



CPD handbook - Appendix 26

Annual structured conversation form

Confidentiality

Participant (recipient of annual conversation): _____

Conversation with: _____

Name of hospital/practice: _____

Participant – self reflections

Reflect on your development needs, goals for learning, professional activities and intentions for the year:

Summary of discussion points:

Connecting your annual conversation to the ANZCA and FPM roles in practice	
Which of the roles did you address during your annual structured conversation?	
	Please tick relevant box/s
Medical expert	
Communicator	
Collaborator	
Leader and Manager	
Health advocate	
Scholar	
Professional	
Patient management	
Comments	
Communication and teamwork	
Comments	
Advocacy and professional attributes	
Comments:	
Teaching and Learning	
Comments	

CPD verification

I confirm as part of the ANZCA and FPM CPD program's annual structured conversation activity for (Participant's name) _____, a meeting was convened to discuss the development needs and goals for the coming year.

Signed: _____ Date: _____