

Toolkit to Develop Your Individual CPD Plan

This Toolkit is intended to help you develop your CPD Plan. You will design your Plan exclusively for you, to help you in professional development. You may wish to modify your Plan during your triennial CPD Program, 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, i.e.:

- Medical Expert
- Communicator
- Collaborator
- Manager
- Health Advocate
- Scholar
- Professional

You can develop your CPD Plan in about an hour in four steps.

STEP 1. COMPLETE YOUR NEEDS ASSESSMENT

Questions to ask:

What are my roles and responsibilities in my practice?

How will my role and responsibilities change in the coming 1-3 yrs?

What skills and knowledge do I need to develop to meet these changing roles and responsibilities?

Carry out a Needs Assessment exercise to 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.

Decide the importance of specific needs with three levels of priority: urgent, "needs attention", and general continuing education.

A SWOT analysis is a useful way to take stock of your achievements, experiences, skills, and qualities. Write down 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

This will show you areas of strength, skill or knowledge gaps for attention, and considerations for possible future action. Apart from knowledge and procedural skills, the other Attributes of a Specialist Anaesthetist should be considered. The following are some examples to consider:

- Knowledge (specific areas to update or new information to learn)
- Procedural skills (specific skills to update or new skills to learn)
- Problem solving
- Responding to a clinical emergency
- Communicating with patients and colleagues
- Handling conflict
- Networking with health professionals
- Management of work and time
- Organizing skills
- Dealing with change
- Presentations
- Teaching skills
- Commitment to improving own learning and performance

STEP 2. STATE OBJECTIVES

Questions to ask:

What are my objectives in undertaking CPD?

What activities have I planned to meet those objectives and when should they be completed?

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. Your objectives must be clear, specific, and realistic, which you can measure (assess) within a year's timeframe. Set yourself reasonable targets and time frames.

STEP 3. CHOOSE LEARNING OPTIONS

Questions to ask:

What is my preferred learning style?

What CPD activities will cover my needs and what is available?

Choose suitable learning activities that best suit your practice and learning style to fulfil your CPD Plan. You may prefer to learn mainly by yourself, or in groups, or by active participation. Take cognisance of ANZCA and your Medical Board/Council requirements.

If access to regular organized activities is problematical, consider other learning activities such as via the Internet or your own local discussion groups, or develop your own activities. For example, Reminders reiterate important treatment procedures, by computer flags or on paper. Developing Reminder systems in your practice would be a quality activity.

STEP 4. REFLECTION AND EVALUATION

Questions to ask:

*What were my strengths and weaknesses of the activity?
What are the implications for my practice?*

Incorporate into your CPD Plan periodic occasions for Reflection. This will give you opportunities to think over experiences, self-review your practices, and consider barriers to your professional development, so as to continually improve your practice as a specialist.

Your CPD Plan should also include an Evaluation of your progress in learning. This is required in the last year of your ANZCA CPD Program. See Toolkit on Evaluation.

FINISH

Congratulations! You have just developed your CPD Plan.

HOW MANY CREDITS CAN I CLAIM?

You may claim 2 credits per hour under Category 2, Level 2.