



STN-3171

STRUCTURED CONVERSATION

CPD Standard

INTRODUCTION

The Te Kaunihera Rata o Aotearoa – Medical Council of New Zealand (MCNZ) requires all registered medical practitioners in Aotearoa New Zealand to undertake an annual structured conversation to maintain medical registration.

While the Medical Board of Australia (MBA) does not require specialist medical practitioners to undertake an annual structured conversation. RACS strongly encourages Australian participants to undertake a structured conversation annually as a valuable tool to support reflection, receive constructive feedback and share best practice.

DEFINITION

A structured conversation aims to generate reflection on learning goals, professional development and personal growth through guided discussion and constructive feedback.

MINIMUM STANDARD

All vocationally registered medical practitioners in Aotearoa New Zealand must complete a structured conversation at least once per annum.

Aotearoa New Zealand participants in the RACS Program must tick 'yes' in their annual CPD Plan to confirm that a structured conversation has occurred before they can finalise their CPD for that year.

All participants who have completed a structured conversation can claim participation hours under 'Performance Review' - when discussing their own practice (Performance of Self) and/or when supporting discussion of another's practice (Performance of Others).

HOW TO COMPLETE A STRUCTURED CONVERSATION

Scheduling a structured conversation:

A structured conversation should ideally occur towards the end of the CPD year and will help to inform the CPD Plan for the next year.

The discussion can be facilitated online or in person. The conversation can be undertaken with a peer, colleague or employer.

Where possible it should be scheduled in advance to ensure sufficient time is allocated and to reduce the likelihood of interruption or the need to reschedule.

The contents of conversation are confidential.

What to include in a structured conversation:

The MCNZ describes the intent and remit of a structured conversation as:

The intent of this activity is to provide time for the doctor to reflect on their development needs, their goals for the 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.

Participants should be mindful that the conversation is about reflection of personal and professional growth and development; it is not intended to be a review of performance or for disciplinary matters.

Verifying participation in a structured conversation:

For the purposes of CPD participation, it is not necessary to record or document the contents of a structured conversation. If a participant is selected to verify their CPD participation, an email from the peer/colleague /employer confirming that a conversation occurred is sufficient.

Where to get support:

RACS has partnered with [Converge International](#) to provide confidential support to Fellows, Trainees, International Medical Graduates, RACS Global Health Volunteers and their immediate family members.

- Support is confidential and private
- Four sessions per calendar year are offered (funded by RACS)
- Assistance can be provided face to face, via telephone or online
- Services are available throughout Australia and New Zealand

To get in contact with Converge International:

Telephone: 1300 687 327 in Australia or 0800 666 367 in New Zealand

Website: [Converge International](#) and click on 'Live Chat' or the 'Make an EAP Appointment' to complete the booking form.

Email: eap@convergeintl.com.au

Confidential support for all participants in the RACS CPD Program is also available through:

- [Doctors' Health Advisory Services](#) in Australia and Aotearoa New Zealand
- [Drs4Drs](#)
- [Lifeline \(Australia\)](#) and [Lifeline \(Aotearoa New Zealand\)](#)
- [BeyondBlue](#) (Australia)
- [Hand-n-Hand Peer Support \(Aotearoa New Zealand\)](#)

RACS also offers a [Surgeons Wellbeing](#) page also provides an overview of strategies, tools and services available to medical professionals and how to access these services.

ASSOCIATED DOCUMENTS

[Te Kaunihera Rata o Aotearoa – Medical Council of New Zealand \(MCNZ\)](#)