### ANNUAL CONVERSATION

An annual conversation is a mandatory re-certification requirement for all Fellows in Australia and Aotearoa New Zealand. It may be counted for up to 5 hours as a Category 1 (Reviewing Performance) CPD activity.

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

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| **Your Name** |  |
| **Your Signature** |  |
| **Name of Reviewer (Supervisor, Colleague, Peer, Other).** |  |
| **Reviewer Signature** |  |
| **Date** |  |

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| 1. Your primary position and location of work
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| 1. Full or Part Time
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| 1. Nature of work performed during normal duties
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| 1. Your secondary position(s) (if applicable)
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| 1. Nature of work performed during normal duties in secondary position(s)
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| 1. Total hours worked per week including on-call roster
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| 1. College or other professional association activities (estimate of time spent)
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| 1. a. Review of last year
	1. Successes
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| * 1. Opportunities for improvement
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| 8.3 What have you learned to enhance the cultural safety, health equity and professional and ethical behaviour within your practice.  |  |
| 1. Agreed outcome expectations for the next year
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| 1. Formation of Professional Development Plan (PDP) for coming year – aims, actions and method of review

(attach) |  |
| 1. Satisfaction with position and suggested resources to improve satisfaction and performance e.g., staff, equipment and facilities
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| 1. Wellbeing and self-care issues – health and work-life balance
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| 1. Future career aspirations – what would like to start doing, stop doing and continue to do?
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| 1. Summary

To be completed by Reviewer |  |