

Toolkit – Writing your CPD plan

This Toolkit is intended to help you develop your CPD plan. You can edit your plan during your CPD triennium, but the plan will remain the focus and reference point for your CPD. Your plan must be relevant to your professional role and responsibilities, and should reinforce the attributes of a specialist anaesthetist ie:

Medical Expert
Communicator
Collaborator
Manager
Health Advocate
Scholar
Professional

Complete your needs assessment

Identify what you wish to learn or develop over the next three years. You may also wish to consider how you want to develop your practice and to identify changes in health care in the next 1-3 years that might affect your practice.

Considerations: *What are my roles and responsibilities in my practice?*
 Will my role and responsibilities change in the coming 1-3 yrs, and if so, how?
 What are my shortcomings to fulfill those roles and responsibilities?
 What are my professional needs?

Consider your: Strengths, what you already do well
 Weaknesses, obvious areas for improvement
 Opportunities, what might help your development in some of these areas
 Threats, barriers to improvement, and what special consideration or extra help is needed.

Determine your objectives

Your personal objectives are different from the objectives of the ANZCA CPD Program. You need to state what you want to achieve and when by, set yourself reasonable targets and time frames.

Considerations: *What are my objectives in undertaking CPD?*
 When should I complete a specific activity or project (ie what time frames)?

Choose your learning options

Choose suitable learning activities that best suit your practice and learning style to fulfil your CPD Plan. You may prefer to learn individually, in groups by active participation, online or through teaching others.

Considerations: *What is my preferred learning style?*
 What CPD activities will cover my needs?
 What CPD activities are available to me?
 What CPD activities do I prefer to undertake?

Reflection and evaluation

You should engage in reflection whenever an experience or outcome has some impact on you, either adverse or positive. Reflecting can give you the opportunity to self-review your practices, and consider barriers to your professional development. An evaluation of your CPD program is required at the end of your triennium.

Considerations: *Why include Reflection in my CPD Program?*
 When and how often should I undertake and document Reflection?

How many Credits can I Claim?

You can claim time spent writing your evaluation under category 3, level 2 for 2 credits per hour.