development Tool</u> – click here to complete this tool which asks you to consider your development of each competency in terms of your planned career progression. Note: and generate competencies that relate to your future career development.

5. Click on any of the additional competencies options and follow the instructions to add competencies to the Self-assessment Summary.

6. These will be added to your *Self-assessment Summary* page under relevant sections after your *Competencies Identified for Development* section. Once on the summary page, they can also be removed by clicking the remove button beside each added competency. <u>Note</u>: You can only remove a competency added by you; you cannot remove those generated by the CCSAT.

Finalising your Self-Assessment

<u>Important Notes re Finalising:</u>

Once an assessment is finalised it is locked and can no longer be edited. This also means that you will no longer be able to edit any element of the assessment including accessing any notes you added while completing the six domains. If you feel you will need to keep these notes, it is advisable to copy and paste them into a word document or other format outside the system before finalising.

1. Once you are happy with your list of competencies you are ready to finalise your assessment. <u>Note</u>: A self-assessment must be finalised before it can be exported to the IIOP ePortfolio or as a PDF.

2. Click on [**Finalise Assessment]** at the top of the *Self-assessment Summary* page.

3. This will give you a warning telling you that Assessments are no longer editable once finalised. It will also give your options before finalising such as adding additional competencies or returning to the My Assessments page.

4. To finalise, click the [**Yes, Finalise**] button.

5. Click on the 'My Self-Assessments' tab to view your self-assessment status. The date and time the self-assessment was finalised will be shown in red on the self-assessment demonstrating that this self-assessment is finalised.

6. You will also note a new button, **[View/Export Self-Assessment Summary**]. This button will take you to options to export your summary data to your ePortfolio where it will create new CPD cycles for each of the competencies identified by the system and added by you. It will also give options for saving your summary data as a PDF.
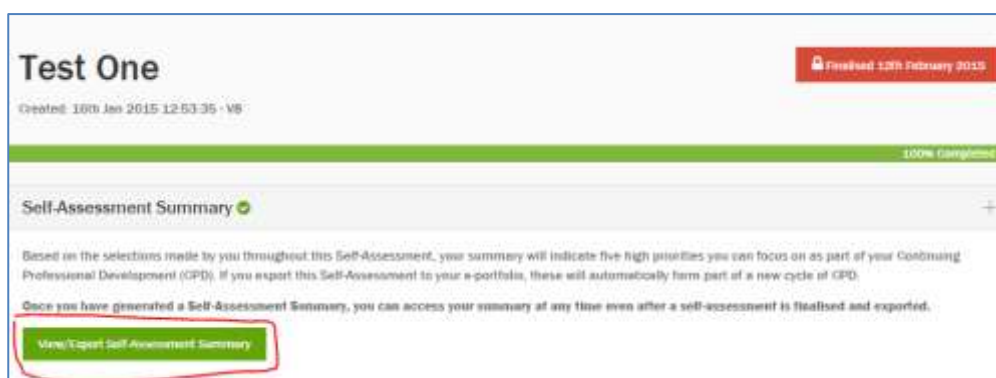
Exporting a Self-Assessment Summary to your ePortfolio or as a PDF

1. Click **[View/Export Self-Assessment Summary]** on the self-assessment you want to export. This will take you to the *Self-Assessment Summary* page

2. Click the **[Options and Export]** button at the top right of the page and then click **[Export Summary]**

3. This will give you two options to export to: PDF or EPORTFOLIO

4. Select EPORTFOLIO

5. This will automatically open up to 5 new CPD cycles in the Open Cycles section of your ePortfolio, one for each of the competencies listed in the *Self-Assessment Summary* page. These new CCSAT-based cycles are ready for you to begin working on them in your ePortfolio. **Note**: You can only export each summary to your ePortfolio once. If you attempt to do this a second time you will be given a message to tell you have already exported to your ePortfolio.

6. To export to PDF, repeat the process but choose PDF as your export option.

7. This will download the PDF to your PC or mobile device. You will need to be aware of where on your PC/device downloads are stored in order to be able to find it. The PDF will have the same competencies identified as those in the self-assessment.

8. **Note**: You can export to PDF as many times as you choose but this will download a new PDF in your downloads folder each time you export it.

Further resources relating to CCSAT and the IIOP ePortfolio are available in the *Support and Training* section of your ePortfolio.

If you have any issues in using the CCSAT tool or need any further help, please email support@iiop.ie and give your name and PSI number and details of the issue or your requirements and we will be glad to help.