

## Continuing Professional Development (CPD)

# Annual Conversation

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The Annual Conversation forms the core the recertification process for New Zealand Doctors and is designed for doctors review their achievements from the previous year, and through a process of reflection and discussion, formulate the direction their CPD will take in the coming years.

### **What is the intent of the activity?**

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.

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### **How will the Annual Conversation benefit me?**

It provides an opportunity to receive constructive feedback and share best practice, together with 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.

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### **When should I undertake an Annual Conversation?**

Towards the end of your current CPD year, so you can prepare your PDP and decide on your activities for the coming year and where possible, take place away from clinical and workplace distraction

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### **Do I have to complete an Annual Conversation?**

Yes, the Annual Conversation forms the core the recertification process for New Zealand Doctors and is annual CPD mandatory requirement.

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## Steps to have an Annual Conversation



### How do I record that I have undertaken an Annual Conversation for CPD?

You will be able to record completion of the Annual conversation as an Activity under the Performance Review Domain that will attract 2 CPD hours in your CPD platform. There are two options available to record details of the person you had the conversation with



- Option 1:** Complete the RANZCOG Annual Conversation online template and submit
- Option 2:** Download a word version of the RANZCOG Annual Conversation template, complete, upload and submit

Prior to submitting the Annual Conversation form, you are required to confirm the following:

**As part of my annual conversation, I confirm that I:**

- ✓ Reflected on my development needs, goals for learning and professional activities
- ✓ Reflected on activities that contributed to cultural safety and health equity
- ✓ Discussed long term plans, self-development and shared best practice
- ✓ Considered and/or discussed my wellbeing
- ✓ Developed key points for my next PDP to include activities that contribute toward cultural safety and health equity



Activity is submitted to Integrate and 2 hours allocated under the Performance Review Domain and displayed on your dashboard.