



The Royal Australian
and New Zealand
College of Radiologists®

RANZCR ANNUAL CONVERSATION TEMPLATE AND GUIDELINES

RANZCR CPD Program –
New Zealand Requirement

RANZCR ANNUAL CONVERSATION GUIDELINES

This template is an optional tool to assist New Zealand Fellows complete their “Annual Conversation” as required by the Medical Council of New Zealand (MCNZ).

The Annual Conversation (AC) is an opportunity for the doctor to reflect on the previous year’s CPD activities and goals; and hence help them develop the next years goals (that would separately be outlined in their professional development plan - PDP). It also offers the opportunity to discuss issues around job satisfaction, wellbeing, and work-life balance - as well as consider longer term career goals.

The AC can be had with your employer or a peer. It is best undertaken towards the end of the CPD year and should precede the PDP for the following CPD year. It is ultimately intended to be an open and positive review of both CPD and work in general.

The details are not intended to be shared with RANZCR or MCNZ but may be kept by the doctor for future reference. Only the separate ‘RANZCR Annual Conversation Record’ form needs uploading as evidence of completion of the activity.

Medical Council of New Zealand (MCNZ) Description

A structured conversation (at least annually) with a peer, colleague or employer about the doctor’s clinical practice is considered an essential component of recertification programmes. The intent of this activity is 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.

It provides an opportunity to receive constructive feedback and share best practice. It may also give doctors 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.

RANZCR ANNUAL CONVERSATION TEMPLATE FOR NEW ZEALAND MEMBERS

Name of RANZCR Member	
RANZCR ID number	

Discussion points

CPD activities undertaken in the past year and any key insights from each:	
Reviewing performance and reflecting on practice	
Measuring and improving outcomes	
Educational activities	
Were you able to meet your PDP goals from the previous year?	
What general areas would you like to focus on for the next CPD year?	

How did you incorporate Cultural safety and a focus on Health equity?	
Do you have any concerns around Job Satisfaction and Work/Life Balance?	
Do you have any concerns around physical or mental wellbeing?	
What longer term (5+ years) career aspirations do you have?	
Any other notable events, achievements, or patient/colleague feedback?	

RANZCR Annual Conversation Record

Name of RANZCR Member	
RANZCR ID number	
Name of person conversation held with:	
Date of conversation	

After completion of your annual conversation, please complete the Annual Conversation template found in the 'Quick links' section of your CPD ePortfolio. Please retain this document as a record of your discussion.