



PODIATRISTS BOARD OF NZ

Guidance for setting a CPD plan

DRAFT

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GUIDANCE FOR SETTING A CPD PLAN

1. The following is for guidance only. It is intended to assist participants in planning their CPD recertification cycle and meeting recertification requirements.
 - the CPD Recertification Programme requires that participants will plan and record rationales and objectives for their CPD
 - it does not require participants to demonstrate the process by which they have set their rationales and objectives. The Board will not monitor whether participants utilise this guidance

Setting a rationale:

2. Setting a rationale will assist in focusing objectives and identifying relevant activities. Participants should reflect on their needs before deciding on their rationale. This exercise does not need to be recorded or provided to the Board at any time. It is for the participant's own use to help identify learning needs. Helpful questions include (but are not limited to):
 - what am I interested in learning more about?
 - what areas of my practice am I weak in?
 - my self-assessment against the Registration Competency Standards, Ethical Codes & Standards of Conduct, and Code/ Standards of Practice
 - my colleagues' views
 - patient feedback (formal or informal)
 - do my client demographics indicate an area of practice I should develop further?
 - where do I want to be, professionally, in 5 years' time, and is there any learning I can undertake now to help me achieve this?
 - what performance goals has my employer set me (if applicable) and is there any learning I can undertake to help me achieve these goals?
3. It is important that the reflection process is conducted properly in order to provide the participant with a complete picture of their learning needs.
 - research indicates that health practitioners are not generally able to accurately self-identify weaknesses in their practice, and therefore need input from other sources, including patients and peers
4. Once these and any other relevant questions have been considered, individuals should have an idea of their priority learning goals.
 - these should form the basis for forming rationales for the CPD plan, and for the objectives that will come out of this. Participants can create as many rationales as they wish.

Setting an objective:

Objectives should be SMART:

S pecific	identify what is to be achieved
M easurable	specify how the participant/Board will know that the objective has been met
A chievable	can realistically be completed, given the timeframe and resources available
R elevant	relates to the participant's practice, to the rationale, to the requirements of the CPD recertification programme and to the Board's Registration Competence Standards, Ethical Codes & Standards of Conduct, and Code/Standards of Practice
T ime limited	sets a target date for completion

Examples of rationales and their related objectives (for demonstration purposes only):

Example 1

Rationale	An analysis of my patient database indicates that I have a high number of patients with X condition 1. I would like to ensure my skills and knowledge in this area of practice meet/exceed expected standards of practice in New Zealand	
Objectives	1	<ul style="list-style-type: none"> ➤ undertake a literature review on X condition by December 20XX, taking into account recent literature from New Zealand, Australia, North America and the United Kingdom ➤ estimate 6 hours, Professional Learning Activities
	2	<ul style="list-style-type: none"> ➤ identify a difficult case from amongst my patients, attend a peer group discussion and present my management of the case to my peers, for discussion ➤ write a summary of the discussion, including how I might manage the case if it presented to me now - by July 20XX ➤ estimate 4 hours Professional Communication Activities
	3	<ul style="list-style-type: none"> ➤ attend a lecture on management of X condition ➤ estimate 1 hour, Professional Learning Activities, before the end of the CPD cycle

Example 2

Rationale	Feedback obtained from my patients through a formal survey indicates that X percent do not fully understand their diagnosis/treatment plan 1. I need to improve my communication and informed consent procedures
Objectives 1	<ul style="list-style-type: none"> ➤ ask a colleague to observe an afternoon of my consultations with both new and repeat patients, by July 20XX ➤ discuss my colleague's observations and identify/implement any changes I could make to the way I communicate with patients ➤ ask my colleague to conduct a further observation four months after the first assessment ➤ estimate 8 hours, Professional Communication Activities ➤ [NB, the colleague could also claim Professional Communication Activities hours for this activity, with appropriate documentation]
2	<ul style="list-style-type: none"> ➤ review my consent forms and processes against standards and make sure any written consent information is in plain English ➤ ask patients for feedback ➤ estimate 4 hours, Professional Communication Activities, by September 20XX ➤ [NB: this can also be Professional Communication Activities if the participant sought peer review of their revised forms]
3	<ul style="list-style-type: none"> ➤ undertake communication training in obtaining true informed consent ➤ estimate 4 hours, Professional Communication of Learning Activities, depending on type of training, before the end of the recertification cycle

- The Board strongly encourages each individual participant to discuss their CPD plan with a colleague who is familiar with their practice, in order to obtain an external view on their educational needs.