



ANZCA and FPM CPD Program

Annual structured conversation/performance appraisal guide

Paired activity

Category 1
Practice evaluation
Reviewing
performance

Purpose

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

Activity description

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 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

Steps

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](#)

- [Self-assessment tools](#) ANZCA library guide (very helpful to undertake a self-assessment prior to your annual structured conversation)
- [Fundamentals of Feedback](#) in [Learn@ANZCA](#) (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 [website](#).

ANZCA and FPM CPD portfolio recording

Participants record this activity under

Category 1 Practice evaluation – reviewing performance: *Annual structured conversation/performance appraisal* with the [Annual structured conversation CPD verification form](#) 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.

Image 1: 2023 CPD portfolio dashboard – Annual structured conversation

The screenshot displays the ANZCA FPM CPD dashboard. At the top, it says 'Continuing professional development'. Below the navigation menu, there's a 'Dashboard' button and an 'Add activity' button. A notification states 'You have 2 activities pending confirmation'. The 'Annual progress' section shows a progress bar from 0 to 50 hours, with 'REQUIRED 50 HOURS' indicated. The 'Practice evaluation' section has a gauge showing 0/25 hours remaining, with 1 activity remaining: 'REVIEWING PERFORMANCE' (0/5 hours remaining) and 'MEASURING OUTCOMES' (0/5 hours remaining). The 'Knowledge and skills' section shows 0/12.5 hours remaining. The 'Emergency responses' section shows 0/5 hours remaining. The 'Milestones' section includes a checklist with items like 'Statement of participation 2020', 'Write Plan', 'Write Evaluation', 'Certificate of compliance', and 'Annual structured conversation' (highlighted with a yellow box). The 'Your CPD Status' section shows 'Membership ANZCA Fellow' and 'Practice Type Clinical'. The 'Resources' section lists 'COVID-19 and CPD information', 'ANZCA Library COVID-19 resources', 'Seeking your CPD Feedback', and 'CPD handbook'.

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 style="list-style-type: none"> • Updated branding and formatting • Incorporated change control register