



[CPD Undertaken](#)

At the conclusion of the CPD cycle and once all activities have been entered, please access the RANZCO CPD Diary and export the activities you have completed throughout the cycle. The CPD Diary User Guide contains instructions regarding how to export CPD activities.

Please paste a copy of the report below:



Personal CPD Evaluation

Guide to Conducting an Evaluation of your Personal CPD

Personal continuing professional development evaluation is undertaken close to the end of a CPD cycle. The aims of evaluating CPD are to assist Fellows in:

- assessing your achievements,
- assessing your participation across the competency areas and levels of CPD in the RANZCO framework,
- assessing whether the Professional Development Plan (PDP) objectives were met,
- showing areas to address to improve in your next CPD cycle.

The process of evaluating CPD is detailed below:

1. Gather documentation

Ask yourself what documents you need for evaluation - what do you have to read and consider?

Assemble all documentation of your CPD over the past year, including your professional development plan. Note your activities and your reflection notes. This is an opportunity to review your records and “put things in order”.

2. Assessment, Reflection and Evaluation

Assess all your activities and your recorded reflection entries. Consider, with the help of your reflection entries, your activities’ relative learning value, problems encountered (“barriers to learning”), and the activities’ effectiveness in modifying your professional behaviour. Evaluation is a broader process that involves examining information and assessments on all components of your participation, and to be able to judge the worth or effectiveness of your program.

3. Evaluation Questionnaire

What tools do you need to develop your evaluation? Your evaluation should be structured with written answers to the following questionnaire. You may wish to use excerpts from your reflection entries to illustrate or emphasize points in your answers. Examples are provided to guide you in your answers.



3.1 - Have you achieved the objectives in your PDP plan for the previous year?

Yes, completely

Yes, in part

Not achieved

If not achieved, why not?

Consider factors or barriers outside your control as well as factors or barriers that you managed or could have managed.

3.2 - Did your needs change?

Yes,

No

If yes, in what ways?

Consider any change in practice, roles, and responsibilities.

3.3 - What activities do you consider the most effective in your learning?

Identify specific activities. Use reflection entries to illustrate and give reasons if applicable.

3.4 - What activities do you consider the least effective in your learning?

Identify specific activities. Use reflection entries to illustrate and give reasons if applicable.

3.5 - What improvements in your practice can you see from your learning?

Consider professional and personal attributes and work environment.

Examples: *I respond better when managing a crisis. I manage acute angle closure glaucoma better. I have learned more and feel more confident. I am more skilled in intravitreal injections. I have more job satisfaction. I can resolve conflicts in theatre better. I now manage my time better. I work better with my anaesthetists. Patients are happier with my refractive outcomes. I feel more committed to CPD.*



3.6 - What recommendations from audit and reflective activities do you plan to implement?

Examples: Use different formula for IOL calculations. Introduce a care pathway. Improve your patient consent documentation (e.g. procedures and services). Teach new concepts learned. Improve ways of work and communication in theatre, etc.

3.7 - What would you plan or do differently in your next CPD cycle?

Consider different approach, choice of activities, use of time, etc.

3.8 - The RANZCO CPD program provides high quality and effectiveness for Ophthalmologists' CPD?

<input type="checkbox"/> Strongly Disagree	<input type="checkbox"/> Disagree	<input type="checkbox"/> Neither agree or disagree	<input type="checkbox"/> Agree	<input type="checkbox"/> Strongly Agree
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3.9 - What changes would you like to see to enhance the RANZCO CPD Program?

Consider the framework, CPD website, resources, incentives, etc.

4. Evaluation Complete

Congratulations on completing your evaluation. Keep a record of the evaluation for verification purposes.

5. Feedback to RANZCO Secretariat (optional)

RANZCO CPD Secretariat welcomes constructive feedback to improve the effectiveness of the CPD framework. You have the option of supplying feedback regarding changes you would like to see in the framework and CPD resources. This step is optional and not necessary for completion of evaluation of your personal CPD, or for claiming points for undertaking CPD evaluation.