

ANNUAL CONVERSATION

An annual conversation is a mandatory re-certification requirement in Aotearoa New Zealand. It may be counted for up to 5 hours as a category 1 (Reviewing and Reflecting on Practice) CPD activity. Members in Australia are encouraged to also complete this activity to be counted towards Reviewing Performance category.

Complete sections 1 – 13 prior to the conversation. Section 14 is to be completed by the Reviewer.

Your Name							
Your Signature							
Name of Reviewer							
Role of Reviewer:	Supervisor	<input type="checkbox"/>	Colleague	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Other
Reviewer Signature							
Date							

1. Your primary position and location of work	
2. Full or Part Time	
3. Nature of work performed during normal duties	
4. Your secondary position(s) (if applicable)	
5. Nature of work performed during normal duties in secondary position(s)	
6. Total hours worked per week including on-call roster	
7. College or other professional association activities (estimate of time spent)	
8. a. Review of last year	
8.1 Successes	

8.2 Opportunities for improvement	
8.3 What have you learned to enhance the cultural safety, health equity and professional and ethical behaviour within your practice.	
9. Agreed outcome expectations for the next year	
10. Formation of Professional Development Plan (PDP) for coming year – aims, actions and method of review (attach)	
11. Satisfaction with position and suggested resources to improve satisfaction and performance e.g., staff, equipment and facilities	
12. Wellbeing and self-care issues – health and work-life balance	
13. Future career aspirations – what would like to start doing, stop doing and continue to do?	
14. Summary To be completed by Reviewer	