



## **ANZCA and FPM CPD Program**

### **Annual structured conversation – template**

*Once completed, this template is for your personal records. Please do not upload it to the ANZCA and FPM CPD portfolio.*

Participant name: \_\_\_\_\_

Reviewer name: \_\_\_\_\_

Reviewer's role: \_\_\_\_\_

Name of hospital/practice location: \_\_\_\_\_

**1. The CPD participant completes a self-assessment of performance in the following areas and then discusses performance in these areas with the reviewer.**

Under 'Comments' include: current activities, achievements over past year and areas for development in next 12 months (*based on the [ANZCA and FPM roles in practice](#)*)

Maintains high standards of clinical care, working within the limits of competence and scope of practice, and in accordance with relevant standards (*Medical Expert, Clinician*)

Comments

Demonstrates care and respect for patients, working in partnership with them, establishing relationships of trust, respecting rights to confidentiality and privacy, and maintaining clear and accurate patient records (*Communicator, Health Advocate*)

Comments

Promotes culturally safe care and advocates for health equity, including understanding influence of own culture and belief systems, functioning effectively and respectfully when working with and treating people of different cultural backgrounds, and acts within the health system to secure equitable health experiences and outcomes for all patients (*Health Advocate, Professional*)

Comments

Works effectively in interprofessional healthcare teams, developing mutual trust and respect, effective communication and teamwork, care coordination, delegation, handover and referral (*Collaborator*)

Comments

Commits to own professional development (including QA and QI), responds constructively to performance feedback, applies evidence to practice, teaches and supervises others, contributes to knowledge development through research (*Scholar*)

Comments

Demonstrates effective and inclusive leadership in teams and the wider healthcare system, supports others in leadership, effectively organises own practices, attends to self-care, health and well-being and supports health and well-being of others (*Leader and Manager*)

Comments

Acts ethically, honestly and integrity at all times, manages conflicts of interest, raises concerns about performance of others, does not exhibit and stands up against bullying, discrimination and sexual harassment (*Professional*)

Comments

**2. Development needs, goals for learning, planned professional development activities and other professional intentions for the coming year:**

--

**3. Summary of discussion points (with reviewer):**

**4. Planned actions for next 12 months:**