

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	This guide is designed to help users create Rotation Plans in TMP Portal.
	There are 3 types of rotation plans that can be submitted:
	Accredited setting
	Non-accredited setting
	Interruption
	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.
	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.
	Interruptions are to be declared for 8 or more consecutive weeks away from training and should be submitted prior to the interruption period starting. For more details on interrupting your training, refer to the RACP website .



How to use this document:

The document is structured into 8 sections, representing 9 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 \square and then the 'bookmark' icon \square .

This guide showcases a work-in-progress version of the TMP system and is intended for familiarisation purposes only. The datasets used are illustrative and do not reflect current or past Trainee or Supervisor data.

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Section 1: Sign 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 4.

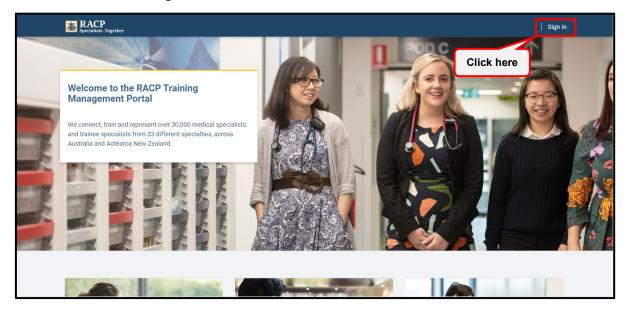


Figure 1

2. Enter your RACP User ID click on **next**. Refer to **Figure 5**.

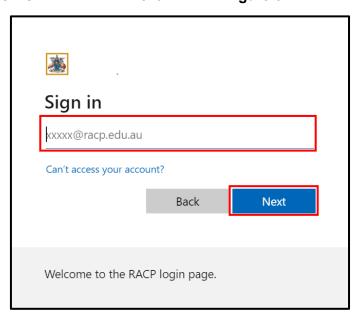


Figure 2



3. Enter your password and click **sign in**. Refer to **Figure 6**.

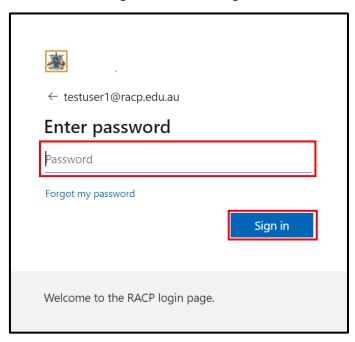


Figure 3



Section 2: View or Create a Rotation Plan

Context: Use these instructions to navigate to your rotation plans.

4. Click on My Training in the navigation bar. Refer to Figure 7.

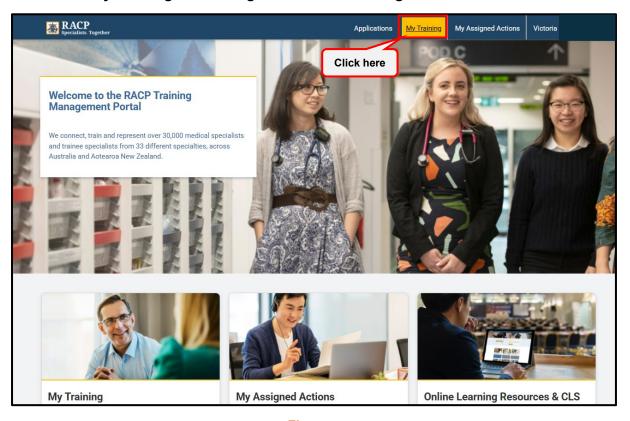


Figure 4

5. Under Training Programs, click on the Training Program hyperlink. Refer to Figure 8.



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.**



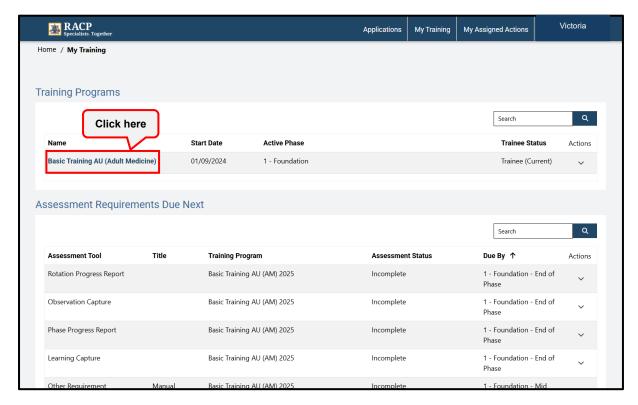


Figure 5

6. Navigate to the **Training Plan tab**, click on it and scroll down to the **All Rotation Plans section**. Refer to **Figure 9**.

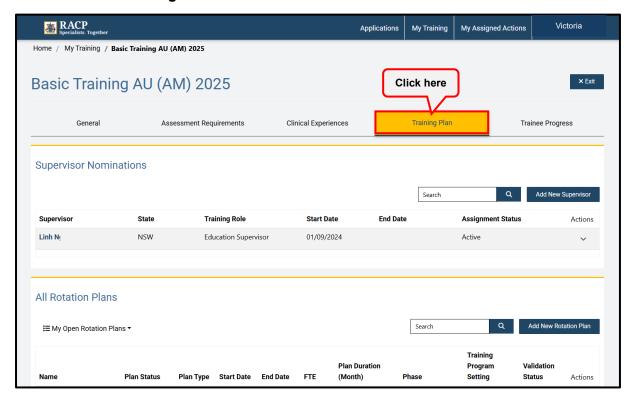


Figure 6

7. Click on Add New Rotation Plan. Refer to Figure 10.



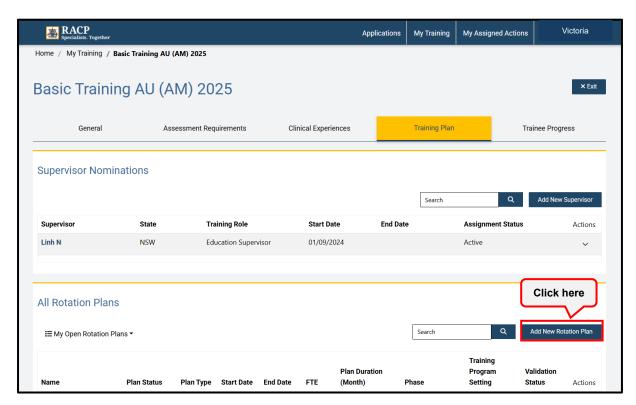


Figure 7



Section 3: 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)
- 8. Select a **Rotation Plan Type** by clicking on the dropdown menu and choosing **Accredited Setting**. Refer to **Figure 11**.

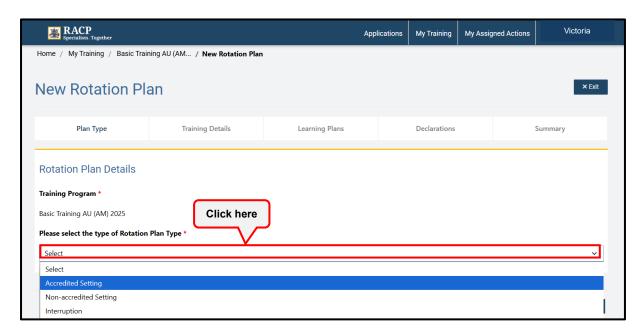


Figure 8

9. Click Save & Next. Refer to Figure 12.

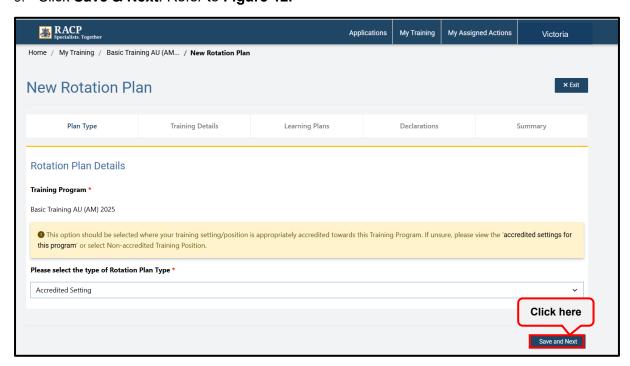




Figure 9

- 10. 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 13**.
 - Start Date
 - End Date
 - FTE
 - The Rotation start date is also the start date of my Training Program
 - o Only one Rotation plan can be your "first rotation plan"
 - Setting this field will set your Training Start Date

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.



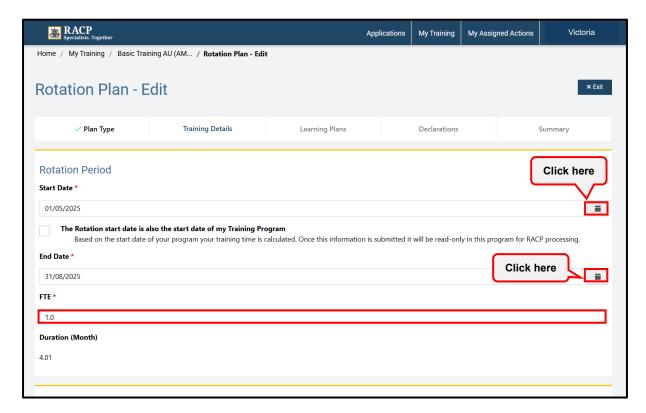


Figure 10

Section 3.1: Add a Primary Setting

Context: This is the Trainee's main setting of where the trainee is employed. This field is mandatory, and the Trainee will be required to choose their Primary Setting from a dropdown list. This field is used to help determine which Progress Review Panel will make your progress decision if your specialty has secondary panels.

- 11. Select the **Primary Setting** by clicking on the dropdown menu and choosing from the list. Refer to **Figure 14.**
 - <u>Note</u>: This list populates based on whether the Trainee selected Accredited or Non-accredited Rotation Plan in the previous page of the Rotation Plan.



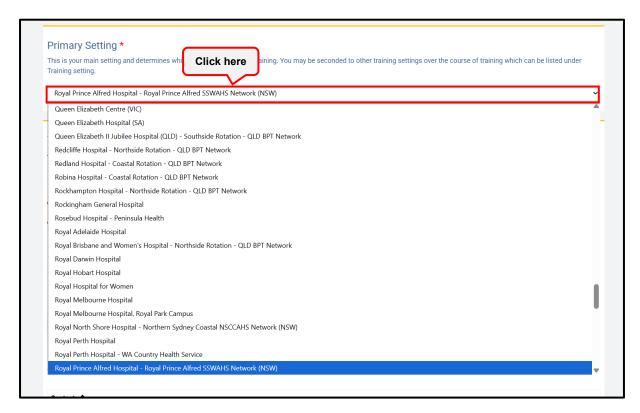


Figure 11

12. Select the **Training Setting** from the dropdown menu. This may be the same as the Primary Setting. If you will be seconded to other sites during a rotation to complete specific training, enter the second site here. Refer to **Figure 15.**

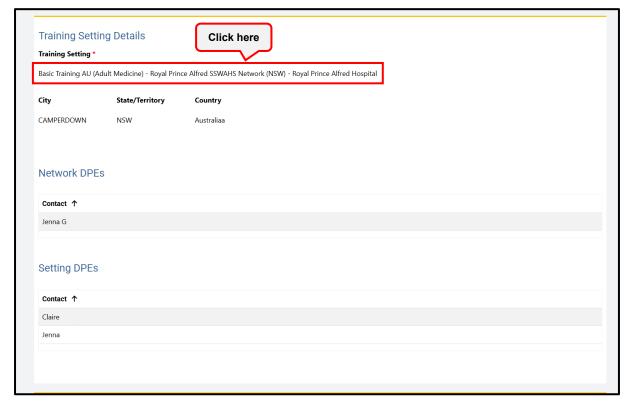


Figure 12



13. 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 16**.

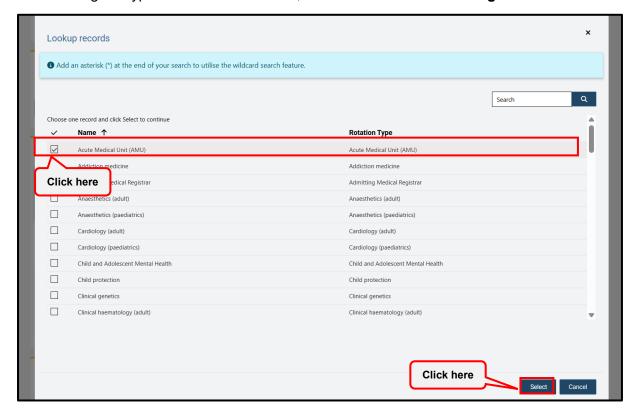


Figure 13

Section 3.2: Nominate Rotation Supervisor

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

14. In the Supervisors section, click on Add Rotation Supervisor. Refer to Figure 17.

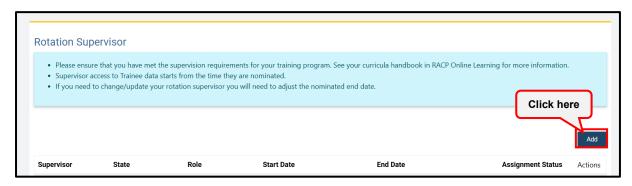


Figure 14

15. Populate the Supervisor name by clicking on the **search/magnifying glass icon** and making a selection from the list. Click **Select.** Refer to **Figure 18.**

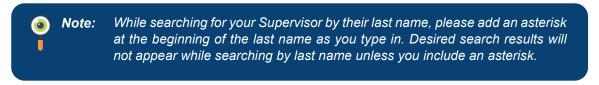






Figure 15

16. If you are unable to find your supervisor, click the **Cancel** button to navigate back one step. Refer to **Figure 19**.



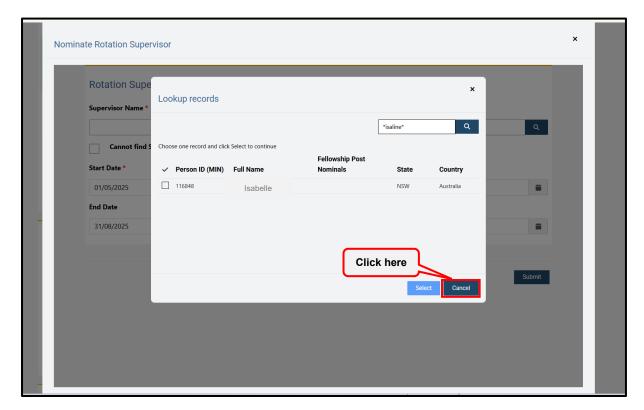


Figure 16

- 17. 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 20.



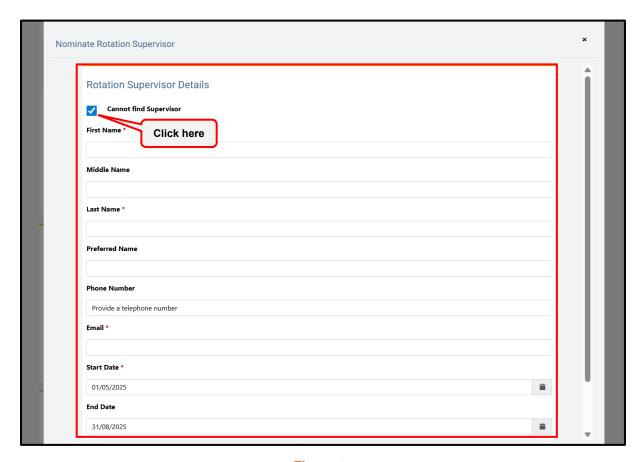


Figure 17

18. Click on Submit. Refer to Figure 21.



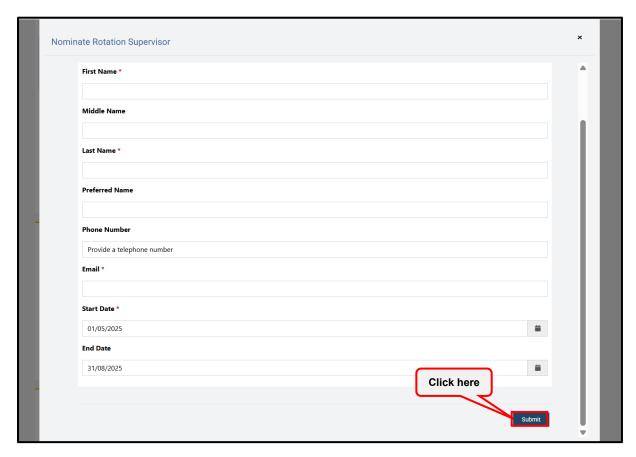
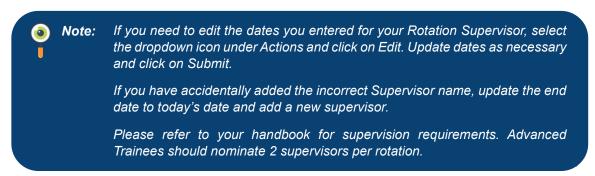


Figure 18



19. Click Save and Next. Refer to Figure 22.



Figure 19



<u>Note:</u> If you are in an Advanced Training Program, the next few sections will not apply. Skip to the steps after **Section 4.4: Nominate a DPE** to populate a Position Description and add Comments to continue to complete your Rotation Plan.

Section 3.3: Nominate an Education Supervisor (BT only)

Context: Basic Trainees can add or update their Education Supervisor from within a Rotation Plan. This field in the Rotation Plan is optional. Trainees are still encouraged to nominate their Education Supervisor from the Program Level Supervisor grid under the Training Plan tab.

20. In the Education Supervisors section, click on Add. Refer to Figure 23.

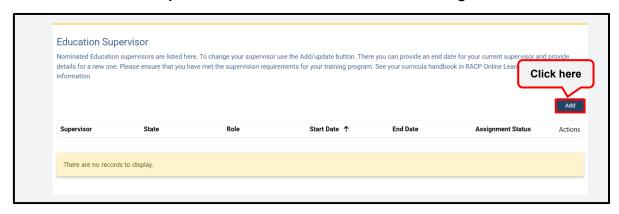


Figure 20

- 21. To nominate a new Education Supervisor, click the hyperlink. Refer to Figure 24.
 - <u>Note:</u> If you have already nominated an Education Supervisor under Supervisor Nominations grid in the Training Plan, they will appear as an option to be selected. In this case, skip to later steps to add an existing Education Supervisor to the Rotation Plan
 - <u>Note:</u> If you have not yet nominated an Education Supervisor, clicking this hyperlink will open the Training Plan and Supervisor Nominations grid in a new tab.

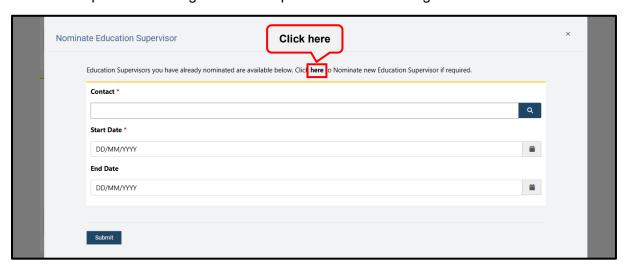


Figure 21

22. In the **Supervisor Nominations section**, click **Add New Supervisor**. Refer to **Figure 25**.



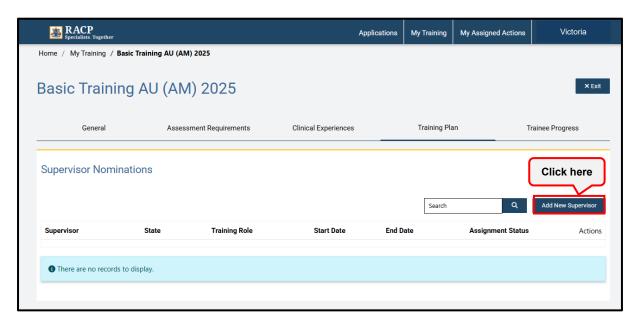


Figure 22

23. Populate the Supervisor name by clicking on the **Contact search/magnifying glass icon** and making a selection from the list. Click **Select.** Refer to **Figure 26**.

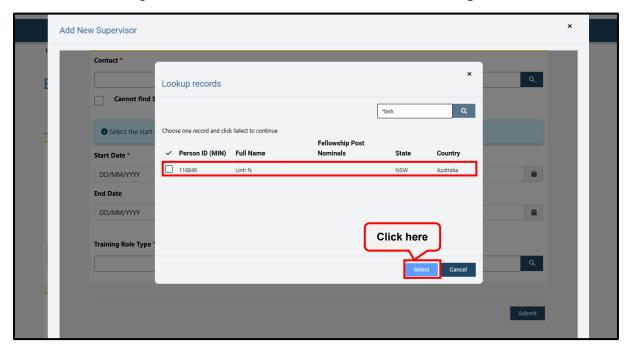


Figure 23

24. Populate the Start Date and End Date, by clicking the calendar icon. Refer to Figure 27.



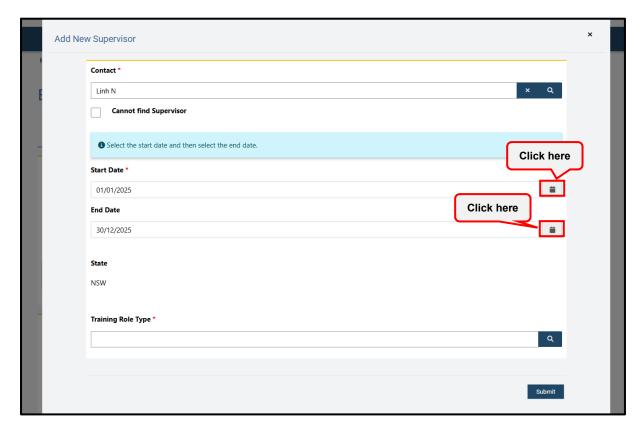


Figure 24

25. Populate the **Training Role Type**, by clicking the **search/magnifying glass icon** and making a selection from the list. Refer to **Figure 28**.

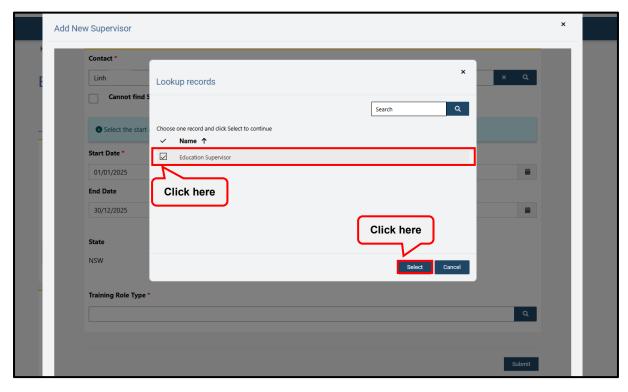


Figure 25

26. Click Submit to add the Education Supervisor. Refer to Figure 29.



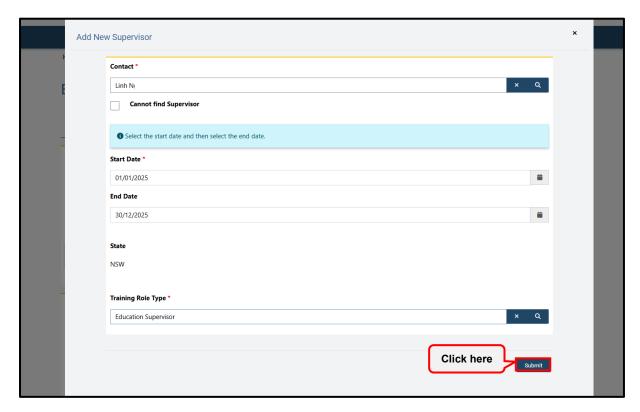


Figure 26

- 27. The Education Supervisor has now been added. Refer to Figure 30.
 - <u>Note:</u> You can now close this tab and return to the **New Rotation Plan** tab in your browser. This Education Supervisor will be available for selection in the Rotation Plan under the **Nominate Education Supervisor** section.

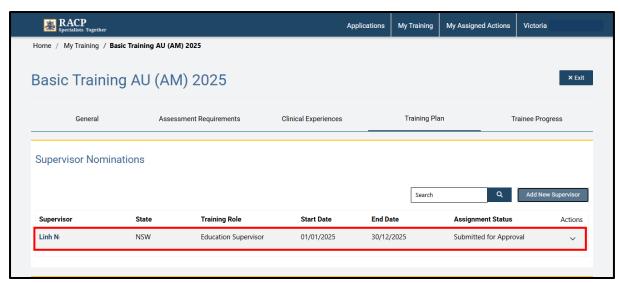


Figure 27

28. Click **Submit** to add the Education Supervisor to the Rotation Plan. Populate the Supervisor name by clicking on the **search/magnifying glass icon** and making a selection from the list. Click **Select.** Refer to **Figure 31.**



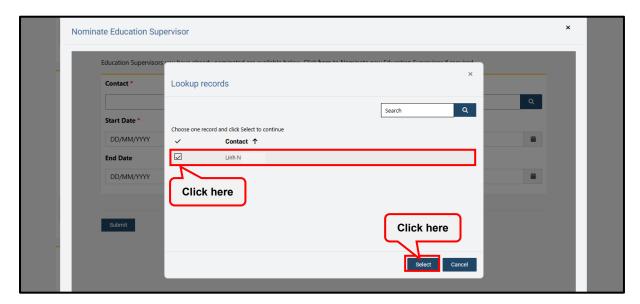


Figure 28

29. Populate the **Start Date** and **End Date**, by clicking the calendar icon, and click **Submit**. Refer to **Figure 32**.

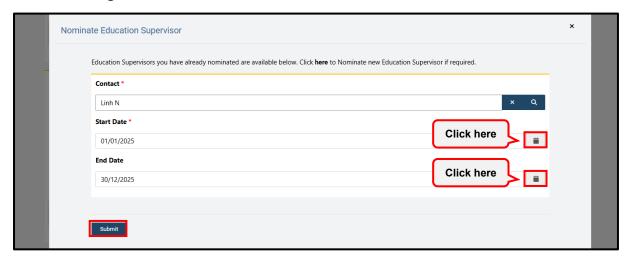


Figure 29

- 30. This Education Supervisor has now been added to the Rotation Plan. Refer to **Figure 33**.
 - <u>Note:</u> To change your supervisor, you can **Remove** them here, or click **Edit** to
 provide an end date for your current supervisor and click **Add** to provide details for a
 new one.



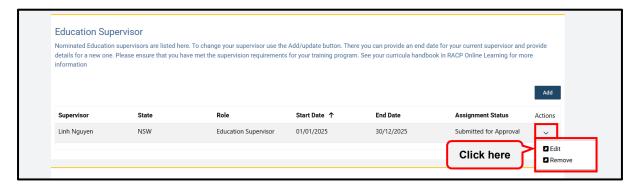


Figure 30

Section 3.4: Nominate a DPE (BT Only)

Context: Basic Trainees can nominate a Primary DPE from within their Rotation Plan. This is important if the training setting/network has multiple DPEs. Other DPEs within the Trainee's network/setting who have not been nominated in this field will still have visibility of the Trainee's training.

31. In the DPE / Director of Training section, click Add. Refer to Figure 34.



Figure 31

- 32. **Populate** the **Primary Hospital**, by clicking the **dropdown and** making a selection from the list. Refer to **Figure 35**.
 - Note: Accredited Rotation Plans will prepopulate with the Training Setting (Training Program Setting), and users can click and change this field. This dropdown list is filtered by Training Program. Non-accredited Rotation Plans will not prepopulate, meaning users will need to choose the Training Setting from the same filtered list by Training Program. For Accredited Rotation Plans, the Contact field is prepopulated



and the list is filtered by the above selected Primary Hospital. Trainees should add the DPE that they would like to oversee this Rotation Plan.

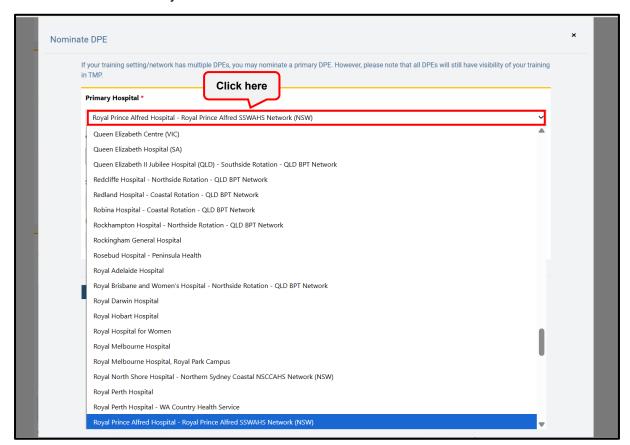


Figure 32

33. Select the DPE from the list and click Select. Refer to Figure 36.

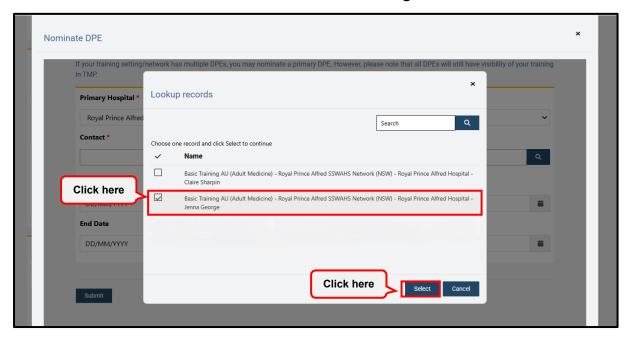


Figure 33



34. Populate the **Start Date** and **End Date**, by clicking the calendar icon, and click **Submit**. Refer to **Figure 37.**

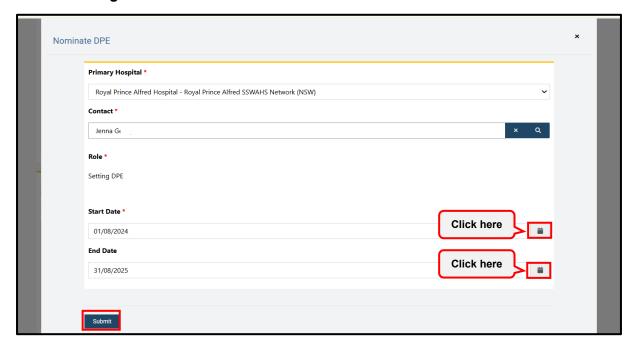


Figure 34

- 35. This DPE has now been added to the Rotation Plan. Refer to Figure 38.
 - <u>Note:</u> To change your DPE, you can **Remove** them here, or click **Edit** to provide an
 end date for your current supervisor and click **Add** to select another DPE from the
 list.

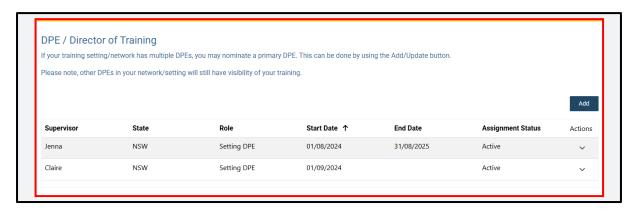


Figure 35

36. Populate Position Description and Comments. Refer to Figure 39.





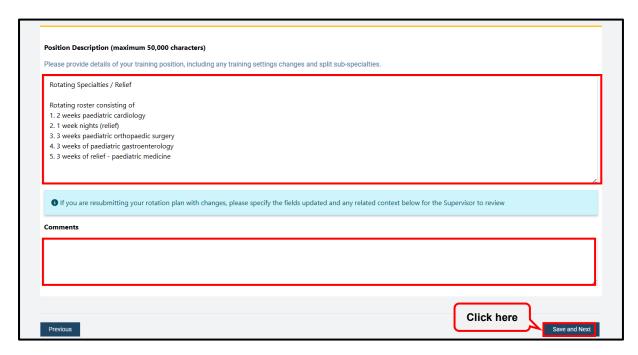


Figure 36

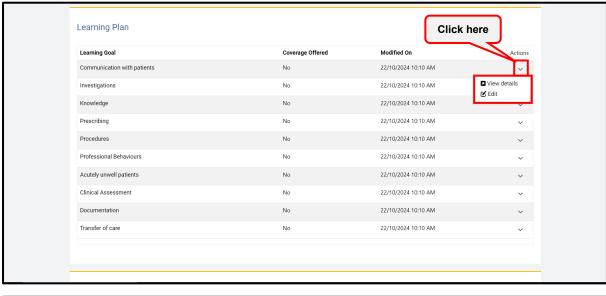
37. Populate the **Training Phase**: This may be auto populated based on the dates you entered in the Training Details stage. Refer to **Figure 40**.



Figure 37

38. 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 41**.





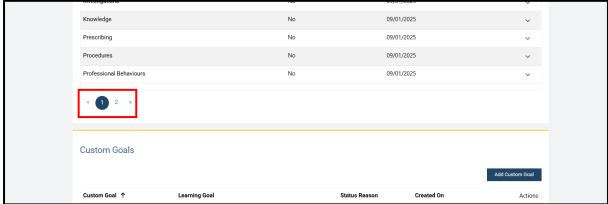


Figure 38

- 39. 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 42.



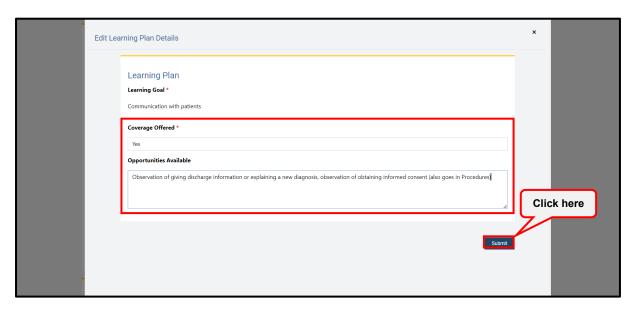


Figure 39

40. If View Details selected: Click on the 'X' button at the top righthand corner of the screen to exit. Refer to Figure 43.



Figure 40

41. In the Custom Goals section, add any custom goals via the **Add Custom Goal** button. This is an optional field. Refer to **Figure 44.**



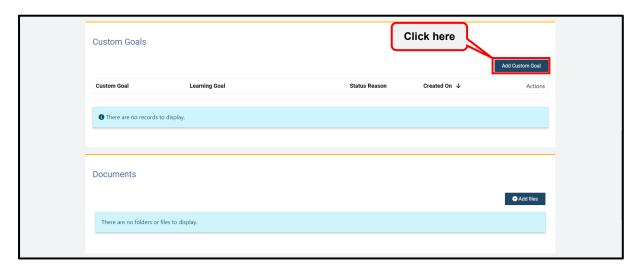


Figure 41

- 42. Populate the following fields. Refer to Figure 45.
 - 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?

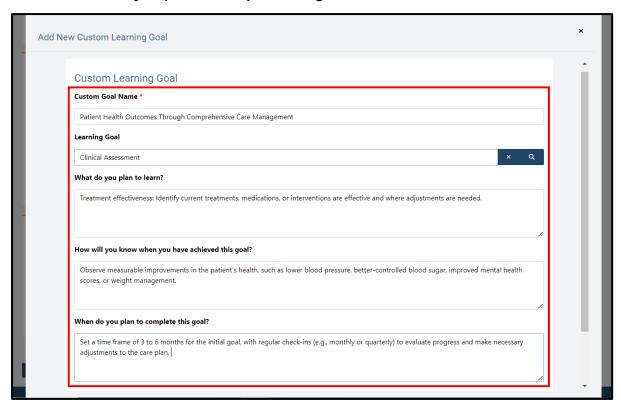


Figure 42

43. Click on Submit. Refer to Figure 46.



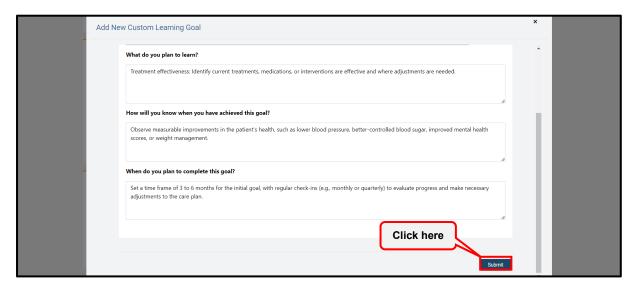


Figure 43

44. 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 47.

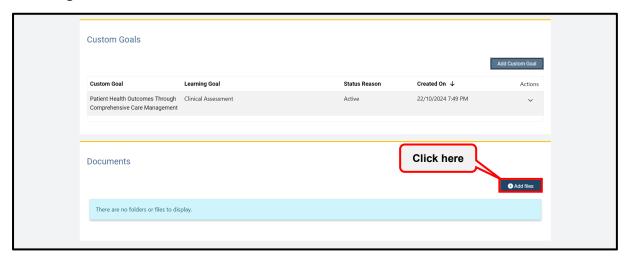


Figure 44





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.

45. Click Save and Next. Refer to Figure 48.

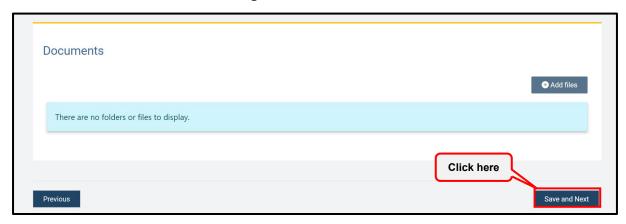


Figure 45

46. In the **Trainee Declarations section**, make your declarations by selecting the checkboxes. Click **Save and Next**. Refer to **Figure 49.**



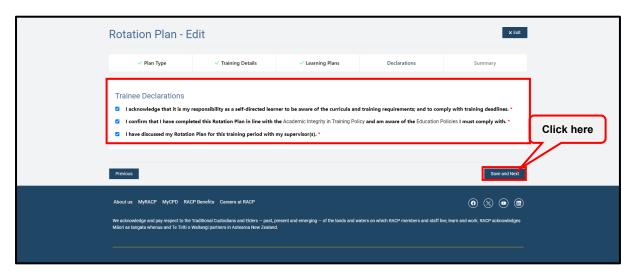


Figure 46

47. Review the Summary page of the Rotation Plan, click on **Submit** once verification complete. Refer to **Figure 50.**

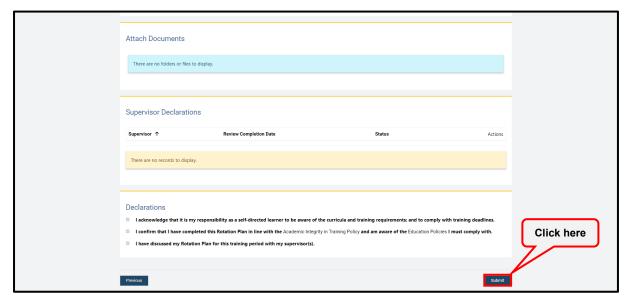


Figure 47

48. 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 51.**



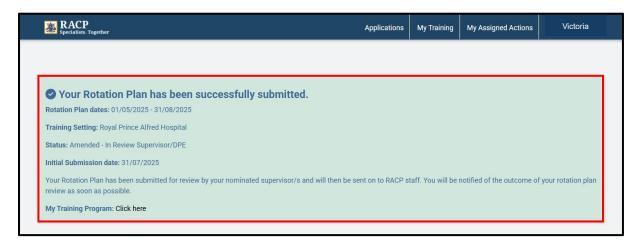


Figure 48



Section 4: Create Non-accredited Rotation Plan

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

49. Select a **Rotation Plan Type** by clicking on the dropdown and choosing '**Non-**accredited **Setting**'. Refer to **Figure 52.**

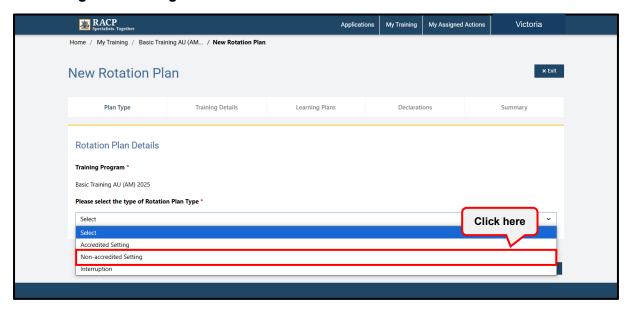


Figure 49

50. Click Save and Next. Refer to Figure 53.

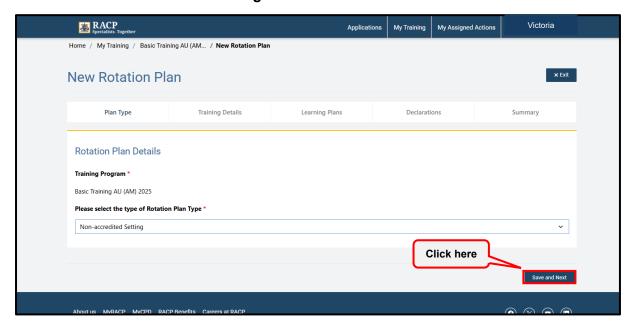


Figure 50

- 51. 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 54.**
 - 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

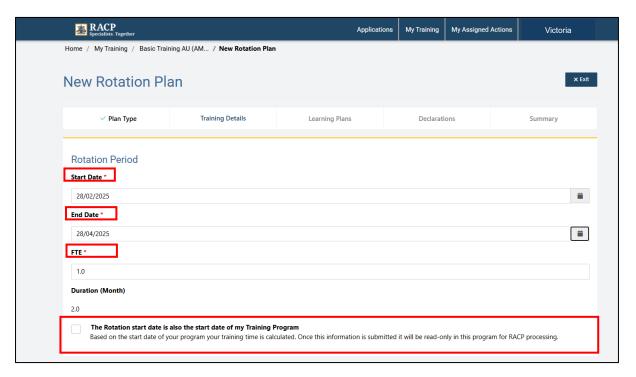


Figure 51

Section 4.1: Add a Primary Setting

Follow steps outlined in **Section 4.1: Add a Primary Setting.** Then continue to complete your Rotation Plan by selecting a Training Setting, as below.

52. Select the **Training Setting** from the dropdown menu. Refer to **Figure 55**.



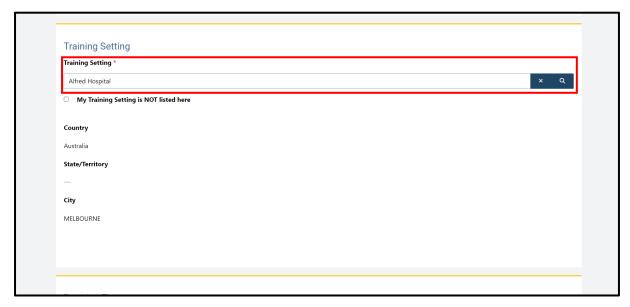


Figure 52

53. 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 56**.

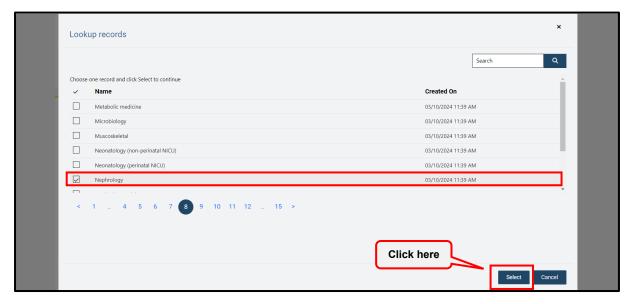


Figure 53

54. Optionally populate: Position Description and Comments. Refer to Figure 57.







Figure 54

- 55. Respond to the questions under the Supervisors section. Refer to Figure 58.
 - 'Are you undertaking any other RACP training programs with this setting?'
 - 'Reference to other RACP Training Program Rotation Plan'

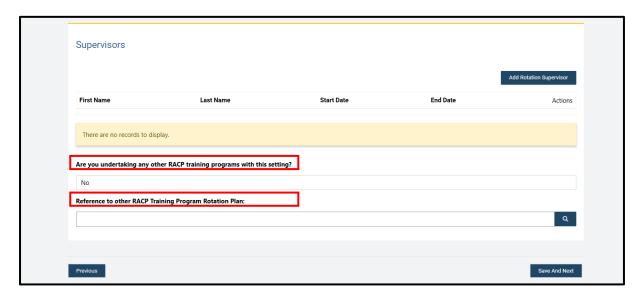


Figure 55



Section 4.2: Nominate Rotation Supervisor

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

56. Click on Add Rotation Supervisor. Refer to Figure 59.

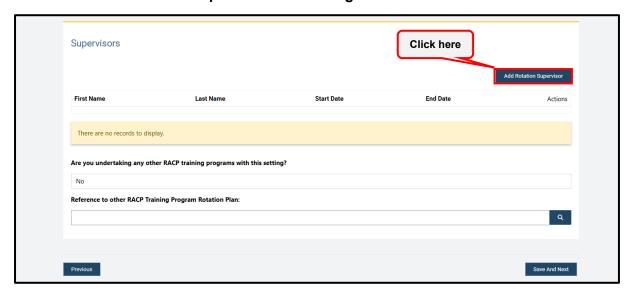


Figure 56

57. Populate the Supervisor name by clicking on the **search/magnifying glass** and making a selection from the list. Refer to **Figure 60.**



Figure 57

58. If you are unable to find your supervisor, click the **Cancel** button to navigate back one step. Refer to **Figure 61**.



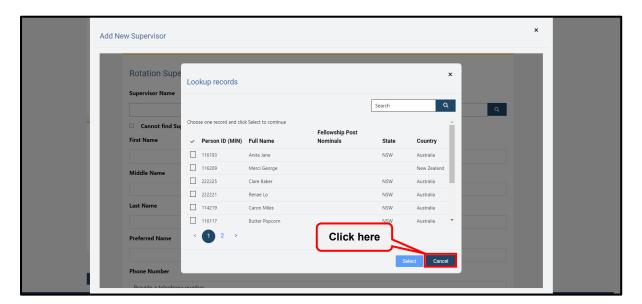


Figure 58

- 59. 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 62.



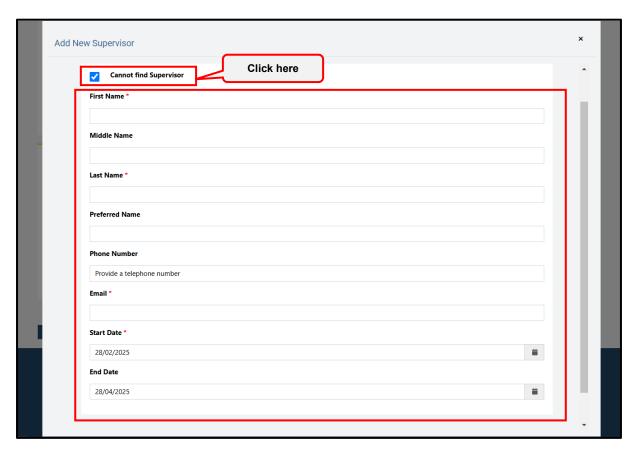


Figure 59

60. Click on Submit. Refer to Figure 63.

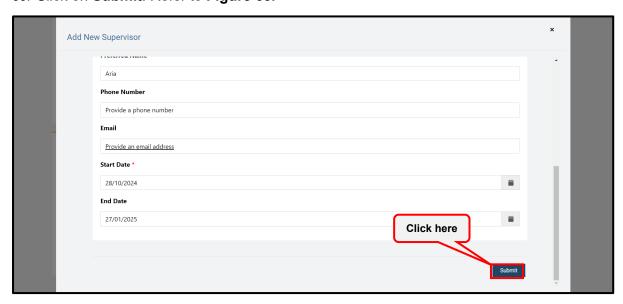


Figure 60



N

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.

61. Click Save and Next. Refer to Figure 64.

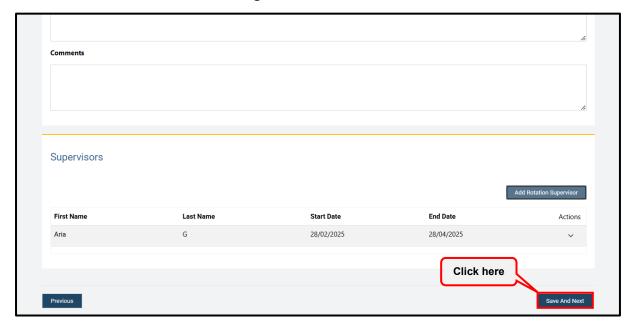


Figure 61

Section 4.3: Nominate an Education Supervisor (BT only)

Follow steps outlined in Section 4.3: Nominate an Education Supervisor (BT only).

Section 4.4: Nominate a DPE Supervisor (BT only)

Follow steps outlined in **Section 4.4: Nominate a DPE (BT only).** Then continue to complete your Rotation Plan by selecting a Training Phase, as below.

62. 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 65**.



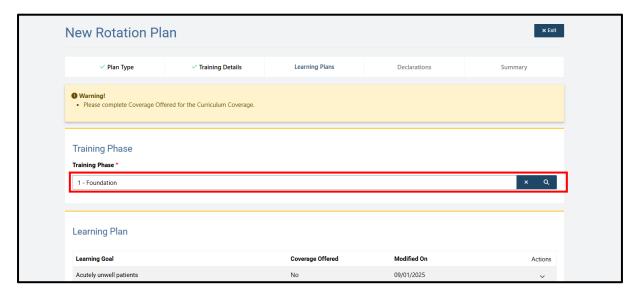


Figure 62

63. 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 66**.



Figure 63

64. If Edit selected: Update the **Coverage Offered** and **Opportunities Available** fields. Click **Submit**. Refer to **Figure 67**.



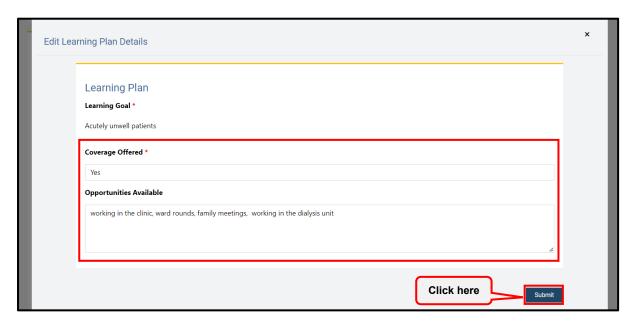


Figure 64

a. If View Details selected, click on the 'X' button at the top righthand corner of the screen to exit. Refer to **Figure 68.**



Figure 65

65. In the **Custom Goals section**, add any custom goals via the **Add Custom Goal** button. Refer to **Figure 69.**



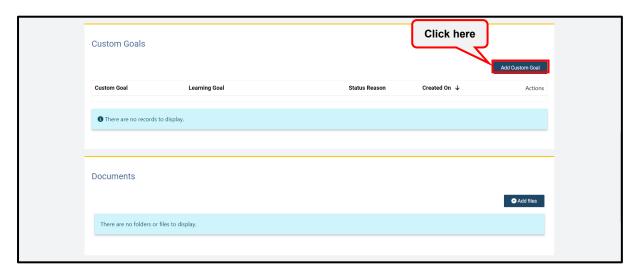


Figure 66

- 66. Populate the following:
 - a. Custom Goal Name (mandatory)
 - b. Learning Goal. Refer to Figure 70.

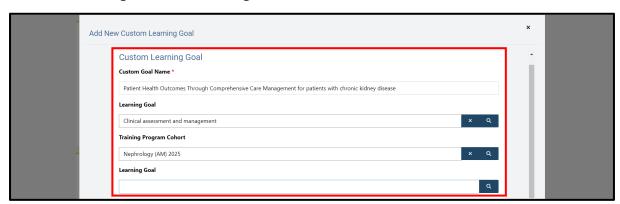


Figure 67

- 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 71.



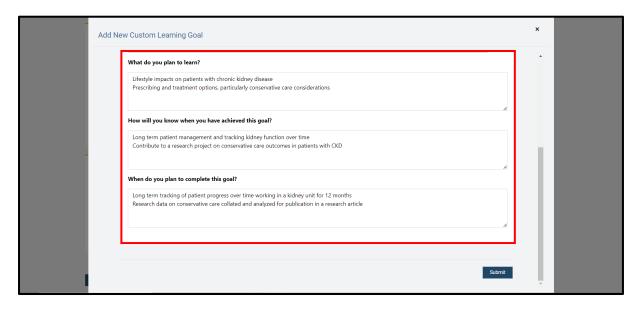


Figure 68

67. Click on Submit. Refer to Figure 72.

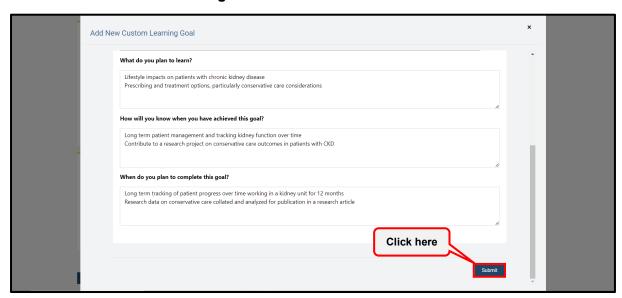


Figure 69

68. If you would like to attach files to this Rotation Plan, click on the 'Add files' button in the **Documents section**. Refer to **Figure 73**.



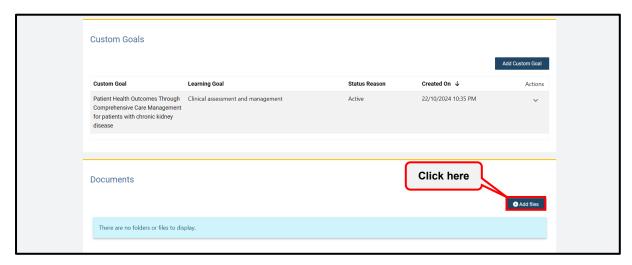


Figure 70



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.

69. Click Save and Next. Refer to Figure 74.



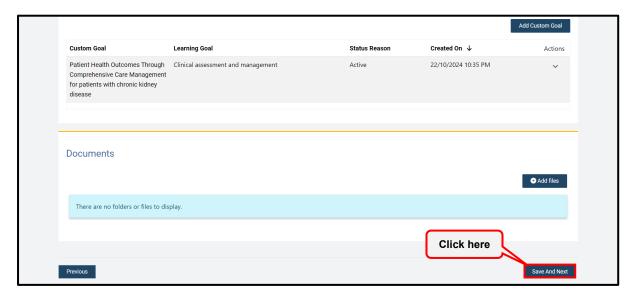


Figure 71

70. In the **Trainee Declarations section**, make your declarations by selecting the checkboxes. Click **Save and Next**. Refer to **Figure 75**.

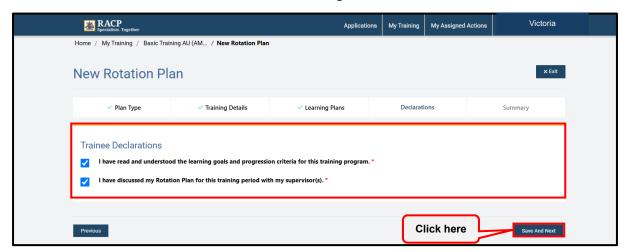


Figure 72

71. Review the Summary page of the Rotation Plan and click on **Submit** once verification complete. Refer to **Figure 76.**



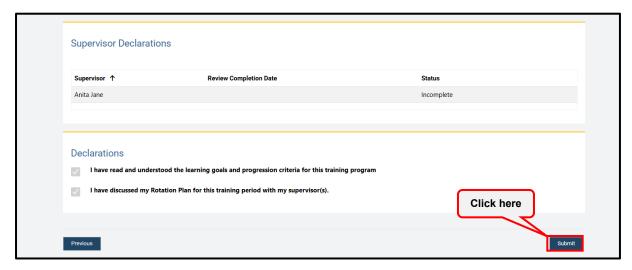


Figure 73

72. You will see a system-generated success message. Your Rotation Plan has now been submitted for Review. Refer to **Figure 77.**

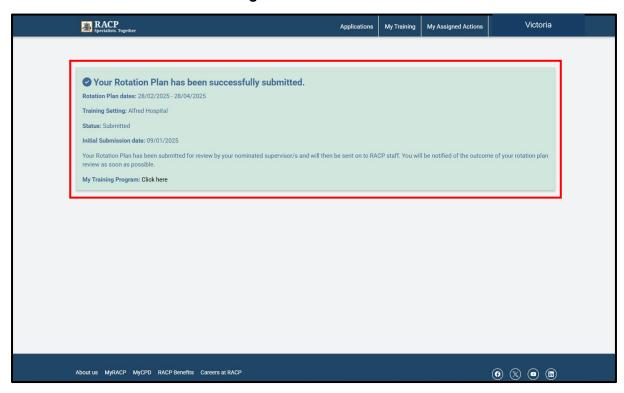


Figure 74



Section 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 <u>RACP website</u>.

73. Select a **Rotation Plan Type** by clicking on the dropdown and choose **Interruption**. Refer to **Figure 78**.

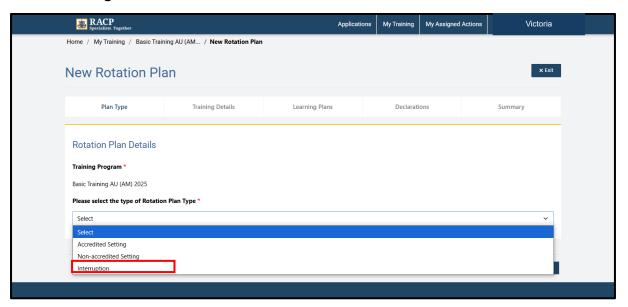


Figure 75

74. Click Save and Next. Refer to Figure 79.

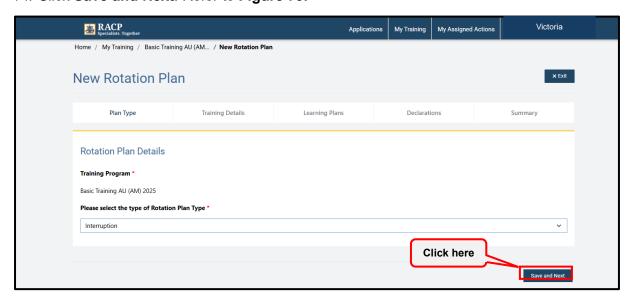


Figure 76

- 75. Within the **Interruption Details stage** of the process, populate the mandatory fields (marked with a red asterisk). Refer to **Figure 80.**
 - Start Date
 - End Date



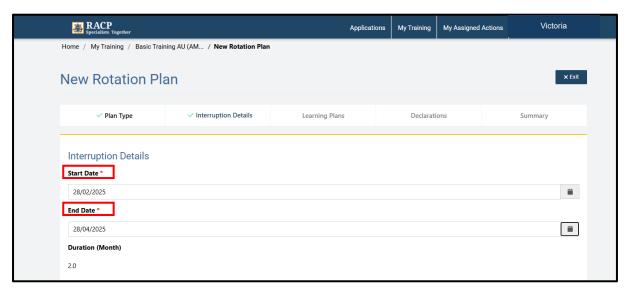


Figure 77

76. Select the Interruption **Type** from the dropdown list. Refer to **Figure 81**.

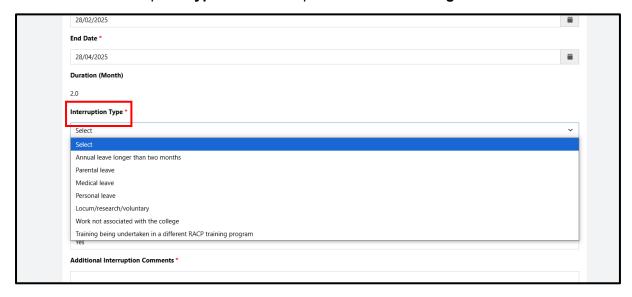


Figure 78



77. Add any Additional Interruption Comments, as required. Refer to Figure 82.





Figure 79

78. **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 83**.

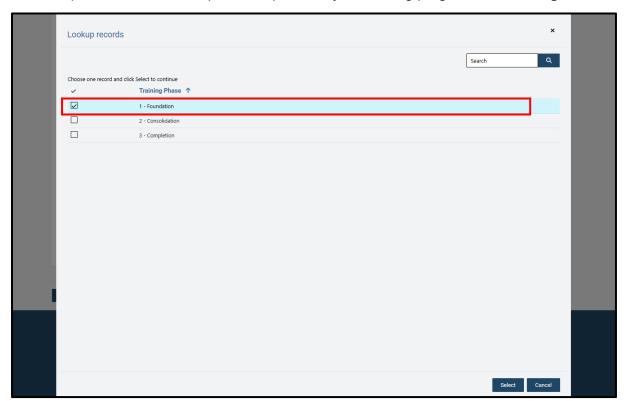
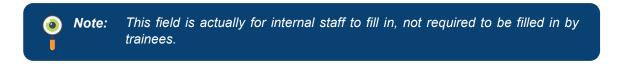


Figure 80

- 79. Optionally populate the following fields. Refer to Figure 84.
 - 'Interruption Evidence Document Uploaded'





'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 *	
1 - Foundation	x Q

Figure 81

80. Click Save and Next. Refer to Figure 84.



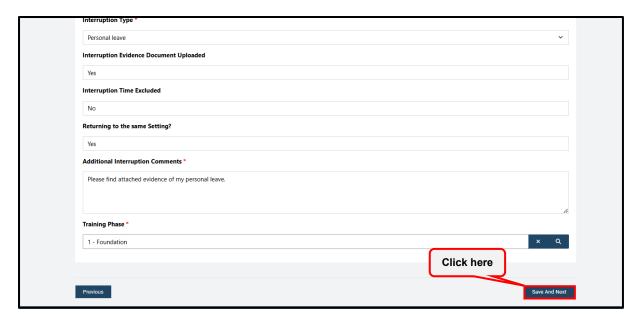


Figure 82

81. Upload any evidence or documents for your interruption by clicking on the 'Add files' button. Refer to Figure 86.



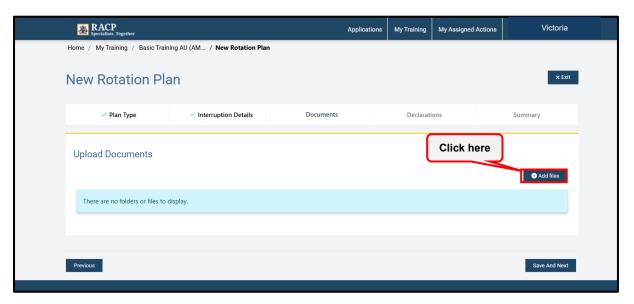


Figure 83

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.

82. Click Save and Next. Refer to Figure 87.

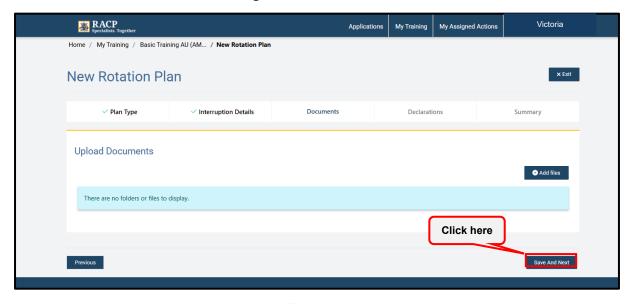


Figure 84



83. In the Declarations stage, make your declarations by selecting the checkboxes. Refer to **Figure 88.**

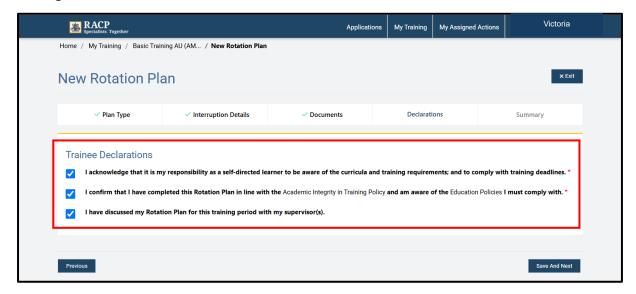


Figure 85

84. Click Save and Next. Refer to Figure 89.

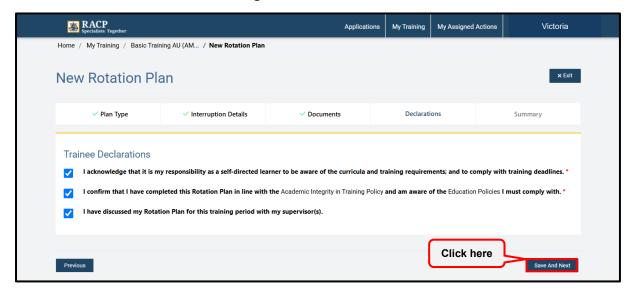


Figure 86

85. Review the Summary page of the Rotation Plan and click on **Submit** once verification complete. Refer to **Figure 90.**



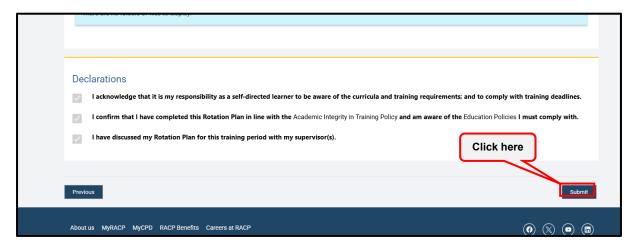


Figure 87

86. You will receive a system-generated success message after submitting. Your Rotation Plan has now been submitted for Review. Refer to **Figure 91.**

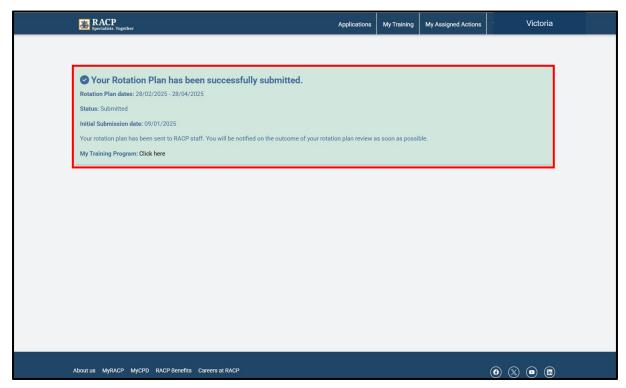


Figure 88



Section 6: 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 <u>contact RACP</u> Member Services

87. To make your changes, click on the downward facing arrow under **Actions** and select Edit. Refer to **Figure 92.**

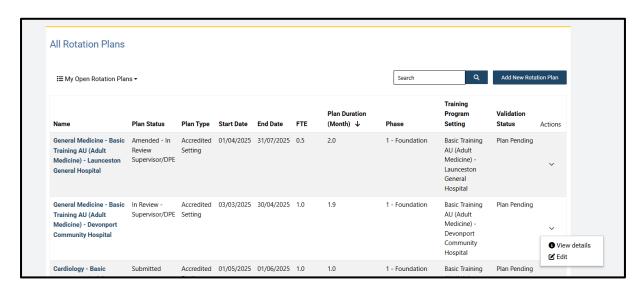


Figure 89

The fields you can update for Accredited plans are:

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

You can also perform the following:

- Primary Setting (can be edited up until Rotation Plan certification by RACP Staff)
- Training Setting (can be edited up until the Rotation Plan is Submitted)
- 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 7: 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
- Nominate an Education Supervisor (BT only)
- Nominate a DPE (BT only)
- Edit a Learning Plan including the coverage offered and opportunities available
- Add custom goals to the Rotation Plan
- Edit a Rotation Plan after submission