



The Royal Australian
and New Zealand
College of Radiologists®

RANZCR PROFESSIONAL DEVELOPMENT PLAN (PDP) GUIDE

RANZCR CPD Program Requirement

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What is a Professional Development Plan (PDP)?

A PDP is a planning document that can guide a doctor's future CPD and educational activities throughout their career. It ensures a focus on those activities that will provide most benefit to an individual doctor, based on identified development needs, the identification and integration of professional and personal (non-work) objectives. Your PDP is a living document and can be reviewed throughout the CPD year and updated as required.

Professional Development Plan (PDP) Cycle

1. Reflect
 - Review your past PDP
 - Reflect on your practice
2. Plan
 - Identify goals and objectives for your professional development activities over the next year as appropriate to your practice
 - Think about your goals and objectives in relation to “**SMARTER**” – see information below
3. Do
 - Undertake your activities throughout the annual CPD year
 - Record your CPD activities in the ePortfolio
4. Evaluate
 - Review your PDP activities
 - Consider your obstacles and opportunities throughout the CPD year

When completing your PDP and setting goals, the following should be considered:

Your objectives/goals should be “**SMARTER**”:

- **S**pecific – Subdivide to add clarity
- **M**asurable – use active verbs e.g. describe, evaluate, identify, demonstrate
- **A**chievable – don't be wildly overambitious
- **R**ealistic/**R**elevant – make sure your objective meets your learning need
- **T**imely/**T**ime-Bound – set yourself target dates to complete the need
- **E**valuate progress
- **R**eadjust your goals

When recording your learning objectives consider the following:

- How will I tackle these learning needs?
- What methods of learning will I use?
- Are there any obstacles that influence completion of these learning objectives?
- Are there any opportunities that influence completion of these learning objectives?
- How will I find out about appropriate education activities?

Do I have to complete a PDP?

Yes, all registered doctors in Australia and New Zealand are required to complete a PDP on an annual basis. This is a requirement set by the Medical Board of Australia (MBA) and Medical Council of New Zealand (MCNZ).

When do I need to complete a PDP?

We strongly recommend that members complete their PDP within the first three months of the year to ensure that they are completing CPD activities that are meaningful and allows them to meet the goals set out in their PDP.

Is there a template available to complete a PDP?

Yes, the College has a PDP template available in the CPD ePortfolio. This can be completed online and submitted. You can also use your own PDP template and upload into your CPD ePortfolio.

I already have a PDP; can I use this to meet the CPD requirement?

The College recognises that many employers require staff to submit PDPs as part of their annual reviews. If members have a PDP with their employer, this can be indicated in the CPD ePortfolio, satisfying the MBA and MCNZ requirements. Evidence of completion can be saved in the CPD ePortfolio and must be available as evidence if audited. Furthermore, members may wish to use their own template to complete the PDP requirement, this can be recorded in the CPD ePortfolio.

Does completion of a PDP count toward my CPD activities?

Yes, you can claim the time spent completing your PDP toward your CPD activity. Ensure you complete a CPD activity entry form in the CPD ePortfolio and select the Professional Development Plan category and include the number of hours spent on the activity.