

Te Whanake

Annual Conversation – a resource for GP interviewees



The Royal New Zealand
College of General Practitioners
Te Whare Tohu Rata o Aotearoa

First steps

1. Find an appropriate person to be your facilitator, and schedule your Annual Conversation (AC) to run before your CPD reporting date. This can be a peer, colleague or employer.
2. Examine your record of learning from the past year – consider your CPD record and your goals when preparing for your AC.
3. Ensure your records are up to date and selected reflections have been uploaded.
4. Gather any other information or evidence that you want to discuss.
5. Send any information you feel is relevant to your facilitator before your AC.

Looking back: review your record

- > Did I pay attention to my own wellbeing?
- > What were my priorities in the past 12 months? Did my learning activities reflect this?
- > Have I done a variety of learning activities, and have I generated a range of evidence?
- > Has my learning uncovered any gaps in my knowledge/skills?
- > Did any aspects of my practice change in the past 12 months, and did I adjust my goals accordingly?
- > Do I need help expressing my reflections?
- > How have I addressed cultural safety and health equity?
- > How have I allocated credits?
- > How have I applied my learning?
- > What has the learning impact been on me, my patients and my practice? Where is my evidence of this impact?
- > How could my AC facilitator help me review what I've done?

Looking forward: consider your goals

- > Am I addressing self-care?
- > What are my practice needs for the coming year?
- > If I didn't manage to embed my learning in my daily practice last year, what might help me to embed my learning now?
- > Was it difficult to articulate my needs/goals or to find relevant activities?
- > Do I need help to make my goals SMART?
- > Are my long-term goals covered, and have I thought of ways to embed steps to get there?
- > How have I addressed cultural safety and health equity?
- > Will my activities generate a range of evidence?
- > What matters most to me as a GP?
- > How will I advance? Will I work towards: opening my own practice/gaining a qualification/changing my role/overseas employment/retiring?
- > How could my AC facilitator help me to clarify a way forward now?

Conversation structure

1. Review your CPD records and reflections, and consider the value of your learning.
2. Evaluate progress towards your learning goals.
3. Consider professional/personal needs that impact on your CPD year.
4. Identify your next learning steps, clarifying how these address your CPD requirements.

The conversation is expected to be 45 minutes to an hour. However, this can vary depending on your needs.

Post-conversation actions

- > Record your AC details on your CPD programme.
- > Upload supporting documentation (if any) on your AC.
- > Update your next goals, based on the outcome of your conversation. This can be done in the Te Whanake tab of your programme.