



CPD handbook appendix 17

CPD Plan

Taking a small amount of time to plan CPD for the next three years will assist in assuring that activities undertaken are meaningful and relevant to your needs. You can amend your CPD plan at any time during the triennium.

Develop a plan by following these steps:

Step 1

Practice evaluation - Select activities you will be involved in and when you might be able to complete them.

Select a minimum of two activities (one activity can be done twice) from those directly relevant to your own practice and then select other activities you will participate in.

Be mindful that to complete ANZCA and FPM CPD Program requirements you need to accrue 100 credits from practice evaluation activities during the triennium.

It may be helpful to consider completing at least one of these activities at the start of the cycle. The patient experience survey, multi-source feedback 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.

You can complete your CPD plan after engaging in one or more of these evaluation activities, or update your plan as information becomes available to you.

Step 2

Identify knowledge and skills you wish to learn or develop

Carry out a self-evaluation exercise to identify knowledge and skills you wish to learn or develop over the next three years. You may also identify changes in healthcare or your workplace in the next few years that might affect your practice (for example, a change in technology or the 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 *What are my roles and responsibilities of practice?
Will my role or responsibilities change in the coming one to three years and, if so, how?
Are there any particular topic areas in which I need to update my knowledge?*
- Step 2.2 *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?*
- Step 2.3 *What knowledge and skills would I like to further develop over the next few years?*

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
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 - Select 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.** 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 every other year if it is unlikely you will have the time to attend a conference annually. Make the most of workshops for emergency responses that are conducted in conjunction with a meeting 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 80 credits from knowledge and skills activities during the triennium.

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 year; b) need attention and should be included at some stage in the first half of the triennium; 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 - Select activities you will complete

Select a minimum of two activities relating to the management of emergency responses. Please note all activities can be completed via an education session or course, which includes the opportunity to practice related skills. Anaphylaxis and management of major haemorrhage can be completed via online learning modules.

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

Points are accrued in the knowledge and skills category for any education session or course completed to fulfil requirements for emergency responses.

Step 5

Health and wellbeing – activities over the next three years.

CPD participants starting their triennium from 2020 will complete a specific question on activities supporting their own health and wellbeing.

What activities will I undertake to develop a greater understanding of my own health and wellbeing over the next three years?

The inclusion of this question specifically highlights the importance of Doctor's Wellbeing as part of a participant's professional development. The college's Doctors Health and Wellbeing Framework and resources are located on the ANZCA website, to access [click here](#).

Implementing the CPD plan

You should try to participate in the activities as planned. Should new information become available regarding learning needs, or unanticipated opportunities arise, you can amend 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 recording mechanism to make notes on activities you have recorded, for example:

Did the 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 CPD?

What do you intend to implement toward practice improvement?

Your notes on the various activities you have participated in will help you complete the CPD evaluation, which is required in the final year of the CPD triennium.