Professional Development Plan Template

Completing the PD Plan is a mandatory requirement of the Medical Board of Australia and is to be completed every year. ACRRM has provided a PD plan to all CPD Home members to aid in the completion of this requirement.

**Name**:

**Email**:

**ACRRM Member number**:

**CPD Cycle year**: 2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What are your learning needs?  Identify gaps in knowledge of skill. | Learning goals  What are you aiming to achieve? | What type of activities will you undertake? | Target completion date | Reflective notes  How did the activity help you personally or your practice? |
| Appraise your professional needs, skill gaps, personal goals, practice improvement ideas. | Be specific about what you are aiming to learn or skills you want to achieve. | List any activities on offer. | Identify and list any courses available or date you aim to complete the activity by. | What knowledge or skill was gained?  Did the activity(s) help you achieve your goals?  How will you do it different if you had to do it again? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |