# A Guide to the IIOP ePortfolio

The IIOP ePortfolio has been specifically designed to meet the Continuing Professional Development (CPD) needs of Irish pharmacists. This online tool allows you to plan, record and reflect on all aspects of your CPD. Its design is in line with the IIOP CPD model and the domains, competencies and behaviours of the PSI's Core Competency Framework (CCF).

This guide will describe the structure of the ePortfolio and provide you with instructions in how to manage the CPD cycles within your ePortfolio.

For more information on how to create a CPD cycle in the ePortfolio, please review the *Step-by-Step Guide to Creating a CPD Cycle* in your ePortfolio Support resources link.
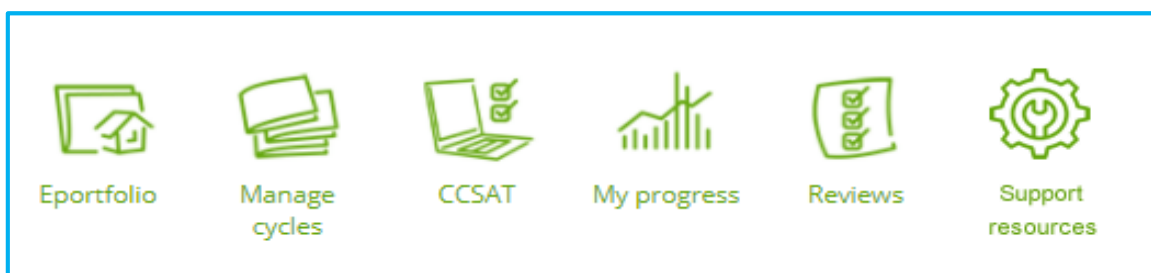
How to access your ePortfolio

When logged into your IIOP Profile, click on the *My ePortfolio* icon to access the ePortfolio homepage.
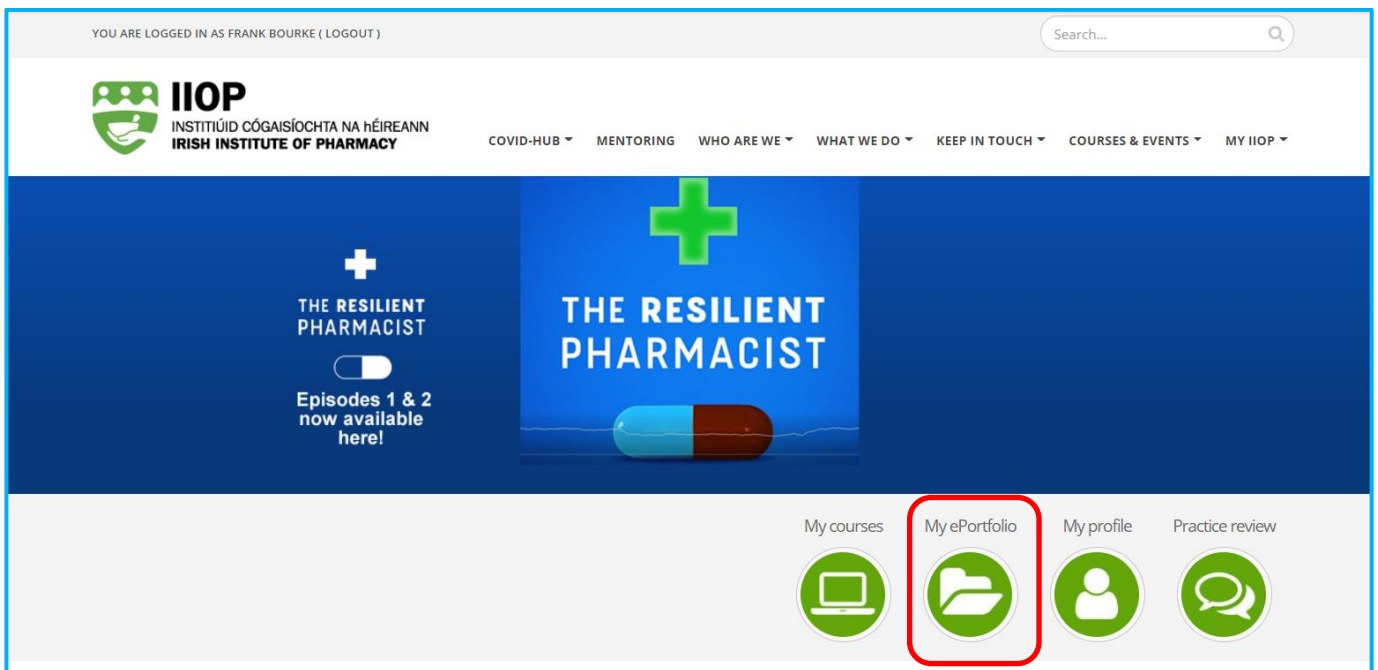
Irish Institute of Pharmacy Homepage

The ePortfolio Structure

The IIOP ePortfolio consists of up several areas you can access by clicking on the relevant icon.

ePortfolio Homepage

Last updated: 15/7/2021

ePortfolio	Takes you to the IIOP ePortfolio main page.
Manage cycles	This opens a sub-menu of options including: *Add a cycle*, *My Open cycles*, *Abandoned cycles, Completed cycles* and a *Search* function.
CCSAT	Takes you to the Core Competency Self-Assessment Tool (CCSAT) where you can self-assess against the PSI's core competency framework and export recommendations to your Open CPD cycles in your ePortfolio.
My progress	This area shows will provide you with an overview of your CPD Cycles, and provide information on for example, the Core Competency Domains identified in your cycles and number of open versus closed cycles. This area becomes useful over time once you have cycles created in your ePortfolio.
My review	This area provides a summary of each ePortfolio Review you have participated in.
Support resources	Go here to view ePortfolio and ePortfolio Review guides. These are available in a number of tables containing links to guides in pdf (print), video and interactive formats. For further support, you can also email us directly using this email address info@iiop.ie.

Managing Cycles Options

When you click on the 'Manage cycles' tab, this opens the 'Open cycles' page and a sub menu of options where you can manage all your cycles and add new ones or search for cycles.
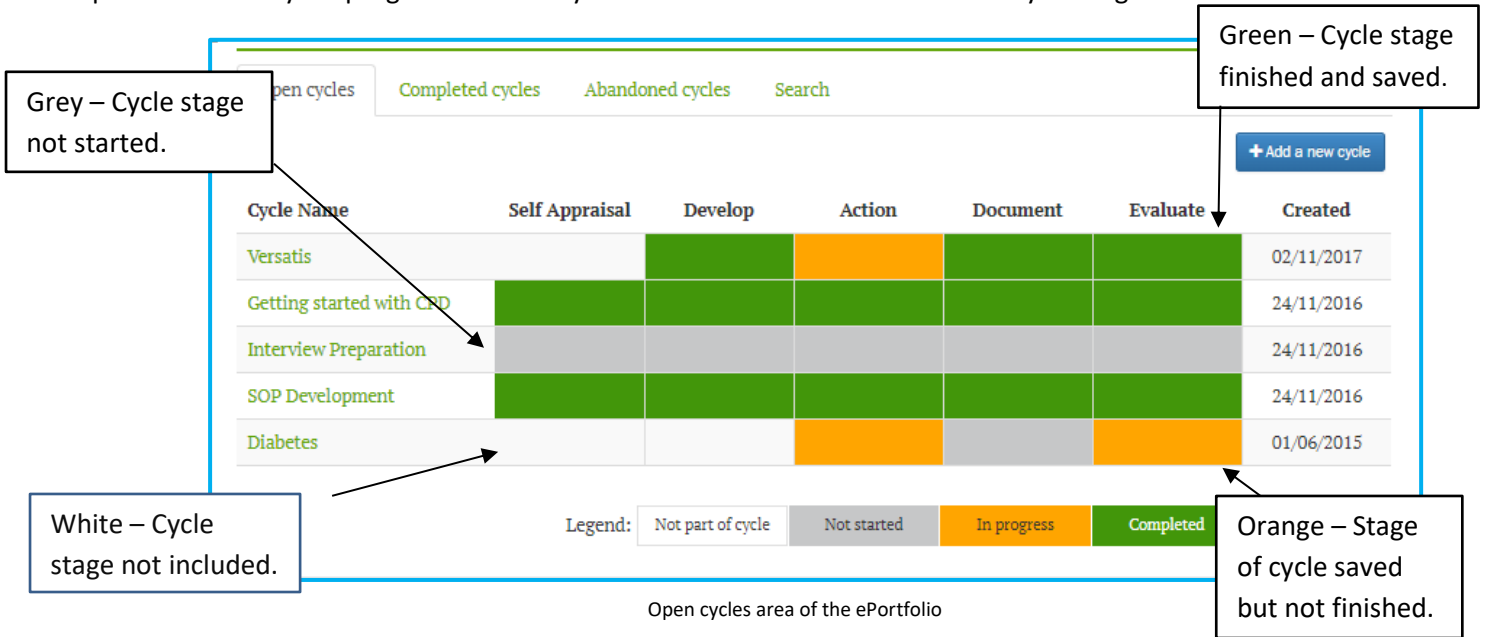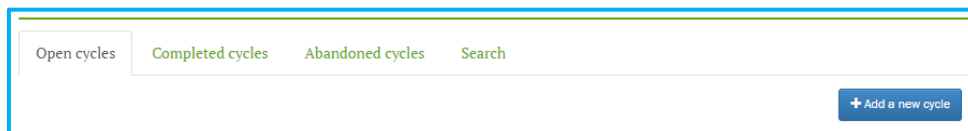

Manage Cycles Homepage

The Manage Cycles section contains four different areas you can access by clicking on the relevant icon.

Add a new cycle	This button opens the *Add a new cycle* screen where you go to create and name a new CPD cycle.
Open cycles	A list of cycles you have begun and not yet finished (Completed).
Completed cycles	A list of the cycles you have completed.
Abandoned cycles	A list of the cycles you have abandoned in the past.
Search	This takes you to the search function. This is an input box where entered letters or numbers automatically return a list of matched cycles.

We will now describe each of these sections in more detail.

Open Cycles

This area of the IIOP ePortfolio gives you a list of all your open cycles with the most recently created cycle at the top. You can view your progress for each cycle based on the colour within each cycle stage.

Grey – Cycle stage not started.

Green – Cycle stage finished and saved.

White – Cycle stage not included.

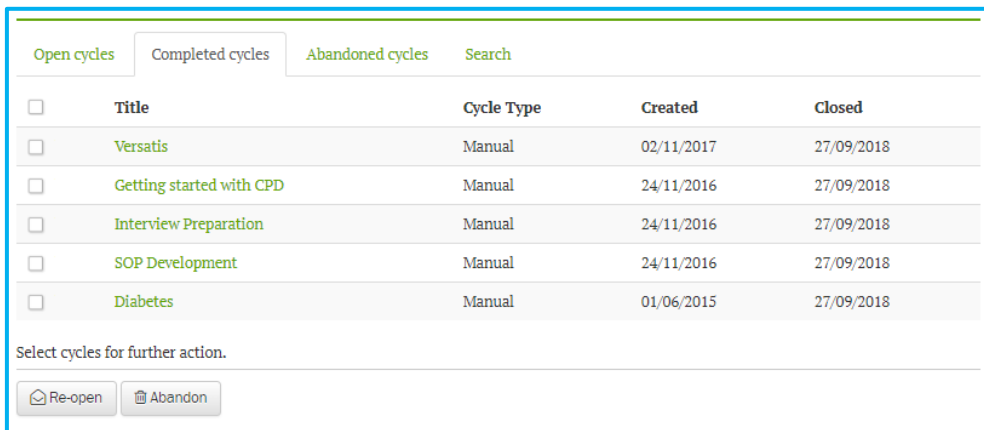Orange – Stage of cycle saved but not finished.

Open cycles area of the ePortfolio

You can click on the name of a cycle to enter the cycle and work on it further.

Completed Cycles

This takes you to a list of the cycles you have completed, listed by the cycle creation date.
You can 'Re-open' these cycles by sending them back to the *Open Cycles* folder for more editing, select the cycle using the tick box on the left hand column and click the *Re-open* button.

When you are selected for ePortfolio Review, you may only submit completed cycles.
If you create a cycle and decide you no longer want to progress that cycle, you may choose to abandon it by clicking the tick box on the left hand column and clicking the *Abandon* button.

My Abandoned Cycles

All your abandoned cycles are listed here. You can reactive an abandoned cycle at any time by selecting the cycle using the tick box on the left hand column and clicking the *Reactivate* button. This will bring the cycles back to your open cycles area.

	Title	Cycle Type	Created	Abandoned
☐	Versatis	Manual	02/11/2017	27/09/2018
☐	Getting started with CPD	Manual	24/11/2016	27/09/2018
☐	Interview Preparation	Manual	24/11/2016	27/09/2018
☐	SOP Development	Manual	24/11/2016	27/09/2018
☐	Diabetes	Manual	01/06/2015	27/09/2018

Open cycles   Completed cycles   Abandoned cycles   Search

Select cycles which you want to reactivate and click the button below.

Reactivate

Searching for a cycle

If you cannot find a cycle you have created you may search for it using the search bar function. It is only possible to search for a cycle title.

Open cycles   Completed cycles   Abandoned cycles   Search

Search 🔍

END