

## Continuing Professional Development (CPD)

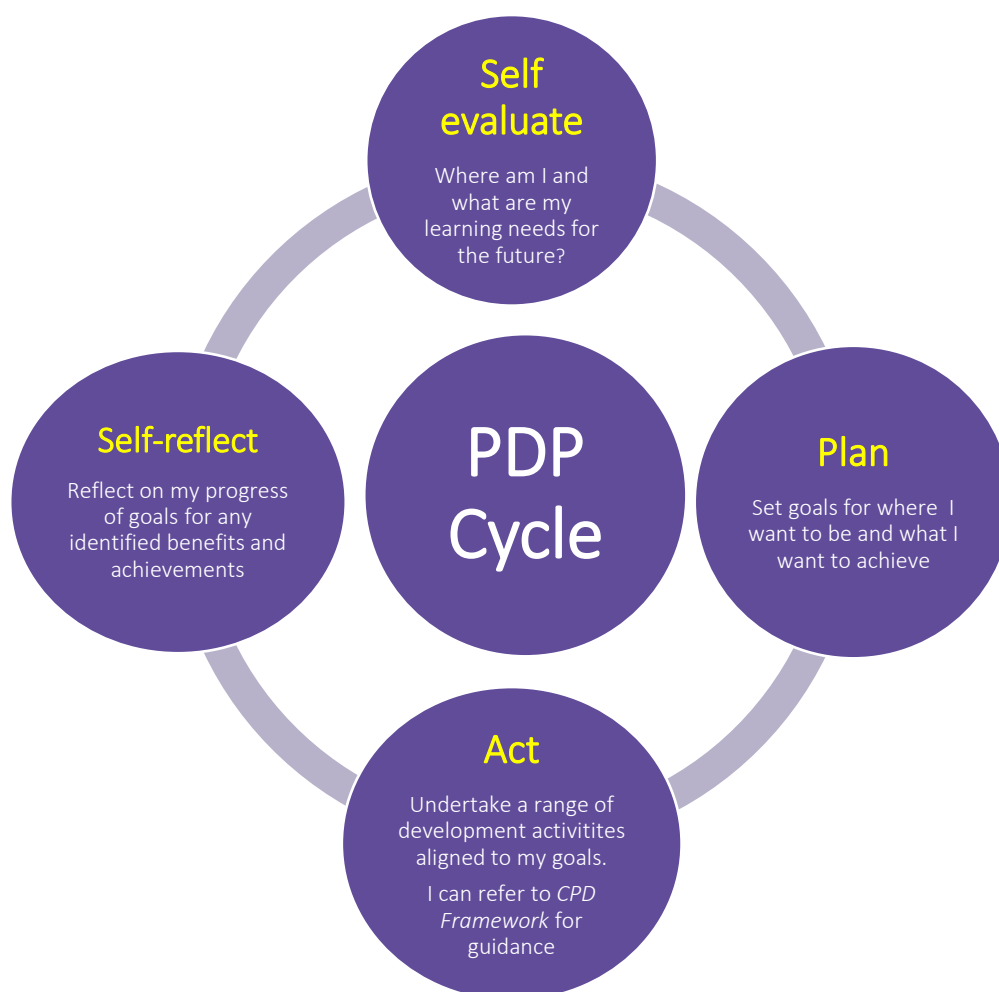
# How to develop a Professional Development Plan

### What is a PDP?

A Professional Development promotes a lifelong reflective approach to learning which means doctors are responsible for identifying learning needs which are relevant to their scope of practice. Whilst CPD is often interpreted as mandatory training, it is important to recognise its value in assisting clinicians to continually upskill and identify any knowledge gaps. This leads to increased overall competency to provide the highest quality of care to patients.

The PDP is a projected yearly plan of your professional development requirements based on reflection of your current practice, assessment of your current skills, knowledge and educational needs.

The PDP process consists of 4 main components; Self Evaluate, Plan, Act and Self-reflect, and is a working document that should be revisited throughout the CPD year to reflect areas still to be addressed and where things have been achieved.



### How will the PDP benefit me?

Throughout your career the PDP ensures a focus on those activities that will provide the most benefit to you based on your identified development needs and the identification and integration of professional and personal objectives. PDPs are most effective when they incorporate specific goals that are achievable, time-based and appropriate to your scope of practice.

### Do I have to complete a PDP?

Yes, all registered doctors in Australia and New Zealand must complete a PDP as an **annual** CPD requirement.

NZ doctors must also undertake an Annual Conversation that will provide an opportunity to discuss the PDP. See the [Annual Conversation](#) for further information.

### When should I complete the PDP?

At the start of your annual CPD cycle, i.e. **1/7/2022**, and update this throughout the year as required. As already communicated, the next cycle will run for 18 months to bring the CPD program into a calendar year format. Therefore, the PDP must be submitted by **31/12/2023**.

### What activities do I include in my PDP

Refer to the [CPD Framework](#) to help you plan activities for your PDP. This Framework identifies activities across the three domains of Educational Activities, Outcome Measurement and Performance Review. As a reminder the annual minimum hours for each domain are:

Total Annual (hours)	Educational Activities (EA)	Outcome Measurement (OM)	Performance Review (PR)	Remaining OM/PR	Remaining Hours
50	13	5	5	16	11

## Cultural Safety and Health Equity

### Australian Fellows

- When planning your PDP, consider how you can develop a culturally safe practice whereby you seek feedback from patients, their families and communities to review your performance and measure outcomes

### New Zealand Fellows Cultural Safety and Health Equity (CSHE)

CSHE should be embedded in all activities wherever possible and considered in relation to all CPD activities

- For each entry into the PDP, consideration must be given to the elements of Cultural Safety and Health Equity.
- Document ways in which the activity has demonstrated CSHE, or what CSHE elements have been learned through undertaking the activity.
- If it is identified that the activity has not contained CSHE elements, reflect upon how the activity could demonstrate or feature CSHE and identify ways in which this could be achieved in future activities.

### What if I already have my own PDP?

It is recognised that you may already have a PDP in progress, which may be your own personal PDP, or one completed through your employer. Please check that your own PDP reflects any specific goals/activities that have been identified by the RANZCOG CPD program as you will be asked to confirm this when submitting your document to the CPD program.

## How do develop a PDP using the RANZCOG PDP template?

The RANZCOG PDP template comprises four sections:

- Self-assess
- Plan: set goals
- Act: identify strategies
- Reflect

### 1. Self-assess

- a. An evaluation of your knowledge, skills and interests aligned to your scope of practice that will help you identify areas in which you can improve to obtain your goals. Reflection is also an integral part of self-assessment as it will assist to critically evaluate where you are with your professional practice and development needs.

This may also involve a conversation with a peer, colleague, or employer about previous CPD activities and opportunities.

### 2. Plan – set goals

- a. Goals are broad statements that describe your ideas and/or steps of where you want to be for your professional development. Goals should be SMART (Specific, Measurable, Achievable, Relevant and Timely).
- b. When setting goals. check for any specific requirements relating your scope of practice. For example, both CREI and CU Subspecialty Committees require specific CPD criteria to be met for each CPD cycle.
- c. Set around 3-5 goals, break them down into smaller steps and list them in order of priority so you can identify which ones you need to tackle first.

### 3. Act – identify strategies

- a. Strategies are opportunities, activities and/or professional resources you have identified to help you achieve your goal(s). Refer to the [CPD Framework](#) for additional guidance.

### 4. Reflection

- a. An opportunity towards the end of your CPD cycle to reflect on progress of achieving your goals and whether any new learning opportunities have been identified for improvement. For example, results in personal changes, changes in your practice and/or improvement of patient outcomes. This will help you plan your next PDP for a new cycle.

## How do submit a PDP

You will be able to record completion of the PDP as an Activity under the Performance Review Domain that will attract 3 CPD hours in your CPD platform (Integrate). There are three options available to record details of the person you had the conversation with:



**Option 1:** Complete the RANZCOG PDP online and submit

**Option 2:** Download a word version of the RANZCOG PDP template, complete, upload and submit

**Option 3:** Upload your own PDP document

The completed activity is submitted to Integrate with 3 hours allocated under the Performance Review Domain and displayed on your dashboard under PDP.

## CPD Claimable

If you use the template, you can then upload as evidence of completion for 3 CPD hours within the Performance Review (PR) Domain >> Peer Review/feedback/Self-reflection >> Creating and maintaining a Professional Development Plan (3 hours per year)

# Professional Development Plan Proforma

Available for download from within CPD Integrate Portal

This is the professional development plan for: [Enter your name here](#)

RANCOG ID: [Enter your ID here](#)

Start date of PDP: [Select start date](#)

End date of PDP: [Select end date](#)

<b>Self-Assessment</b>  At the end of a cycle, undertake an evaluation of your knowledge, skills and interests aligned to your scope of practice and identify your learning needs for the next cycle. This may also involve a conversation with a peer, colleague or employer about previous CPD activities and opportunities.	<b>Write your self-assessment here:</b>  
<b>Learning Goals</b> Describe goals you have identified to help maintain, add value and/or extend your scope of practice.	<b>Strategies: CPD Activities</b> List opportunities, and/or resources you have identified to help you achieve your learning goal(s).  You may also refer to the <a href="#">CPD Framework</a> for further guidance.
<b>Goal(s)</b>	<b>CPD Activities identified to meet your goal</b>
1.	
2.	
3.	
4.	
5.	
<b>Reflection</b>  An opportunity towards the end of your CPD cycle to reflect on progress of achieving your learning goals and whether any new learning opportunities have been identified for improvement, e.g. result in personal changes, your practice and/or improve patient outcomes.	<b>Write your reflections here:</b>  