Guide to Submitting
Your Professional Portfolio

Updated: **November 2015**

Alberta
College of
Pharmacy

Submitting your professional portfolio

Before you renew your practice permit, you will need to submit your professional portfolio, consisting of all your **Learning Records** and one **Implementation Record**, through the Continuing Competence Program (CCP) portal.

This help guide addresses the frequently asked questions in regards to submitting a professional portfolio. Screen shots from the CCP portal have been included to make the learning process more conducive to learning.
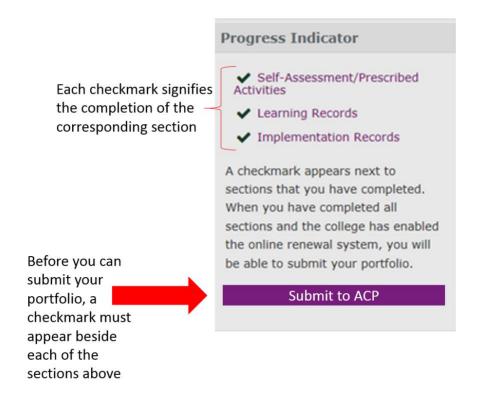
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Finding and using the submit button

The submit button is located on the home page of the CCP portal and is only available during the online registration renewal period:

- For pharmacists: this is the end of April-May 31
- For pharmacy technicians: this is the end of October-November 30.

At renewal, you will need to click on the submit button in the CCP portal once you have successfully met all the program's requirements. The following should appear along the left-hand side of the home page:

Each checkmark signifies the completion of the corresponding section

Progress Indicator

✔ Self-Assessment/Prescribed Activities

✔ Learning Records

✔ Implementation Records

A checkmark appears next to sections that you have completed. When you have completed all sections and the college has enabled the online renewal system, you will be able to submit your portfolio.

Before you can submit your portfolio, a checkmark must appear beside each of the sections above
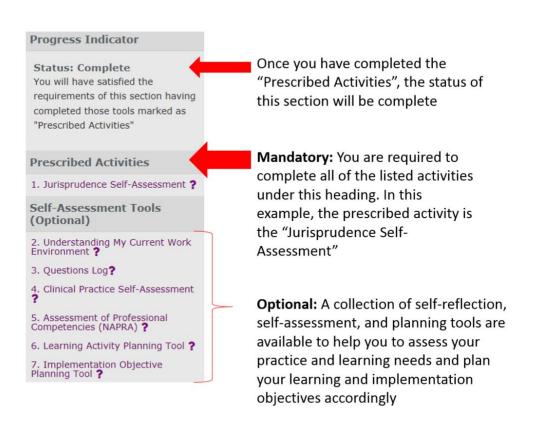
Submit to ACP

Please note, when you click the submit button, you will:

- Be asked to complete a professional declaration that the information you are submitting is true and accurate;
- Have the option to complete a short survey to provide feedback on the program; and
- No longer be able to make changes to your submitted records.

Don't see a checkmark beside one of the sections? Let's review the requirements for each section.
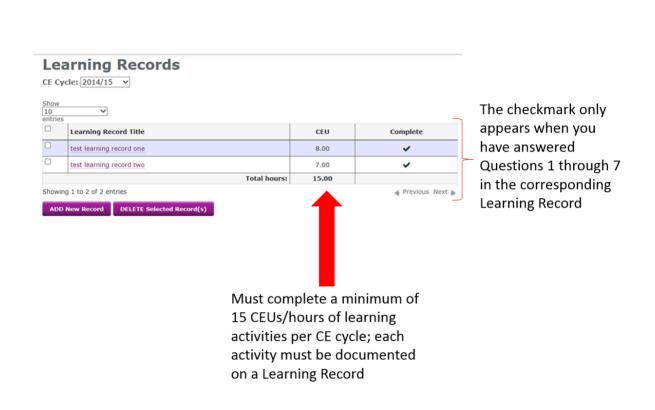
Self-Assessment/Prescribed Activities

To complete this section, you are required to complete the prescribed learning that has been assigned by the Competence Committee. The prescribed activity or activities are listed under the corresponding heading along the left-hand side of the Self-Assessment/Prescribed Activities page. Once you have completed the prescribed activities, the status of this section will be marked as complete. Checkmarks do not appear on this page.

Progress Indicator

Status: Complete
You will have satisfied the requirements of this section having completed those tools marked as "Prescribed Activities"

Once you have completed the "Prescribed Activities", the status of this section will be complete

Prescribed Activities

1. Jurisprudence Self-Assessment ?

Self-Assessment Tools (Optional)

2. Understanding My Current Work Environment ?

3. Questions Log?

4. Clinical Practice Self-Assessment ?

5. Assessment of Professional Competencies (NAPRA) ?

6. Learning Activity Planning Tool ?

7. Implementation Objective Planning Tool ?

Mandatory: You are required to complete all of the listed activities under this heading. In this example, the prescribed activity is the "Jurisprudence Self-Assessment"

Optional: A collection of self-reflection, self-assessment, and planning tools are available to help you to assess your practice and learning needs and plan your learning and implementation objectives accordingly
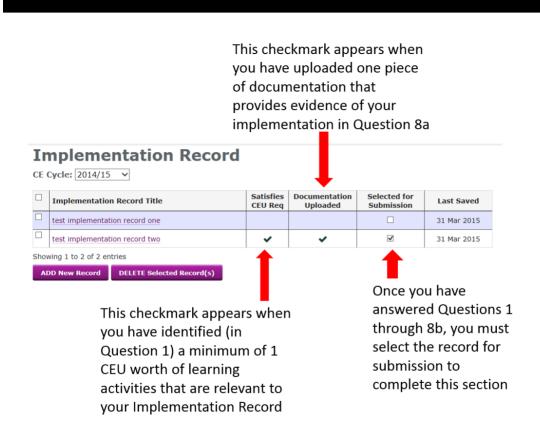
Learning Records

To complete this section, you are required to complete at least 15 CEUs during your CE cycle (for pharmacists, this is June 1 to May 31; for pharmacy technicians, this is December 1 to November 30) and document each activity on a Learning Record. You must answer questions one through seven in each Learning Record for it to be marked as complete.

Learning Records

CE Cycle: 2014/15

Show 10 entries

	Learning Record Title	CEU	Complete
☐	test learning record one	8.00	✔
☐	test learning record two	7.00	✔
	Total hours:	**15.00**	

Showing 1 to 2 of 2 entries

ADD New Record   **DELETE Selected Record(s)**

◀ Previous Next ▶

The checkmark only appears when you have answered Questions 1 through 7 in the corresponding Learning Record

Must complete a minimum of 15 CEUs/hours of learning activities per CE cycle; each activity must be documented on a Learning Record

Implementation Records

To complete this section, you must implement a minimum of one CEU worth of learning into your practice and document this by answering questions one through eight in the Implementation Record. This includes uploading one piece of documentation.

As a final step, you must "select" your completed record for submission.

This checkmark appears when you have uploaded one piece of documentation that provides evidence of your implementation in Question 8a

Implementation Record

CE Cycle: 2014/15

	Implementation Record Title	Satisfies CEU Req	Documentation Uploaded	Selected for Submission	Last Saved
☐	test implementation record one			☐	31 Mar 2015
☐	test implementation record two	✔	✔	☑	31 Mar 2015

Showing 1 to 2 of 2 entries

ADD New Record   **DELETE Selected Record(s)**

This checkmark appears when you have identified (in Question 1) a minimum of 1 CEU worth of learning activities that are relevant to your Implementation Record

Once you have answered Questions 1 through 8b, you must select the record for submission to complete this section

Your implementation objective may be related to your current practice, your future practice, or your overall professional practice. An acceptable implementation objective must:

❑ Result in either an improvement to practice, transfer of knowledge, or, for pharmacy technicians, a verification of skills.
❑ Affect another individual (e.g., a patient, a coworker, another healthcare professional)
❑ Produce evidence of implementation
❑ Directly involve the application of at least 1 CEU
❑ Relate to one of the pharmacy domains (pharmacy practice, medical/medication/device knowledge, or systems-based practice)

CCP portfolio audit – what you can expect

Every year, a percentage of pharmacists/pharmacy technicians, are selected to have their professional portfolios audited. Your portfolio may be selected for an audit as a result of:

- Random selection,
- A late or incomplete submission, or
- A request of the registrar as a result of concerns received about your practice.

If selected, your portfolio will go through an administrative audit and your implementation record will be assessed by two of your peers trained in assessment.

Implementation Record Checklist

Should your Implementation Record be chosen for audit, your peers will be looking for the following indicators:

- ❑ Are the learning activities identified relevant to your implementation objective?
- ❑ Is your implementation objective clearly outlined and related to pharmacy practice, medical/medication/device knowledge, and/or systems-based practice?
- ❑ Is your rationale for choosing the implementation objective and how it is relevant to your practice clearly indicated?
- ❑ Are the steps you took to achieve the implementation objective clearly indicated?
- ❑ Is the outcome of the implementation clearly explained?
- ❑ Is it clearly evident that you played a role in the implementation and that the implementation objective was achieved?
- ❑ Do your records appear professional?

Because you submitted all of your information when you submitted your portfolio, you will not be notified until the audit has been completed. When the audit is complete, you will be notified and will receive feedback on your portfolio. If you have achieved the established standard, no further action is required and you are to continue your activities within the current CE cycle. If you did not achieve the established standard, then you will be provided with further instructions. For more information about the audit process, please refer to the Continuing Competence Program Rules available on the ACP website.

Need assistance?

For further assistance, please contact a member of the competence team at competence@abpharmacy.ca; and/or review the FAQ's on ACP's website.