



# 2024 Professional Development Plan (PDP) Part A Guidelines

1. You will be emailed a link to your individual PDP Part A on 6 February 2024 in an email titled 'Plan for your Success in 2024'

An individual link is the **only** way to access your PDP Part A - please do not delete this email.

Your link will look like the image below.

## [Access the individual link to your personal PDP Part A](#)

2. Open the link

### Professional Development Plan - Part A

This form is intended to help CPD participants plan their CPD activities for the 2024 CPD year.

My Goals	Educational Activities	Reviewing Performance & Reflecting on Practice	Measuring & Improving Outcomes	Total CPD hours planned (min 50)
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First Name  Last Name   
First Name Last Name

RANZCO Username \*

Annual Professional Development Goal/s

What professional development goal/s do you have for 2024? Please make sure those are SMART (Specific, Measurable, Achievable, Relevant and Time-bound).

My Professional Development Goal/s \*

Once you've defined your goal/s, please select activities under the three categories to help you complete these goal/s. Click 'Next' to select your activities.

Your 2024 PDP Part A will be pre-populated with your full name and RANZCO username

3. Summarise your 2024 Professional Development Goal/s in the box provided. We suggest 2-3 goals

An example of a SMART Goal:

*'I would like to make an impact on eye health inequities in my community by increasing the rate of follow up appointment attendance in my practice by Indigenous patients by 5%. I intend to achieve this by improving my cultural awareness through completing the RANZCO Cultural Competency modules.'*

4. Select 'Next'

The form will outline most of the CPD activities that are proposed within the CPD Framework under the corresponding category. There is a page and list dedicated to each category.

5. Review the activities listed in each category.
6. Type the number of hours that you plan to spend participating in each activity in the text box provided that states the maximum claimable hours for the corresponding activity. Please leave blank any activities that you do not plan to participate in.

The form will automatically calculate the number of hours that you have entered at the bottom.

7. Select 'Next'
8. Complete this activity for Educational Activities, Reviewing Performance and Reflecting on Practice and Measuring and Improving Outcomes

### **Educational Activities**

Example:

This Fellow plans to attend RANZCO Congress in Adelaide, so has noted 15 hours in 'Meetings, Congress, Conference, Workshops and Webinars' and will present a paper at the TAS Branch Meeting in February. The form has calculated their hours for them.

Meetings, congress, conference, workshops and webinars

hours

Participating in "Train the trainer" workshops

hours

Participating in Diversity & Inclusion meetings or workshops

hours

Author of a book chapter/book, editor of a book

hours

Presenting Poster or Paper at scientific meeting

hours

Reviewer of manuscript, journal article, book, thesis

hours

Other educational activity not covered above

hours

Total planned hours in Educational Activities

hours

Total hours you have planned under Educational Activities are listed here.

## Reviewing Performance and Reflecting on Practice

Example:

This Fellow is completing 30.5 hours in Reviewing Performance and Reflecting on Practice.

They will spend 1 hour completing PDP Part A and PDP Part B each.

They will undertake a Peer Review Practice Visit and claim 12.5 hours for this.

They are based in New Zealand and will complete their Structured Annual Conversation.

They participate in a Committee within the hospital that they work in and have claimed 7 hours representing the 7 meetings that they attend each year in Clinical Governance/Participation in Quality Assurance Activities.

They will complete the RANZCO Cultural Competency modules that RANZCO has provided online and claims 4 hours for this.

# Professional Development Plan - Part A (due by 31/03/24)

This form is intended to help CPD participants plan their CPD activities for the 2024 CPD year.

My Goals

Educational Activities

Reviewing Performance & Reflecting on Practice

Measuring & Improving Outcomes

Total CPD hours planned (min 50)

## Reviewing Performance & Reflecting on Practice (min 5 CPD hours)

Below is a list of CPD activities that will help you achieve compliance in this category. Please indicate the number of hours you plan to claim in each activity that is relevant to your CPD (leave non-applicable activities empty).

### Professional Development Plan (Part A) \*

hours

### Professional Development Review (Part B) \*

hours

To be done within the new CPD Ecosystem. Please fill the hours you intend to claim for it.

### Peer review practice visit (host or visitor)

hours

### RANZCO Health and Wellbeing Activities

hours

### Annual conversation (NZ CPD users only)

hours

### Clinical Governance/Participation in Quality Assurance Activities

hours

### Cultural Competency Activities: (incl. RANZCO's resources)

hours

### Peer review meetings & implementing practice changes

hours

### RANZCO Selection Process and Development

hours

### Participating in risk management/clinical governance/professional values meetings

hours

### Multi-source feedback

hours

### Reviewing of educational material (congress abstracts, courses, external courses)

hours

### Reviewing of manuscript, journal article, book, thesis

hours

### Reviewing ethics and grant proposals and applications

hours

### Other Reviewing performance activities not covered above

hours

### Total planned hours in Reviewing Performance & Reflecting on Practice

hours

Total hours you have planned under Reviewing Performance are listed here. In addition to a min. of 5 hrs in Reviewing Performance exclusively, another 15 hrs combined with Measuring Outcome activities is required.

Back

Save

Next

## Measuring and Improving Outcomes

Example:

This Fellow plans to complete 26 hours in Measuring and Improving Outcomes.

They will complete an Office Record Review over 5 hours.

They will complete a clinical audit over the year and will claim 6 hours.

They attend weekly case conference meetings and will claim 15 hours in morbidity and mortality case conferencing.

Completing Office Record Review (ORR)  
 hours

Healthcare reports  
 hours

Root Cause Analysis  
 hours

Clinical/Educational/Training Audit  
 hours

International Development  
 hours

Medical Defence Audit  
 hours

Morbidity & Mortality/Case conference meetings  
 hours

Incident reports  
 hours

Other measuring outcomes/audit activities not covered above  
 hours

Total planned hours in Measuring and Improving Outcomes

26 hours you have planned under Measuring and Improving Outcomes are listed here. In addition to a min. of 5 hrs in Measuring Outcomes exclusively, another 15 hrs combined with Reviewing Performance activities is required.

4/5

Once you have completed the form in each of the three categories the summary of hours will appear on the last page.

If you have not planned for 50 hours in CPD, the following message will appear:

Total Hours planned for CPD year 2024  
 hours

Your 50 CPD hours have not been achieved yet.

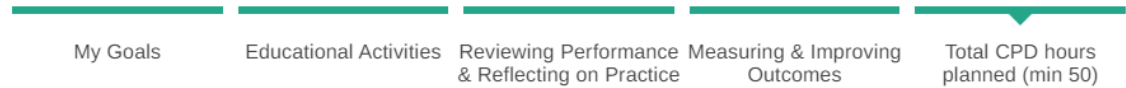
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Please go back to the activities under the three categories and reassess to plan a total of 50 CPD hours.

If you have planned for 50 hours of CPD, the following screen will appear:

## Professional Development Plan - Part A (due by 31/03/24)

This form is intended to help CPD participants plan their CPD activities for the 2024 CPD year.



Total Hours planned for CPD year 2024

 hours

### Reflection/s (Part B)

Thank you for completing Part A of the Learning Plan. You will be able to complete the Reflection for the current CPD year in the new CPD Ecosystem.

Date \*

dd-MMM-yyyy

Signature \*

[Clear](#)

Click submit once the form is complete.

5/5

9. Complete the date.
10. Sign the form using your cursor.

Please note, you cannot edit your form once you have submitted. If you wish to make any changes between now and the due date on 31 March 2024, please select 'save'. You will then be emailed a new link that you will need to access to make any changes.

If you select 'Save', the following screen will appear. Type the email address where you would like to receive your saved form and select 'send'. Ensure that you enter your correct email (no spaces) as this is the only retrievable location for your saved form. You will receive an email from the CPD Team at RANZCO including a link to your saved form, which you may access later.

## Link to resume this form later:



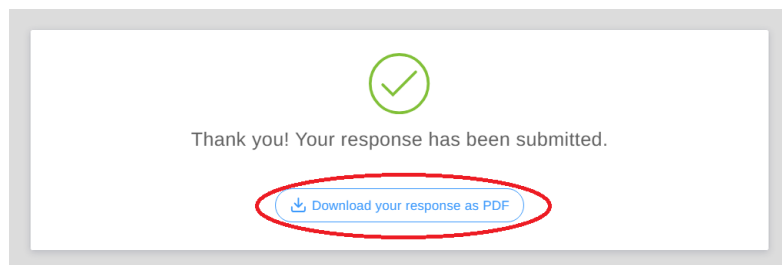
### Email Link to

Send

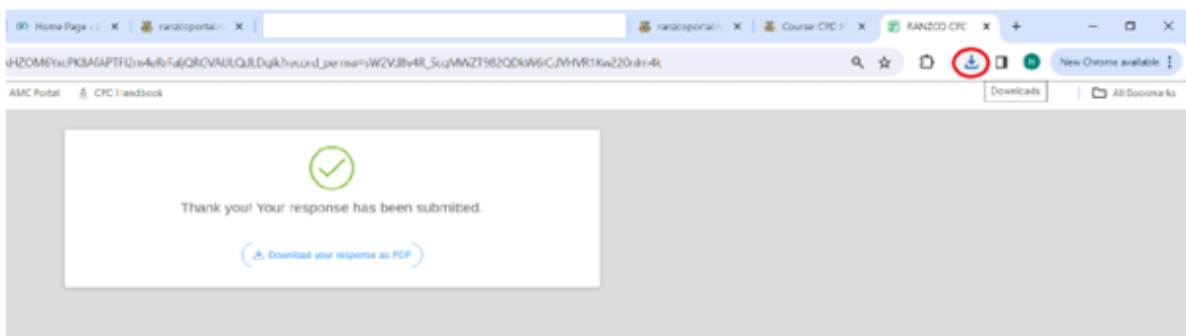
### Copy Link

https://forms.zohopublic.com/ranzco/form/CPDPDPPartAV01/publicrecord/Ady5-tgJuDsEEIG1\_fG9EfBZqcODTdv-hiTghivfC\_8/save

11. Once you are happy with your professional development plan, please select 'Submit'.
12. If you would like to download and save a copy of your PDP Part A for your own records, select the 'Download your response as PDF'



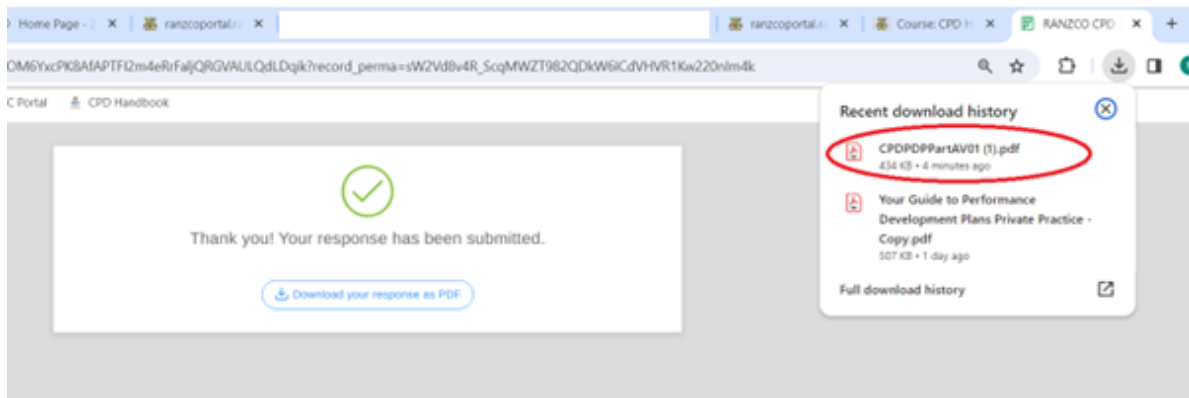
13. Select the 'Download your Response as a PDF' button.



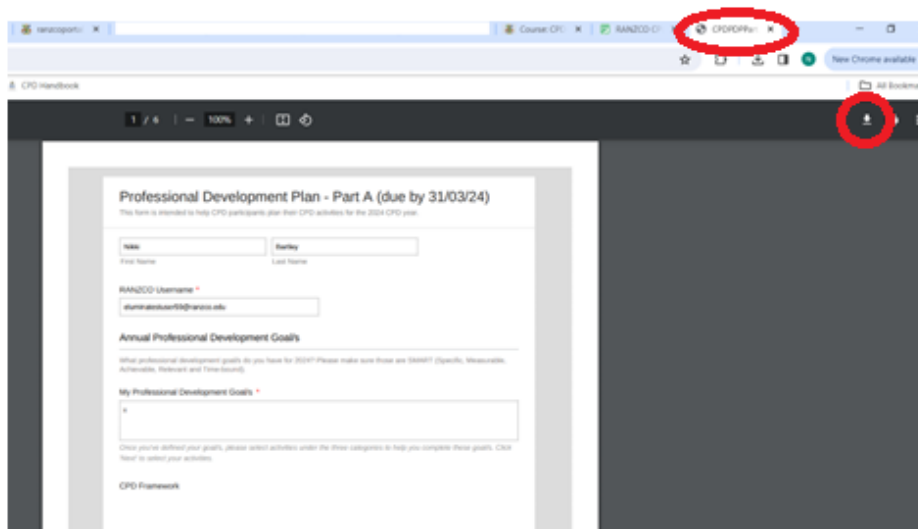
14. Your download will appear in the downwards facing arrow with an uplifted line below it to the right at the top of your screen. Select this button.

It also may appear in your 'Downloads' folder within File Explorer at the bottom of your screen.





15. When selected, a popup will appear showing you all your available downloads. Select the option that is titled 'CPDPDPpartAV01'. The pdf will open in a new tab.



16. You can then download and save this document for your records in a location of your choosing.

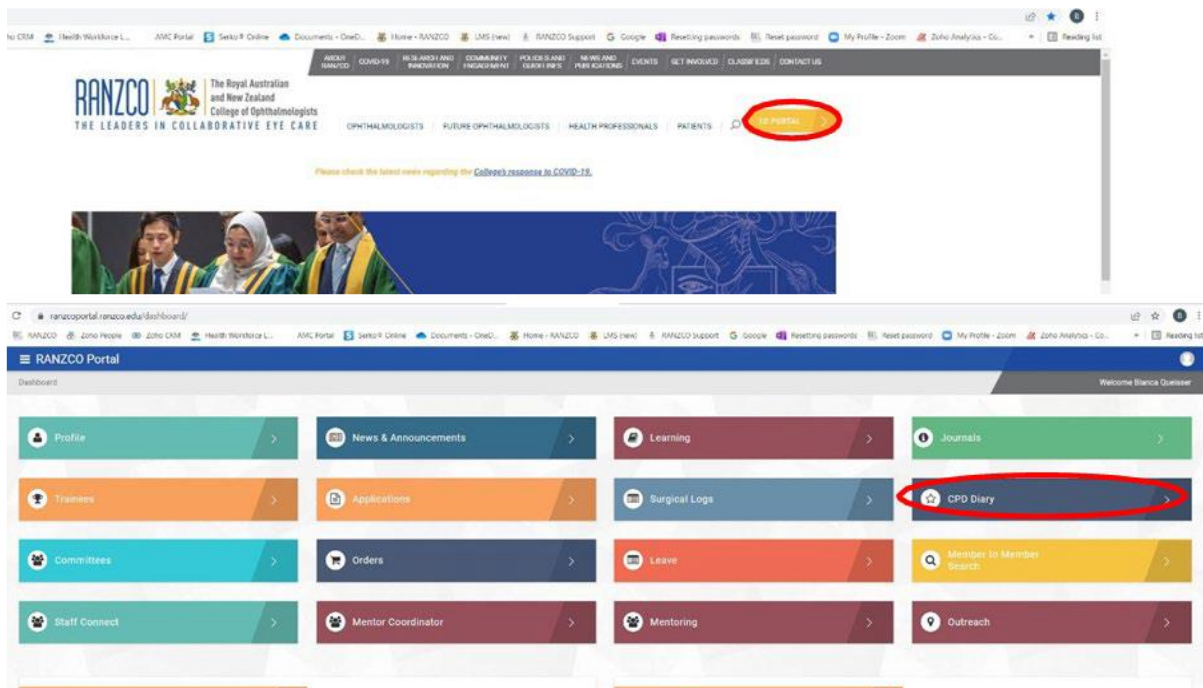
17. **Log one hour of CPD in your CPD Diary** under Professional Development Plan Part A – which is a Reviewing Performance and Reflecting on Practice Activity. Failing to do this could mean that you are considered 'non-compliant' for CPD

18. If you require assistance in logging hours in your CPD Diary, please see the instruction guide below.

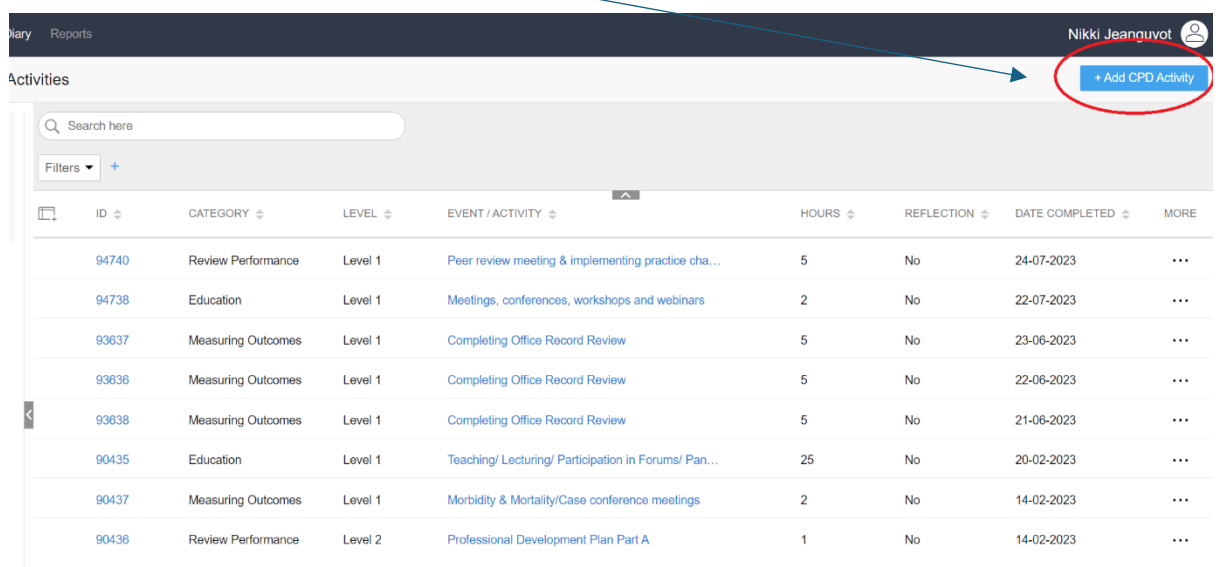


# Guidelines for Entering your PDP Part A into your CPD Diary

1. Log into the RANZCO Portal using your RANZCO username (firstnamelastname@ranzco.edu) and select the CPD Diary tile from your dashboard.



2. Select your 2024 CPD Diary
3. Select the blue '+ Add CPD Activity' icon



4. Select the upwards triangle in line with CPD Event and when the dropdown menu appears, type 'Professional Development' or 'Part A' into the CPD Event search tool.

Activities > Add CPD Activity Save

⌵ Mandatory

CPD Event

Category

CPD Activity

Additional Instructions

Date Completed DD-MM-YYYY

Hours Claimed  Hours

⌵ Reflection

Reflection

5. Select 'Professional Development Plan Part A'. The related information will pre-populate. Enter in your date completed and hours claimed. Then don't forget to select 'Save' in the top right corner and 'Close' to exit.

⌵ Mandatory

CPD Event Professional Development Plan Part B

Category Review Performance

CPD Activity Professional Development Plan Part B

Additional Instructions min 1hr, max 2hr

Date Completed DD-MM-YYYY

Hours Claimed  Hours

Malasha Neilson

Save Cancel

⌵ Add CPD Activity

⌵ Mandatory

CPD Event Higher degree/ Postgraduate studies/ Research activities

Category Education

CPD Activity Higher degree/ Postgraduate studies/ Research activities

Additional Instructions per hour, maximum claimable 20hr/year

Date Completed 30.03.2023

Hours Claimed 1  Hours

⌵ Reflection

Reflection

What did I learn?

Confirmation

New CPD record (# 90616) has been successfully added to the CPD Diary

Close Edit this log