

# **2021/2022 ePortfolio Review**

## **SAMPLE CYCLES**

Please note these cycles have been created for demonstration purposes only. They are not intended to be indicative or directive. They do however provide examples of some of the different approaches that people take when planning and recording their CPD.

## SAMPLE CYCLE 1

**Cycle title: Practices legally (CCF)**

**Pharmacist: Mary**

**Cycle created on: 14 April 2020**

<p><b>Self Appraisal</b></p>	<p><b>How you identified the learning need this CPD cycle relates to?</b></p> <p>Having completed a CCSAT back in January, one of the suggested competencies for me to develop was '<i>Practices Legally</i>'. In light of the recent changes to prescription legislation due to COVID-19 this seems more relevant than ever.</p> <p><b>Select the option(s) which most accurately summarises how you identified this learning or development need.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Completing self-assessment against the Core Competency Framework</li> <li><input checked="" type="checkbox"/> A change in my work - e.g. new role/responsibility or new process/guideline</li> </ul>
<p><b>Develop a Personal Plan</b></p>	<p><b>What you need to do to improve your knowledge/competence in this area. What steps you will take. What resources or help you will need. How much time it will take etc.</b></p> <p>I plan to;</p> <ul style="list-style-type: none"> <li>• Look up recent changes to legislation,</li> <li>• figure out what this will mean in practice,</li> <li>• update procedures in store to reflect this change and</li> <li>• update staff</li> </ul> <p><b>What resources could help you develop in this area?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Work-based training</li> <li><input checked="" type="checkbox"/> Journal / articles</li> <li><input checked="" type="checkbox"/> Research / literature</li> <li><input checked="" type="checkbox"/> Practicing new behaviours</li> </ul>
<p><b>Action</b></p>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <ul style="list-style-type: none"> <li>• read the amendments to the legislation allowing for the electronic transfer of prescriptions to a pharmacy via Healthmail</li> <li>• read the update from PSI in relation to the changes which considered the context for the amendments</li> <li>• printed out the joint guidance from the PSI, IMC and HSE on the updates to legislation for quick reference in the dispensary..</li> <li>• delivered staff training</li> </ul>

	<p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <p><input checked="" type="checkbox"/> On the job learning</p> <p><b>What learning resources did you use?</b></p> <p><input checked="" type="checkbox"/> Work-based training  <input checked="" type="checkbox"/> Journal / articles  <input checked="" type="checkbox"/> Research / literature  <input checked="" type="checkbox"/> Practicing new behaviours</p>
<p><b>Document Your Learning</b></p>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>I have learnt that electronic prescriptions sent via Healthmail are now legal during COVID. The legislation also extends the validity of prescriptions from six to nine months and enables pharmacists to make additional supplies of prescription only medicines to patients from an existing prescription.</p>
<p><b>Evaluate Impact on Practice</b></p>	<p><b>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></p> <p>I am able to provide patients and local prescribers with current and up-to-date information. I have also been able to update processes in store and train all staff. I would like to know more about Healthmail. As a first step, I'll get in a touch with a colleague who has used it before to discuss.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <p><input checked="" type="checkbox"/> Improved process  <input checked="" type="checkbox"/> Shared information with colleagues  <input checked="" type="checkbox"/> Modified existing practices</p>

Domain	Competencies
<input checked="" type="checkbox"/> Professional practice	<input checked="" type="checkbox"/> Practises legally <input checked="" type="checkbox"/> Engages in appropriate continuing professional development
<input checked="" type="checkbox"/> Personal skills	<input checked="" type="checkbox"/> Team working skills

## SAMPLE CYCLE 2

**Cycle title: Fertility Medicines**

**Pharmacist: Sophia**

**Cycle created on: 23 March 2019**

<p><b>Self Appraisal</b></p>	<p><b>How you identified the learning need this CPD cycle relates to?</b></p> <p>The local GP surgery has expanded their services to include a family planning clinic. We are now getting more prescriptions for fertility medicines, as well as a large number of enquiries around pre-conception supplements and fertility monitors. This is an area that I have little experience in. I need to learn more about this therapeutic area in particular how to counsel the patients on their medicines and provide additional support and advice around pre-conception planning.</p> <p><b>Select the option(s) which most accurately summarises how you identified this learning or development need.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Undertaking a practice audit</li> <li><input checked="" type="checkbox"/> Managing an issue which arose during my work</li> <li><input checked="" type="checkbox"/> Self-reflection</li> <li><input checked="" type="checkbox"/> A change in my work - e.g. new role/responsibility or new process/guideline</li> </ul>
<p><b>Develop a Personal Plan</b></p>	<p><b>What you need to do to improve your knowledge/competence in this area. What steps you will take. What resources or help you will need. How much time it will take etc.</b></p> <p>I am going to attend an upcoming IPU academy event on Fertility Medicines        I will read the relevant sections in the BNF and also do a literature search</p> <p><b>What resources could help you develop in this area?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Live Continuing Education program</li> <li><input checked="" type="checkbox"/> Research / literature</li> </ul>
<p><b>Action</b></p>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>I attended the IPU academy training event and read the chapter in the BNF. I read a good article in one of the pharmacy journals on family planning.</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Learning which is structured, but not accredited</li> </ul> <p><b>What learning resources did you use?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Live Continuing Education program</li> </ul>

	<input checked="" type="checkbox"/> Research / literature
<b>Document Your Learning</b>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>The IPU academy training programme gave me a good overview of the treatments used as part of IUI, IVF and ICSI cycles. The chapter in the BNF allowed me to learn about the medicines, dosing and also side effect profiles. The journal article gave me a basic understanding of pre-fertility support which included information on basal body temperature thermometers, conception support supplements and fertility monitors. Whilst I feel I now have a basic level of knowledge on the key counselling points, I would love to learn more, as it is an area that really interests me. I have planned to meet with the family planning nurse at the surgery, who says she is happy to help me plan my development in this area.</p>
<b>Evaluate Impact on Practice</b>	<p><b>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></p> <p>I feel much more confident now about the commonly prescribed fertility therapies. I know where to access information on more complex regimens, should I need it. I also met some new colleagues at the IPU training academy who are working in similar practice areas, and we have exchanged numbers so it will be great to know that I can check in with someone if I need to.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Improved care for patient</li> <li><input checked="" type="checkbox"/> Improved effectiveness or quality of drug therapy</li> <li><input checked="" type="checkbox"/> Addressed patient concerns or needs</li> <li><input checked="" type="checkbox"/> Shared information with colleagues</li> <li><input checked="" type="checkbox"/> Improved my confidence</li> </ul>

Domain	Competencies
<input checked="" type="checkbox"/> Safe and rational use of medicines	<input checked="" 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"/> Public health	<input checked="" type="checkbox"/> Health promotion

## SAMPLE CYCLE 3

**Cycle title: PPE**

**Pharmacist: John**

**Cycle created on: 15 April 2020**

<p><b>Action</b></p>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>My usual supplier has no masks left in stock. In light of the covid-19 pandemic and the need to implement the right level of protection for my staff, I needed to figure out where to order masks from and exactly what type I need for staff and patients. Reviewed guidance from HPSC and PSI. The guidance on 'the use of surgical masks when healthcare is being provided in the context of the COVID-19 pandemic' was particularly useful as it clarified how to apply the 15 minute rule in practice. I also reviewed NSAI guidance on importing PPE and medical devices for the COVID-19 pandemic and the HPRA guidance on medical devices to ensure the suppliers who were reaching out to me selling these products were compliant with the regulations.</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <p><input checked="" type="checkbox"/> On the job learning</p> <p><b>What learning resources did you use?</b></p> <p><input checked="" type="checkbox"/> Journal / articles  <input checked="" type="checkbox"/> Research / literature</p>
<p><b>Document Your Learning</b></p>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>I have learnt the difference between different face coverings – PPE, medical device masks and face coverings – and the different regulations that apply based on the classification. I learnt that all dispensary staff will need to wear masks in work as the dispensary is not of sufficient size to facilitate social distancing.</p>
<p><b>Evaluate Impact on Practice</b></p>	<p><b>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></p> <p>The staff in the pharmacy now all have the appropriate masks to protect them in work. I have also been better informed in procuring masks for sale to patients as well as informing patients on what type of masks they need.</p>

	<p><b>How has this learning/ development impacted your practice?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Addressed patient concerns or needs</li> <li><input checked="" type="checkbox"/> Shared information with colleagues</li> <li><input checked="" type="checkbox"/> Modified existing practices</li> <li><input checked="" type="checkbox"/> Improved my confidence</li> </ul>
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Domain	Competencies
<input checked="" type="checkbox"/> Public health	<input checked="" type="checkbox"/> Population health
<input checked="" type="checkbox"/> Organisational and management skills	<input checked="" type="checkbox"/> Workplace management skills

## SAMPLE CYCLE 4

**Cycle title: Falsified Medical Directive**

**Pharmacist: Michael**

**Cycle created on: 7 February 2019**

<b>Self Appraisal</b>	<p><b>How you identified the learning need this CPD cycle relates to?</b></p> <p>New legislation is coming into effect on the 9<sup>th</sup> February 2019 that will affect the process in which I dispense medications to my patients. I need to find out what this legislation means for my role and my patients and how it will affect my dispensing process.</p> <p><b>Select the option(s) which most accurately summarises how you identified this learning or development need.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A change in my work - e.g. new role/responsibility or new process/guideline</li> </ul>
<b>Develop a Personal Plan</b>	<p><b>What you need to do to improve your knowledge/competence in this area. What steps you will take. What resources or help you will need. How much time it will take etc.</b></p> <p>I will read guidance issued by the Health Products Regulatory Authority and the PSI.</p> <p><b>What resources could help you develop in this area?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Journal / articles</li> <li><input checked="" type="checkbox"/> Research / literature</li> </ul>
<b>Action</b>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>I read the information provided by the HPRA and the PSI on the Falsified Medicines Directive.</p>

	<p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <p><input checked="" type="checkbox"/> On the job learning</p> <p><b>What learning resources did you use?</b></p> <p><input checked="" type="checkbox"/> Journal / articles</p> <p><input checked="" type="checkbox"/> Research / literature</p>
<p><b>Document Your Learning</b></p>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>Once the legislation is implemented, the packaging of medicines will change. There will be two main safety devices implemented on the packaging. There will be an anti-tampering device so that as a pharmacist I can be confident that the medication has not been tampered with. The second safety feature is a 2D barcode that will appear on the packaging that is a unique identifier. This barcode will include a product code, serial number, batch number and expiry.</p> <p>As a pharmacist I will have to scan these barcodes when dispensing. This will check the system to ensure that this medication is authentic. I will also have to check that the medication has not been tampered. Finally, at the point of supplying to the patient I will scan the medication again to decommission the product, indicating that it has been supplied to a patient.</p> <p>In order for a pharmacy to be able to comply with this legislation the pharmacy must register with the IMVO.</p> <p>There will be a 'use and learn' phase first prior to the legislation being enforced. After a period of time this 'use and learn' phase will end.</p>
<p><b>Evaluate Impact on Practice</b></p>	<p><b>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></p> <p>I now know about my responsibilities under the Falsified Medicines Directive. I know that I am obliged to verify the medicines are authentic and that I must scan these out at the point of supply to the patient. I can also reassure my patients with this change in packaging that the new packaging will ensure that they are getting real and authentic medications.</p> <p>I am aware that it will slow down the dispensing process and I will have to train my pharmacy technicians and other staff to ensure that they are following the correct process. This is a process that I will have to audit and review on a regular basis going forward.</p> <p><b>How has this learning/ development impacted your practice?</b></p>



	<input checked="" type="checkbox"/> Addressed patient concerns or needs <input checked="" type="checkbox"/> Shared information with colleagues <input checked="" type="checkbox"/> Modified existing practices <input checked="" type="checkbox"/> Improved my confidence
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Domain	Competencies
<input checked="" type="checkbox"/> Professional practice	<input checked="" type="checkbox"/> Practises legally
<input checked="" type="checkbox"/> Supply of medicines	<input checked="" type="checkbox"/> Manages the medicines supply chain <input checked="" type="checkbox"/> Reviews and dispenses medicines accurately
<input checked="" type="checkbox"/> Safe and rational use of medicines	<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"/> Organisational and management skills	<input checked="" type="checkbox"/> Workplace management skills <input checked="" type="checkbox"/> Quality assurance

## SAMPLE CYCLE 5

**Cycle title: Stress relief**

**Pharmacist: David**

**Cycle created on: 10 May 2021**

<b>Action</b>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>Attend IOP webinar on optimism</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <p><input checked="" type="checkbox"/> Learning which is structured, but not accredited</p> <p><b>What learning resources did you use?</b></p> <p><input checked="" type="checkbox"/> Print/On-line Continuing Education program  <input checked="" type="checkbox"/> Attending meeting(s)  <input checked="" type="checkbox"/> Consultation with expert  <input checked="" type="checkbox"/> Discussion with colleagues</p>
<b>Document Your Learning</b>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>Three key take aways – deep breathing exercise, gratitude diary and realising my support network – colleagues, family and friends.</p>

<b>Evaluate Practice</b>	<b>Impact</b>	<b>on</b>	<p><b>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></p> <p>I have a new strategy for dealing with stress and have noticed the improvement in work. By taking the time out to do the deep breathing exercise and using the resources I have to help me, I am much more effective at work, spending time on high priority issues.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Improved performance in role</li> <li><input checked="" type="checkbox"/> Improved care for patient</li> <li><input checked="" type="checkbox"/> Modified existing practices</li> <li><input checked="" type="checkbox"/> Other</li> </ul>
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Domain	Competencies
<input checked="" type="checkbox"/> Personal skills	<input checked="" type="checkbox"/> Team working skills
<input checked="" type="checkbox"/> Public health	<input checked="" type="checkbox"/> Health promotion
<input checked="" type="checkbox"/> Organisational and management skills	<input checked="" type="checkbox"/> Self-management skills

## SAMPLE CYCLE 6

**Cycle title: Protecting staff and patients during COVID-19 - Contingency planning**

**Pharmacist: Eimear**

**Cycle created on: 20 April 2020**

<b>Action</b>	<p><b>What action you actually took to address the area you identified for development. Anything you did additionally/differently to what you had planned?</b></p> <p>I checked online for guidance from reputable sources as a starting point – PSI, HPSC, HSE, IPU. I found so much information it was a bit overwhelming. Considering that the PSI and IPU guidance documents were specific to pharmacy I started there. This gave me a good grasp on the current situation and I was better equipped to quickly cross-reference and fill in knowledge gaps using the relevant HPSC and HSE guidance. I also discussed with local colleagues to sense check that my approach was correct.</p> <p><b>Which of the following best describes the formality of the activity(s) you undertook?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> On the job learning</li> </ul> <p><b>What learning resources did you use?</b></p>
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	<input checked="" type="checkbox"/> Discussion with colleagues <input checked="" type="checkbox"/> Work-based training <input checked="" type="checkbox"/> Journal / articles <input checked="" type="checkbox"/> Research / literature <input checked="" type="checkbox"/> Practicing new behaviours
<b>Document Your Learning</b>	<p><b>What you have learned. Any new knowledge or skills you have attained. Any additional or future actions that arose through the process.</b></p> <p>Having read the guidance I now know the safety systems we need to implement in the pharmacy - one-way system for moving around the shop, stickers on the floor to highlight the 2m distance, Perspex screen at the till, masks for staff, notice on door for patients, sanitisation station, max capacity in the shop at a time managed by staff member. The most important thing I learnt in this process was actually how quickly this situation is evolving. It really highlighted to me the importance of keeping up to date with the guidance as the information can change so quickly.</p>
<b>Evaluate Impact on Practice</b>	<p><b>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></p> <p>This has given me some degree of reassurance and confidence. While I know that things change so quickly, I feel confident that I know where to go for reliable updates. The staff all feel safer and more comfortable coming to work.</p> <p><b>How has this learning/ development impacted your practice?</b></p> <input checked="" type="checkbox"/> Improved process <input checked="" type="checkbox"/> Improved care for patient <input checked="" type="checkbox"/> Shared information with colleagues <input checked="" type="checkbox"/> Modified existing practices <input checked="" type="checkbox"/> Improved my confidence

Domain	Competencies
<input checked="" type="checkbox"/> Professional practice	<input checked="" type="checkbox"/> Practises ethically
<input checked="" type="checkbox"/> Personal skills	<input checked="" type="checkbox"/> Leadership skills <input checked="" type="checkbox"/> Decision-making skills
<input checked="" type="checkbox"/> Public health	<input checked="" type="checkbox"/> Population health
<input checked="" type="checkbox"/> Organisational and management skills	<input checked="" type="checkbox"/> Self-management skills <input checked="" type="checkbox"/> Workplace management skills