



CPD handbook - Appendix 27

Annual structured conversation guide

1. What is an annual structured conversation?

In their [recertification requirements](#), 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.

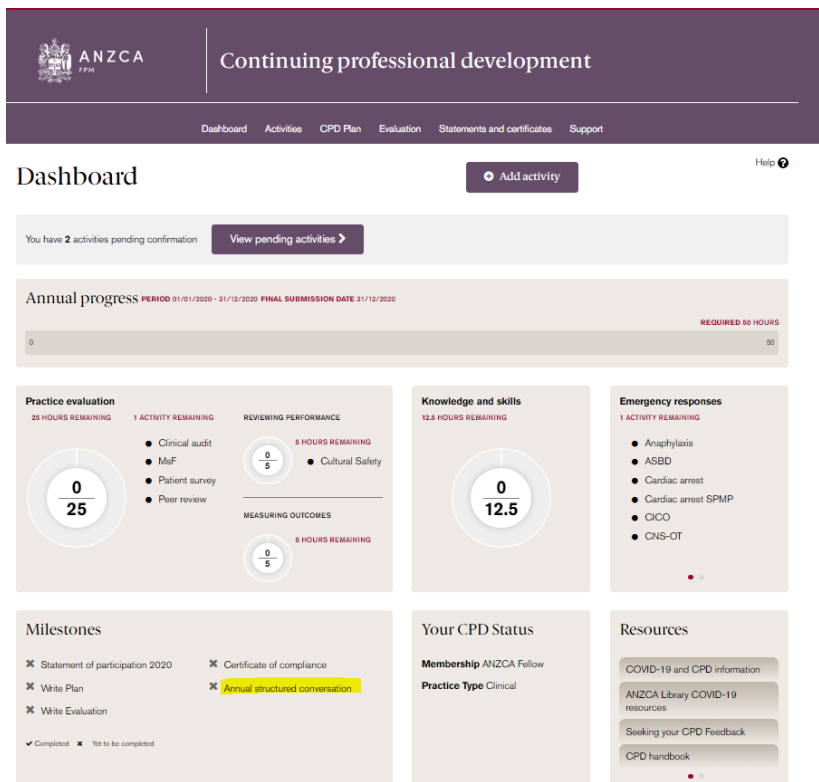
*The intent of this activity is to provide time for the doctor to reflect on their **development needs**, their **goals for learning and professional activities** and their **intentions for the next year**. Doctors are encouraged to use the information they have obtained undertaking activities across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

It provides an opportunity to receive constructive feedback and share best practice. It may also give doctors the opportunity to explore their satisfaction in their current role, self-care and any health and wellbeing issues so they are able to adjust their practice accordingly, set performance targets for the future, and consider longer-term career aspirations.

2. Where can I claim hours for the annual structured conversation in my CPD portfolio?

Hours for the structured conversation can be recorded as an annual CPD activity under the Practice Evaluation - Reviewing Performance category. Once completed a 'tick' will appear under the 'Milestones' section on your dashboard and hours will be added to your Practice Evaluation - Reviewing Performance dial.

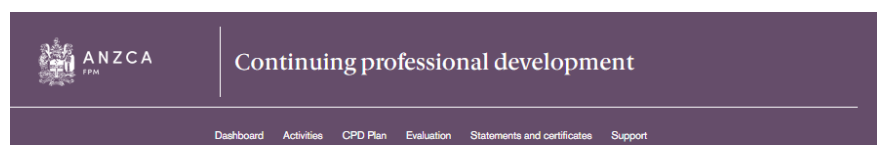
Image 1: 2023 CPD portfolio dashboard – Annual structured conversation



To claim the activity in your online CPD portfolio, please click the purple button 'add CPD activity' and select the 'annual conversation' activity.

This may be completed as a standard alone discussion or informed as part of the Practice evaluation – Patient experience survey, Peer Review or Multi-source feedback. The portfolio will require you to record under the 'annual conversation' activity' to enable to 'tick' under Milestones section on the dashboard (refer to Image 1).

Image 2: 2023 CPD portfolio activity list – Annual structured conversation



Activities

Select Activity

Show full activity titles

PRACTICE EVALUATION	KNOWLEDGE AND SKILLS	EMERGENCY RESPONSES
REVIEWING PERFORMANCE	Committee work >	Anaphylaxis >
Annual structured conversation >	Examining >	ASBD >
Cultural Safety >	Formal courses >	Cardiac arrest >
MsF >	Hospital or practice attachments >	Cardiac arrest SPMP >
Patient survey >	Journal reading >	CICO >
Peer review >	Learning sessions >	CNS-OT >
Assessor for IMG WBA >	Overseas aid work >	COVID-19 airway management >
Case conference >	Presenting >	Major haemorrhage >
Examiner ANZCA exams/FPM fellowship >	Publication >	
Inspections/accreditation >	Research >	
Medic-legal reports >	Review of ANZCA/FPM Fellows or trainees >	
Team scenario >	Review of ANZCA/FPM Fellows or trainees >	
	Reviewer, grant applications >	
MEASURING OUTCOMES	Reviewer/editor of journal >	
Clinical audit >	Short format learning & PBLDs >	
Incident monitoring >	Teaching >	
M & M meetings >	WBA of trainees >	
RCA >	Wellbeing CPD education sessions >	
Report of clinical audit findings >		
Review patient pathways >		

Once you have selected the 'annual conversation' activity, record the start and end date, and total hours in the boxes required. The activity will not be completed unless these are recorded.

Image 3: 2023 CPD portfolio - Annual structured conversation activity

Add Activity

Annual structured conversation
REVIEWING PERFORMANCE

This is a formal structured meeting with the head of department or responsible manager to review an individual's performance.

Credits: Two credits per hour
Evidence: Statement from the appraiser, containing the name of the practitioner, the date of the appraisal.

Change activity

Guidelines
More ▾

Title
Annual structured conversation

Start date* - End date*
[] - []

Total hours*
[]

Details / notes

Supporting evidence

Please note, if you are finishing off your triennium in 2023 your CPD portfolio dashboard will not show the specific annual structured conversation activity (as in image 1). You can still claim your annual conversation as shown in image 2 and 3 during 2023. Your portfolio will update when you transition to the annual program on 1 January 2024.

3. What support is available to me to complete the annual structured conversation?

You may find your hospital or practice already has established templates or forms to facilitate your annual structure conversation. You may also like to consider:

- [CPD handbook – appendix 26 Annual structured conversation form](#)
- [MCNZ website - Recertification and professional development](#)
- Video – [Dr Michael Barlev explains the annual structured conversation](#)
- [ANZCA Library guide](#) resources including:
 - [Self-assessment tools](#)
- [Learn@ANZCA](#) resources including:
 - [Fundamentals of Mentoring](#)
 - [Fundamentals of Feedback](#)

The CPD team will continue to update this guide and links as resources become available. You can contact the CPD team via email at cpd@anzca.edu.au or phone +61 3 9510 6299.