

# **Rotation Plan**

# Supervisor Guide – TMP Portal

Purpose	This guide provides guidance for supervisors on accessing, verifying and reviewing Rotation Plans submitted by trainees within the TMP portal.
Intended Audience	This document refers specifically to Rotation Supervisors. If you are a supervisor in the Advanced Training Program, you are labelled as a Rotation Supervisor in these instructions and in TMP.
Context	This guide is designed to help Supervisors manage trainee Rotation Plans in TMP portal.
	A Rotation Plan documents the details of a training rotation and how the trainee intends to cover their program learning goals over the rotation period.
	The Rotation Plan can be completed by a trainee prior to them meeting with their supervisor to discuss the upcoming rotation.
	If a trainee has not had the opportunity to discuss the rotation with their supervisor the Rotation Plan can still be submitted without information related to learning goals and learning opportunities.
	The Rotation Plan can be edited by the trainee after submission.



### How to use this document:

The document is structured into 4 sections, representing 6 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 Supervisor.

1. Navigate to the Portal and click on 'Sign in' located in the top righthand corner of the screen. Refer to Figure 4.

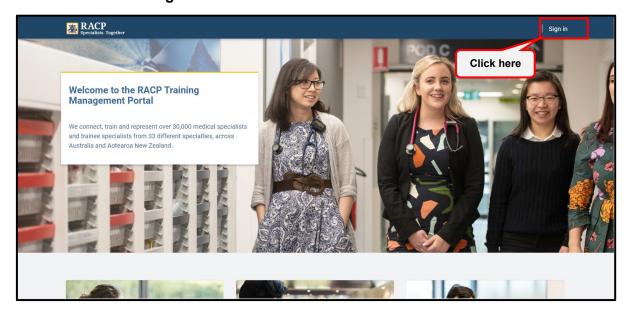


Figure 1

2. Enter your RACP user ID and click on Next. Refer to Figure 5.

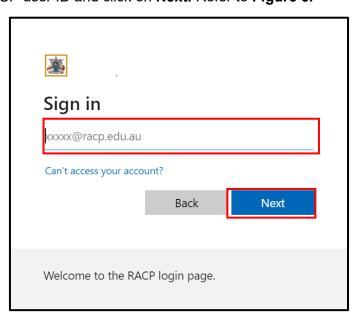


Figure 2



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

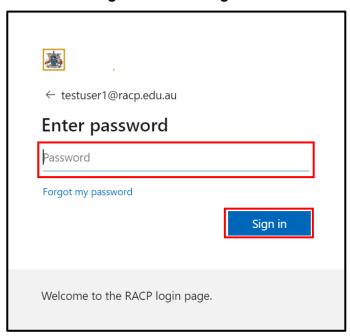


Figure 3



## Section 2: Review a Trainee's Rotation Plan

#### Section 2.1: Navigate to a Trainee's Rotation Plan

**Context:** Use these instructions to review a trainee's rotation plan, ensuring it meets all requirements before finalising it. If any adjustments are needed, return the plan to the trainee for amendments.

#### Pre-requisites

- A trainee has applied for an RACP training program and been approved by the DPE (Basic Training) or the RACP (Advanced Training)
- You have accepted your role as a supervisor
- Your trainee is aware of the learning and professional development opportunities available to them at the setting.

After a Trainee submits their Rotation Plan, you will receive communication via email requesting for you to review their Rotation Plan. You can review the Rotation Plan by clicking the hyperlink in the email and logging to the TMP Portal.

Accessing Rotation Plans via My Assigned Actions

- 1. Once you have logged into the TMP, navigate to **My Assigned Actions** in the **navigation bar**. Refer to **Figure 7**.
  - Note: this can also be accessed via My Trainees.

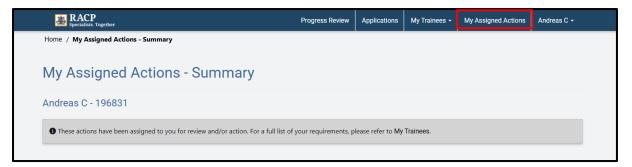


Figure 4

2. Under Area, select the **Rotation Plan hyperlink** to view the Rotation Plans requiring your review. Refer to **Figure 8.** 



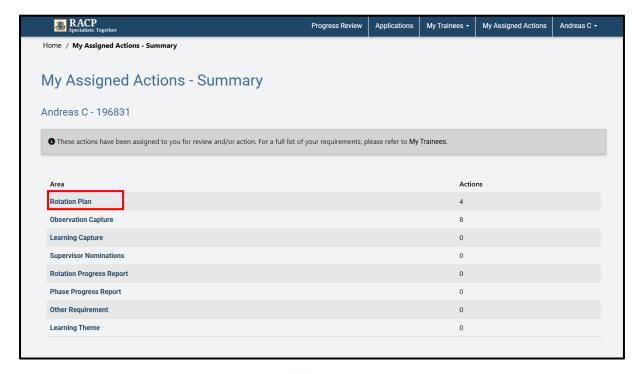


Figure 5

- 3. Select the **Rotation Plan tab** and click on the downward facing arrow under the Actions column. Select **Review Rotation Plan**. Refer to **Figure 9**.
  - <u>Note:</u> Only linked Rotation Supervisors will be able to review the Rotation Plan from within My Assigned Actions.

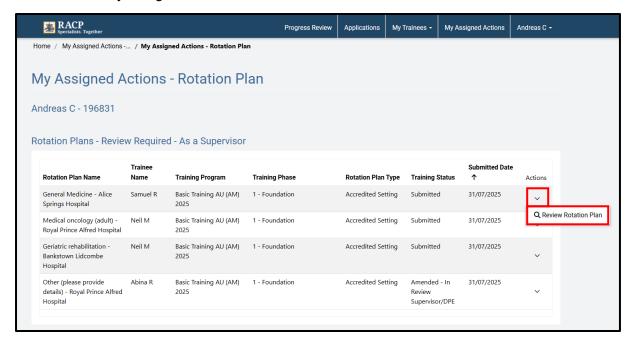


Figure 6

Accessing Rotation Plans via My Trainees' Rotation Plan in the Navigation Bar

4. As a DPE, you can click **My Trainees** in the **navigation bar** to reveal a dropdown list. Refer to **Figure 10**.



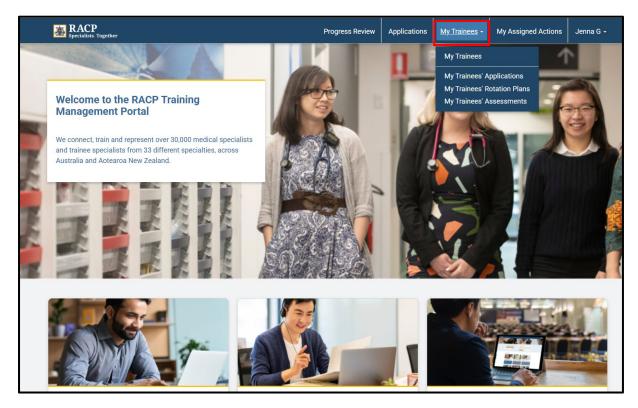


Figure 7

#### Section 2.2: Review a Trainee's Rotation Plan

5. Review the **Rotation Plan Details** fields and verify the information is entered by the trainee as required. Refer to **Figure 11.** 



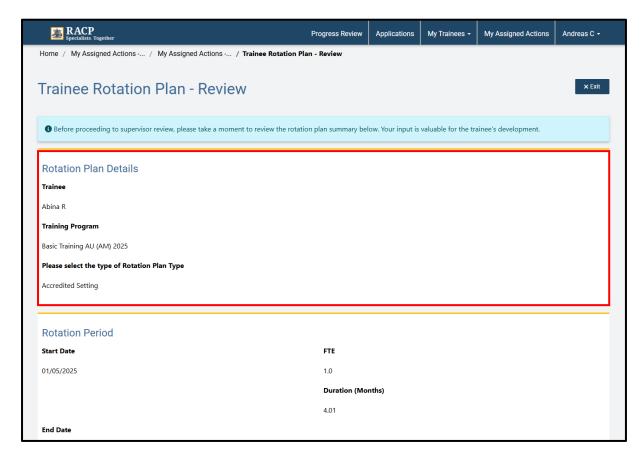


Figure 8

#### 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, trainees will need to populate the mandatory fields in the **Rotation Period section** including the

- The Rotation start date is also the start date of my Training Program
  - o Only one Rotation plan can be the "first rotation plan"
  - o Setting this field will set the Training Start Date
- 6. Scroll down to the **Supervisor Declarations section** where you will see your name and the status of your declaration. The status will read as 'incomplete' which means that you have not submitted your review of the trainees Rotation Plan. Refer to **Figure 12.**



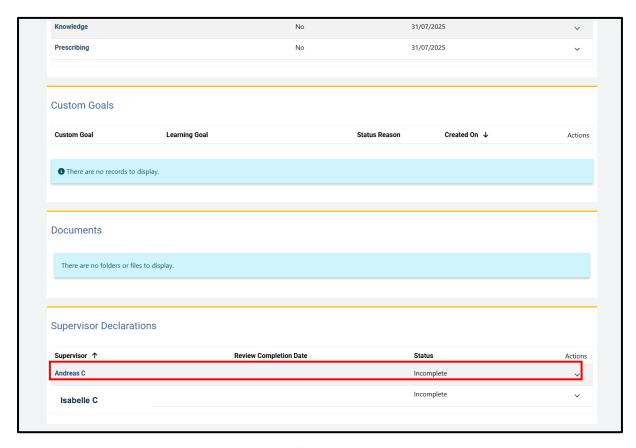


Figure 9

7. Click the downward facing arrow under the **Actions** column and select **Review**. Refer to **Figure 13.** 

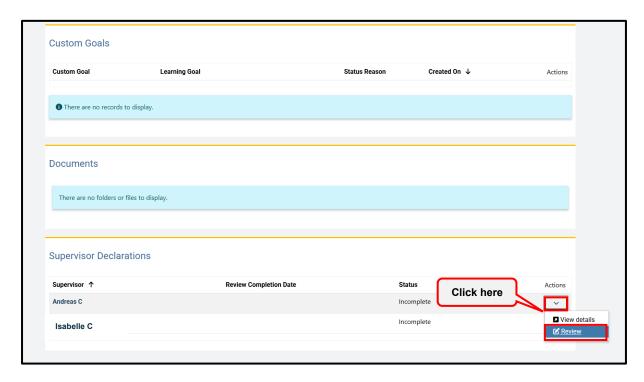


Figure 10



- 8. Select **Yes** or **No** from the drop-down box against each of the following statements. Refer to **Figure 14.** 
  - 'I can confirm that this trainee has been appointed the outlined training position': select Yes or No from the dropdown menu.
  - 'I confirm that the training plan reflects the learning opportunities available to this trainee': Select Yes or No from the dropdown menu.
  - 'I confirm that correct supervisor details have been recorded': Select 'Yes' or 'No' from the dropdown menu. Note that if 'No' is selected, the form will be returned to the Trainee when you click on the 'Return to Trainee' button (see Step 10).

These are all mandatory fields.

• <u>Note:</u> There is an option to include **Supervisor Review Comments**. These comments might include other suggested learning opportunities or other important information the trainee might need to consider when planning their learning for a rotation.

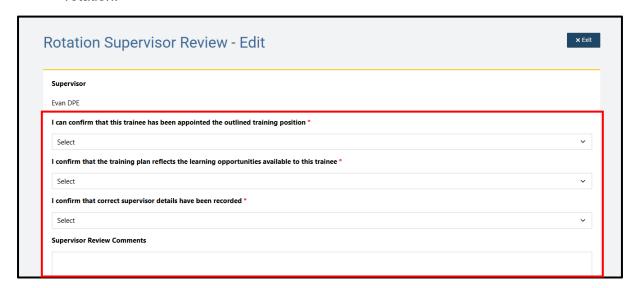


Figure 11

9. If your review is finalised, click the checkbox next to 'Review Finalised?' and click on the Finalised button. Once you finalise the review the rotation plan will be sent back to the trainee as the completed version. The Rotation Plan can be edited through the rotation if there are updates to the planned learning opportunities. Refer to Figure 15. If you need to return the review to the Trainee, proceed to step 10.



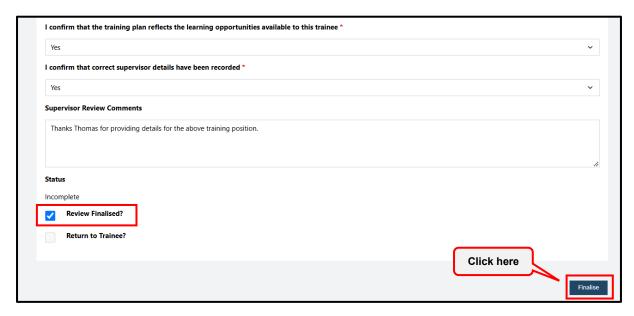


Figure 12

10. If you want to return the rotation plan to the Trainee for amendments, select the checkbox next to 'Return to Trainee' and click on the 'Return To Trainee' button. Refer to Figure 16.

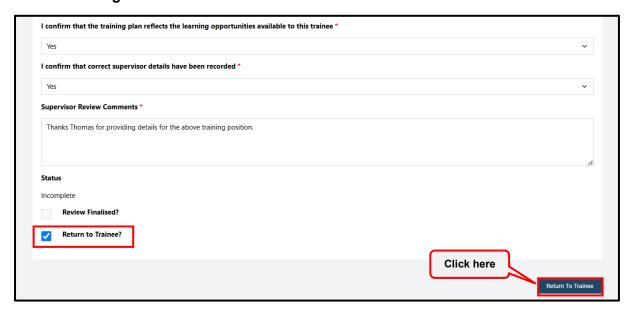


Figure 13





## Section 3: Review a Trainee's amended Rotation Plan

**Context:** Use these instructions to re-review a trainee's rotation plan from the email notification once the trainee has amended it or provided additional information. This can be accessed either via the email notification or by navigating to the TMP Portal directly.

When a Trainee resubmits a Rotation Plan where they have amended it or provided additional information, you as the Rotation Supervisor will receive communication of this and will be required to re-review it.

#### To initiate your review via your received email:

1. Open the email you have received and read the email body. Refer to Figure 17.

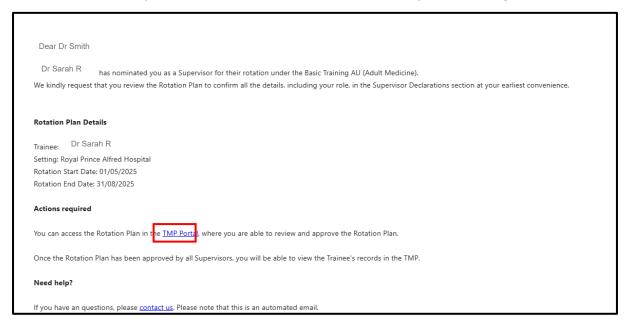
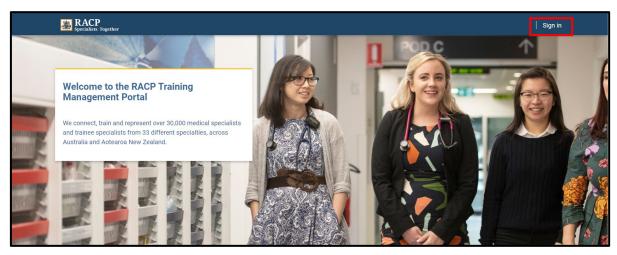


Figure 14

2. Click on the hyperlinked text in the email body, 'TMP Portal' to be taken to the Portal where you will be required to log in. Once logged in, the relevant Rotation Plan will automatically appear for your review. Alternatively you can navigate directly to the TMP Portal and sign in. Refer to Figure 18.





#### Figure 15

3. Navigate to 'My Assigned Actions' and open the rotation plan for review. Refer to Figure 19.

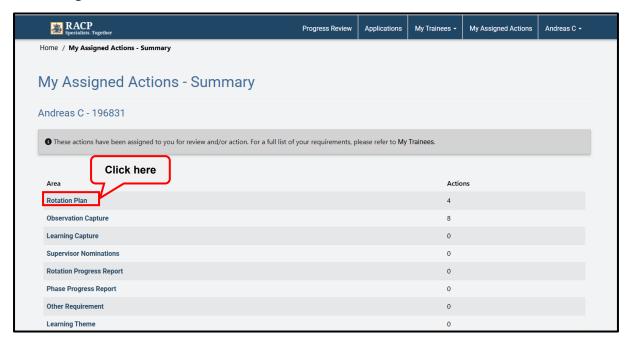


Figure 16

- 4. Follow steps 1-9 from the previous instructions on how to Review a Trainee's Rotation Plan. This includes:
  - a. reviewing the information provided by the trainee
  - b. selecting your responses to the supervisor declaration
  - c. providing comments if required. Refer to Figure 20.



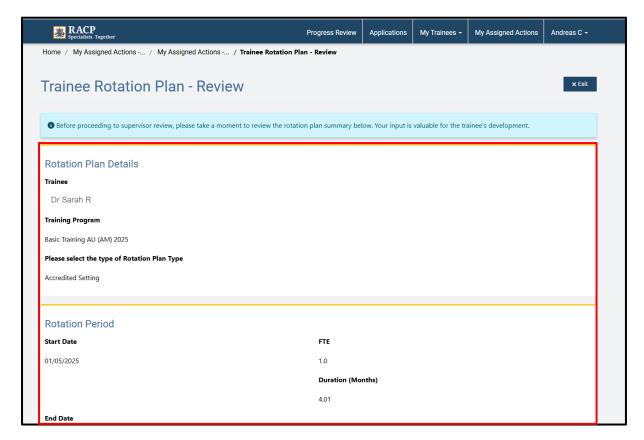


Figure 17





# **Section 4: Summary of Outcomes**

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

- Sign in to the Portal
- Access the rotation plans assigned for your review
- Review details of trainee's rotation plans
- Verify trainee's rotation plans
- Return the rotation plan to trainee if amendments are required
- Initiate a review via the email notification
- Re-review a rotation plan if a trainee has provided additional information or made amendments