



Rotation Plan



Trainee Guide – TMP Portal

Purpose	Use this guide to understand Rotation Plan management within the TMP Portal, focusing on activities such as creating all types of Rotation Plans, nominating a Rotation Supervisor against a Rotation Plan and editing Rotation Plans after submission.
Intended Audience	All trainees
Context	<p>This guide is designed to help users manage Rotation Plans in TMP Portal.</p> <p>There are 3 types of rotation plans that can be submitted:</p> <ul style="list-style-type: none">• Accredited setting• Non-accredited setting• Interruption <p>Accredited and non-accredited setting rotation plans are submitted for training that you would like counted towards your training. Refer to your program training requirements for more information about your clinical or professional experience requirements.</p> <p>To determine which rotation plan to use, refer to Accredited settings on the RACP website. If your training setting is listed as an accredited setting for your specialty training program then you can submit an accredited setting rotation plan. Otherwise, submit a non-accredited setting rotation plan.</p> <p>Interruptions to be declared 8 or more consecutive weeks prior to when the training is due to commence, submit an interruption rotation plan. For more details on interrupting your training, refer to the RACP website.</p>



How to use this document:

The document is structured into 4 sections, representing 7 key Rotation Plan learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon  and then the 'bookmark' icon .

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Section 1: Log in to the Portal

Context: Use these instructions to log into the Training Management Platform (TMP) Portal as a Trainee.

1. Navigate to the Portal and click on **'Sign in'** located in the top righthand corner of the screen. Refer to **Figure 1**.

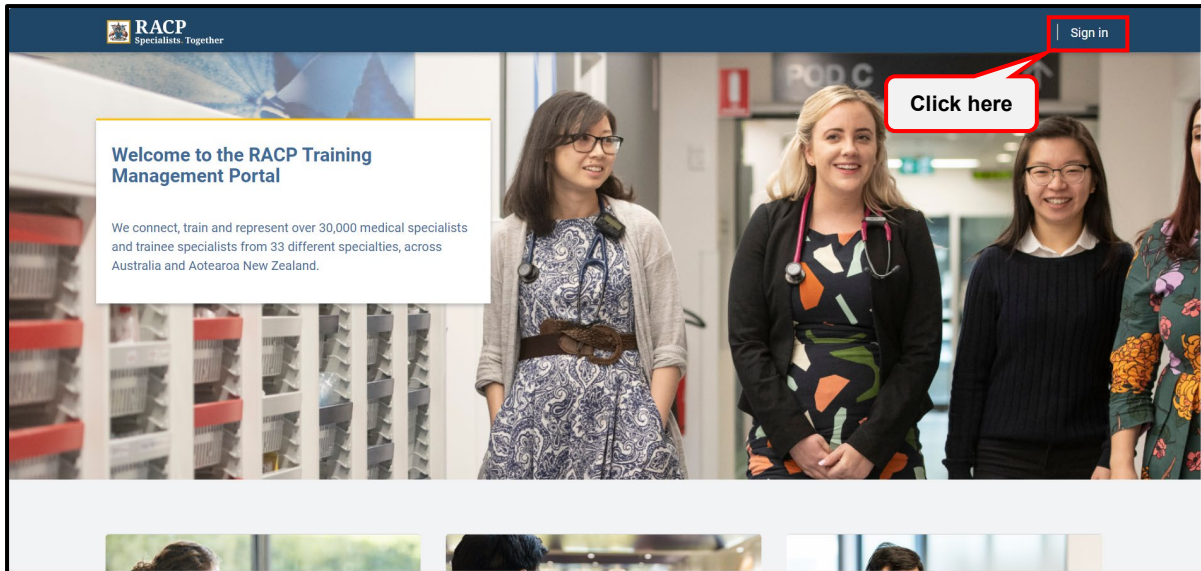


Figure 1

2. Enter your RACP User ID click on **next**. Refer to **Figure 2**.

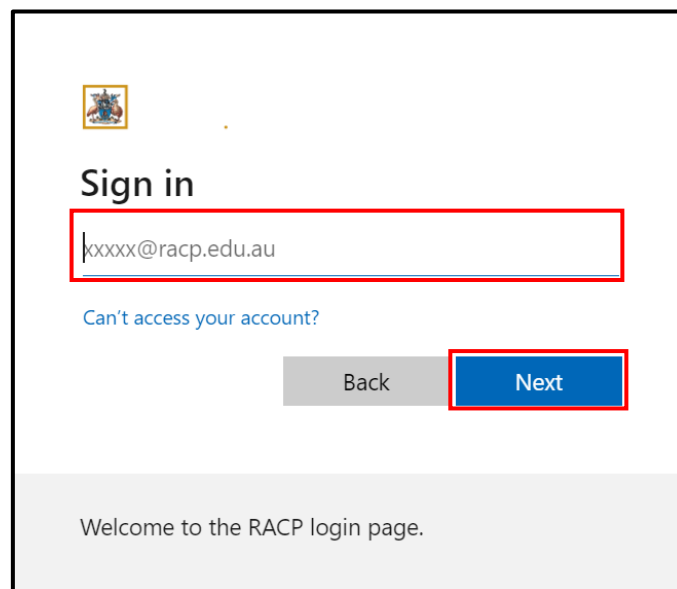
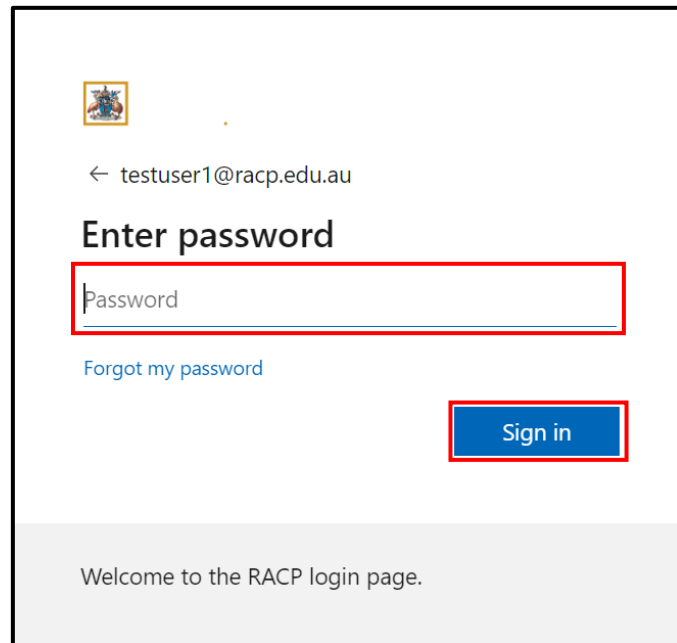



Figure 2



3. Enter your password and click **sign in**. Refer to **Figure 3**.



 .

← testuser1@racp.edu.au

Enter password

[Forgot my password](#)

[Sign in](#)

Welcome to the RACP login page.

Figure 3



Section 2: View or Create a Rotation Plan

Context: Use these instructions to create a rotation plan.

1. Click on **My Training** in the navigation bar. Refer to **Figure 4**.

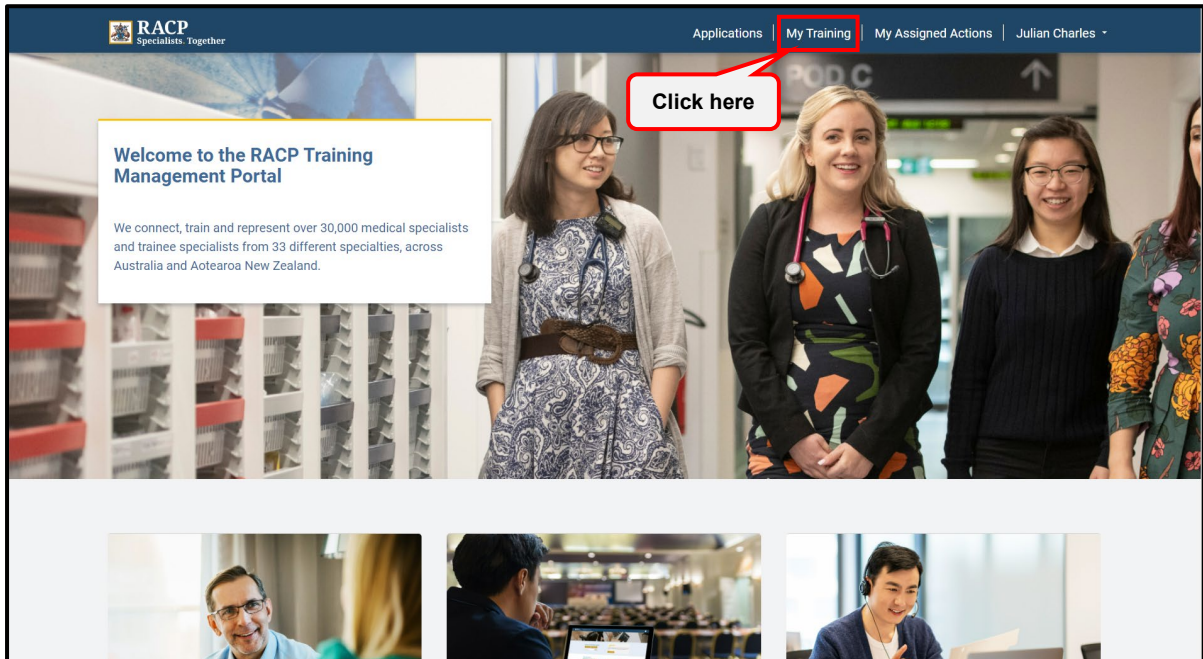


Figure 4

2. Under Training Programs, click on the Training Program hyperlink. Refer to **Figure 5**.



Note: To open a Training program, you can either click on the Training Program hyperlink or expand the downward arrow towards the right and click on View details.

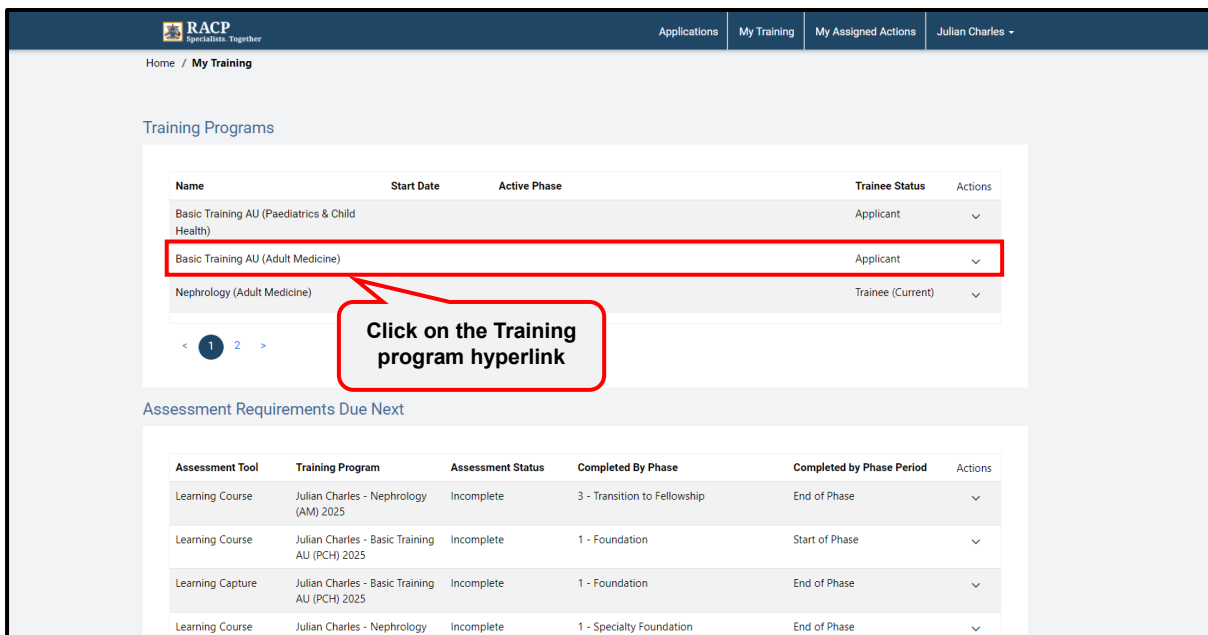


Figure 5



3. Navigate to the **Training Plan** tab, click on it and scroll down to the **All Rotation Plans** section. Refer to **Figure 6**.

Basic Training AU (AM) 2025

General Assessment Requirements Learning Goal Requirements Clinical Experiences **Training Plan**

Program Level Supervisor Details

Add New Supervisor

Supervisor	State	Training Role	Start Date	End Date	Assignment Status	Actions
Stewart Lee	VIC	Education Supervisor	28/10/2024	28/04/2025	Submitted for Approval	▼

All Rotation Plans

My Open Rotation Plans

Search Add New Rotation Plan

Name	Plan Status	Plan Type	Start Date	End Date	FTE	Plan Duration (Month)	Phase	Training Program Setting	Validation Status	Actions
There are no records to display.										

Figure 6

4. Click on **Add New Rotation Plan**. Refer to **Figure 7**.

Basic Training AU (AM) 2025

General Assessment Requirements Learning Goal Requirements Clinical Experiences **Training Plan**

Program Level Supervisor Details

Add New Supervisor

Supervisor	State	Training Role	Start Date	End Date	Assignment Status	Actions
Stewart Lee	VIC	Education Supervisor	28/10/2024	28/04/2025	Submitted for Approval	▼

All Rotation Plans

My Open Rotation Plans

Search Add New Rotation Plan

Name	Plan Status	Plan Type	Start Date	End Date	FTE	Plan Duration (Month)	Phase	Training Program Setting	Validation Status	Actions
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Figure 7



Section 2.1: Create Accredited Rotation Plan

Context: This sub-section covers instructions to create an accredited rotation plan.

Pre-requisites

- A trainee has applied for an RACP training program and been approved by the DPE (Basic Training) or the RACP (Advanced Training)
- Select a **Rotation Plan Type** by clicking on the dropdown menu and choosing **Accredited Setting**. Refer to **Figure 8**.

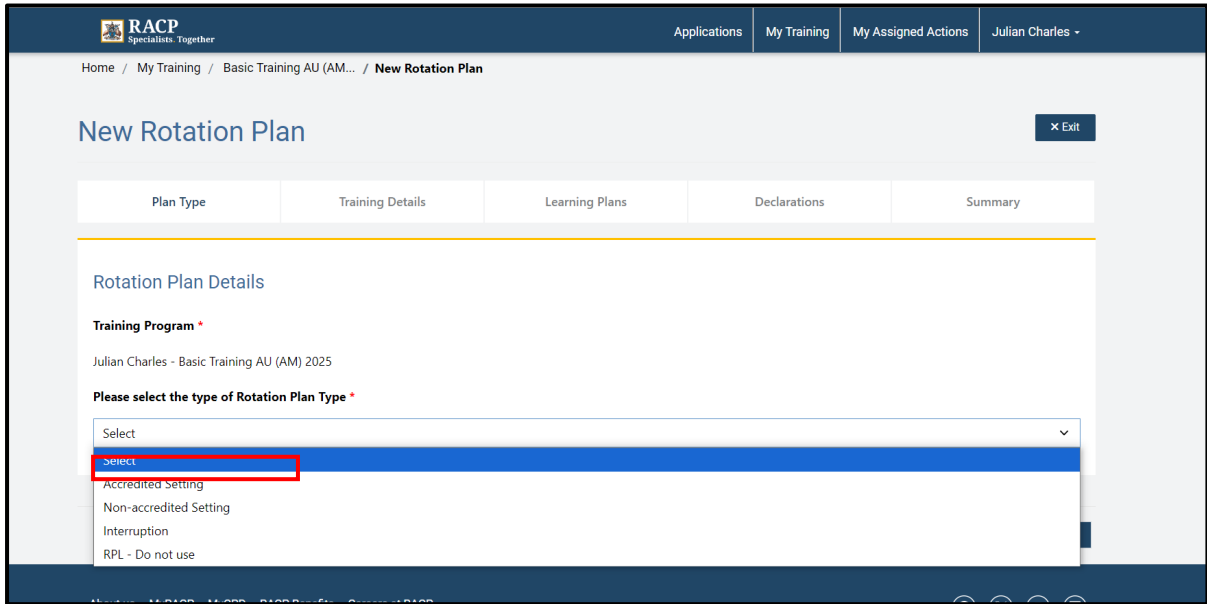


Figure 8

- Click **Save & Next**. Refer to **Figure 9**.

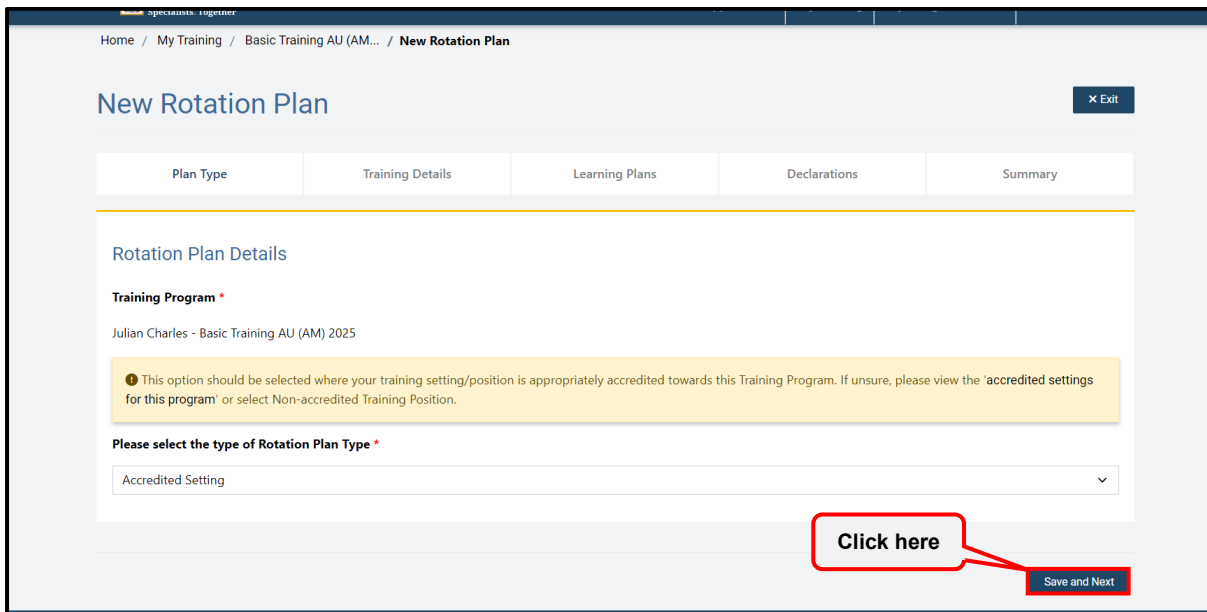
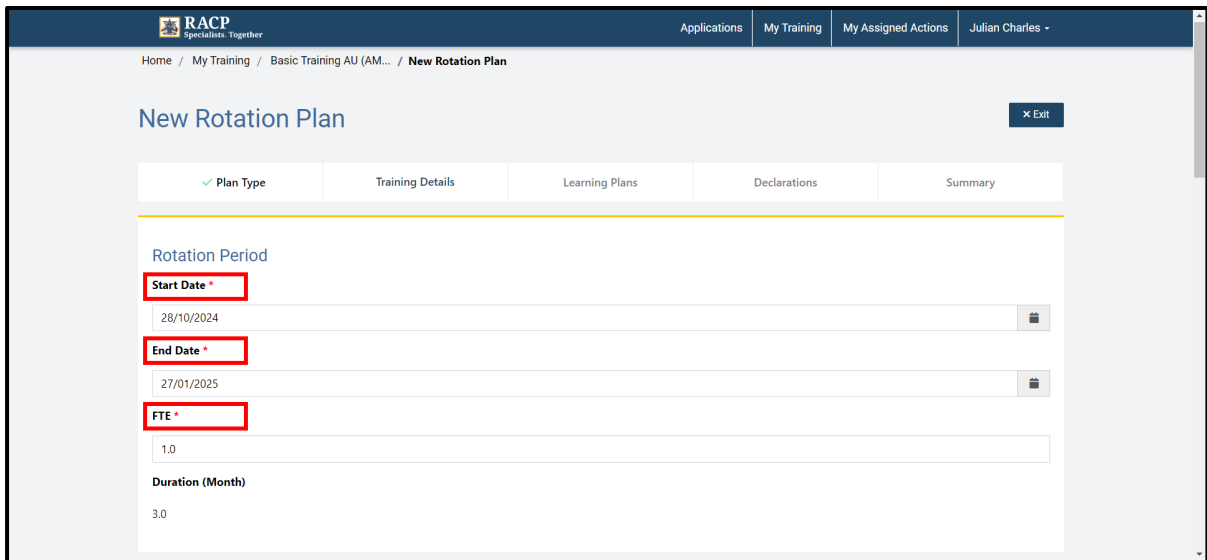


Figure 9

- Within the **Training Details** stage of the process, populate the mandatory fields in the **Rotation Period** section (marked with a red asterisk). Refer to **Figure 10**.
 - **Start Date**
 - **End Date**
 - **FTE**

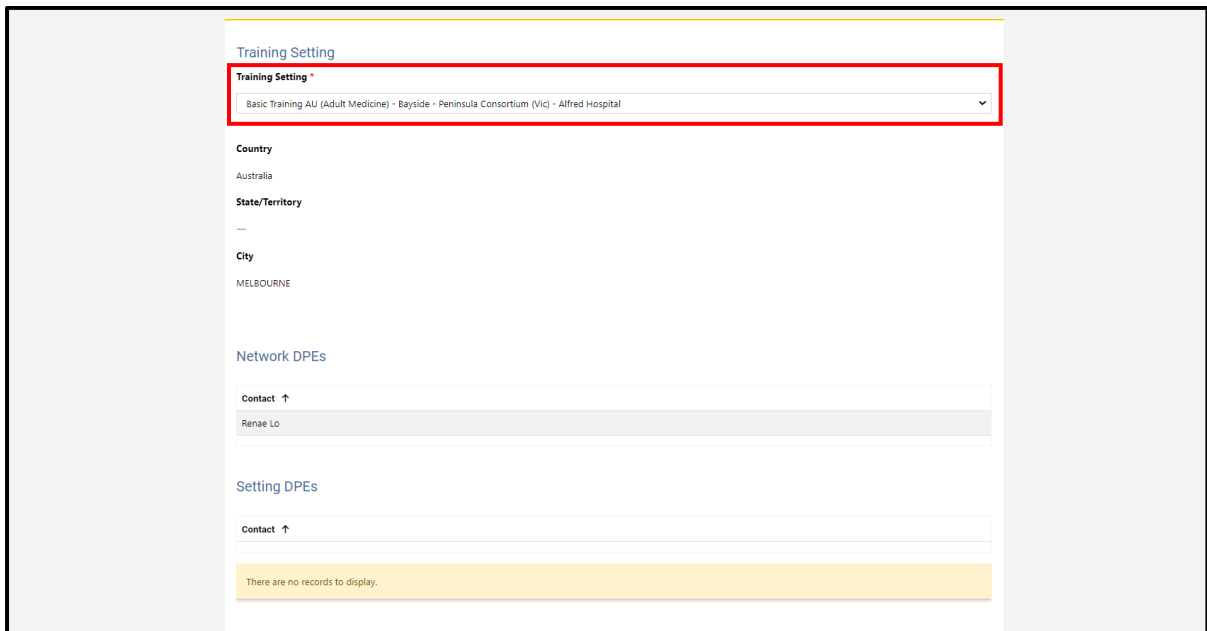


The screenshot shows the 'New Rotation Plan' page. The 'Rotation Period' section is highlighted with a red border. It contains the following fields:

- Start Date ***: 28/10/2024
- End Date ***: 27/01/2025
- FTE ***: 1.0
- Duration (Month)**: 1.0 and 3.0

Figure 10

- Select the **Training Setting** from the dropdown menu. Refer to **Figure 11**.



The screenshot shows the 'Training Setting' dropdown menu. The dropdown is open, showing the selected option: 'Basic Training AU (Adult Medicine) - Bayside - Peninsula Consortium (VIC) - Alfred Hospital'. Below the dropdown are the following fields:

- Country**: Australia
- State/Territory**: —
- City**: MELBOURNE
- Network DPEs**: Contact ↑, Renae Lo
- Setting DPEs**: Contact ↑

There are no records to display.

Figure 11

- Select the **Rotation Type** program by clicking on the search/magnifying glass icon and selecting the type from the list available, and click **Select**. Refer to **Figure 12**.

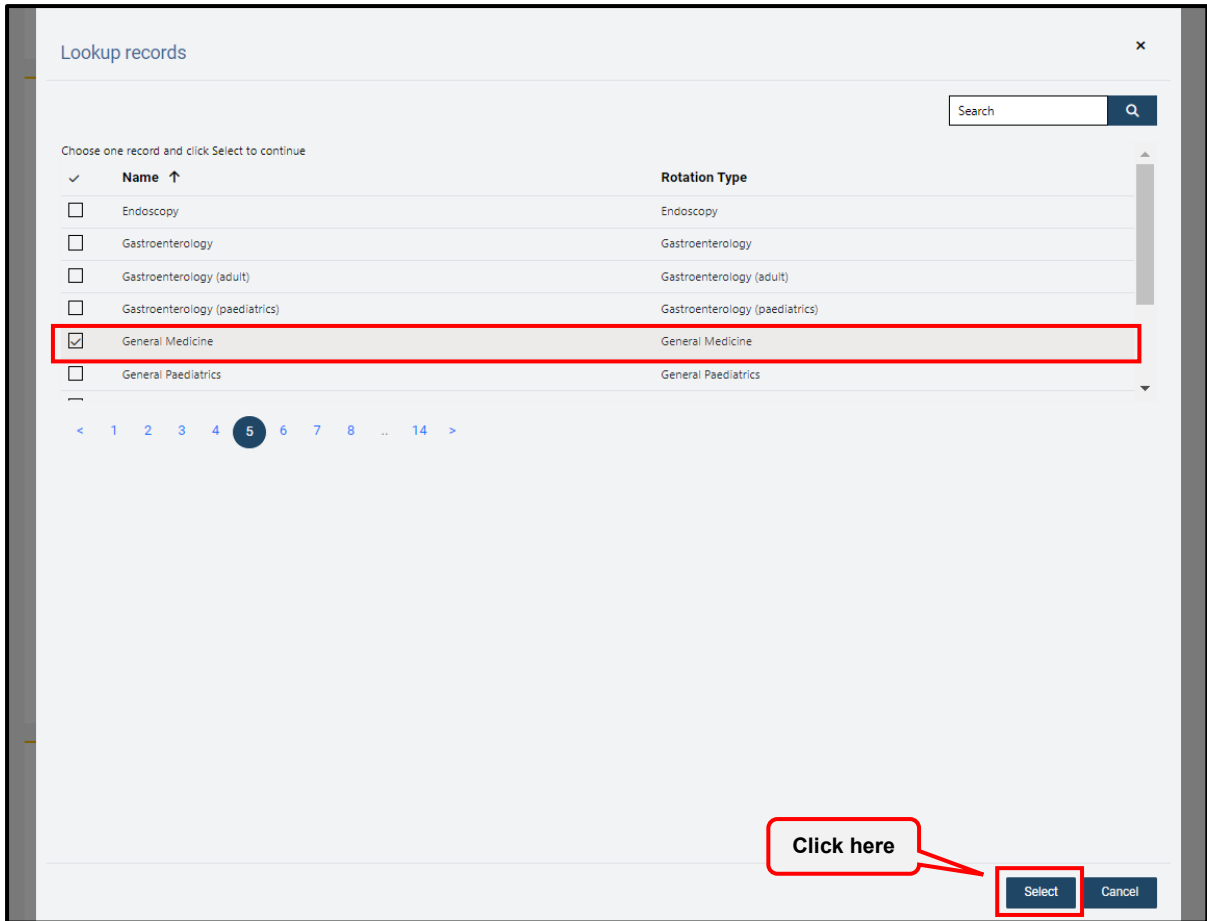


Figure 12

- Optionally populate **Position Description** and **Comments**. Refer to **Figure 13**.



Note: *If you are an Advanced Trainee, please ensure that you fill in the **Position Description**. If you are a Basic Trainee, this is an optional field.*

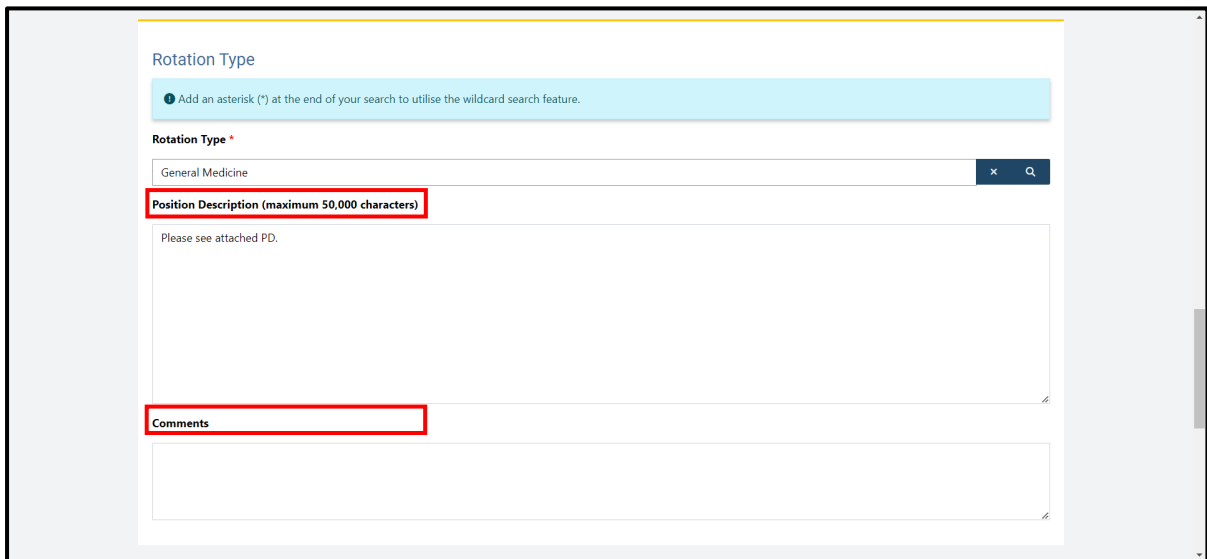


Figure 13



Section 2.2: Nominate Rotation Supervisor

Context: This sub-section covers instructions to nominate a Rotation Supervisor within your Rotation Plan.

1. In the **Supervisors section**, click on **Add Rotation Supervisor**. Refer to **Figure 14**.

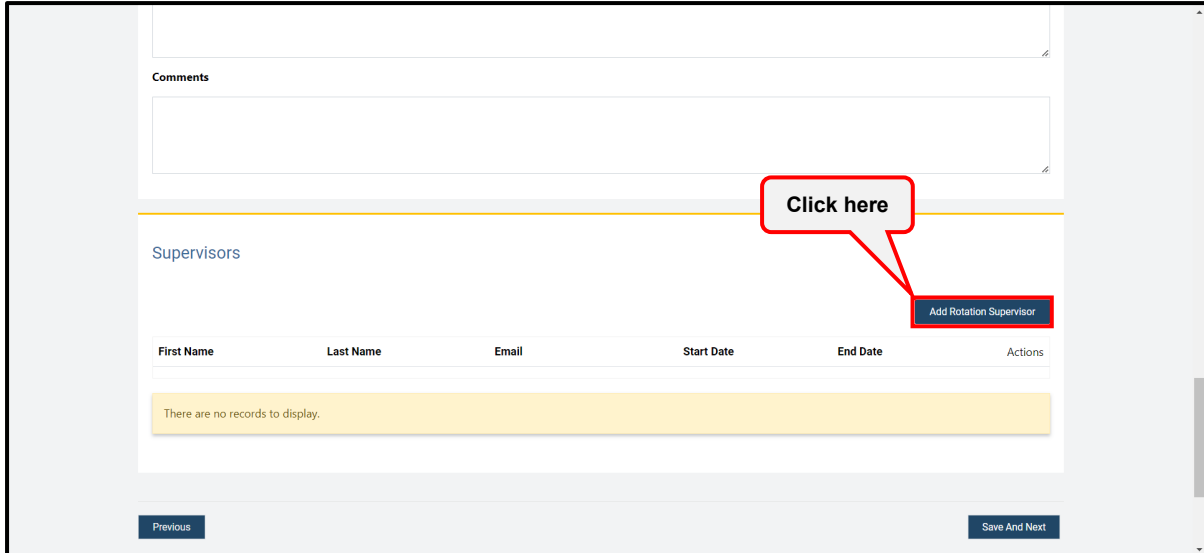


Figure 14

2. Populate the Supervisor name by clicking on the **search/magnifying glass icon** and making a selection from the list. Click **Select**. Refer to **Figure 15**.



Note: While searching for your Supervisor by their last name, please add an asterisk at the beginning of the last name as you type in. Desired search results will not appear while searching by last name unless you include an asterisk.

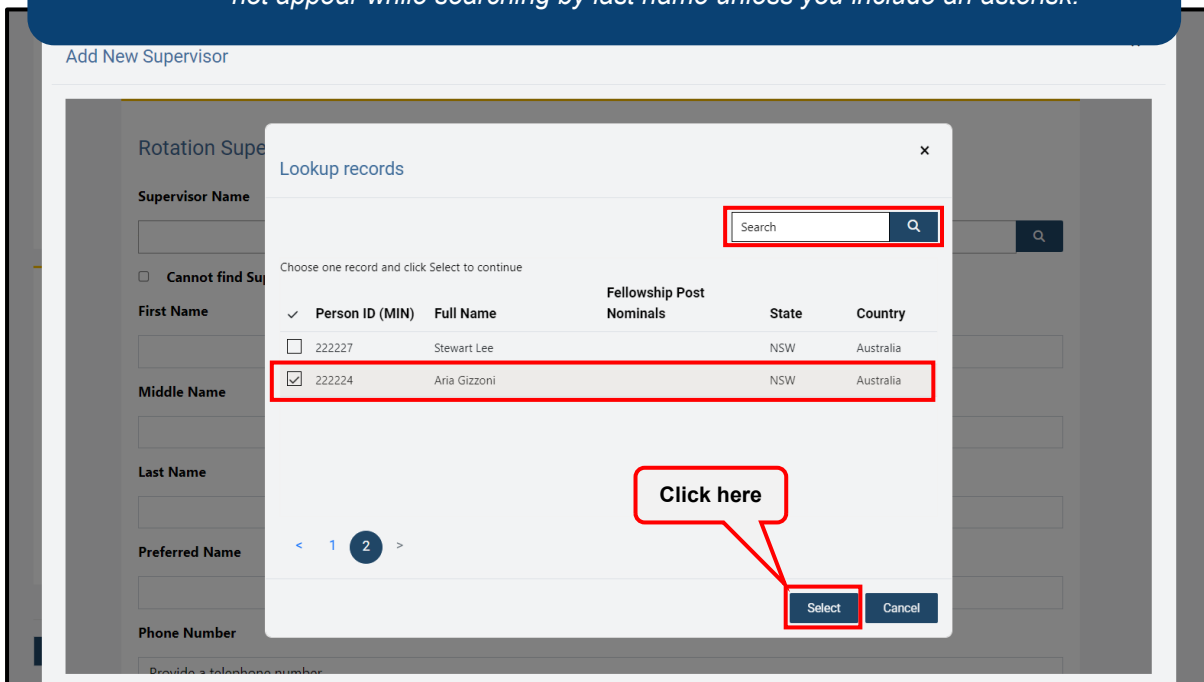


Figure 15



3. If you are unable to find your supervisor, click the **Cancel** button to navigate back one step. Refer to **Figure 16**.

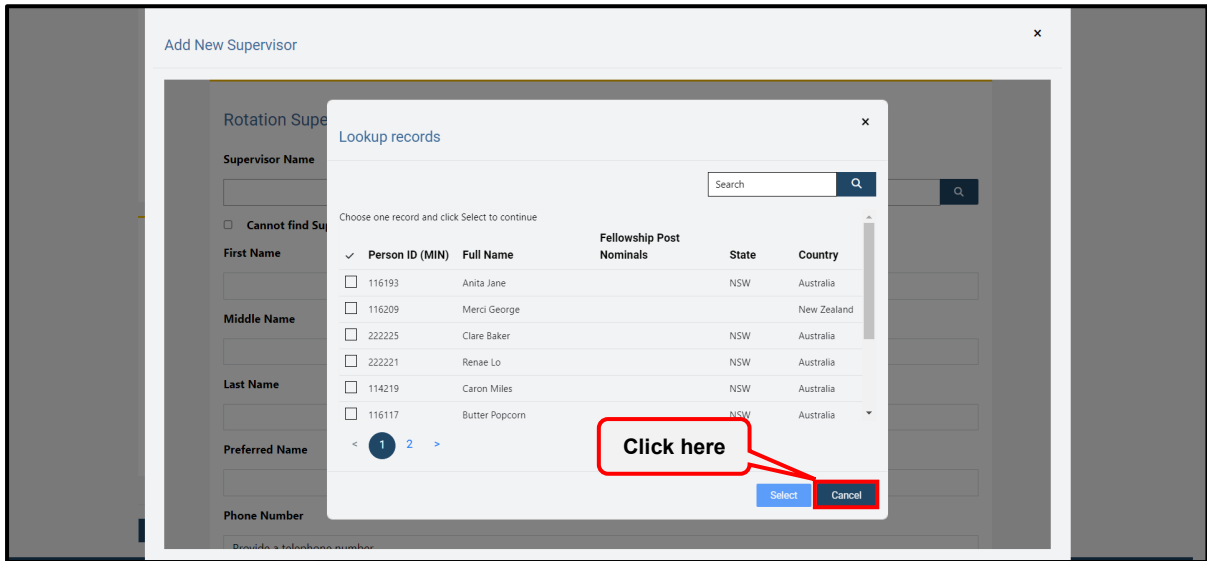


Figure 16

4. Select the checkbox '**Cannot find Supervisor**' and populate:
 - a. **First Name**
 - b. **Last Name**
 - c. **Phone Number**
 - d. **Email**
 - e. **Start Date**
 - f. **End Date**. Refer to **Figure 17**.

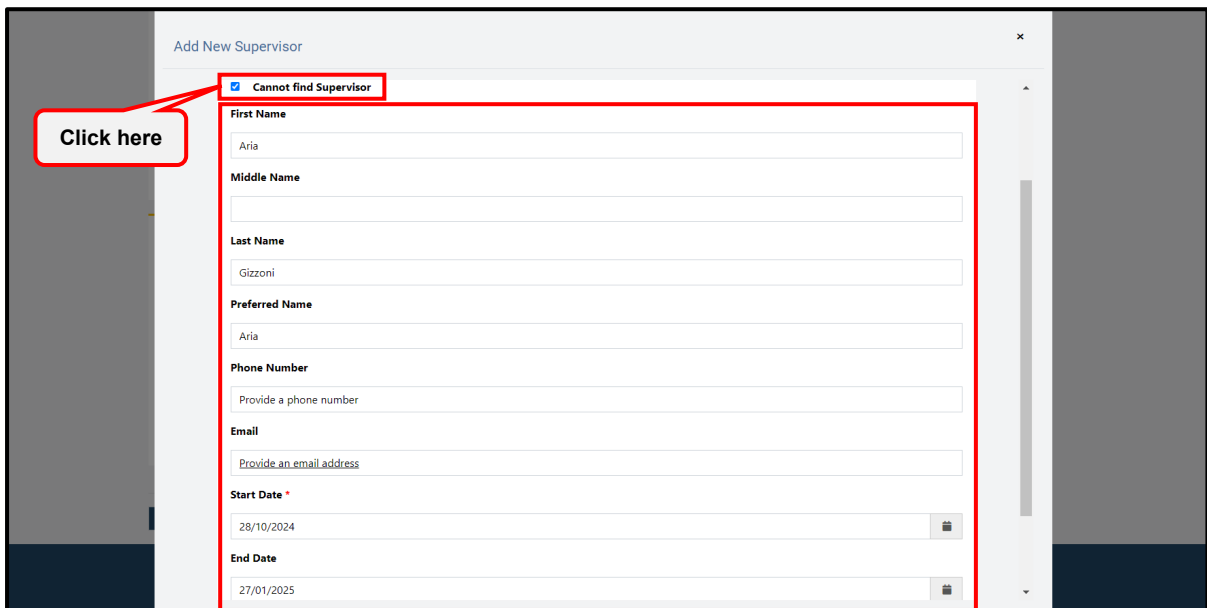


Figure 17

5. Click on **Submit**. Refer to **Figure 18**.



Add New Supervisor

NAME

Aria

Phone Number

Provide a phone number

Email

Provide an email address

Start Date *

28/10/2024

End Date

27/01/2025

Click here

Submit

Figure 18



Note: If you need to edit the dates you entered for your Rotation Supervisor, select the dropdown icon under Actions and click on Edit. Update dates as necessary and click on Submit.

If you have accidentally added the incorrect Supervisor name, update the end date to today's date and add a new supervisor.

Please refer to your handbook for supervision requirements. Advanced Trainees should nominate 2 supervisors per rotation.

6. Click **Save and Next**. Refer to **Figure 19**.

Comments

Supervisors

Add Rotation Supervisor

First Name	Last Name	Email	Start Date	End Date	Actions
Aria	Gizzoni		28/10/2024	27/01/2025	⌵

Previous

Click here

Save And Next

Figure 19

7. Populate the **Training Phase**: This may be auto populated based on the dates you entered in the Training Details stage. Refer to **Figure 20**.

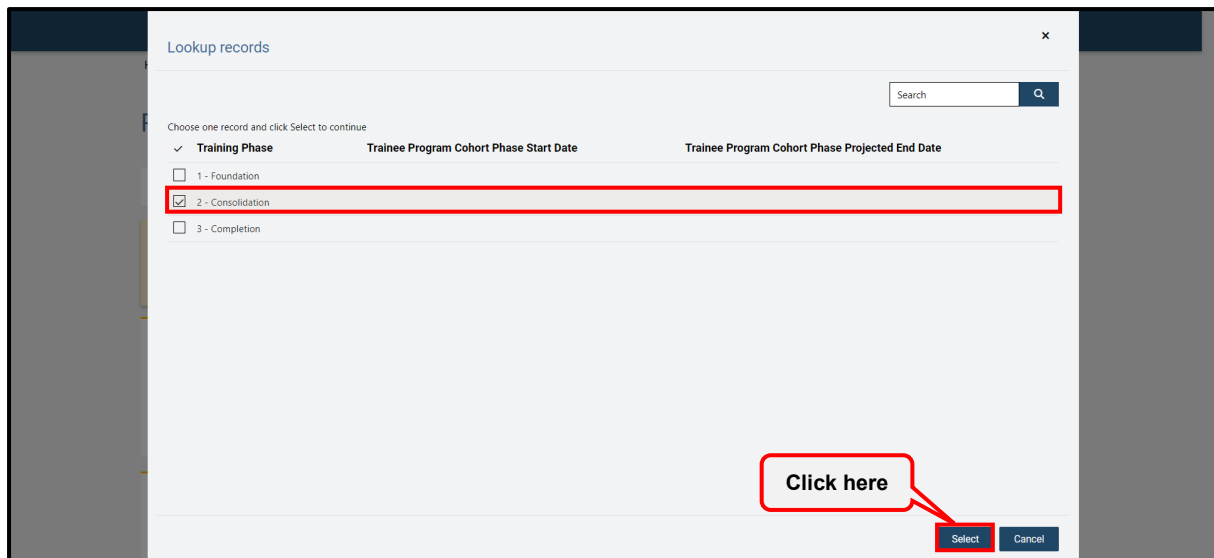


Figure 20

- Observe the **Learning Plan** section and click on the dropdown arrow under **Actions** to either **View Details** (read only form) or **Edit**. Refer to **Figure 21**.

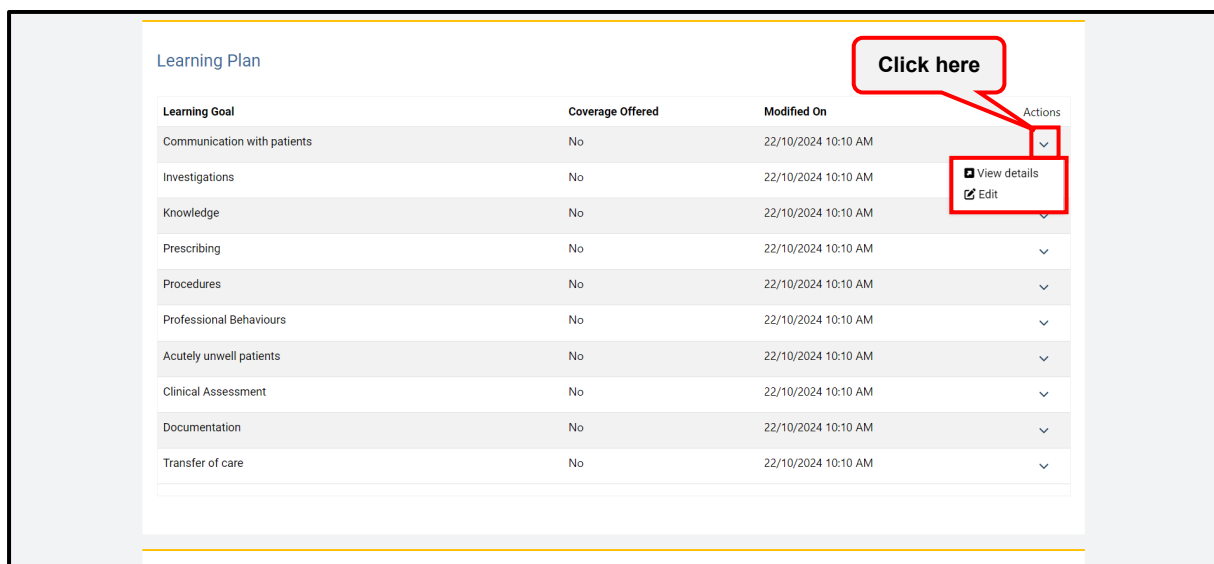


Figure 21

- If Edit selected: Update the **Coverage Offered** and **Opportunities Available** fields.
 - Coverage offered:** If you select yes in the coverage offered dropdown you are indicating that you will complete learning and assessment activities against this learning goal during the rotation.
 - Opportunities available:** outline the specific learning activities you will be involved in during this rotation to demonstrate how you will achieve learning against the learning goal.
 - If you do not know some of the learning opportunities available to you during your rotation you can make amendments after you submit your rotation plan.
 - Click **Submit**. Refer to **Figure 22**.

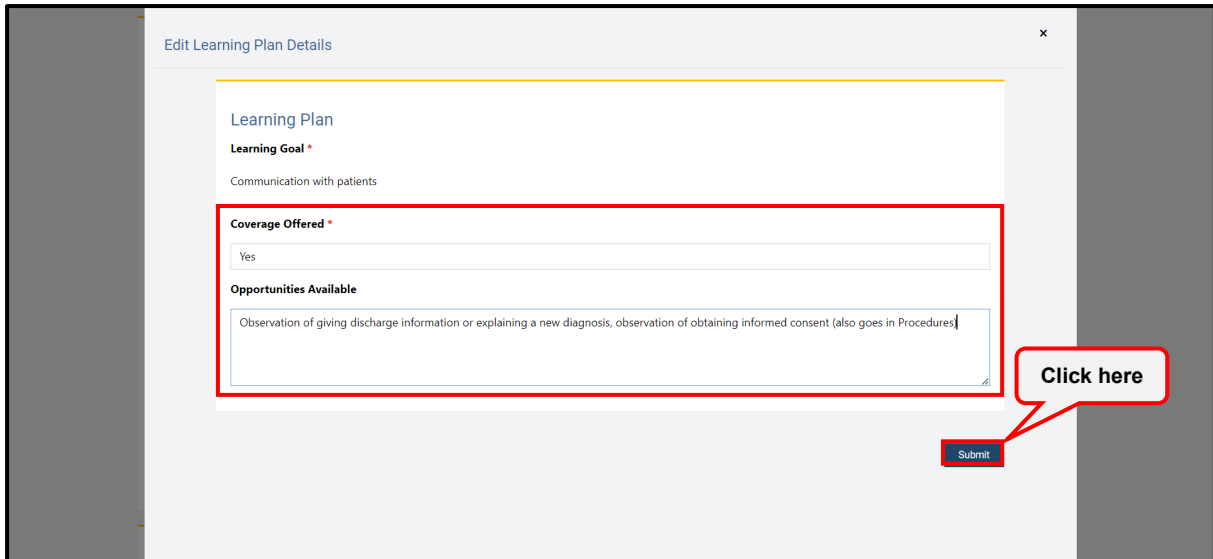


Figure 22

10. If View Details selected: Click on the 'X' button at the top righthand corner of the screen to exit. Refer to **Figure 23**.

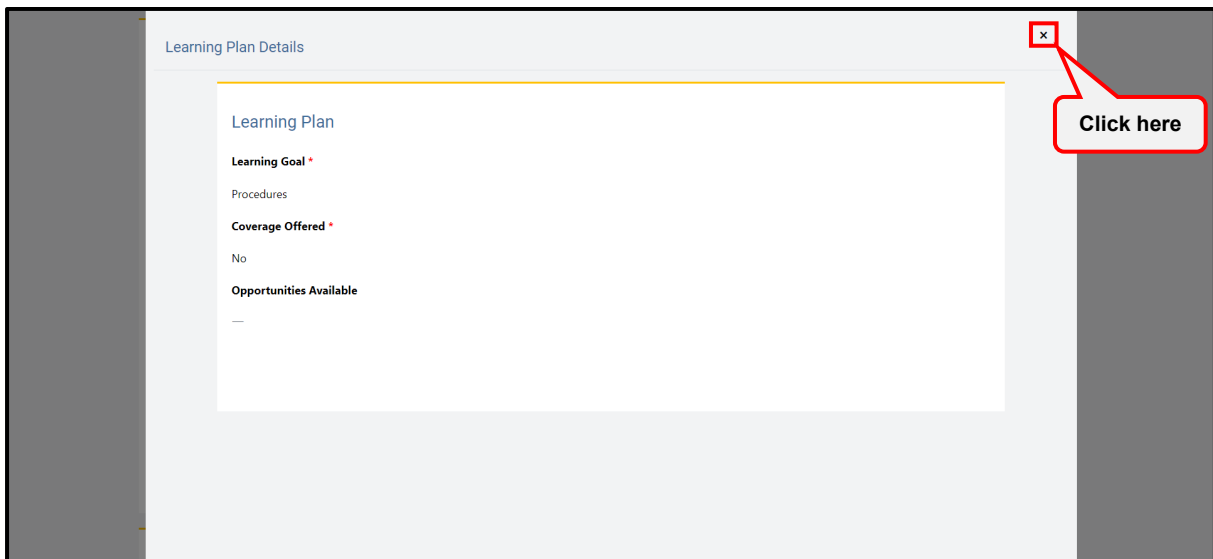


Figure 23

11. In the Custom Goals section, add any custom goals via the **Add Custom Goal** button. This is an optional field. Refer to **Figure 24**.

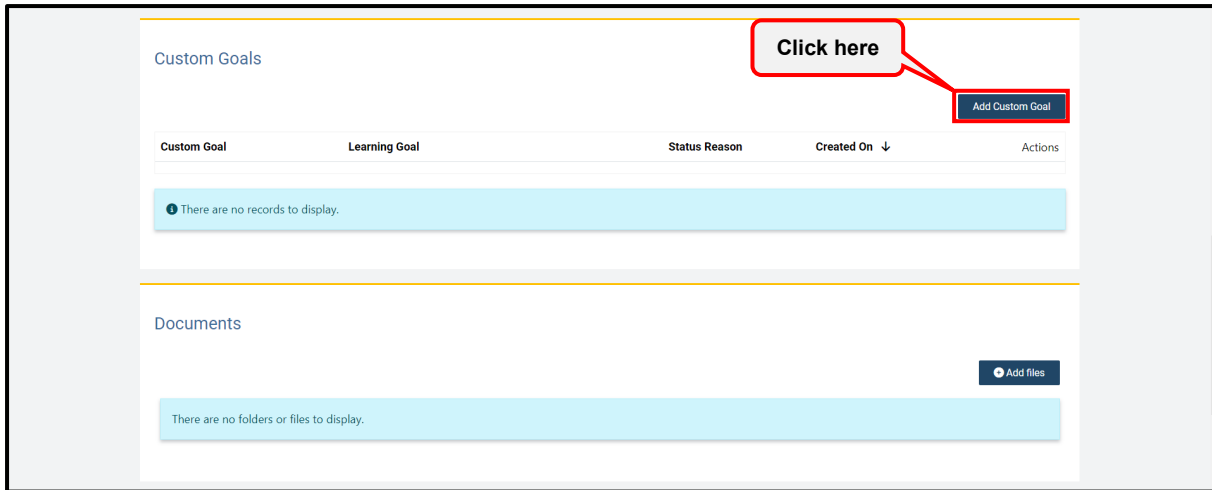


Figure 24

12. Populate the following fields. Refer to **Figure 25**.
- a. **Custom Goal Name** (mandatory)
 - b. **Learning Goal**
 - c. **What do you plan to learn?**
 - d. **How will you know you achieved this goal?**
 - e. **When do you plan to complete this goal?**

Figure 25

13. Click on **Submit**. Refer to **Figure 26**.



Add New Custom Learning Goal

What do you plan to learn?

Treatment effectiveness: Identify current treatments, medications, or interventions are effective and where adjustments are needed.

How will you know when you have achieved this goal?

Observe measurable improvements in the patient's health, such as lower blood pressure, better-controlled blood sugar, improved mental health scores, or weight management.

When do you plan to complete this goal?

Set a time frame of 3 to 6 months for the initial goal, with regular check-ins (e.g., monthly or quarterly) to evaluate progress and make necessary adjustments to the care plan.

Click here

Submit

Figure 26

14. If you would like to attach files to this Rotation Plan, click on the **'Add files'** button in the **Documents section**. This may be a Word document or PDF of your custom goals. Refer to **Figure 27**.

Custom Goals

Add Custom Goal

Custom Goal	Learning Goal	Status Reason	Created On ↓	Actions
Patient Health Outcomes Through Comprehensive Care Management	Clinical Assessment	Active	22/10/2024 7:49 PM	⌵

Documents

Click here

Add files

There are no folders or files to display.

Figure 27



Note: Once you click on **Add files**, click **Choose files** to browse and select the documents to be uploaded and click **Add files**.

To delete or replace a file you have uploaded, select **'Overwrite existing files'** and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (with no way to remove the first one).

There are certain file types that aren't supported: *ade, adp, ani, bas, bat, chm, cmd, com, cpl, crt, hlp, ht, hta, inf, ins, isp, job, js, jse, lnk, mda, mdb, mde, mdz, msc, msi, msp, mst, pcd, reg, scr, sct, shs, url, vb, vbe, vbs, wsc, wsf, wsh, exe, php, htaccess, ini, cab, and pif* files.

15. Click **Save and Next**. Refer to **Figure 28**.

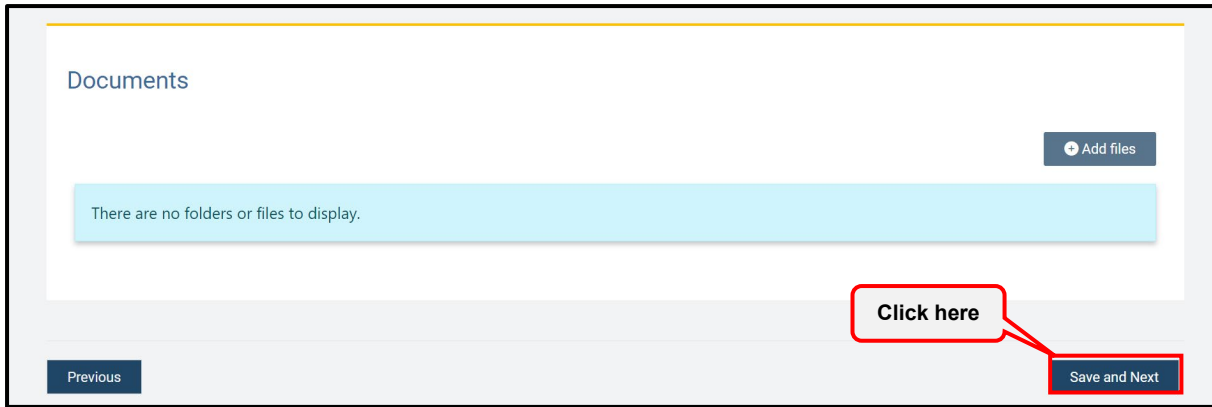


Figure 28

16. In the **Trainee Declarations** section, make your declarations by selecting the checkboxes. Click **Save and Next**. Refer to **Figure 29**.

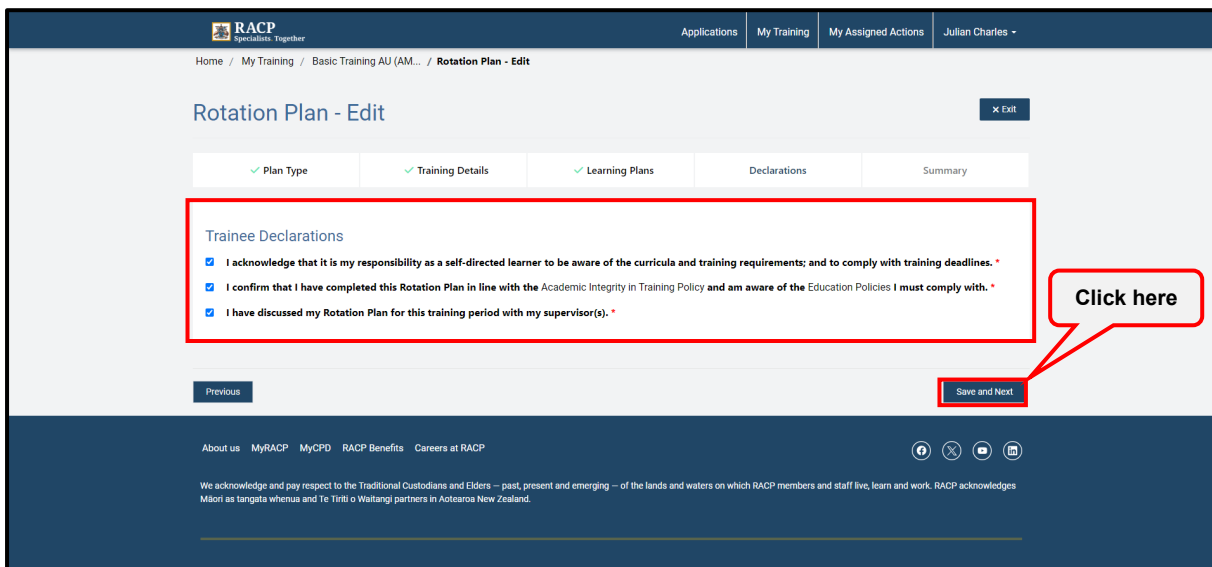


Figure 29

17. Review the Summary page of the Rotation Plan, click on **Submit** once verification complete. Refer to **Figure 30**.



Attach Documents

There are no folders or files to display.

Supervisor Declarations

Supervisor ↑	Review Completion Date	Status	Actions
There are no records to display.			

Declarations

- I acknowledge that it is my responsibility as a self-directed learner to be aware of the curricula and training requirements; and to comply with training deadlines.
- I confirm that I have completed this Rotation Plan in line with the Academic Integrity in Training Policy and am aware of the Education Policies I must comply with.
- I have discussed my Rotation Plan for this training period with my supervisor(s).

Previous Submit

Click here

Figure 30

18. View the success message. Your Rotation Plan has now been submitted for Review. The completed Rotation Plan will be viewed and confirmed by your nominated Rotation Supervisor. Refer to **Figure 31**.

RACP Specialists. Together

Applications | My Training | My Assigned Actions | Julian Charles ▾

✓ **Your Rotation Plan has been successfully submitted.**

Rotation Plan dates: 28/10/2024 - 27/01/2025

Training Setting: Alfred Hospital

Status: Submitted

Submission date: 22/10/2024

Your Rotation Plan has been submitted for review by your nominated supervisor/s and will then be sent on to RACP staff. You will be notified of the outcome of your rotation plan review as soon as possible.

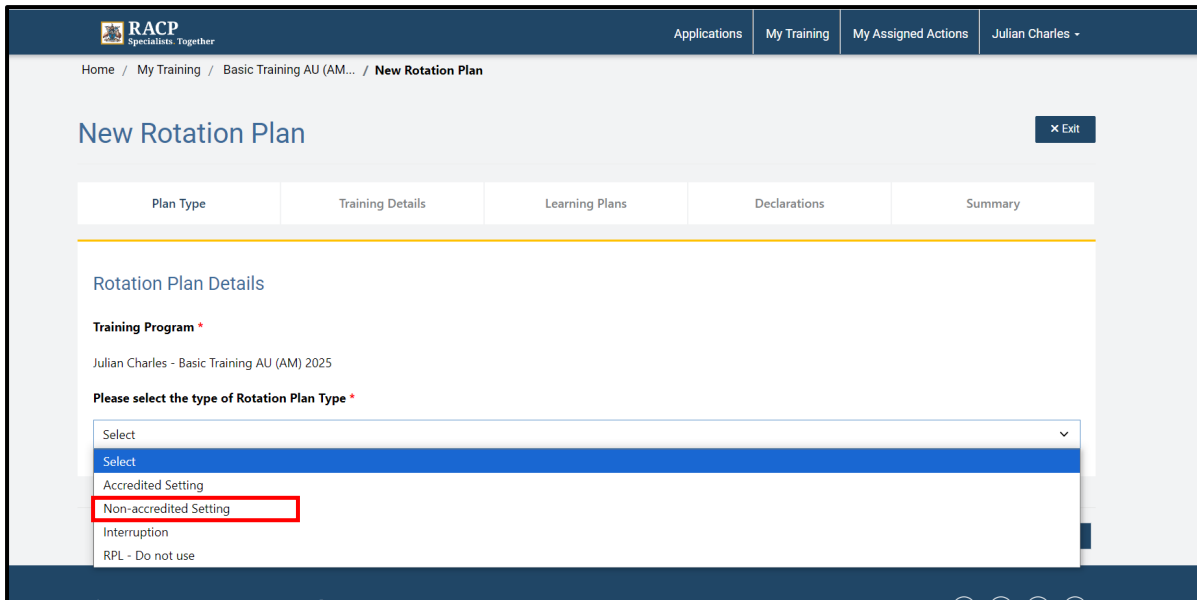
My Training Program: [Click here](#)

Figure 31

Section 2.3: Create Non-accredited Rotation Plan

Context: This sub-section covers instructions to create a non-accredited Rotation Plan.

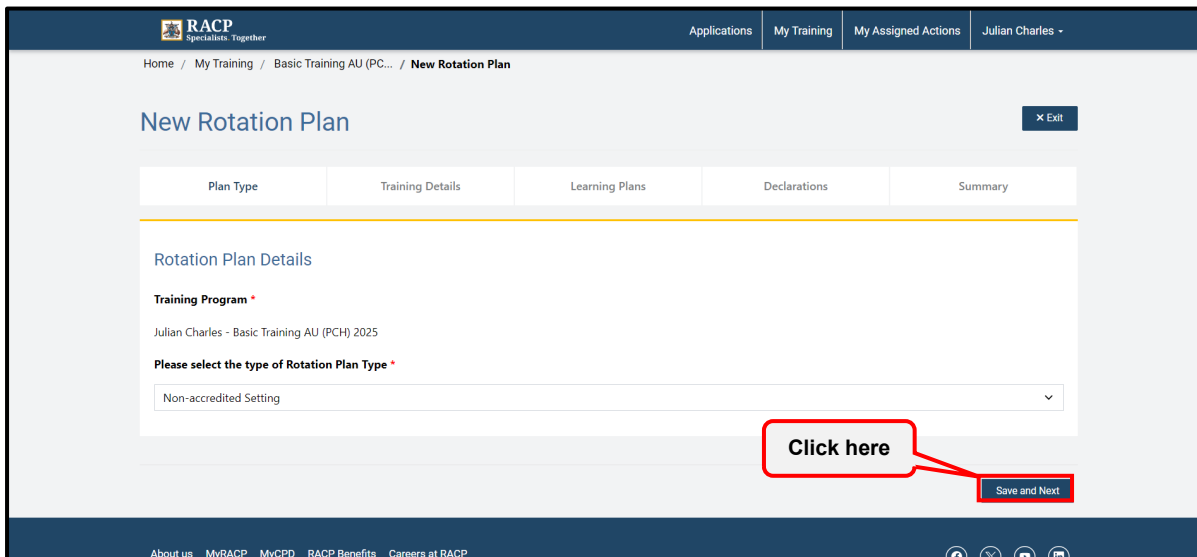
1. Select a **Rotation Plan Type** by clicking on the dropdown and choosing '**Non-accredited Setting**'. Refer to **Figure 32**.



The screenshot shows the 'New Rotation Plan' form in the RACP system. The user is logged in as Julian Charles. The form is in the 'Training Details' stage. The 'Training Program' is 'Julian Charles - Basic Training AU (AM) 2025'. The 'Rotation Plan Type' dropdown menu is open, showing options: 'Select', 'Accredited Setting', 'Non-accredited Setting' (highlighted with a red box), 'Interruption', and 'RPL - Do not use'.

Figure 32

2. Click **Save and Next**. Refer to **Figure 33**.



The screenshot shows the 'New Rotation Plan' form in the RACP system. The user is logged in as Julian Charles. The form is in the 'Training Details' stage. The 'Training Program' is 'Julian Charles - Basic Training AU (PCH) 2025'. The 'Rotation Plan Type' dropdown menu is set to 'Non-accredited Setting'. The 'Save and Next' button is highlighted with a red box, and a callout bubble points to it with the text 'Click here'.

Figure 33

3. Within the **Training Details** stage of the process, populate the mandatory fields in the **Rotation Period** section (marked with a red asterisk). Refer to **Figure 34**.
 - **Start Date**
 - **End Date**
 - **FTE**



Home / My Training / Basic Training AU (AM... / **New Rotation Plan**

New Rotation Plan × Exit

Plan Type Training Details Learning Plans Declarations Summary

Rotation Period

Start Date *
28/10/2024

End Date *
27/01/2025

FTE *
1.0

Duration (Month)
3.0

Figure 34

- Select the **Training Setting** from the dropdown menu. Refer to **Figure 35**.

Training Setting

Training Setting *
Alfred Hospital × Q

My Training Setting is NOT listed here

Country
Australia

State/Territory
—

City
MELBOURNE

Figure 35

- In the **Lookup records** page, select the **Rotation Type** program by clicking on the search icon and making the selection from the list. Click **Select**. Refer to **Figure 36**.

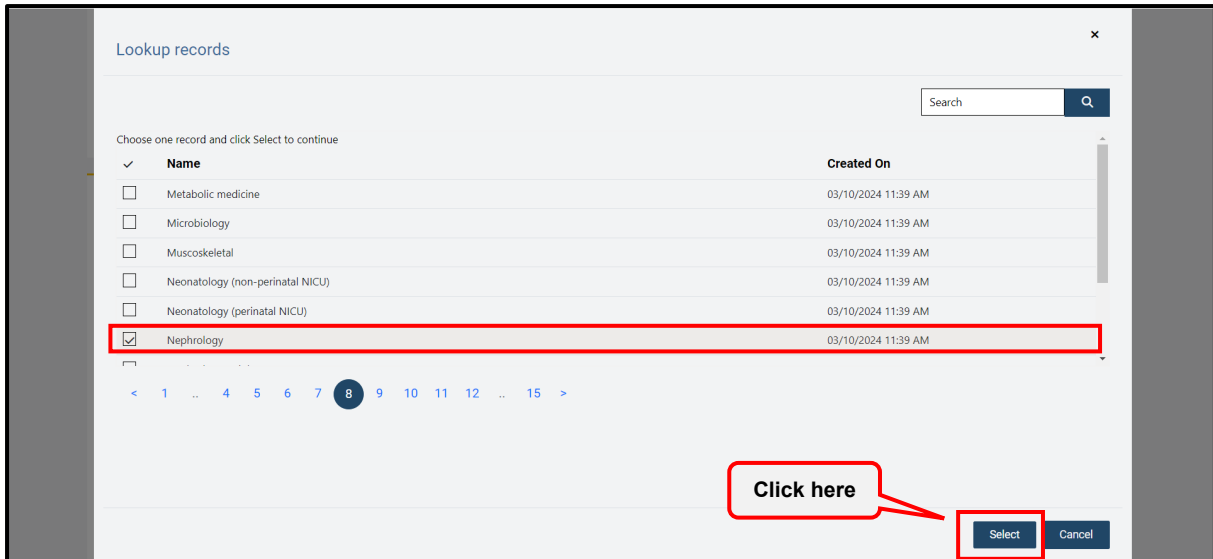


Figure 36

- Optionally populate: **Position Description and Comments**. Refer to **Figure 37**.



Note: *If you are an Advanced Trainee, please ensure that you fill in the **Position Description**. If you are a Basic Trainee, this is an optional field.*

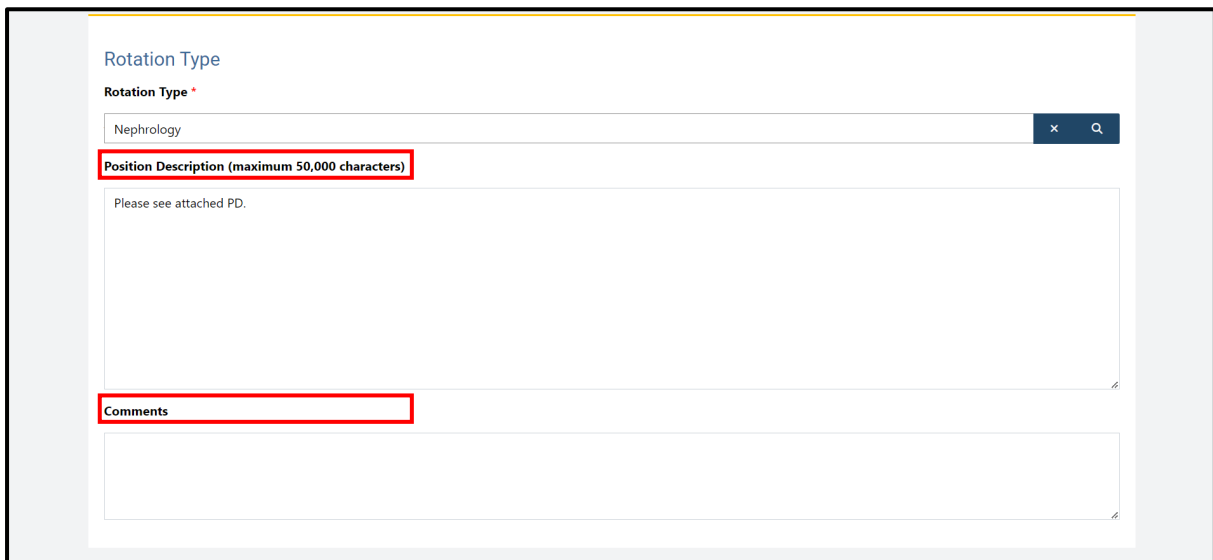


Figure 37

- Respond to the questions under the **Supervisors** section. Refer to **Figure 38**.
 - 'Are you undertaking any other RACP training programs with this setting?'
 - 'Reference to other RACP Training Program Rotation Plan'



Supervisors

[Add Rotation Supervisor](#)

First Name	Last Name	Email	Start Date	End Date	Actions
There are no records to display.					

Are you undertaking any other RACP training programs with this setting?

No

Reference to other RACP Training Program Rotation Plan:

[Q](#)

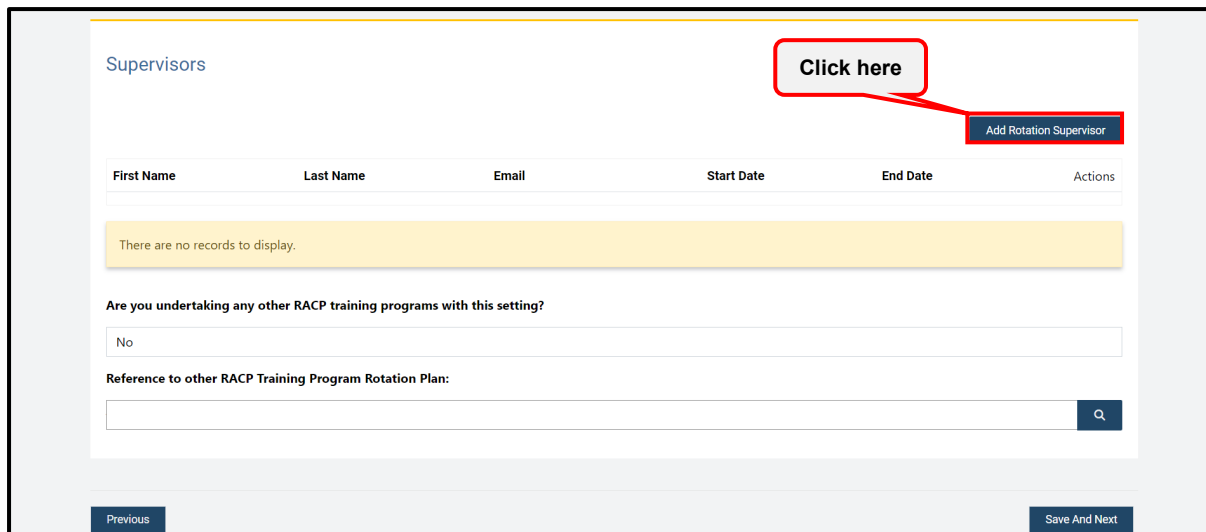
[Previous](#) [Save And Next](#)

Figure 38

Section 2.4: Nominate Rotation Supervisor

Context: This sub-section covers instructions to nominate a Rotation Supervisor within your Rotation Plan.

1. Click on **Add Rotation Supervisor**. Refer to **Figure 39**.



Supervisors

Click here

Add Rotation Supervisor

First Name	Last Name	Email	Start Date	End Date	Actions
There are no records to display.					

Are you undertaking any other RACP training programs with this setting?

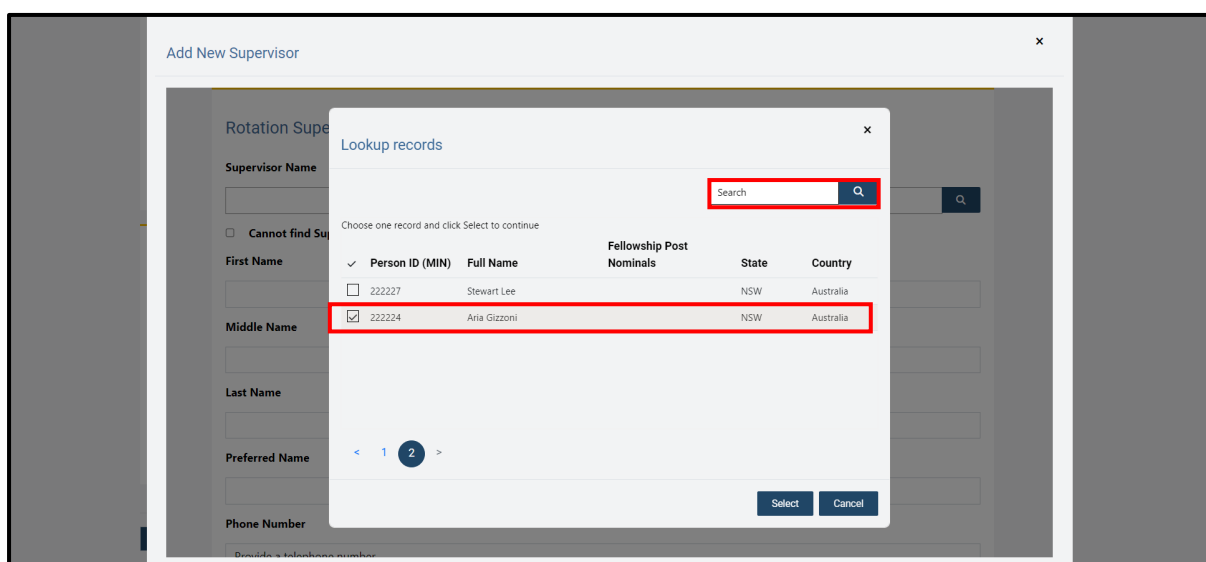
No

Reference to other RACP Training Program Rotation Plan:

Previous Save And Next

Figure 39

2. Populate the Supervisor name by clicking on the **search/magnifying glass** and making a selection from the list. Refer to **Figure 40**.



Add New Supervisor

Rotation Supervisor

Supervisor Name

Cannot find Supervisor

First Name

Middle Name

Last Name

Preferred Name

Phone Number

Lookup records

Search

Choose one record and click Select to continue

Person ID (MIN)	Full Name	Fellowship Post Nominals	State	Country
<input type="checkbox"/> 222227	Stewart Lee		NSW	Australia
<input checked="" type="checkbox"/> 222224	Aria Gizzonii		NSW	Australia

Select Cancel

Figure 40

3. If you are unable to find your supervisor, click the **Cancel** button to navigate back one step. Refer to **Figure 41**.

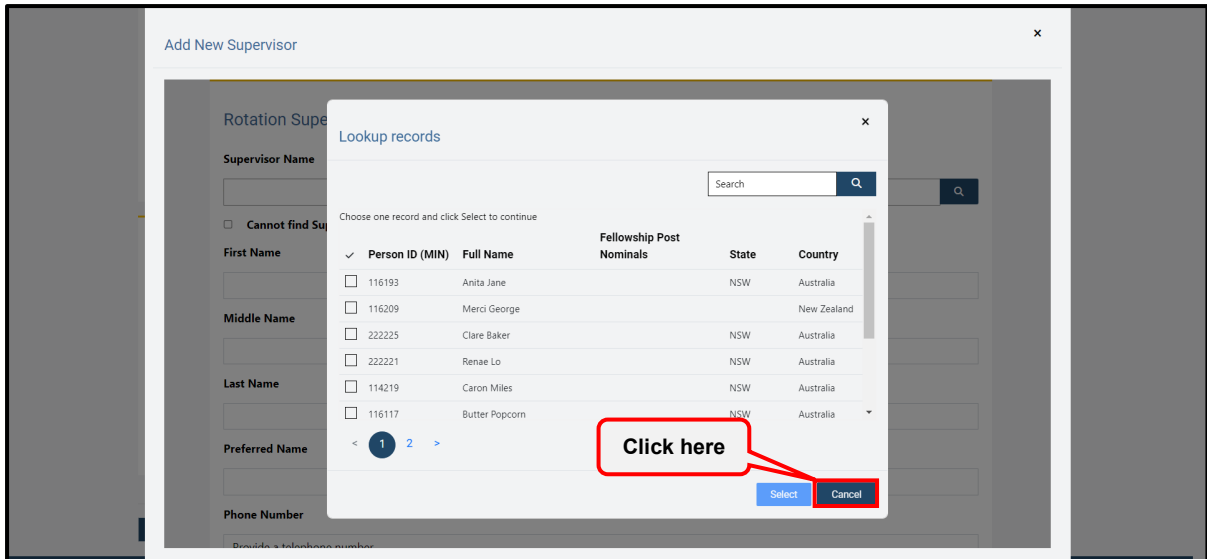


Figure 41

4. Select the checkbox 'Cannot find supervisor' and populate:
 - a. First Name
 - b. Last Name
 - c. Phone Number
 - d. Email
 - e. Start Date
 - f. End Date. Refer to Figure 42.

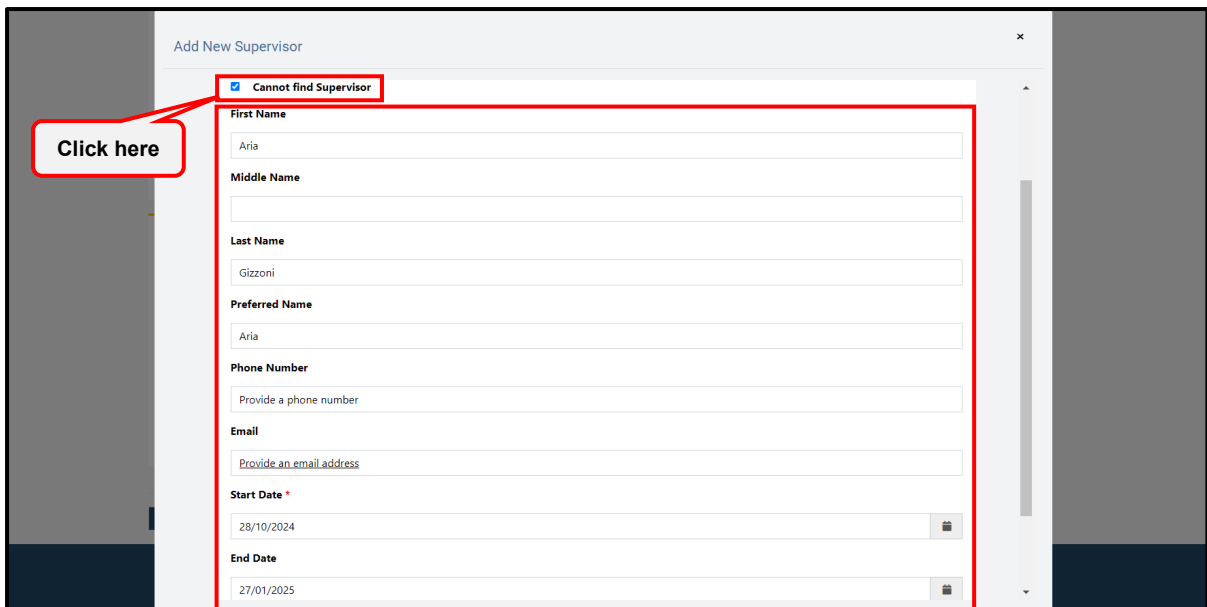
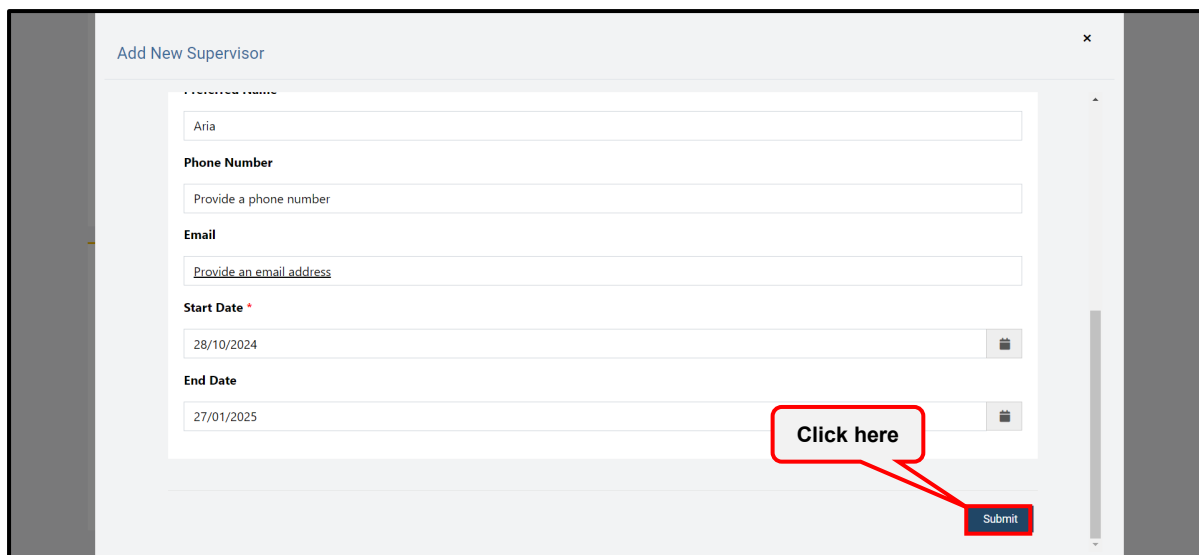


Figure 42

5. Click on **Submit**. Refer to Figure 43.



Add New Supervisor

NAME

Aria

Phone Number

Provide a phone number

Email

Provide an email address

Start Date *

28/10/2024

End Date

27/01/2025

Click here

Submit

Figure 43

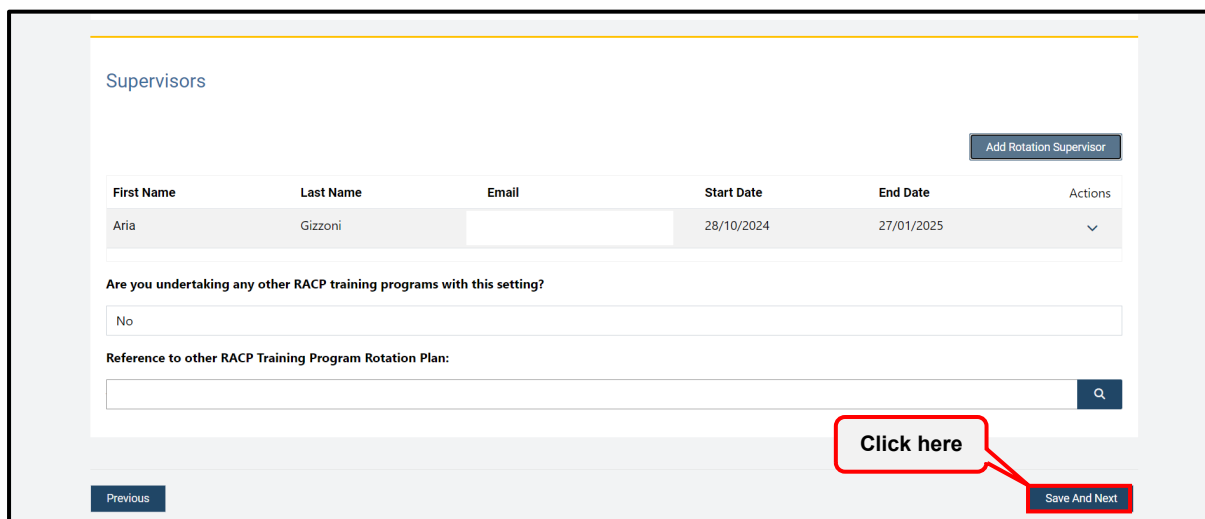


Note: *If you need to edit the dates you entered for your Rotation Supervisor, select the dropdown icon under Actions and click on Edit. Update dates as necessary and click on Submit.*

If you have accidentally added the incorrect Supervisor name, update the end date to today's date and add a new supervisor.

Please refer to your handbook for supervision requirements. Advanced Trainees should nominate 2 supervisors per rotation.

6. Click **Save and Next**. Refer to **Figure 44**.



Supervisors

Add Rotation Supervisor

First Name	Last Name	Email	Start Date	End Date	Actions
Aria	Gizzoni		28/10/2024	27/01/2025	▼

Are you undertaking any other RACP training programs with this setting?

No

Reference to other RACP Training Program Rotation Plan:

Click here

Previous

Save And Next

Figure 44

7. The **Training Phase** section may be auto populated based on the dates you entered in the **Training Details** stage. If it is not auto-populated, make sure that mandatory fields are complete. Refer to **Figure 45**.



New Rotation Plan Exit

Plan Type Training Details Learning Plans Declarations Summary

Warning!
Please complete Coverage Offered for the Curriculum Coverage.

Training Phase

Training Phase *

Julian Charles - Basic Training AU (PCH) 2025 - 1 - Foundation

Learning Plan

Learning Goal	Coverage Offered	Modified On	Actions
Acutely unwell patients	No	22/10/2024 9:49 PM	

Figure 45

8. Observe the **Learning Plan** section and click on the dropdown arrow under **Actions** to either **View Details** (read only form) or **Edit**. Refer to **Figure 50**.

Learning Plan

Learning Goal	Coverage Offered	Modified On	Actions
Acutely unwell patients	No	22/10/2024 9:49 PM	<input type="checkbox"/> View details ✎ Edit
Communication with patients	No	22/10/2024 9:49 PM	
Documentation	No	22/10/2024 9:49 PM	
Knowledge	No	22/10/2024 9:49 PM	
Prescribing	No	22/10/2024 9:49 PM	

Figure 46

- a. If Edit selected: Update the **Coverage Offered** and **Opportunities Available** fields. Click **Submit**. Refer to **Figure 47**.

Edit Learning Plan Details

Learning Plan

Learning Goal *

Acutely unwell patients

Coverage Offered *

Yes

Opportunities Available

working in the clinic, ward rounds, family meetings, working in the dialysis unit

Submit

Figure 47

- b. If View Details selected, click on the 'X' button at the top righthand corner of the screen to exit. Refer to **Figure 48**.

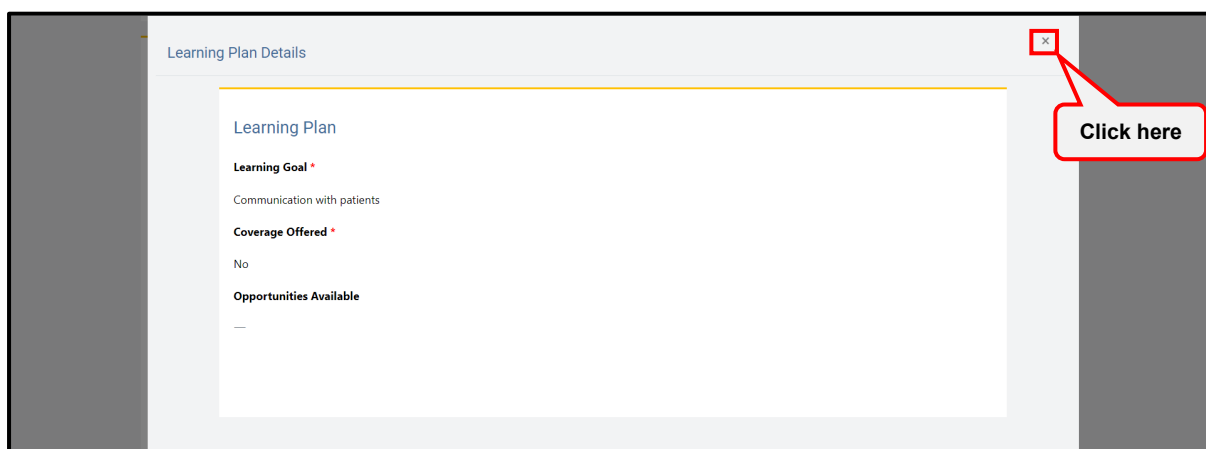


Figure 48

9. In the **Custom Goals section**, add any custom goals via the **Add Custom Goal** button. Refer to **Figure 49**.

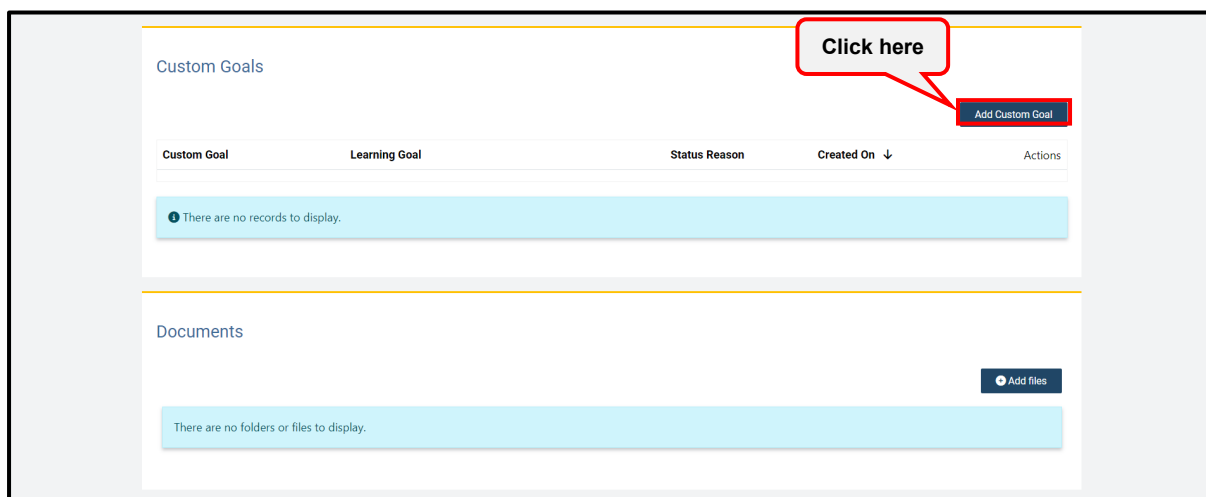


Figure 49

10. Populate the following:
- Custom Goal Name** (mandatory)
 - Learning Goal**. Refer to **Figure 50**.



Add New Custom Learning Goal

Custom Learning Goal

Custom Goal Name *

Patient Health Outcomes Through Comprehensive Care Management for patients with chronic kidney disease

Learning Goal

Clinical assessment and management

Training Program Cohort

Nephrology (AM) 2025

Learning Goal

Figure 50

- c. **‘What do you plan to learn?’**
- d. **‘How will you know you achieved this goal?’**
- e. **‘When do you plan to complete this goal?’** Refer to **Figure 51**.

Add New Custom Learning Goal

What do you plan to learn?

Lifestyle impacts on patients with chronic kidney disease
Prescribing and treatment options, particularly conservative care considerations

How will you know when you have achieved this goal?

Long term patient management and tracking kidney function over time
Contribute to a research project on conservative care outcomes in patients with CKD

When do you plan to complete this goal?

Long term tracking of patient progress over time working in a kidney unit for 12 months
Research data on conservative care collated and analyzed for publication in a research article

Submit

Figure 51

- 11. Click on **Submit**. Refer to **Figure 52**.



Add New Custom Learning Goal

What do you plan to learn?
Lifestyle impacts on patients with chronic kidney disease
Prescribing and treatment options, particularly conservative care considerations

How will you know when you have achieved this goal?
Long term patient management and tracking kidney function over time
Contribute to a research project on conservative care outcomes in patients with CKD

When do you plan to complete this goal?
Long term tracking of patient progress over time working in a kidney unit for 12 months
Research data on conservative care collated and analyzed for publication in a research article

Click here

Submit

Figure 52

12. If you would like to attach files to this Rotation Plan, click on the **'Add files'** button in the **Documents** section. Refer to **Figure 53**.

Custom Goals

Add Custom Goal

Custom Goal	Learning Goal	Status Reason	Created On ↓	Actions
Patient Health Outcomes Through Comprehensive Care Management for patients with chronic kidney disease	Clinical assessment and management	Active	22/10/2024 10:35 PM	▼

Documents

Click here

Add files

There are no folders or files to display.

Figure 53



Note: Once you click on **Add files**, click **Choose files** to browse and select the documents to be uploaded and click **Add files**.

To delete or replace a file you have uploaded, select **'Overwrite existing files'** and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (with no way to remove the first one).

There are certain file types that aren't supported: *ade, adp, ani, bas, bat, chm, cmd, com, cpl, crt, hlp, ht, hta, inf, ins, isp, job, js, jse, lnk, mda, mdb, mde, mdz, msc, msi, msp, mst, pcd, reg, scr, sct, shs, url, vb, vbe, vbs, wsc, wsf, wsh, exe, php, htaccess.ini, cab, and pif* files.



13. Click **Save and Next**. Refer to **Figure 54**.

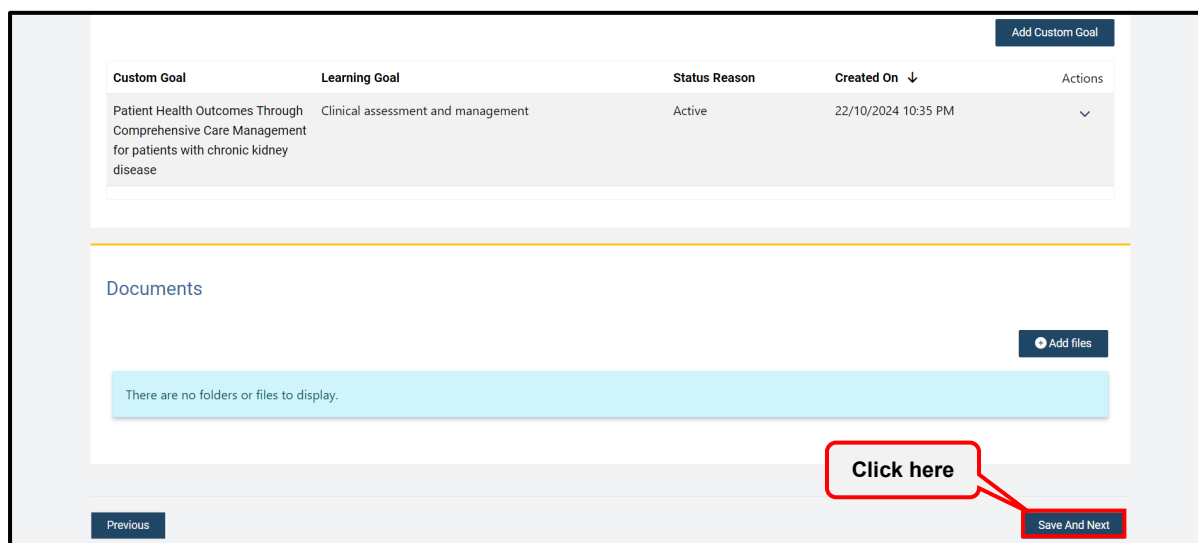


Figure 54

14. In the **Trainee Declarations** section, make your declarations by selecting the checkboxes. Click **Save and Next**. Refer to **Figure 55**.

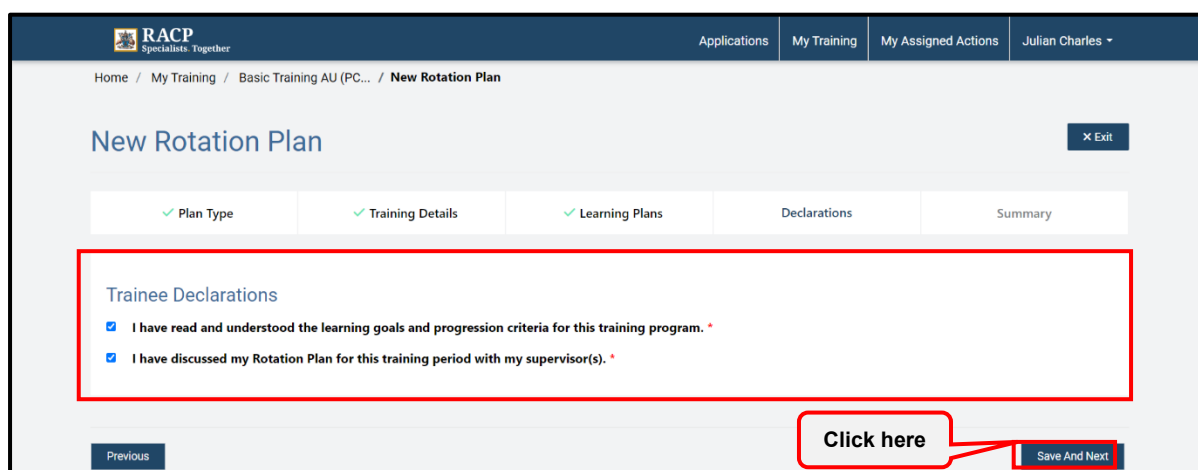


Figure 55

15. Review the Summary page of the Rotation Plan and click on **Submit** once verification complete. Refer to **Figure 56**.



There are no folders or files to display.

Supervisor Declarations

Supervisor ↑	Review Completion Date	Status
Aria Gizzoni		Incomplete

Declarations

- I have read and understood the learning goals and progression criteria for this training program
- I have discussed my Rotation Plan for this training period with my supervisor(s).

[Click here](#)

[Previous](#) [Submit](#)

Figure 56

16. You will see a system-generated success message. Your Rotation Plan has now been submitted for Review. Refer to **Figure 57**.

Applications | My Training | My Assigned Actions | Julian Charles ▾

✔ **Your Rotation Plan has been successfully submitted.**

Rotation Plan dates: 28/10/2024 - 27/01/2025

Training Setting: Alfred Hospital

Status: Submitted

Submission date: 22/10/2024

Your Rotation Plan has been submitted for review by your nominated supervisor/s and will then be sent on to RACP staff. You will be notified of the outcome of your rotation plan review as soon as possible.

[My Training Program: Click here](#)

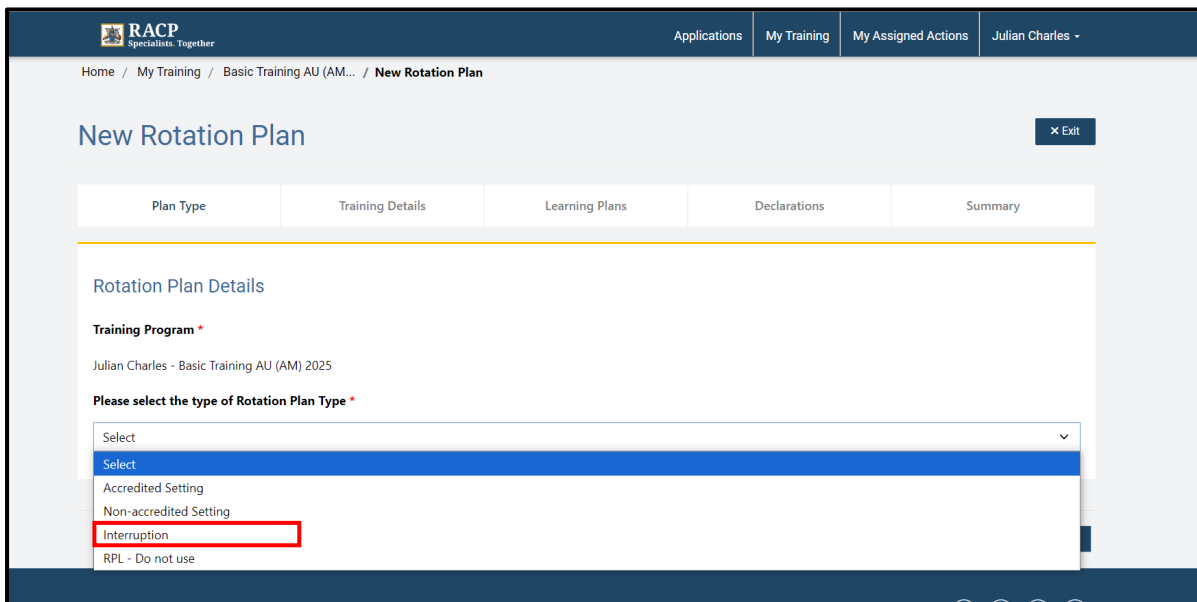
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Figure 57

Section 2.5: Create Interruption Rotation Plan

Context: This sub-section covers instructions to create an Interruption Rotation Plan. This type of plan is used to notify the RACP that you will be interrupting your training program, for more details on interrupting your training, refer to the [RACP website](#).

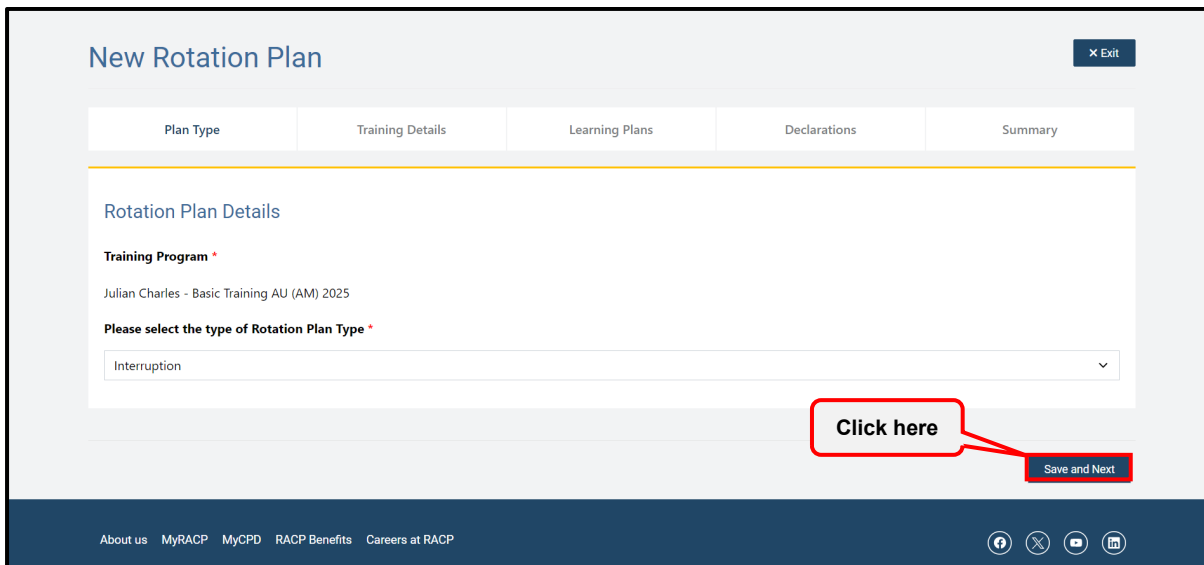
1. Select a **Rotation Plan Type** by clicking on the dropdown and choose **Interruption**. Refer to **Figure 58**.



The screenshot shows the 'New Rotation Plan' form in the RACP system. The form is divided into five tabs: Plan Type, Training Details, Learning Plans, Declarations, and Summary. The 'Plan Type' tab is active. Under 'Rotation Plan Details', the 'Training Program' is set to 'Julian Charles - Basic Training AU (AM) 2025'. Below this, there is a dropdown menu labeled 'Please select the type of Rotation Plan Type *'. The dropdown is open, showing options: 'Select', 'Accredited Setting', 'Non-accredited Setting', 'Interruption' (highlighted with a red box), and 'RPL - Do not use'.

Figure 58

2. Click **Save and Next**. Refer to **Figure 59**.

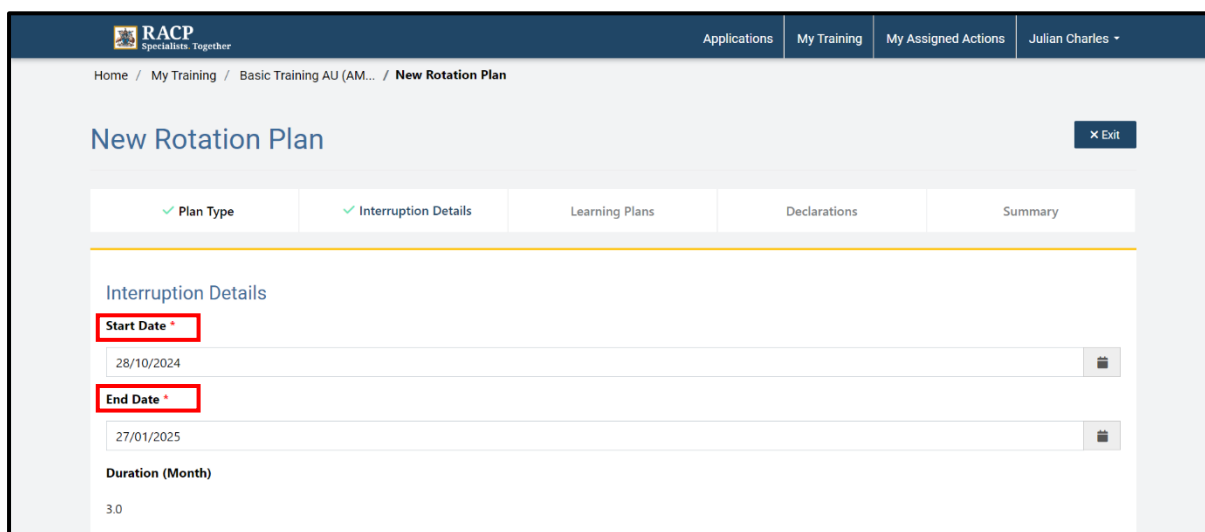


The screenshot shows the 'New Rotation Plan' form with the 'Interruption' option selected in the dropdown menu. A red callout box with the text 'Click here' points to the 'Save and Next' button at the bottom right of the form.

Figure 59

3. Within the **Interruption Details stage** of the process, populate the mandatory fields (marked with a red asterisk). Refer to **Figure 60**.
 - **Start Date**

- **End Date**




The screenshot shows the 'New Rotation Plan' page with a navigation bar at the top containing 'Applications', 'My Training', 'My Assigned Actions', and 'Julian Charles'. Below the navigation bar is a breadcrumb trail: 'Home / My Training / Basic Training AU (AM... / New Rotation Plan'. The main heading is 'New Rotation Plan' with an 'Exit' button. A progress bar shows five steps: 'Plan Type' (checked), 'Interruption Details' (checked), 'Learning Plans', 'Declarations', and 'Summary'. The 'Interruption Details' section contains the following fields:

- Start Date ***: 28/10/2024
- End Date ***: 27/01/2025
- Duration (Month)**: 3.0

Figure 60

- Select the **Interruption Type** from the dropdown list. Refer to **Figure 61**.



This screenshot shows a close-up of the 'Interruption Details' form. The 'End Date' field is set to 27/01/2025 and the 'Duration (Month)' is 3.0. The 'Interruption Type' dropdown menu is open, showing the following options:

- Select
- Annual leave longer than two months
- Parental leave
- Medical leave
- Personal leave
- Locum/research/voluntary
- Work not associated with the college
- Training being undertaken in a different RACP training program
- Yes

Below the dropdown is the 'Additional Interruption Comments *' field, which is currently empty.

Figure 61

Note: Check the field 'Returning to the same Setting?' - currently the portal form defaults to 'yes'. Trainees may need to update this to 'no' depending on their circumstances.

- Add any **Additional Interruption Comments**, as required. Refer to **Figure 62**.



3.0

Interruption Type *

Personal leave

Interruption Evidence Document Uploaded

Yes

Interruption Time Excluded

No

Returning to the same Setting?

Yes

Additional Interruption Comments *

Please find attached evidence of my personal leave.

Figure 62

- **Training Phase:** This field will be automatically populated by the system if the dates you have provided fall within a particular phase of your training program. Refer to **Figure 63**.

Lookup records

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Name	Training Phase
<input type="checkbox"/>	Julian Charles - Basic Training AU (AM) 2025 - 1 - Foundation	1 - Foundation
<input checked="" type="checkbox"/>	Julian Charles - Basic Training AU (AM) 2025 - 2 - Consolidation	2 - Consolidation
<input type="checkbox"/>	Julian Charles - Basic Training AU (AM) 2025 - 3 - Completion	3 - Completion

Select Cancel

Figure 63

4. Optionally populate the following fields. Refer to **Figure 64**.

- **'Interruption Evidence Document Uploaded'**



Note: This field is actually for internal staff to fill in, not required to be filled in by trainees.

- **'Returning to the same Setting?'**



Interruption type
Personal leave

Interruption Evidence Document Uploaded

Yes

Interruption Time Excluded

No

Returning to the same Setting?

Yes

Additional Interruption Comments *

Please find attached evidence of my personal leave.

Training Phase *

Julian Charles - Basic Training AU (AM) 2025 - 2 - Consolidation

Figure 64

5. Click **Save and Next**. Refer to **Figure 65**.



Note: You may notice an error message saying 'Rotation plan dates are not within a single Training phase. Please review dates or add manually.'

You can check the dates and change if required, or else you can still proceed.

Personal leave

Interruption Evidence Document Uploaded

Yes

Interruption Time Excluded

No

Returning to the same Setting?

Yes

Additional Interruption Comments *

Please find attached evidence of my personal leave.

Training Phase *

Julian Charles - Basic Training AU (AM) 2025 - 2 - Consolidation

Click here

Previous

Save And Next

Figure 65

6. Upload any evidence or documents for your interruption by clicking on the 'Add files' button. Refer to **Figure 66**.

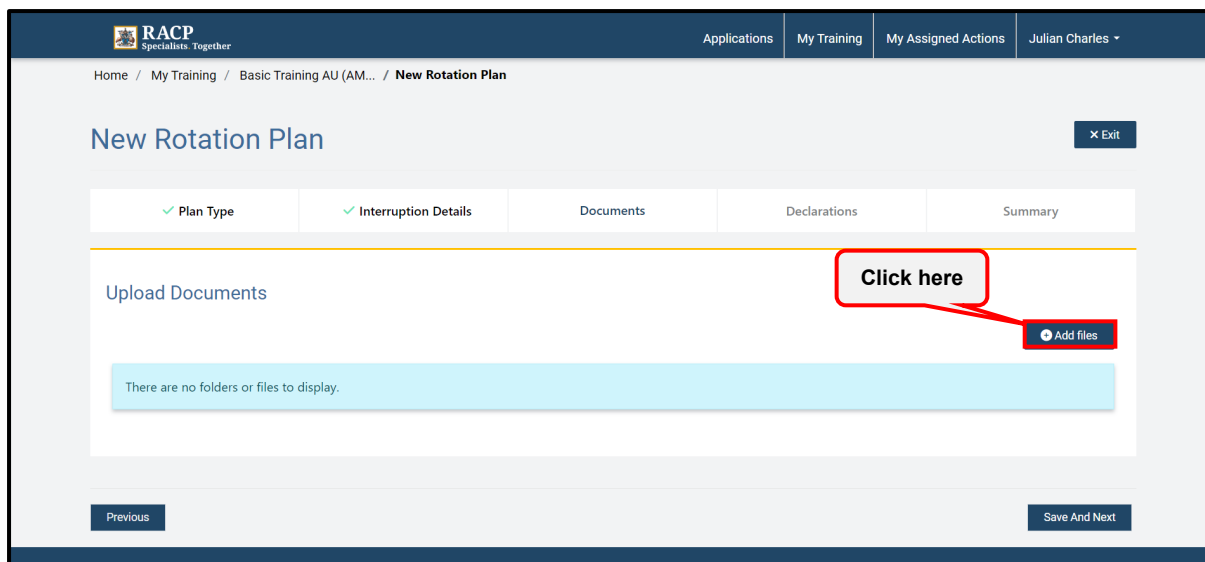


Figure 66

7. Click **Save and Next**. Refer to **Figure 67**.

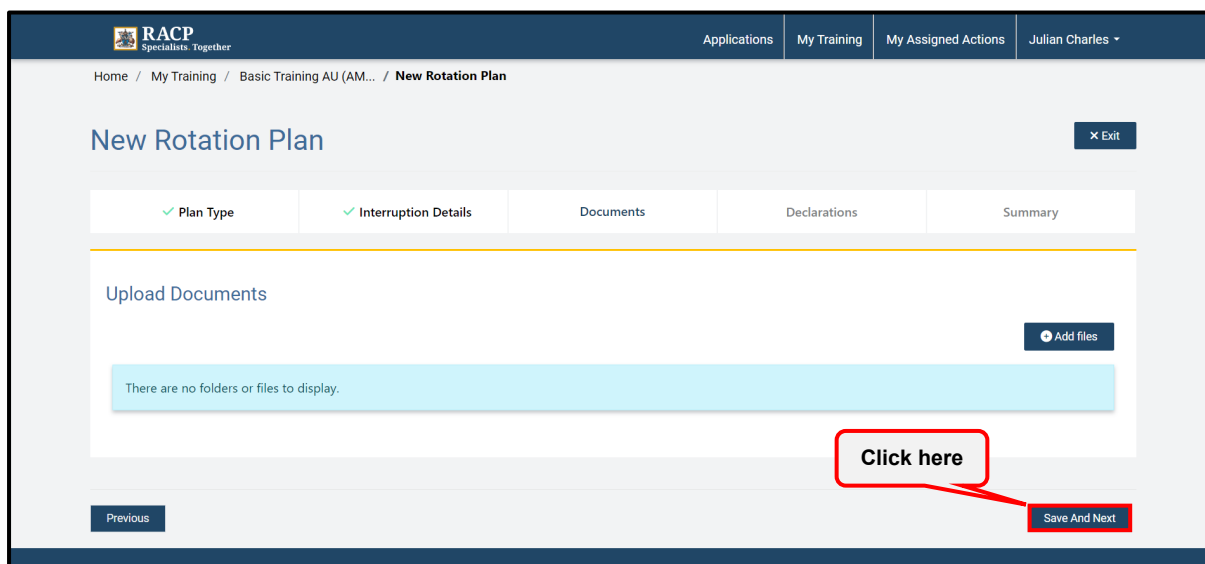


Figure 67

8. In the Declarations stage, make your declarations by selecting the checkboxes. Refer to **Figure 68**.

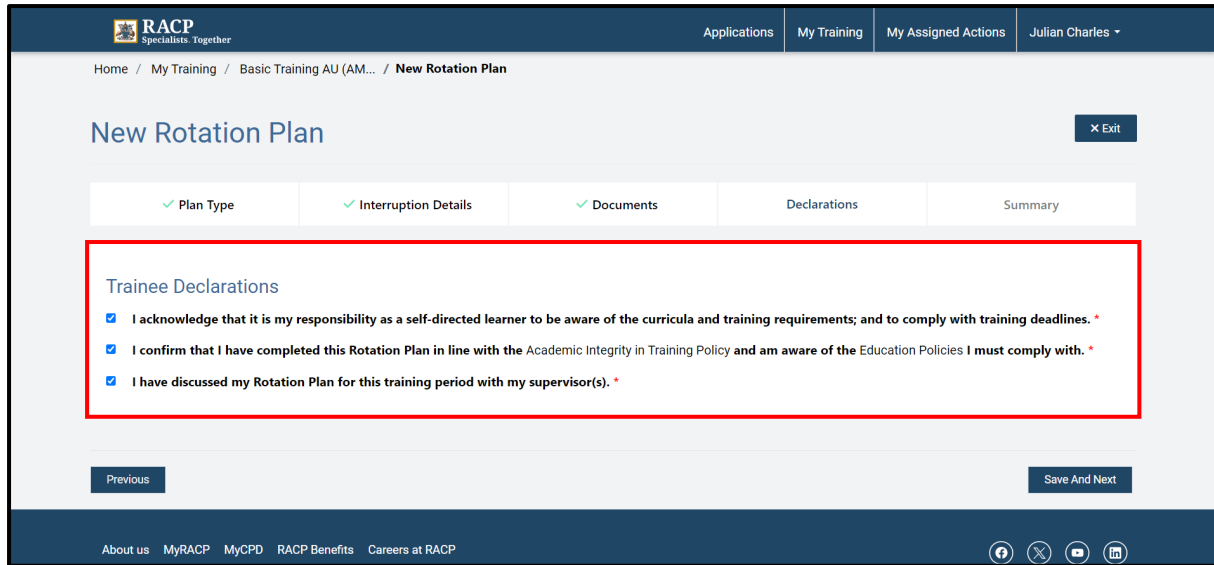


Figure 68

9. Click **Save and Next**. Refer to **Figure 69**.

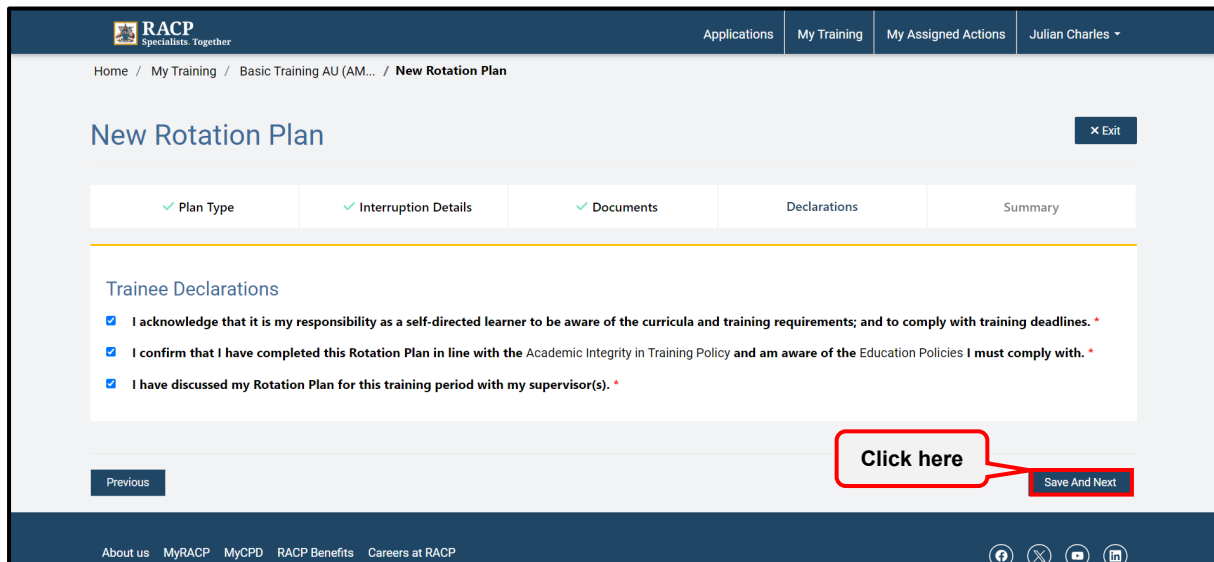


Figure 69

10. Review the Summary page of the Rotation Plan and click on **Submit** once verification complete. Refer to **Figure 70**.



Supervisor Declarations

Supervisor ↑	Review Completion Date	Status
There are no records to display.		

Declarations

- I acknowledge that it is my responsibility as a self-directed learner to be aware of the curricula and training requirements; and to comply with training deadlines.
- I confirm that I have completed this Rotation Plan in line with the Academic Integrity in Training Policy and am aware of the Education Policies I must comply with.
- I have discussed my Rotation Plan for this training period with my supervisor(s).

Previous Submit

Click here

Figure 70

11. You will receive a system-generated success message after submitting. Your Rotation Plan has now been submitted for Review. Refer to **Figure 71**.

Applications My Training My Assigned Actions Julian Charles

✔ **Your Rotation Plan has been successfully submitted.**

Rotation Plan dates: 28/10/2024 - 27/01/2025

Status: Submitted

Submission date: 23/10/2024

Your rotation plan has been sent to RACP staff. You will be notified on the outcome of your rotation plan review as soon as possible.

My Training Program: [Click here](#)

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Figure 71



Section 3: Edit your Rotation Plan after submission

Context: Use these instructions to edit your Rotation Plan after submission. Once the Rotation Plan requires certification, it will no longer be editable.

If you need to make changes to your Rotation Plan and are unable to, please [contact RACP Member Services](#)

1. To make your changes, click on the downward facing arrow under **Actions** and select **Edit**. Refer to **Figure 72**.

The screenshot shows a web interface titled "All Rotation Plans". It features a search bar and a button "Add New Rotation Plan". Below is a table with columns: Name, Plan Status, Plan Type, Start Date, End Date, FTE, Plan Duration (Month), Phase, Program Setting, Status, and Actions. The first row is for "Julian Charles - Accredited Setting - Basic Training AU (AM) 2025". The "Status" is "Plan Pending" and the "Actions" column has a dropdown menu with "View details" and "Edit" options. A red box highlights the "Edit" option, and a red arrow points to it from a box labeled "Click here".

Name	Plan Status	Plan Type	Start Date	End Date	FTE	Plan Duration (Month)	Phase	Program Setting	Status	Actions
Julian Charles - Accredited Setting - Basic Training AU (AM) 2025	Submitted	Accredited Setting	28/10/2024	27/01/2025	1.0	3.0	Julian Charles - Basic Training AU (AM) 2025 - 2 - Consolidation	Basic Training AU (Adult Medicine) - Bayside - Peninsula Consortium (Vic) - Alfred Hospital	Plan Pending	View details Edit
Julian Charles - Interruption - Basic Training AU (AM) 2025	Submitted	Interruption	28/10/2024	27/01/2025	1.0	3.0	Julian Charles - Basic Training AU (AM) 2025 - 2 - Consolidation		Plan Pending	

The fields you can update for Accredited plans are:

- Start Date
- End Date
- FTE
- Rotation Type
- Comments

You can also perform the following:

- Add Rotation Supervisors
- Update Rotation Supervisor dates
- Add Custom Goals
- Edit Learning Goals in your Learning Plan

After updating your plan, you will be required to resubmit it for review and it will go into Amended – In Review Supervisor/DPE Plan Status.



Note: *If you need to change the Rotation Plan type or setting (i.e., to an interruption, or vice versa), you can update the start and end date for the original Rotation Plan to cover the period before the change. Then, create a new Rotation Plan with the relevant details.*

When the plan is returned to you for further information / input, it will appear under My Assigned Actions.

All Rotation Plans

☰ My Open Rotation Plans ▾

Name	Plan Status	Plan Type	Start Date	End Date	FTE	Plan Duration (Month)	Phase	Training Program Setting	Validation Status	Actions
Julian Charles - Accredited Setting - Basic Training AU (AM) 2025	Amended - In Review Supervisor/DPE	Accredited Setting	28/10/2024	27/01/2025	1.0	3.0	Julian Charles - Basic Training AU (AM) 2025 - 2 - Consolidation	Basic Training AU (Adult Medicine) - Bayside - Peninsula Consortium (Vic) - Alfred Hospital	Plan Pending	▾
Julian Charles - Interruption - Basic Training AU (AM) 2025	Submitted	Interruption	28/10/2024	27/01/2025	1.0	3.0	Julian Charles - Basic Training AU (AM) 2025 - 2 - Consolidation		Plan Pending	▾

The fields you can update for Non-Accredited plans are:

- Start Date
- End Date
- FTE
- Rotation Type
- Comments

You are able to also perform the following:

- Add Rotation Supervisors
- Add Custom Goals
- Edit Learning Goals in your Learning Plan

After updating your plan, you will be required to resubmit it for review and it will go into Amended – In Review Supervisor/DPE Plan Status.



Note: *If you need to change the Rotation Plan type (i.e., to an interruption, or vice versa), you can update the start and end date for the original Rotation Plan to cover the period before the change. Then, create a new Rotation Plan with the relevant details.*

When the plan is returned to you for further information / input, it will appear under My Assigned Actions.



The fields you can update for Interruption plans are:

- Start Date
- End Date
- Additional Interruption Comments
- Training Phase

After updating your plan, you will be required to resubmit it for review and it will go into Amended Plan Status.

Section 4: Summary of Outcomes

The **Rotation Plan guide** is now complete. You now have instructions to:

- Create an Accredited Rotation Plan
- Create a Non-accredited Rotation Plan
- Create an Interruption Rotation Plan
- Nominate a Rotation Supervisor
- Edit a Learning Plan including the coverage offered and opportunities available
- Add custom goals to the Rotation Plan
- Edit a Rotation Plan after submission