



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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Version control

Update by	Date	Version	Note
TMP Project	22/01/25	2.0	Final version - Rotation Plan first rotation checkbox added
TMP Project	4/11/24	1.0	Initial version



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**.

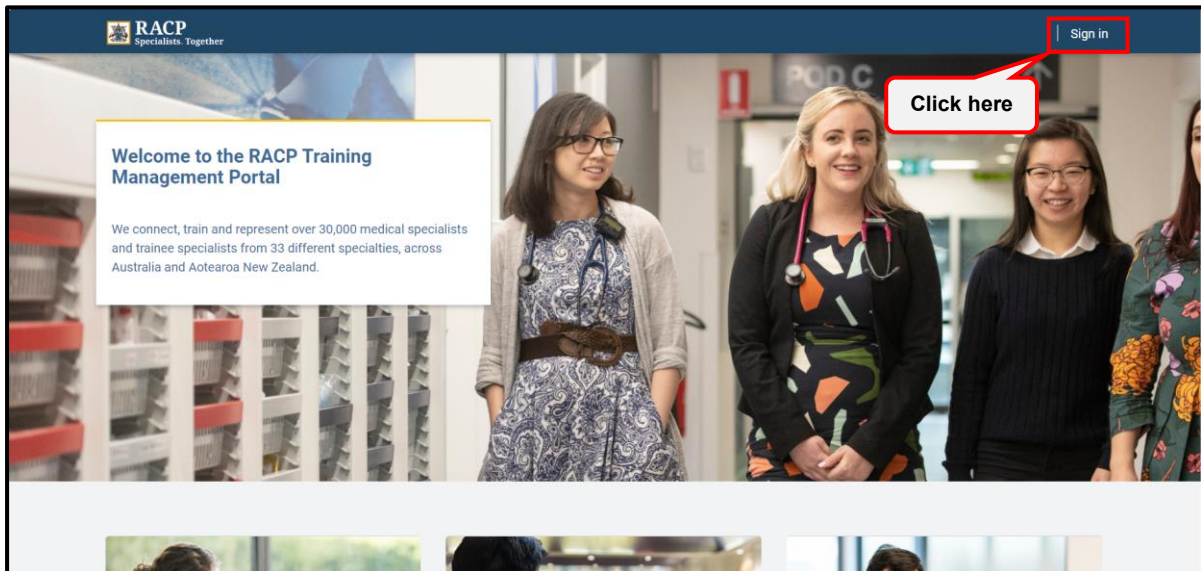


Figure 1

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](#)

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**.

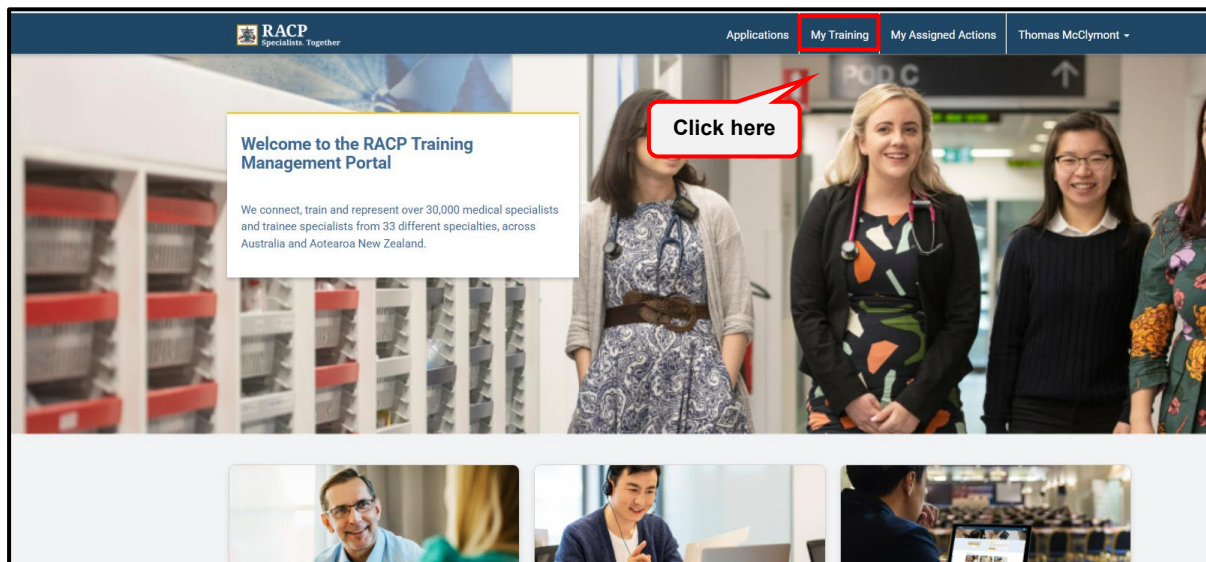


Figure 4

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**.

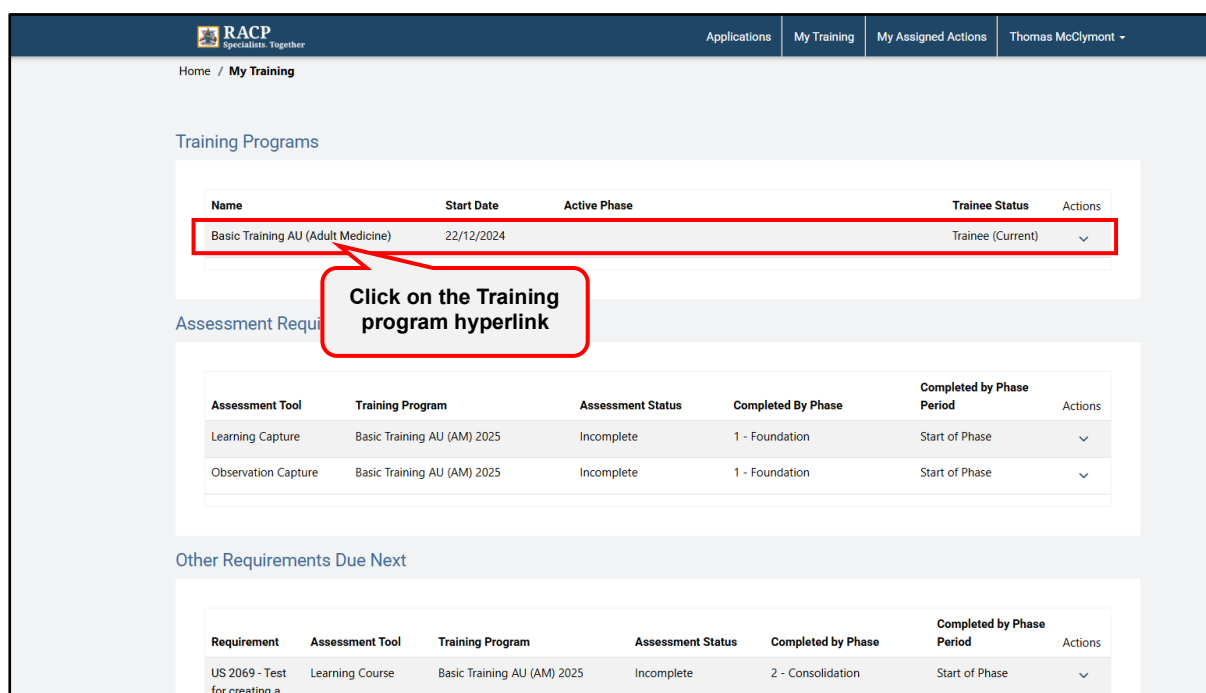


Figure 5



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

Home / My Training / Basic Training AU (AM) 2025

Basic Training AU (AM) 2025 Exit

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

Supervisor Nominations Add New Supervisor

Supervisor	State	Training Role	Start Date	End Date	Assignment Status	Actions
Elinor DPE	ACT	Education Supervisor	05/01/2025	25/12/2025	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
Thomas McClymont - Accredited Setting - Basic Training AU (AM)	Amended - In Review	Accredited Setting	22/12/2024	03/01/2025	1.0	0.4	1 - Foundation	Basic Training AU (Adult Medicine) -	Plan Pending	▼

Figure 6

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

Home / My Training / Basic Training AU (AM) 2025

Basic Training AU (AM) 2025 Exit

General Assessment Requirements Learning Goal Requirements Clinical Experiences Training Plan

Supervisor Nominations Add New Supervisor

Supervisor	State	Training Role	Start Date	End Date	Assignment Status	Actions
Elinor DPE	ACT	Education Supervisor	05/01/2025	25/12/2025	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
Thomas McClymont - Accredited Setting - Basic Training AU (AM)	Amended - In Review	Accredited Setting	22/12/2024	03/01/2025	1.0	0.4	1 - Foundation	Basic Training AU (Adult Medicine) -	Plan Pending	▼

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**.

The screenshot shows the 'New Rotation Plan' page. At the top, there's a navigation bar with 'Applications', 'My Training', 'My Assigned Actions', and 'Thomas McClymont'. Below that, a breadcrumb trail reads 'Home / My Training / Basic Training AU (AM) / New Rotation Plan'. The main heading is 'New Rotation Plan' with an 'Exit' button. A tabbed interface shows 'Plan Type', 'Training Details', 'Learning Plans', 'Declarations', and 'Summary'. The 'Rotation Plan Details' section includes 'Training Program' (Basic Training AU (AM) 2025) and a dropdown menu for 'Please select the type of Rotation Plan Type'. The dropdown is open, showing options: 'Select', 'Accredited Setting' (highlighted with a red box), 'Non-accredited Setting', and 'Interruption'.

Figure 8

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

The screenshot shows the 'New Rotation Plan' page. At the top, there's a navigation bar with 'Applications', 'My Training', 'My Assigned Actions', and 'Thomas McClymont'. Below that, a breadcrumb trail reads 'Home / My Training / Basic Training AU (AM) / New Rotation Plan'. The main heading is 'New Rotation Plan' with an 'Exit' button. A tabbed interface shows 'Plan Type', 'Training Details', 'Learning Plans', 'Declarations', and 'Summary'. The 'Rotation Plan Details' section includes 'Training Program' (Basic Training AU (AM) 2025) and a dropdown menu for 'Please select the type of Rotation Plan Type'. Below the dropdown is a yellow information box: 'This option should be selected where your training setting/position is appropriately accredited towards this Training Program. If unsure, please view the 'accredited settings for this program' or select Non-accredited Training Position.' The dropdown is now closed, showing 'Accredited Setting' selected. At the bottom right, a red box highlights the 'Save and Next' button, with a callout bubble saying 'Click here'.

Figure 9



IMPORTANT INFORMATION:

Trainees commencing their Training Program from 2025 onward

In order for your Training Program start date to be recorded, under 'The Rotation start date is also the start date of my Training Program' option, please select the checkbox as shown below for you First Rotation.

Trainees who commenced in a new curriculum program in 2024, should not tick this checkbox.

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 Rotation start date is also the start date of my Training Program**
 - **Only one Rotation plan can be your “first rotation plan”**
 - **Setting this field will set your Training Start Date**



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 *
28/02/2025

End Date *
28/04/2025

FTE *
1.0

Duration (Month)
2.0

The Rotation start date is also the start date of my Training Program
Based on the start date of your program your training time is calculated. Once this information is submitted it will be read-only in this program for RACP processing.

Figure 10

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

Training Setting Details

Training Setting *
Hobart General

Country
Australia

State/Territory
TAS

City
Hobart

Network DPEs

Contact ↑

There are no records to display.

Setting DPEs

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**.



✓ Name ↑	Rotation Type
<input type="checkbox"/> Cardiology	Cardiology
<input type="checkbox"/> Emergency medicine (adult)	Emergency medicine (adult)
<input checked="" type="checkbox"/> General Medicine	General Medicine
<input type="checkbox"/> Nephrology (adult)	Nephrology (adult)

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.*

Rotation Type

Add an asterisk (*) at the end of your search to utilise the wildcard search feature.

Rotation Type *

General Medicine

Position Description (maximum 50,000 characters)

Please see attached PD.

Comments

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**.

The screenshot shows a web interface for managing supervisors. At the top, there is a 'Comments' section with a text area. Below this is the 'Supervisors' section, which contains a table with the following columns: First Name, Last Name, Email, Start Date, End Date, and Actions. The table is currently empty, with a message 'There are no records to display.' below it. A red callout box labeled 'Click here' points to a button labeled 'Add Rotation Supervisor' located in the 'Actions' column. At the bottom of the interface, there are two buttons: 'Previous' on the left and 'Save And Next' on the right.

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.

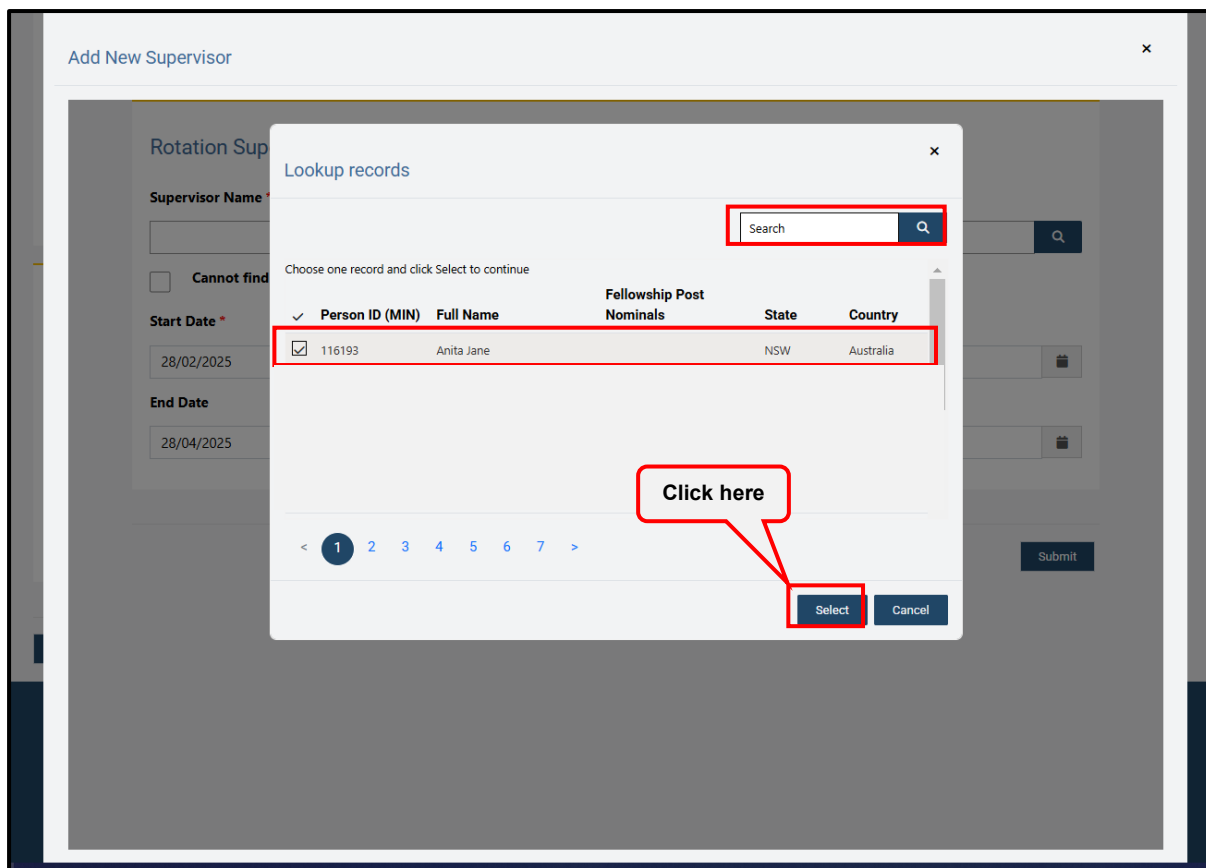


Figure 15

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

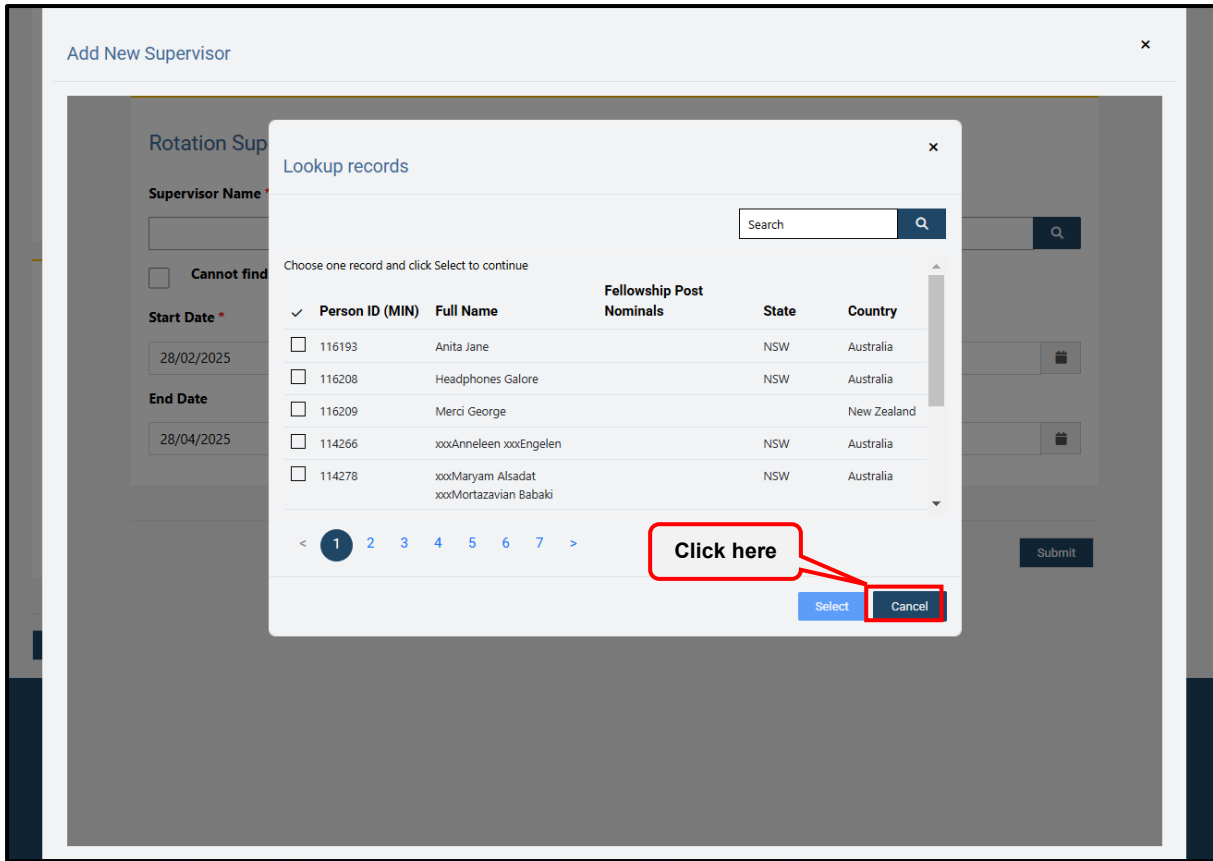


Figure 16

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**.



The screenshot shows a web form titled "Add New Supervisor". At the top left, there is a checkbox labeled "Cannot find Supervisor" which is checked. A red callout box with the text "Click here" points to this checkbox. Below the checkbox, a large red rectangular box encloses the following input fields: "First Name *", "Middle Name", "Last Name *", "Preferred Name", "Phone Number" (with the placeholder "Provide a telephone number"), "Email *", "Start Date *" (with the value "28/02/2025" and a calendar icon), and "End Date" (with the value "28/04/2025" and a calendar icon).

Figure 17

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

The screenshot shows the same "Add New Supervisor" form. The "Cannot find Supervisor" checkbox is now unchecked. The "First Name" field contains the text "Aria". The "Start Date" field contains "28/10/2024" and the "End Date" field contains "27/01/2025". At the bottom right of the form, a blue "Submit" button is highlighted with a red box. A red callout box with the text "Click here" points to this button.

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	Start Date	End Date	Actions
Aria	Gizzoni	28/02/2025	28/04/2025	▼

Previous

Save And Next

Click here

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**.

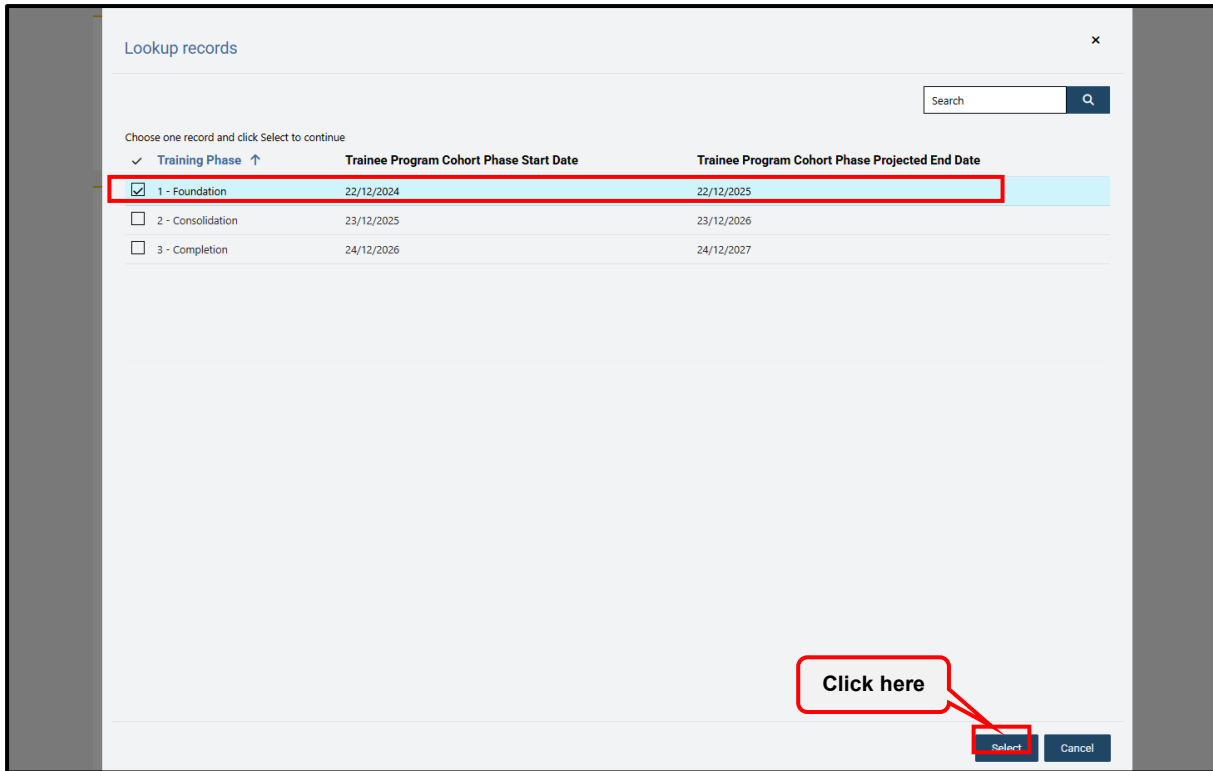
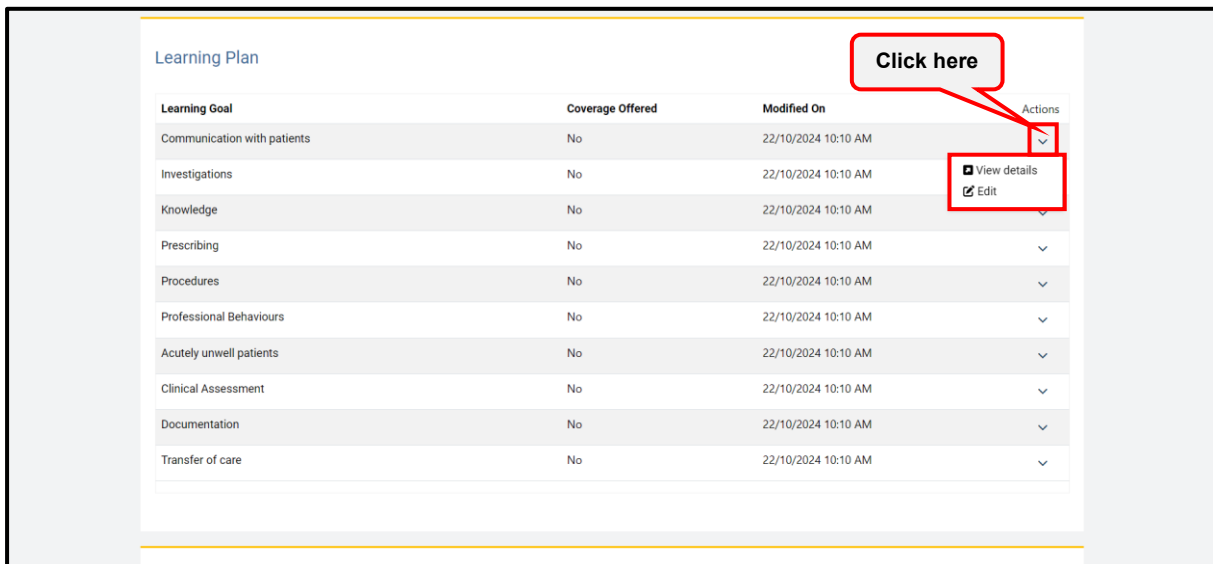
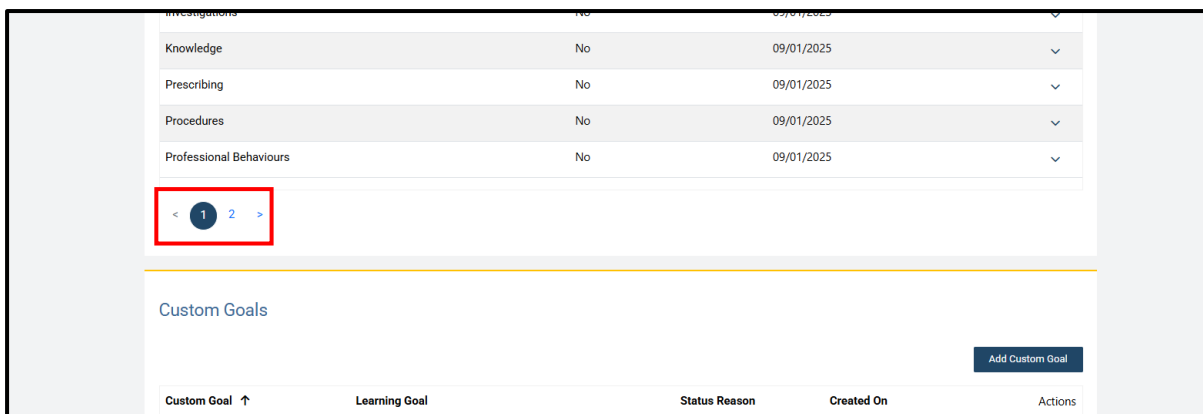


Figure 20

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 21**.





Investigations	No	09/01/2025	
Knowledge	No	09/01/2025	▼
Prescribing	No	09/01/2025	▼
Procedures	No	09/01/2025	▼
Professional Behaviours	No	09/01/2025	▼

< 1 2 >

Custom Goals

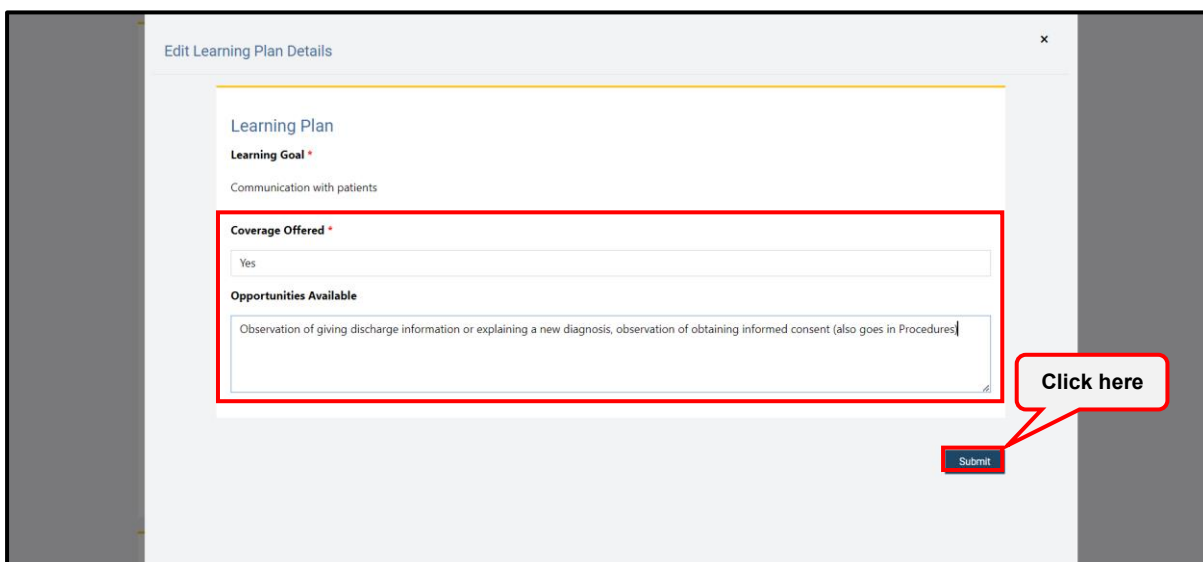
Add Custom Goal

Custom Goal ↑	Learning Goal	Status Reason	Created On	Actions
---------------	---------------	---------------	------------	---------

Figure 21

9. 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**.



Edit Learning Plan Details

Learning Plan

Learning Goal *

Communication with patients

Coverage Offered *

Yes

Opportunities Available

Observation of giving discharge information or explaining a new diagnosis, observation of obtaining informed consent (also goes in Procedures)

Submit

Click here

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**.

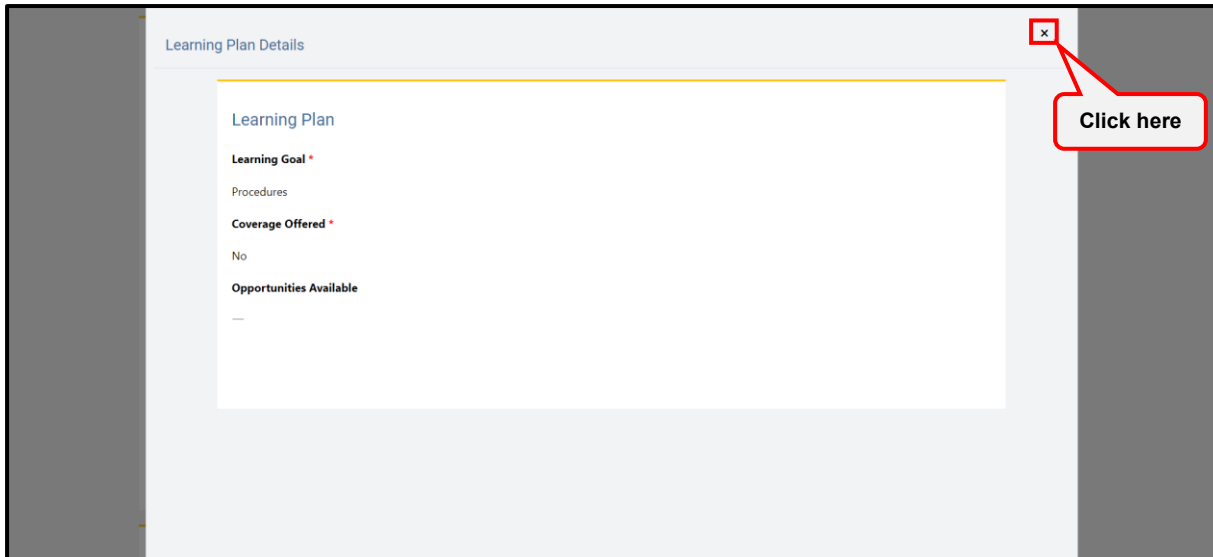


Figure 23

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**.

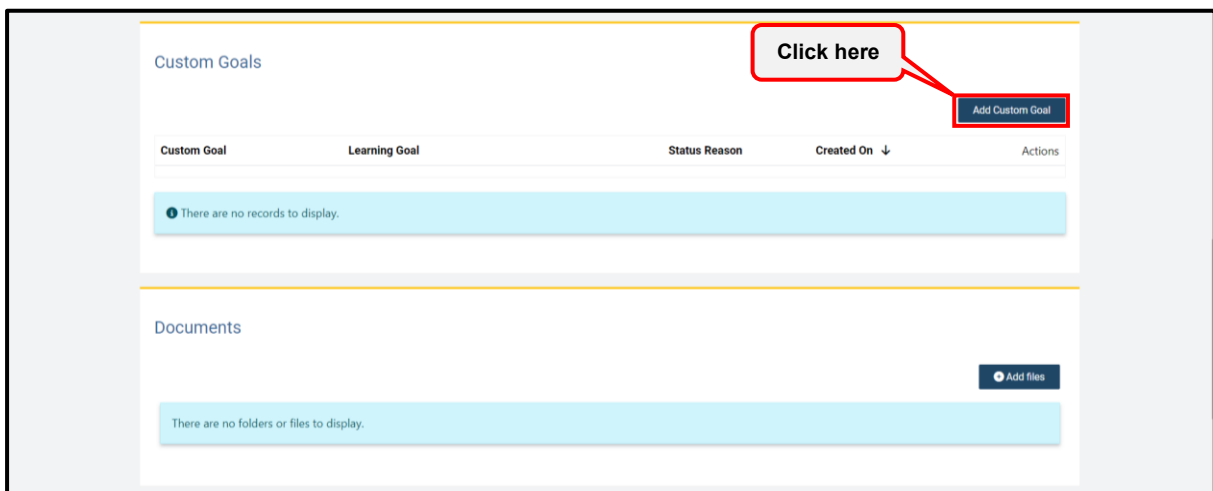


Figure 24

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



Add New Custom Learning Goal

Custom Learning Goal

Custom Goal Name *

Patient Health Outcomes Through Comprehensive Care Management

Learning Goal

Clinical Assessment

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.

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**.

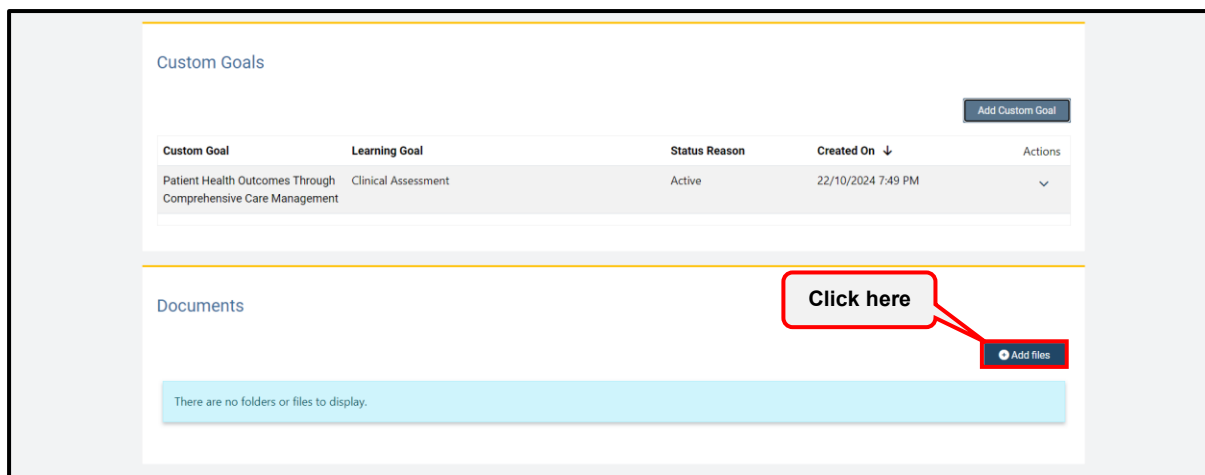


Figure 27



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.

IMPORTANT INFORMATION:

This information relates to when a trainee submits a Rotation Plan and the supervisor returns the Rotation Plan to the trainee. When the Rotation Plan is returned to the trainee, the TMP does not display the "Add File" button.

To upload files at this time, the trainee will need to email the file(s) to the relevant College inbox (i.e. their speciality for Advanced Training) so that staff can upload the file(s) on their behalf. See emails to contact below:

<u>Australia</u>	<u>Aotearoa New Zealand</u>
basictraining@racp.edu.au	basic.training@racp.org.nz
cardiology@racp.edu.au	cardiology@racp.org.nz
gastroenterology@racp.edu.au	gastroenterology@racp.org.nz
nephrology@racp.edu.au	nephrology@racp.org.nz
geriatrics@racp.edu.au	geriatrics@racp.org.nz
rehab@racp.edu.au	



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

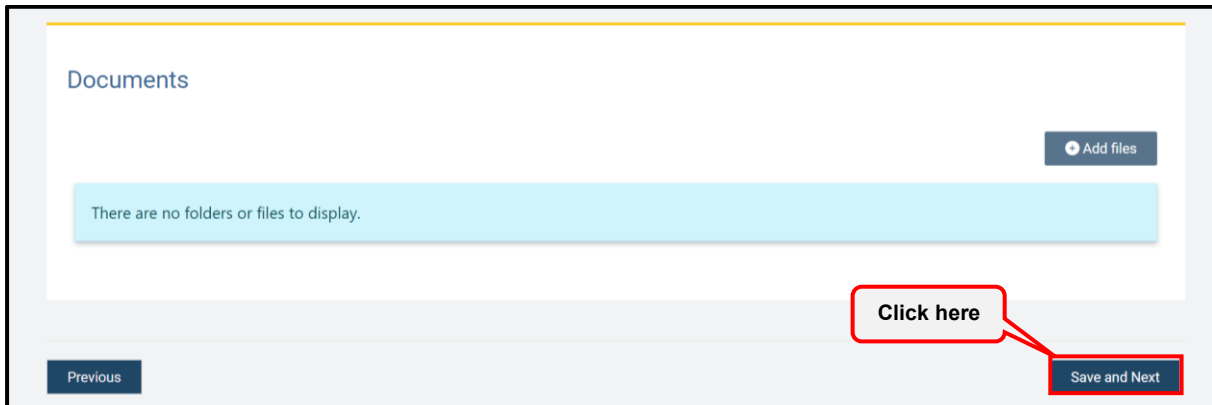


Figure 28

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

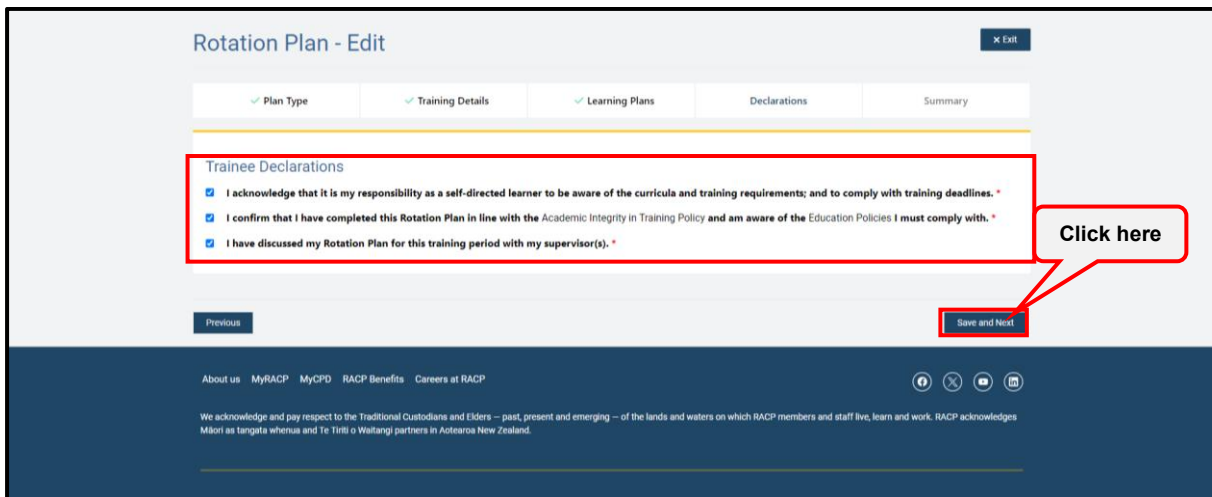


Figure 29

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 | Thomas McClymont ▾

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

Rotation Plan dates: 28/02/2025 - 28/04/2025

Training Setting: Hobart General

Status: Submitted

Initial Submission date: 09/01/2025

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.

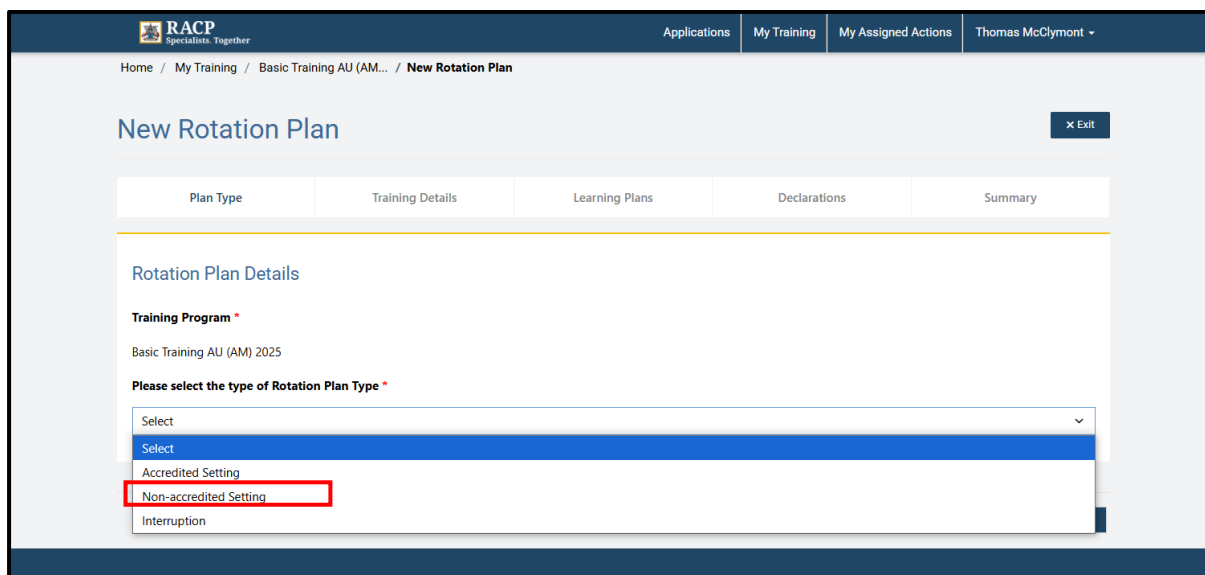
My Training Program: [Click here](#)

Figure 31

Section 2.3: Create Non-accredited Rotation Plan

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

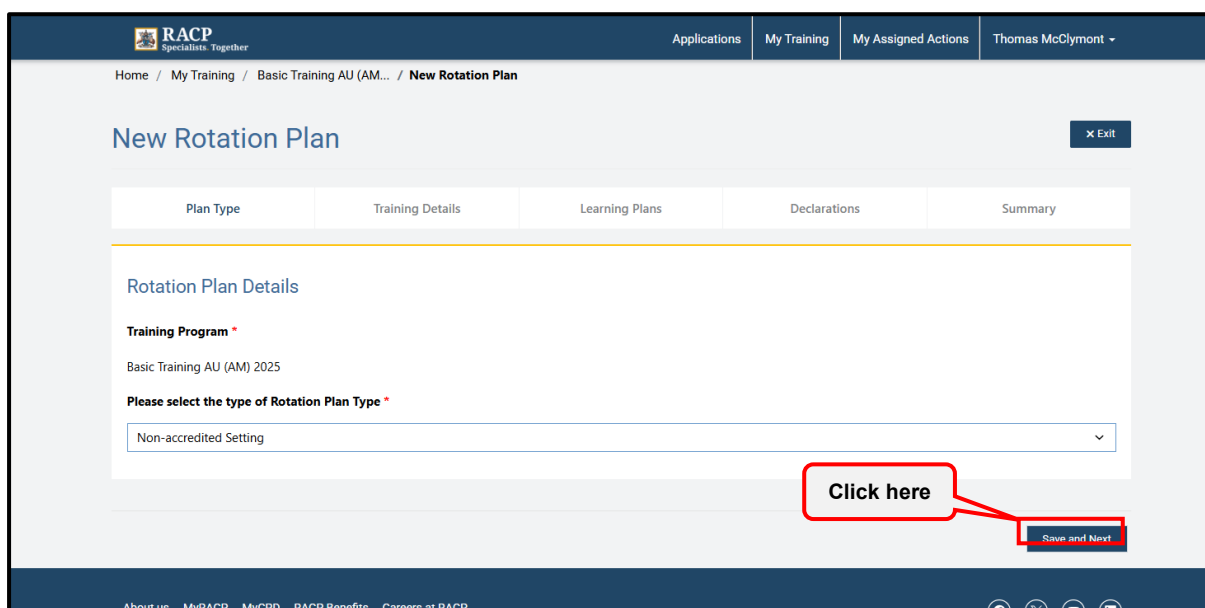
1. Select a **Rotation Plan Type** by clicking on the dropdown and choosing '**Non-accredited Setting**'. Refer to **Figure 32**.



The screenshot shows the 'New Rotation Plan' page in the RACP system. The breadcrumb trail is 'Home / My Training / Basic Training AU (AM) / New Rotation Plan'. The page title is 'New Rotation Plan' with an 'Exit' button. Below the title is a navigation bar with tabs: 'Plan Type', 'Training Details', 'Learning Plans', 'Declarations', and 'Summary'. The 'Training Details' tab is active. Under 'Rotation Plan Details', the 'Training Program' is 'Basic Training AU (AM) 2025'. A dropdown menu is open for 'Please select the type of Rotation Plan Type', showing options: 'Select', 'Accredited Setting', 'Non-accredited Setting' (highlighted with a red box), and 'Interruption'.

Figure 32

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

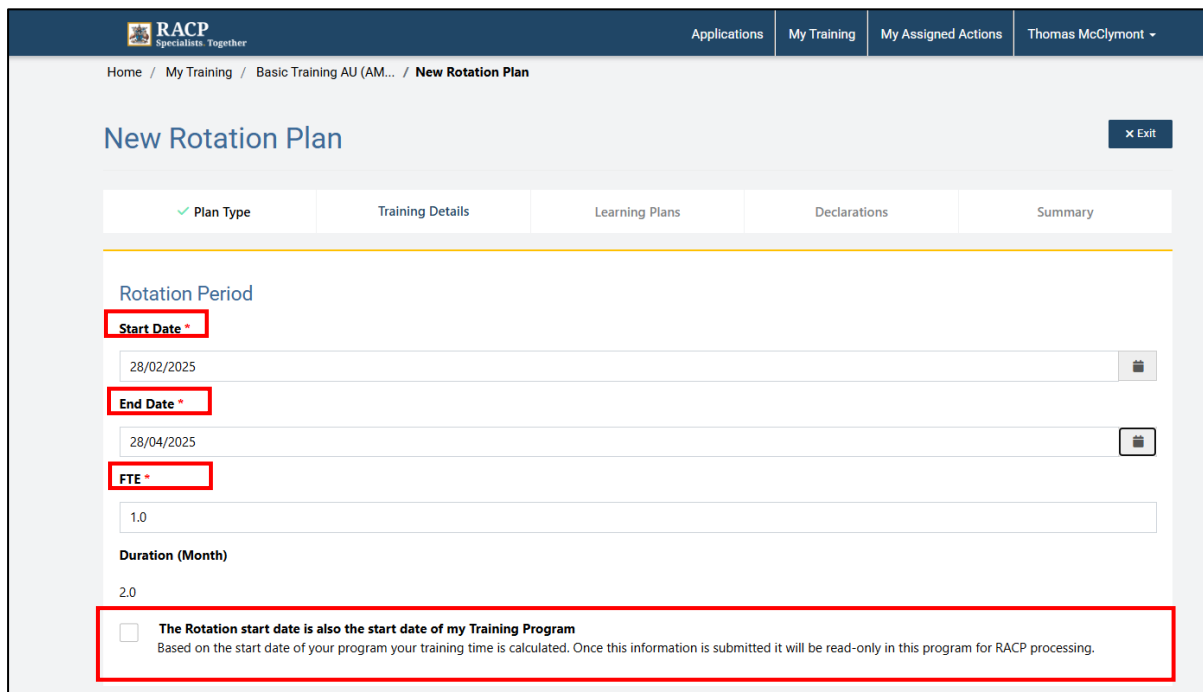


The screenshot shows the 'New Rotation Plan' page with the 'Please select the type of Rotation Plan Type' dropdown menu closed and 'Non-accredited Setting' selected. A red box highlights the 'Save and Next' button at the bottom right, with a callout bubble containing the text 'Click here'.

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**

- The Rotation start date is also the start date of my Training Program
 - a. Only one Rotation plan can be your “first rotation plan”
 - b. Setting this field will set your Training Start Date



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 *
28/02/2025

End Date *
28/04/2025

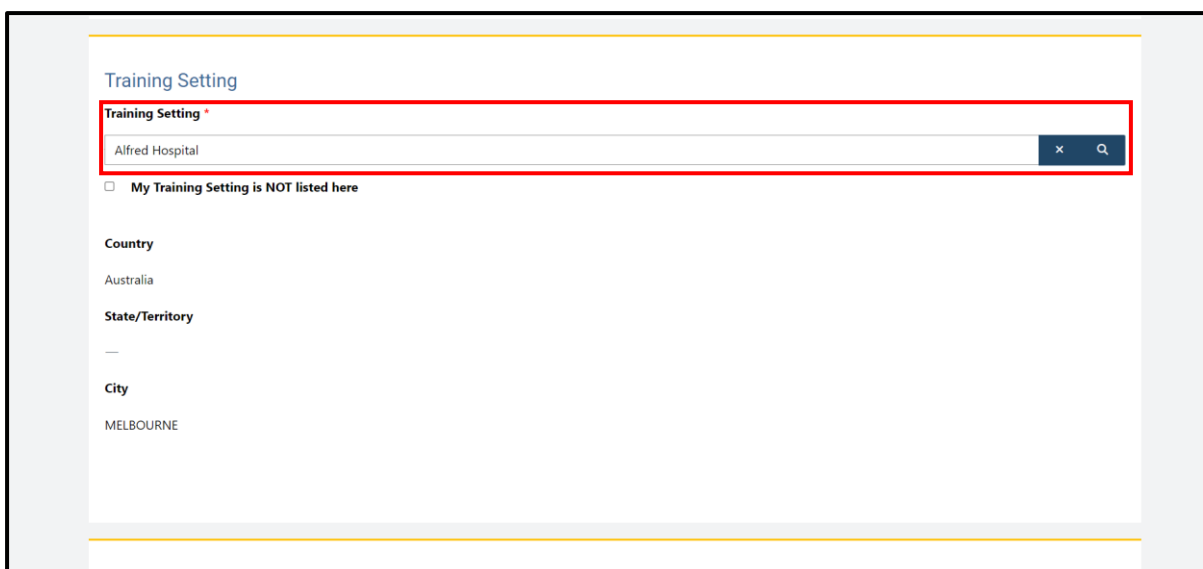
FTE *
1.0

Duration (Month)
2.0

The Rotation start date is also the start date of my Training Program
Based on the start date of your program your training time is calculated. Once this information is submitted it will be read-only in this program for RACP processing.

Figure 34

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



Training Setting

Training Setting *
Alfred Hospital

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**.

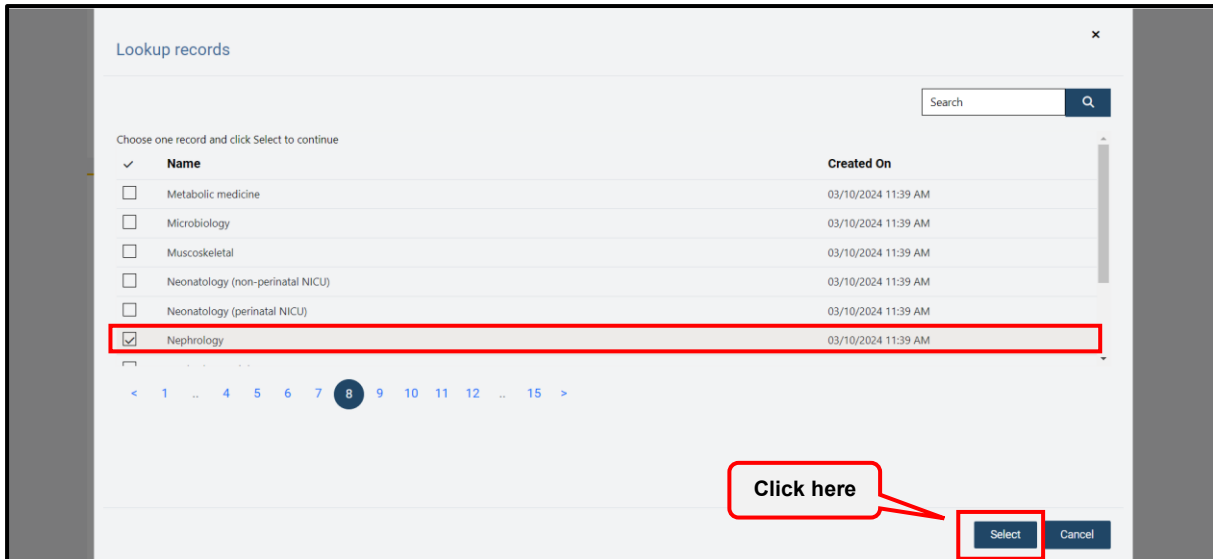


Figure 36

- 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.*

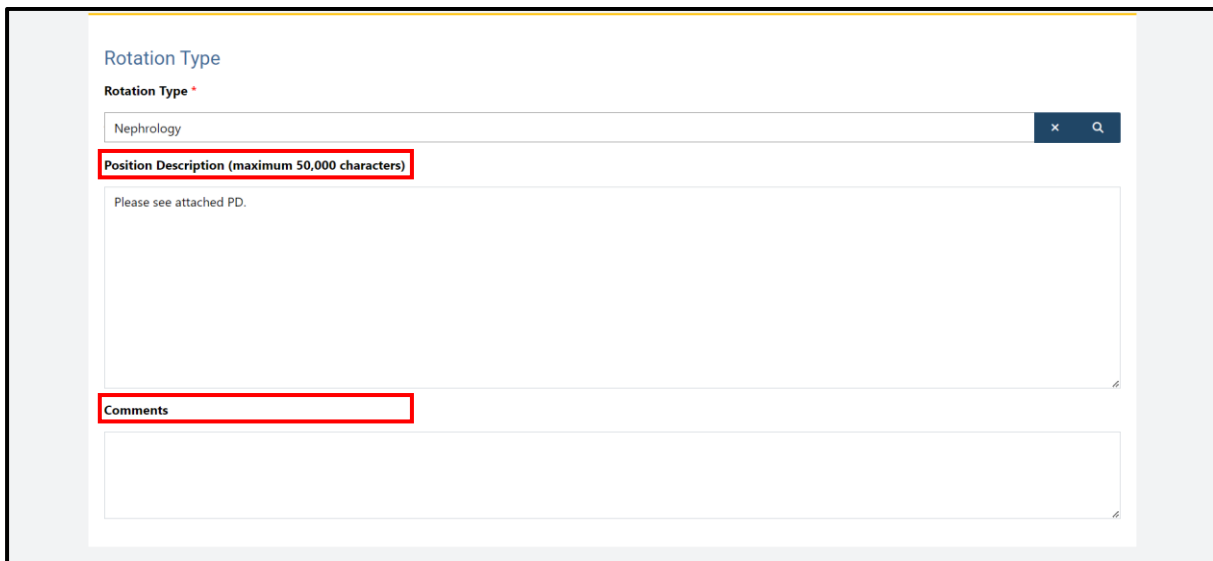


Figure 37

- 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	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	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

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 Gizzoni	NSW	Australia

Select Cancel

Supervisor Name

Cannot find Su

First Name

Middle Name

Last Name

Preferred Name

Phone Number

Figure 40

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

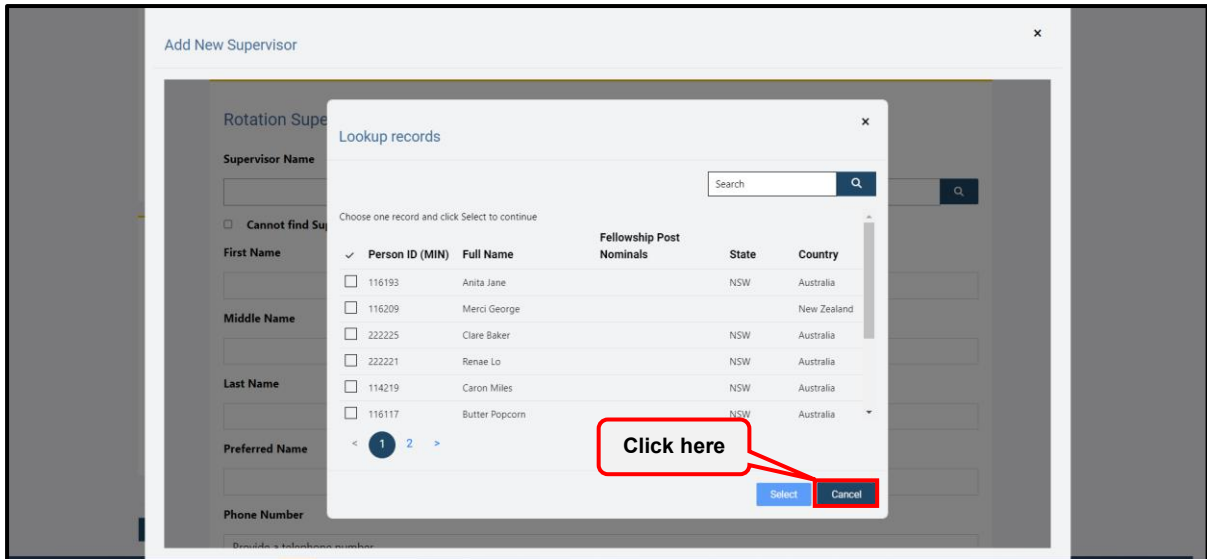
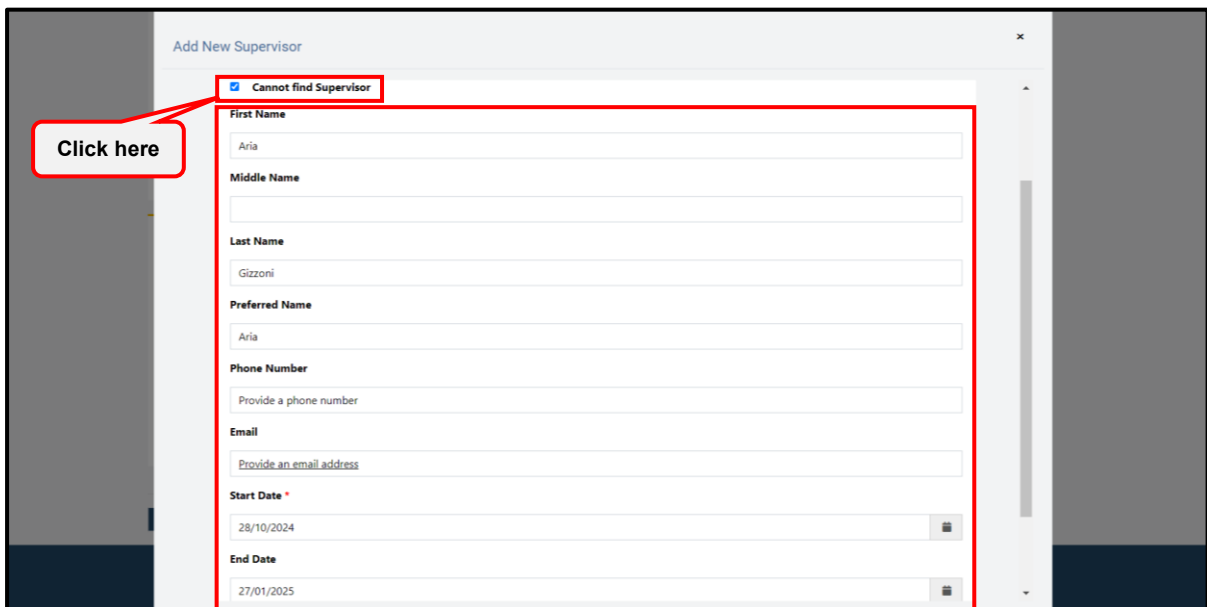


Figure 41

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.





Add New Supervisor

Cannot find Supervisor Click here

First Name *

Middle Name

Last Name *

Preferred Name

Phone Number

Provide a telephone number

Email *

Provide an email address

Start Date *

28/02/2025

End Date

28/04/2025

Figure 42

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

Add New Supervisor

Aria

Phone Number

Provide a phone number

Email

Provide an email address

Start Date *

28/10/2024

End Date

27/01/2025

Submit Click here

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**.

Comments

Supervisors

Add Rotation Supervisor

First Name	Last Name	Start Date	End Date	Actions
Aria	Gizzoni	28/02/2025	28/04/2025	⌵

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

Plan Type Training Details Learning Plans Declarations Summary

Warning!
Please complete Coverage Offered for the Curriculum Coverage.

Training Phase

Training Phase *

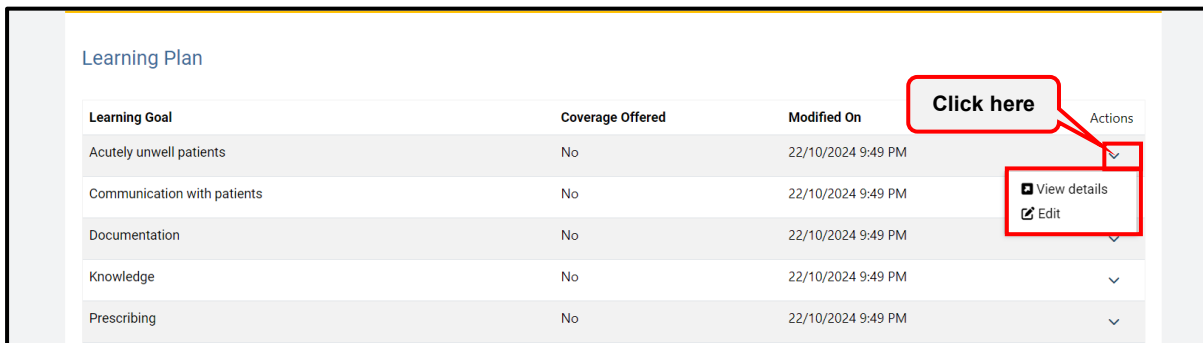
1 - Foundation

Learning Plan

Learning Goal	Coverage Offered	Modified On	Actions
Acutely unwell patients	No	09/01/2025	⌵

Figure 45

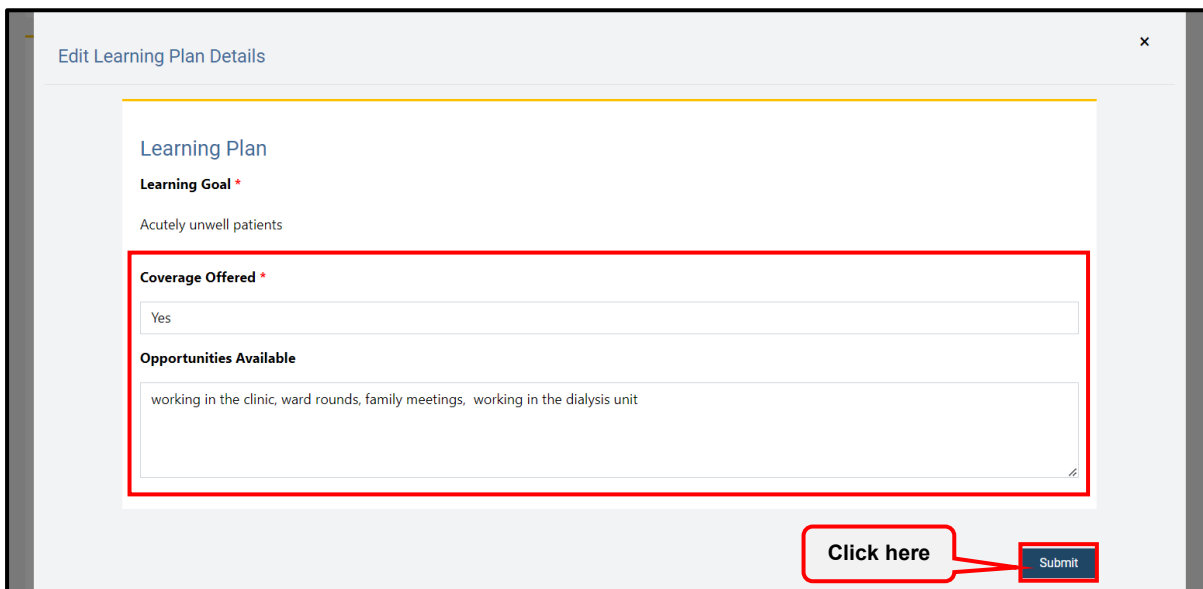
8. Observe the **Learning Plan section** and click on the dropdown arrow under **Actions** to either **View Details** (read only form) or **Edit**. Refer to **Figure 50**.



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

Learning Plan

Learning Goal *
Acutely unwell patients

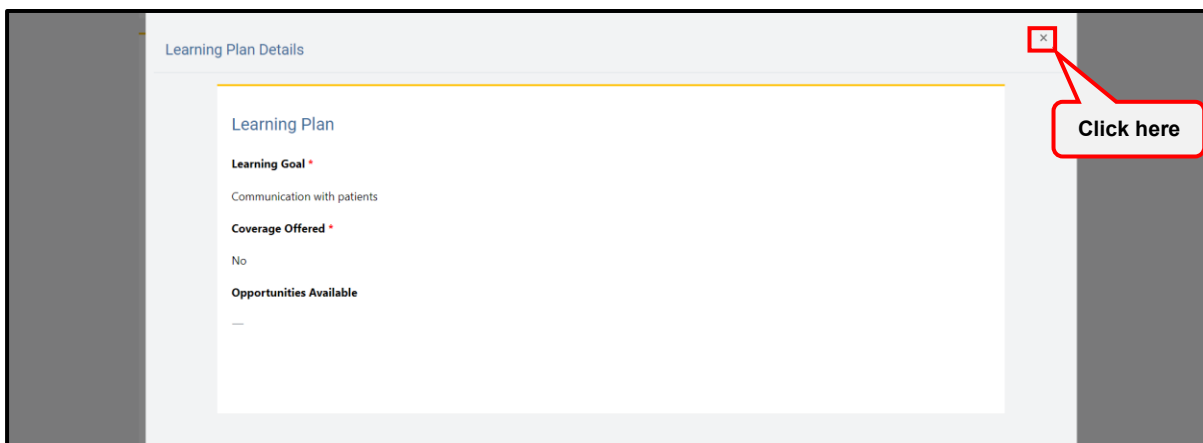
Coverage Offered *
Yes

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

Click here [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**.



Learning Plan Details [X]

Learning Plan

Learning Goal *
Communication with patients

Coverage Offered *
No

Opportunities Available
—

Click here

Figure 48

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

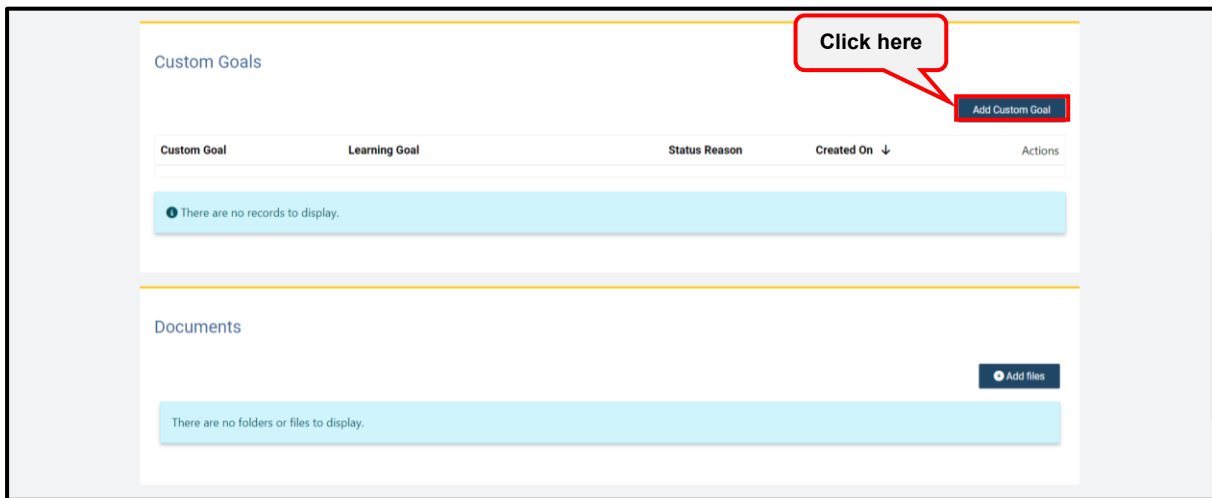


Figure 49

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

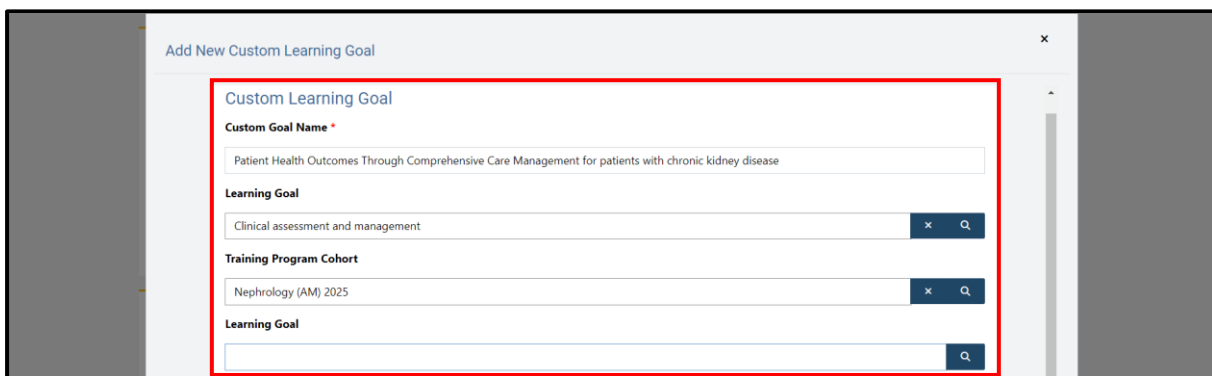


Figure 50

- 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**.

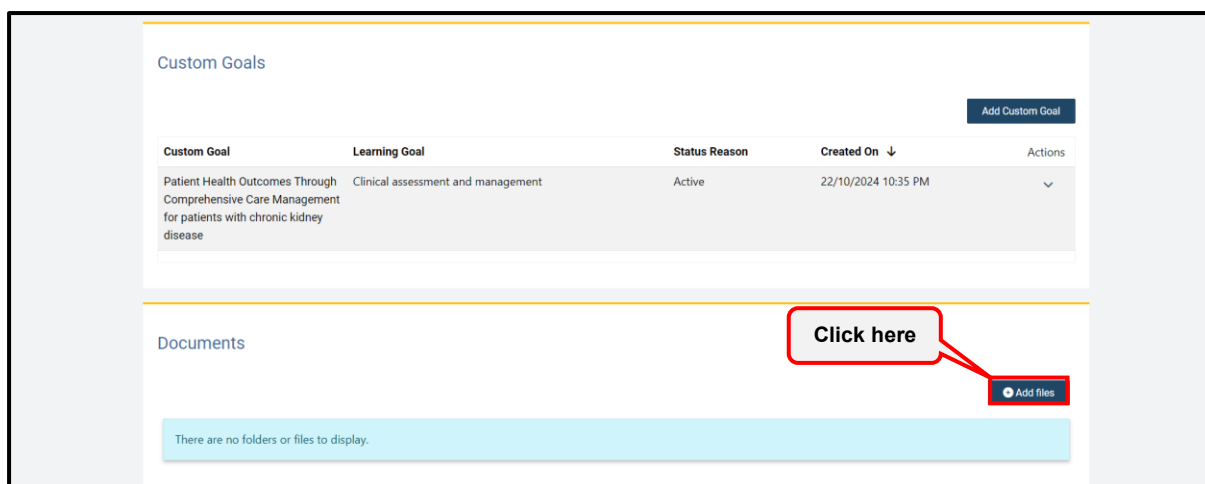


Figure 53



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, Ink, 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.

IMPORTANT INFORMATION:

This information relates to when a trainee submits a Rotation Plan and the supervisor returns the Rotation Plan to the trainee. When the Rotation Plan is returned to the trainee, the TMP does not display the "Add File" button.

To upload files at this time, the trainee will need to email the file(s) to the relevant College inbox (i.e. their speciality for Advanced Training) so that staff can upload the file(s) on their behalf.

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



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

There are no folders or files to display.

Click here

Save And Next

Figure 54

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

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

New Rotation Plan

Plan Type ✓ Training Details ✓ Learning Plans ✓ Declarations Summary

Trainee 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

Save And Next

Figure 55

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

Supervisor Declarations

Supervisor ↑	Review Completion Date	Status
Anita Jane		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

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**.

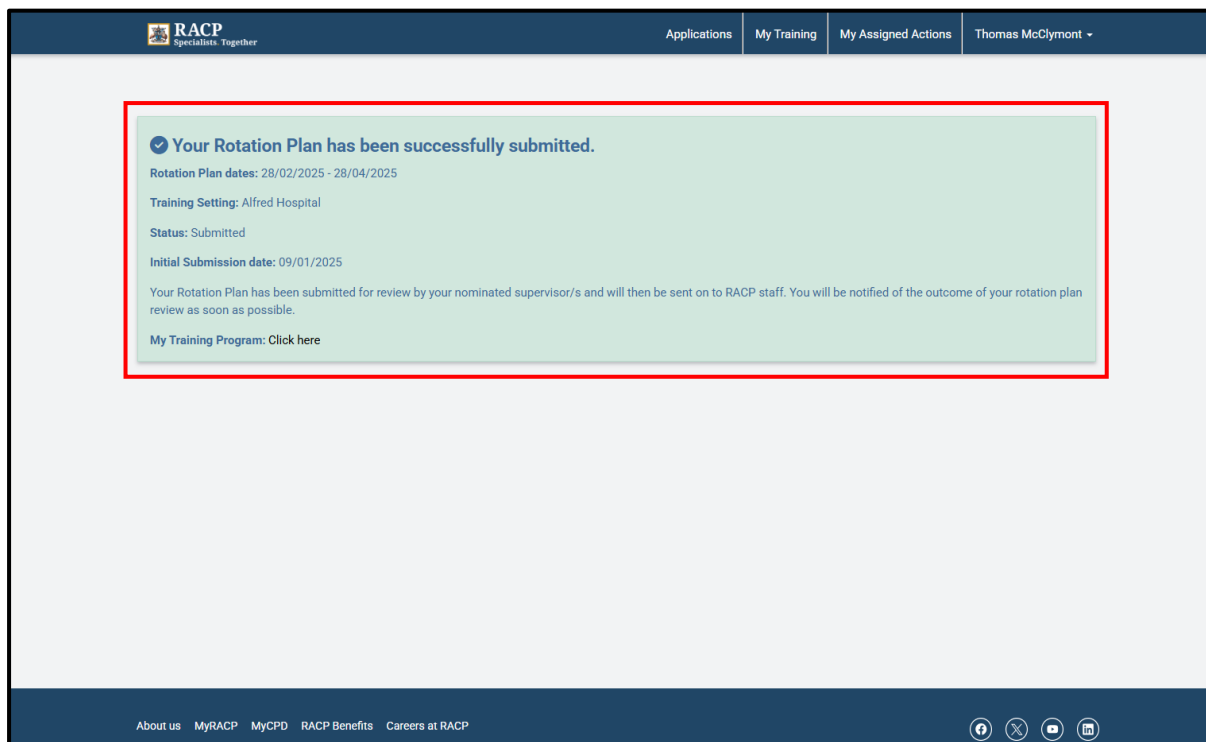


Figure 57



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' page in the RACP system. The breadcrumb trail is 'Home / My Training / Basic Training AU (AM) 2025 / New Rotation Plan'. The page title is 'New Rotation Plan' with an 'Exit' button. Below the title is a navigation bar with tabs: 'Plan Type', 'Training Details', 'Learning Plans', 'Declarations', and 'Summary'. The 'Rotation Plan Details' section contains the following information:

- Training Program ***: Basic Training AU (AM) 2025
- Please select the type of Rotation Plan Type ***: A dropdown menu is open, showing the following options: 'Select', 'Accredited Setting', 'Non-accredited Setting', and 'Interruption'. The 'Interruption' option is highlighted with a red box.

Figure 58

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

The screenshot shows the 'New Rotation Plan' page in the RACP system. The breadcrumb trail is 'Home / My Training / Basic Training AU (AM) 2025 / New Rotation Plan'. The page title is 'New Rotation Plan' with an 'Exit' button. Below the title is a navigation bar with tabs: 'Plan Type', 'Training Details', 'Learning Plans', 'Declarations', and 'Summary'. The 'Rotation Plan Details' section contains the following information:

- Training Program ***: Basic Training AU (AM) 2025
- Please select the type of Rotation Plan Type ***: A dropdown menu is open, showing the following options: 'Select', 'Accredited Setting', 'Non-accredited Setting', and 'Interruption'. The 'Interruption' option is selected.

A red box highlights the 'Save and Next' button, with a callout bubble pointing to it that says 'Click here'.

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**



Applications | My Training | My Assigned Actions | Julian Charles

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

New Rotation Plan

Exit

Plan Type | Interruption Details | Learning Plans | Declarations | Summary

Interruption Details

Start Date *
28/10/2024

End Date *
27/01/2025

Duration (Month)
3.0

Applications | My Training | My Assigned Actions | Thomas McClymont

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

New Rotation Plan

Exit

Plan Type | Interruption Details | Learning Plans | Declarations | Summary

Interruption Details

Start Date *
28/02/2025

End Date *
28/04/2025

Duration (Month)
2.0

Figure 60

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

28/02/2025

End Date *
28/04/2025

Duration (Month)
2.0

Interruption Type *

Select

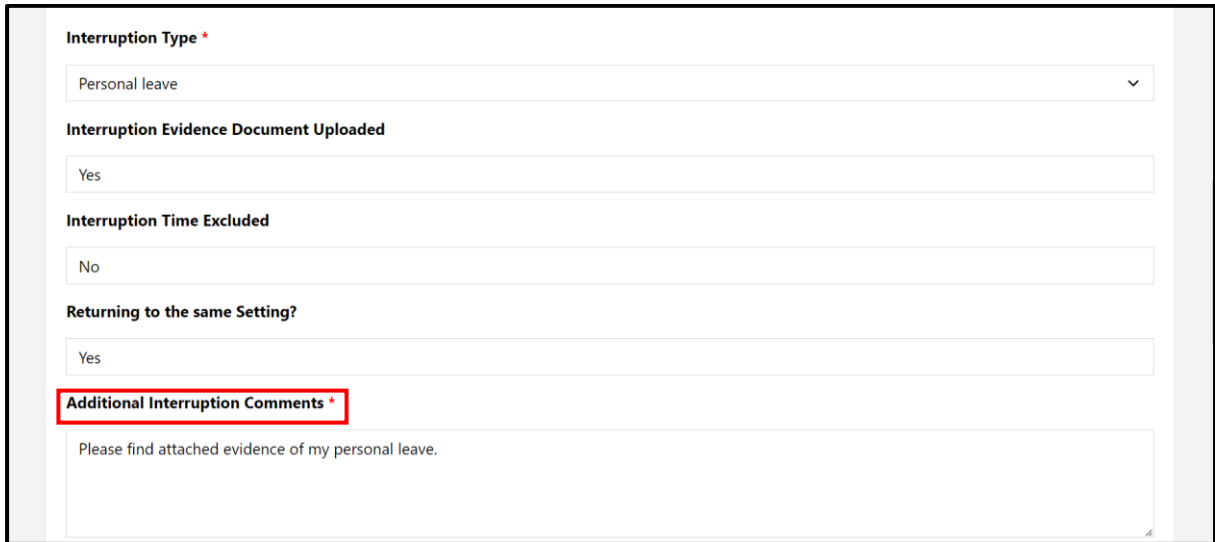
- Select
- Annual leave longer than two months
- Parental leave
- Medical leave
- Personal leave
- Locum/research/voluntary
- Work not associated with the college
- Training being undertaken in a different RACP training program
- Yes

Additional Interruption Comments *

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**.

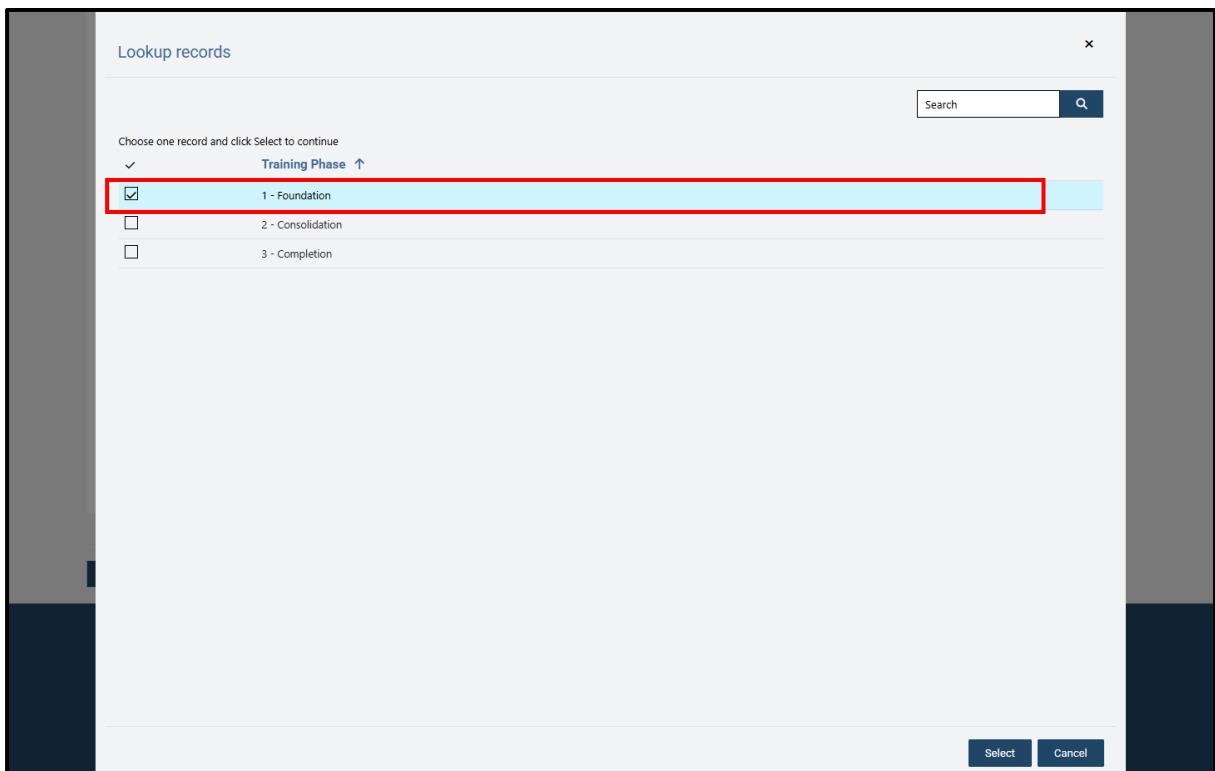


The screenshot shows a form with the following sections:

- Interruption Type ***: A dropdown menu with "Personal leave" selected.
- Interruption Evidence Document Uploaded**: A text input field with "Yes" entered.
- Interruption Time Excluded**: A text input field with "No" entered.
- Returning to the same Setting?**: A text input field with "Yes" entered.
- Additional Interruption Comments ***: A text area containing the text "Please find attached evidence of my personal leave." This field is highlighted with a red border.

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**.



The screenshot shows a "Lookup records" dialog box with the following details:

- Search bar: "Search" with a magnifying glass icon.
- Instruction: "Choose one record and click Select to continue"
- Section: "Training Phase ↑"
- Table of records:

<input checked="" type="checkbox"/>	1 - Foundation
<input type="checkbox"/>	2 - Consolidation
<input type="checkbox"/>	3 - Completion
- Buttons: "Select" and "Cancel" at the bottom right.

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?'**

The screenshot shows a form titled 'Interruption type' with a dropdown menu set to 'Personal leave'. Below it are three text input fields: 'Interruption Evidence Document Uploaded', 'Interruption Time Excluded', and 'Returning to the same Setting?'. Each of these three fields is highlighted with a red rectangular box. Below these fields is a text area for 'Additional Interruption Comments' containing the text 'Please find attached evidence of my personal leave.' At the bottom, there is a 'Training Phase' dropdown menu set to '1 - Foundation'.

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.

This screenshot is identical to Figure 64, showing the same form fields. However, at the bottom right of the form, the 'Save And Next' button is highlighted with a red rectangular box. A red callout box with a white background and a red border points to this button, containing the text 'Click here'.

Figure 65



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

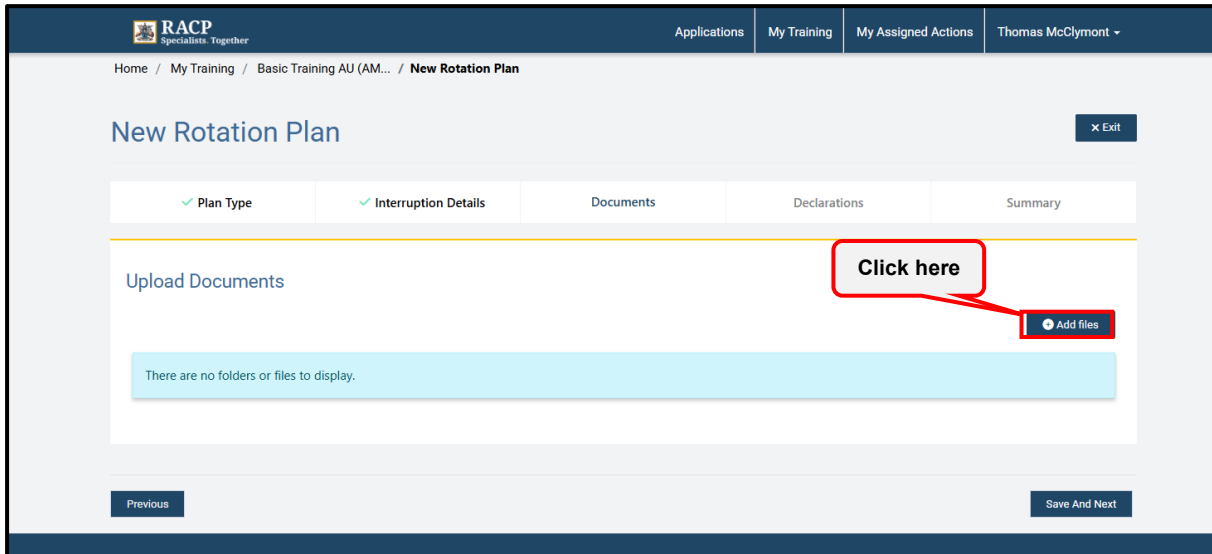


Figure 66

IMPORTANT INFORMATION:

This information relates to when a trainee submits a Rotation Plan and the supervisor returns the Rotation Plan to the trainee. When the Rotation Plan is returned to the trainee, the TMP does not display the “Add File” button.

To upload files at this time, the trainee will need to email the file(s) to the relevant College inbox (i.e. their speciality for Advanced Training) so that staff can upload the file(s) on their behalf.

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

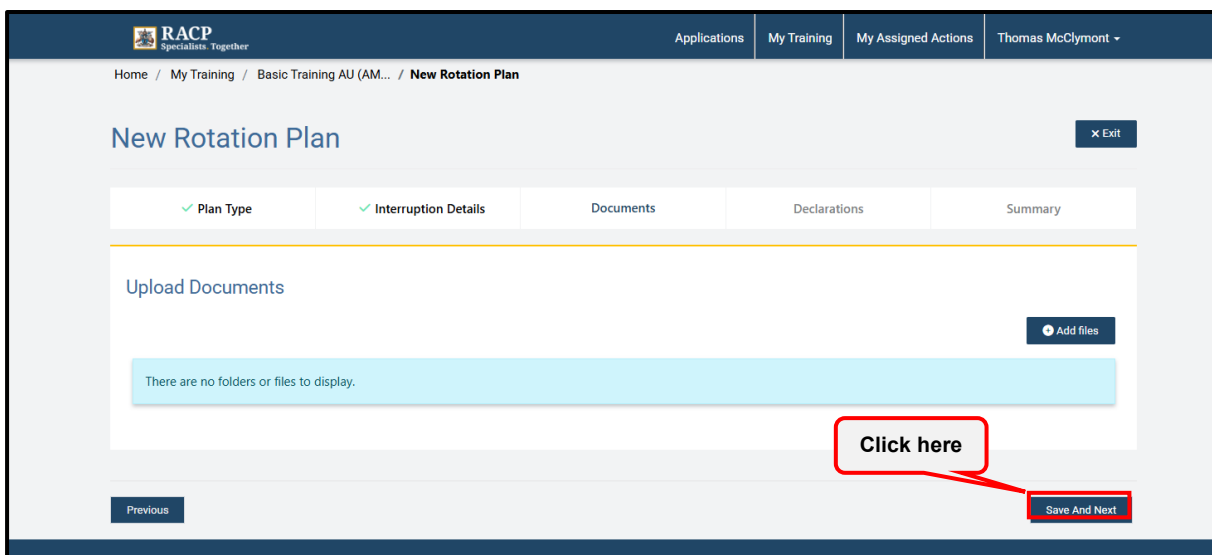
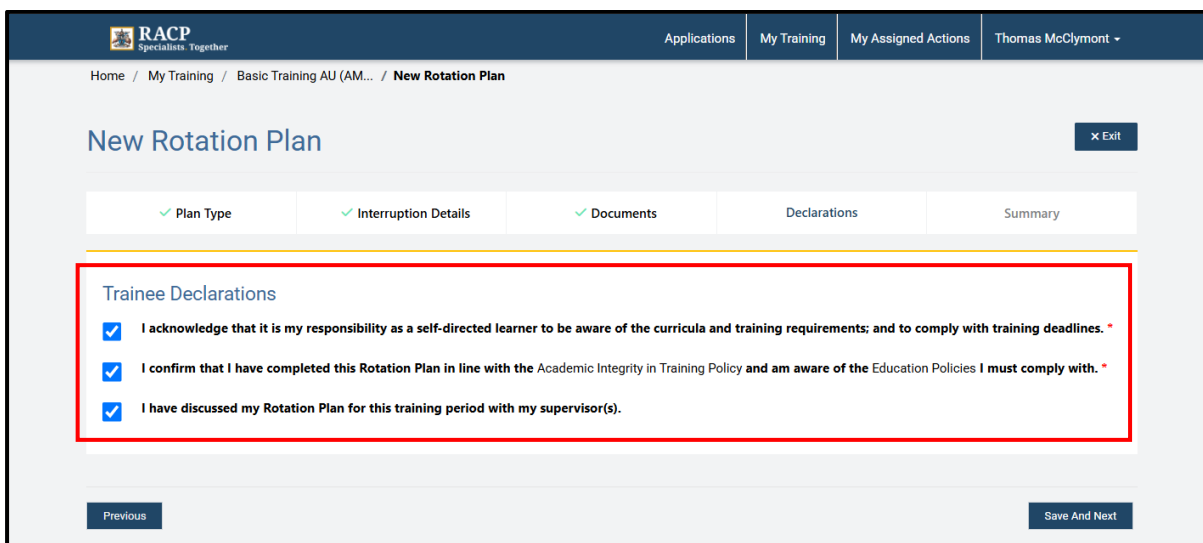


Figure 67

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



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

New Rotation Plan ✕ Exit

Plan Type
 Interruption Details
 Documents
 Declarations
 Summary

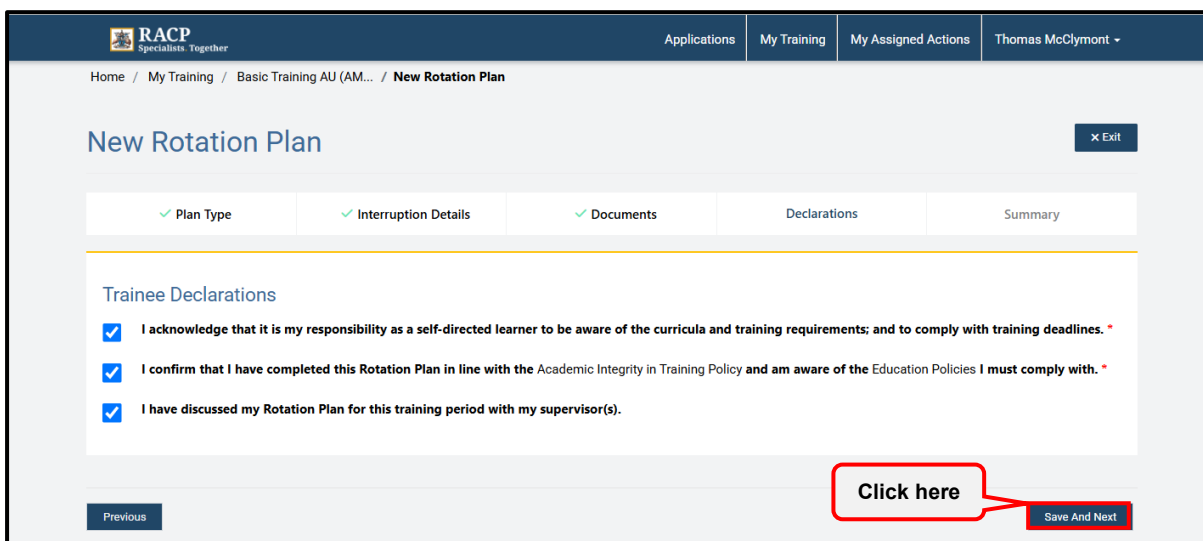
Trainee Declarations

- 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 Save And Next

Figure 68

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



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

New Rotation Plan ✕ Exit

Plan Type
 Interruption Details
 Documents
 Declarations
 Summary

Trainee 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 Save And Next

Click here

Figure 69

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



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

About us MyRACP MyCPD RACP Benefits Careers at RACP

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**.

✓ Your Rotation Plan has been successfully submitted.

Rotation Plan dates: 28/02/2025 - 28/04/2025

Status: Submitted

Initial Submission date: 09/01/2025

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](#)

About us MyRACP MyCPD RACP Benefits Careers at RACP

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**.

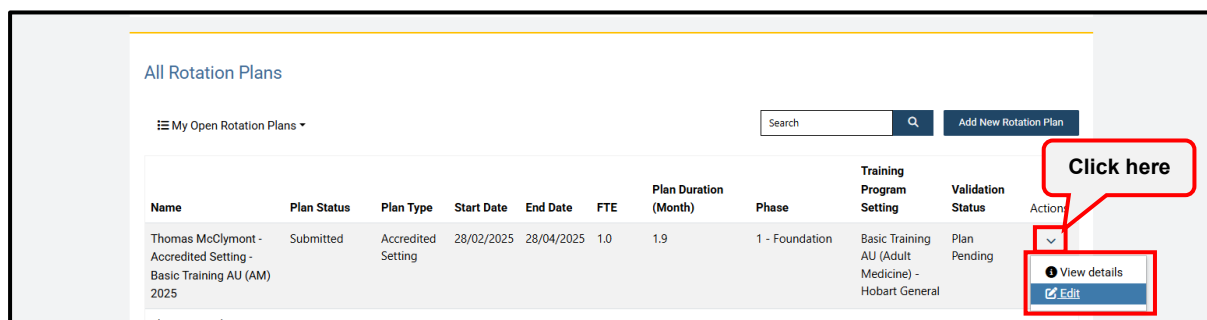


Figure 72

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.



IMPORTANT INFORMATION:

This information relates to when a trainee submits a Rotation Plan and the supervisor returns the Rotation Plan to the trainee. When the Rotation Plan is returned to the trainee, the TMP does not display the “Add File” button.

To upload files at this time, the trainee will need to email the file(s) to the relevant College inbox (i.e. their speciality for Advanced Training) so that staff can upload the file(s) on their behalf.

IMPORTANT INFORMATION:

Once the trainee has submitted their Rotation Plan, the ‘First Rotation Start Date’ field is locked for updates.

To update the ‘First Rotation Start Date’ field, the trainee will need to contact RACP so that staff can determine if the field can be checked/unchecked.

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