

Toolkit to Conduct an Evaluation of Your CPD

The ANZCA CPD Program requires you to complete an evaluation of your program at the end of your triennium. Evaluation helps you to assess your achievements and whether your CPD Plan's objectives were met. It can provide information on the strengths and weaknesses of your participation and areas to address to improve future learning. This Toolkit is intended to help you conduct that evaluation. You can evaluate your CPD in the following steps.

STEP 1. ASSEMBLY AND PERUSAL OF DOCUMENTATION

Questions to ask:

*What documents do I need for Evaluation?
What do I have to read and consider?*

Assemble your Portfolio and all documentation of your CPD over the past triennium. Peruse your Portfolio, particularly your CPD Plan that you had developed. Note your activities and your Reflection notes. For those with their unique system of filing documentation in a shoebox, this is an opportunity to regularly review your records and "put things in order" (e.g. every one, two, or six months), rather like for an annual tax return.

STEP 2. ASSESSMENT, REFLECTION, AND EVALUATION

Questions to ask:

*What do I have to assess in reading my documentation?
What is the difference between assessment and evaluation?*

Assess all your activities and your recorded Reflection entries. Consider, with the help of your Reflection entries, your activities' relative learning value, problems encountered ("barriers to learning"), and the activities' effectiveness in modifying your professional behaviour. Evaluation is a broader process that involves examining information and assessments about all the components of your participation, to be able to judge the worth or effectiveness of your program.

STEP 3. EVALUATION QUESTIONNAIRE

What tools do I use to develop my Evaluation?

Your evaluation will be structured on a questionnaire about your Portfolio and Reflection entries. Complete your evaluation by providing written answers to the following questionnaire. Freely use excerpts from your Reflection entries to illustrate or emphasize points in your answers. Examples are provided to guide you in your answers, but they represent only examples.

- *Have you achieved the objectives in your CPD Plan?*
Consider: *Yes fully, yes in part, or no.*
- *If not achieved fully, why not?*
Consider: Factors or barriers outside your control.
Factors or barriers that you did or could have managed.
- *Did your needs change, and if so, in what ways?*
Consider: Any change in practice, roles, and responsibilities.
- *What activities do you consider the most effective in your learning?*
Consider: Specific activities. Use Reflection entries to illustrate.
Give reasons if applicable.
- *What activities do you consider the least effective in your learning?*
Consider: Specific activities. Use Reflection entries to illustrate.
Give reasons if applicable.
- *What improvements in your practice can you see from your learning?*
Consider: Professional and personal attributes and work environment.
Examples: *I respond better when managing a crisis.*
I manage arrhythmias better.
I have learned more and feel more confident.
I am more skilled in fiberoptic intubation.
I have more job satisfaction.
I can resolve conflicts in theatre better.
I now manage my time better.
I work better with my surgeons.
Patients are happier with my preoperative consultations.
I feel more committed to CPD.
- *How are you going to use any key points that you have learned?*
Consider: Improve your patient care (e.g. procedures and services).
Teach new concepts learned.
Improve ways of work and communication in theatre, etc.
- *How do you rate the quality and effectiveness of your own CPD program?*
Consider: Inadequate, Satisfactory, or Good
- *What would you plan or do differently in your next CPD cycle?*
Consider: Different approach, choice of activities, use of time, etc.
- *What changes would you like to see in ANZCA CPD Program?*
Consider: The Framework, feedback, resources, incentives, etc.

STEP 4. FINISH

Congratulations on completing your evaluation.

HOW MANY CREDITS CAN I CLAIM?

You may claim 3 credits per hour under Category 3 / Level 2 for your time in writing your CPD evaluation.