

# CONTINUING PROFESSIONAL DEVELOPMENT

Paired activity

Category 1 Practice evaluation

Reviewing performance

# **ANZCA and FPM CPD Program**

# Annual structured conversation/performance appraisal guide

# Purpose

This guide assists CPD participants complete the Annual structured conversation/performance appraisal activity.

# Activity description

In their <u>recertification requirements</u>, the Medical Council of New Zealand (MCNZ) describes an annual structured conversation as: A structured conversation (at least annually) with a peer, colleague or employer about the doctor's clinical practice.

The intent of this activity is to provide time for participants to reflect on their development needs, their goals for learning and professional activities and their intentions for the next year. Doctors are encouraged to use the information they have obtained undertaking activities across the three categories of CPD to inform this conversation.

The annual conversation also provides an opportunity to:

- receive constructive feedback and share best practice
- explore your satisfaction in your current role, self-care and any health and wellbeing issues so you are able to adjust your practice accordingly
- set performance targets for the future and consider longer-term career aspirations.

# **Related documents**

- 1. Annual structured conversation template
- 2. Annual structured conversation CPD verification form

#### How to complete this activity

#### <u>Steps</u>

For many CPD participants this is achieved using the formal processes and forms/templates used for annual performance review/appraisal established within their hospitals or other organisations.

CPD participants may use their own tool for the annual structured conversation/performance appraisal provided it was developed for performance appraisal relevant to your scope of practice.

An example of an annual structured conversation/annual appraisal form

#### Resources to assist

- MCNZ website Recertification and professional development
- Video: Dr Michael Barlev explains the annual structured conversation

- <u>Self-assessment tools</u> ANZCA library guide (very helpful to undertake a self-assessment prior to your annual structured conversation)
- <u>Fundamentals of Feedback</u> in <u>Learn@ANZCA</u> (useful for developing your skills in feedback provision).

#### Receiving feedback

CPD activities are intended to promote supportive conversations that assist you to reflect and advance your practice. Engaging in a feedback conversation may on occasions challenge you and raise uncomfortable thoughts and feelings. If this occurs consider seeking out a trusted colleague or friend for support. Confidential wellbeing support is freely available through the college, details can be found on the <u>website</u>.

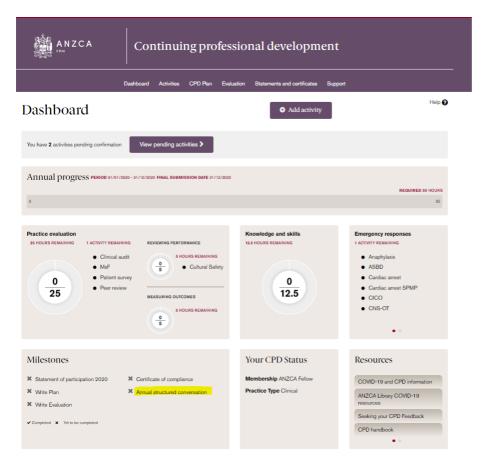
#### ANZCA and FPM CPD portfolio recording

Participants record this activity under

Category 1 Practice evaluation – reviewing performance: *Annual structured conversation/performance appraisal* with the <u>Annual structured conversation CPD verification</u> <u>form</u> uploaded as evidence.

**For participants in New Zealand**, once you have entered the activity a 'tick' will appear under the 'Milestones' section on your dashboard and hours will be added to your Practice Evaluation - Reviewing Performance dial.







### **Optional related activities**

- 1. Critical reflection: Following the annual structured conversation/critical appraisal, either participant may choose to undertake an individual *Critical reflection* activity to determine how to incorporate feedback received or reflection on the experience of providing feedback into practice improvement.
- 2. Mentoring: Whilst separate from the process of annual appraisal, the *Mentoring activity* involves a learning relationship in which two colleagues (mentor and mentee) agree to work collaboratively toward achieving mutually defined goals which will develop the mentee's skills, abilities, knowledge and thinking. This is a useful adjunct to feedback from your annual structured conversation as it allows you to work on areas identified for improvement.

## Change control register

Version	Author/s	Reviewed by	Approved by	Approval date	Sections modified
1	CPD team	CPD-RPG	CPD Committee	2022	Created
2		CPD team DPA Education		2023	<ul> <li>Updated branding and formatting</li> <li>Incorporated change control register</li> </ul>

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