



CPD handbook appendix 22

CPD Plan

Taking a small amount of time to plan your continuing professional development (CPD) will assist in assuring that activities undertaken are meaningful and relevant to your needs. You can amend your CPD plan throughout the year. Should new information become available regarding learning needs, or unanticipated opportunities arise, you can update your plan via the online CPD portfolio by clicking 'edit'.

Please note: The online CPD portfolio is designed to timeout for security purposes, we highly recommend you save your work regularly (at least once every 30 minutes) to ensure you do not lose any data.

Develop a plan by following these steps:

Step 1 - Practice evaluation

Step 1.1 At least one of the four mandatory practice evaluation activities (for the clinical practice type)

If you complete CPD under the clinical practice type, select at least one of the four mandatory practice evaluation activities either a:

- Patient experience survey
- Multi-source Feedback (MsF)
- Peer review (reviewer and recipient)
- Clinical audit (of own practice or significant input into a group audit of practice).

In your selection, consider how this will be directly relevant to your own clinical practice.

It may be helpful to consider completing at least one of these activities at the start of the CPD cycle. The patient experience survey, MsF and peer review of practice are examples of activities that may highlight possible focus areas for CPD and help you identify learning needs in Step 2.

Step 1.2 Cultural safety learnings

The Medical Council of New Zealand (MCNZ) and Australian Medical Council (AMC) require all colleges and CPD homes to introduce cultural safety into their CPD programs. While work to embed cultural safety into our CPD program continues, *meeting the regulatory requirement for cultural safety* is an annual requirement ANZCA and FPM CPD Program participants.

Planning at the start of your CPD cycle provides the opportunity to consider available resources and reflect on cultural safety learning needs. The below question has been designed to support this reflection.

- What activities will I undertake to develop a greater understanding of diverse cultural perspectives and how do different expectations for clinical communication/ behaviour relate to my own culture?

The college [Indigenous Health Guide](#) has been designed for anaesthetists and specialist pain physicians interested in Indigenous health.

Step 1.3 Annual practice evaluation

You need to accrue at least 25 hours of practice evaluation with a minimum of five hours of reviewing performance and five hours of measuring outcomes per year.

- How do I plan to participate in 25 hours of practice evaluation activities this year, with a minimum of five hours under reviewing performance activities and five hours in measuring outcomes?

Practice evaluation activities are allocated as below:

Reviewing performance	Measuring outcomes
Patient experience survey	Clinical audit
Multi-source Feedback (MsF)	Report of clinical audit findings
Peer review of Practice	Morbidity/Mortality meetings
Cultural safety	Incident monitoring/reporting
Case discussions/conferencing	Root Cause Analysis (RCA)
Hospital and simulations centre inspections/accreditation	Review of Patient care pathways
Medico-legal reports/expert witness	
Team training scenario	
Annual structured conversation/ performance appraisal	

Step 2 - Knowledge and skills

Carry out a self-evaluation exercise to identify knowledge and skills you wish to learn or develop in the next year. You may also identify changes in healthcare or your workplace that might affect your practice (for example, a change in technology or your hospital's protocol regarding a particular area of practice).

Questions that may prompt consideration of the CPD most beneficial to you include:

Step 2.1 Roles, responsibilities, areas of interest

- What are my roles and responsibilities of practice?
- Will my role or responsibilities change this year and, if so, how?
- Are there any particular topic areas in which I need to update my knowledge?

Step 2.2 Emergencies, professional areas, reflective needs

- Are there any skills I only use from time to time, or in an emergency, that I need to practise so I can respond appropriately when needed?
- What professional areas could I learn more about or improve on, such as, communication, teamwork, management and leadership, or research?
- Have practice evaluation activities, including feedback from colleagues and co-workers, identified any needs?

ANZCA/FPM Roles in Practice	Examples to consider
Medical expert	Knowledge (new information to learn or specific areas/skills to update)
Medical expert	Procedural skills (new skills to learn, specific skills to improve on or update) – clinical fundamentals and specialty areas as above
Communicator	Communication skills, for example, breaking bad news
Communicator	Medico-legal report writing
Collaborator	Developing a team approach to anaesthesia
Collaborator	Conflict management

ANZCA/FPM Roles in Practice	Examples to consider
Leader and Manager	Time management skills
Leader and Manager	Organisation skills
Leader and Manager	Change management
Leader and Manager	Leading a team
Health advocate	Patient advocacy – futile surgery
Scholar	Clinical teaching skills
Scholar	Assessment of students and trainees
Scholar	Research and conducting clinical audits
Scholar	Making presentations
Professional	Ethical decision making
Professional	Root cause analysis
Professional	Work/life balance

Step 3 - Knowledge and skills activity options

Now you have generated a list of what you intend to learn more about or further develop, consider learning activities that:

1. **Are most appropriate for your learning style.** Do you prefer to learn on your own or in a group?
2. **Suit the subject matter.** For example, a hands-on workshop is more appropriate than a lecture-style presentation to learn a new procedural skill.
3. **You are likely to complete.** Plan to attend a conference in person or consider if they offer a virtual option. Make the most of emergency response workshops conducted in conjunction with annual and local meetings you are already attending. If organised activities are problematic, consider updating knowledge via journal reading or completing online learning.

Be mindful that to complete the CPD program requirements you need to accrue a minimum of 12.5 hours knowledge and skills activities during the year, plus a further 12.5 hours which can be claimed across the CPD program.

You will also need to prioritise activities. This could be done by considering whether identified needs are:

- a) urgent and should be addressed in the first few months of the year;
- b) need attention and should be planned for by the middle of the year; or
- c) are general continuing education required for you to refresh or update existing knowledge and skills and can be completed when the opportunity arises.

Step 4 - Emergency responses (for the clinical practice type)

If you complete CPD under the clinical practice type, select at least one activity relating to the management of emergency responses. Please note all activities can be completed via an education session, courses and workshops, which includes the opportunity to practice related skills. There are also options to complete emergency response activities via online learning modules.

In your plan you should also try to document a date by which you are aiming to complete these activities.

Hours will be accrued automatically through the CPD portfolio system under practice evaluation - measuring outcomes.

Step 5 - Health and wellbeing

A specific question on activities supporting CPD participants' own health and wellbeing has been included in the CPD program since 2020.

- What activities will I undertake to develop a greater understanding of my own health and wellbeing?

The inclusion of this question specifically highlights the importance of Doctor's Wellbeing as part of a participant's professional development. This is also supported through the 2021 inclusion of the knowledge and skills 'wellbeing CPD education sessions' activity. The college's Doctors Health and Wellbeing Framework and resources are located on the ANZCA website, to access [click here](#).

Implementing your CPD plan

It is recommended you record completed CPD activities contemporaneously and collate the appropriate evidence (detailed in Section 5 of the CPD Handbook) in case your record is selected for CPD verification/audit.

It is recommended you use the text field provided on the CPD portfolio to make notes on CPD activities you have recorded, for example:

- Did the CPD activity meet your expectations?
- Did participation in the activity help you to achieve your learning goals?
- Did participation in the activity make you aware of another area you would like to pursue in relation to your professional development?
- What do you intend to implement toward practice improvement?

Your notes on the various CPD activities you have participated in will help you completing the CPD evaluation.