

## ePortfolio Review Glossary of Terms

<b>ePortfolio dashboard</b>	The area of the IIOIP website where pharmacists can record their continuing professional development (CPD) cycles. The ePortfolio is personal and private to each pharmacist and the IIOIP cannot view any of your cycles until you submit them for review.
<b>Cycle</b>	A single CPD record created in the ePortfolio
<b>ePortfolio Extract</b>	The set of CPD cycles which a pharmacist chooses to submit as part of the ePortfolio Review Process
<b>Submission</b>	The process by which pharmacists provide the IIOIP with their ePortfolio extract for review. Pharmacists submit cycles from the <i>Completed cycles</i> section of their ePortfolio dashboard.
<b>Submission Period</b>	The period of time during which a pharmacist can submit cycles for review.
<b>ePortfolio Review Standards</b>	These are the measures against which submitted ePortfolio extracts are reviewed. The standards for ePortfolio Review incorporate the legislative requirements and what would reasonably and practically indicate appropriate CPD engagement. The standards consist of System Based Standards and Review Standards.
<b>System Based Standards</b>	These standards specify the number and types of CPD cycles pharmacists are required to submit. Every ePortfolio extract submitted will be reviewed against the System Based Standards that are pre-set within the IIOIP ePortfolio system.
<b>Review Standards</b>	These standards refer to the written content of submitted cycles. A selection of submitted ePortfolio extracts will be reviewed against these standards.
<b>Ready Reckoner</b>	This is a tool available in the ePortfolio dashboard which supports pharmacists to submit an ePortfolio extract that meets the System Based Standards. The Ready Reckoner can be used before submission to identify a selection of cycles that meet the System Based Standards. After submission the Ready Reckoner will automatically appear and provide instant feedback on the submission. In cases where a standard has not been met, the Ready Reckoner will provide information on how to meet this standard.