





Rotation Plan

Supervisor Guide

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	<p>This guide is designed to help Supervisors manage trainee Rotation Plans in TMP portal.</p> <p>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.</p> <p>The Rotation Plan can be completed by a trainee prior to them meeting with their supervisor to discuss the upcoming rotation.</p> <p>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.</p> <p>The Rotation Plan can be edited by the trainee after submission.</p>

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  and then the 'bookmark' icon .



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Section 1: Log in to the Portal

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

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

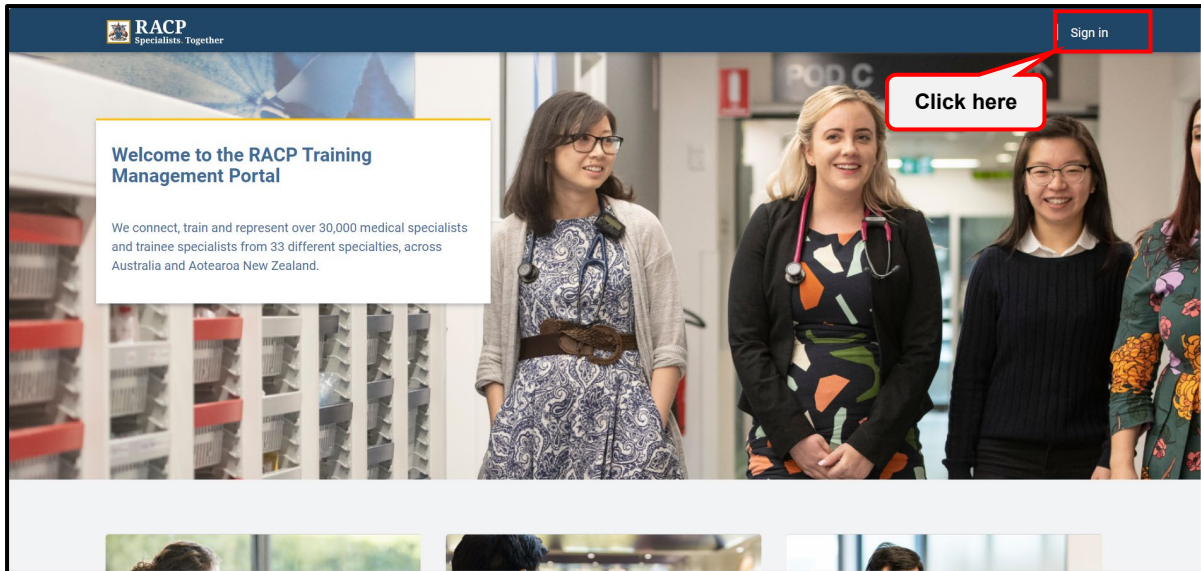


Figure 1

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

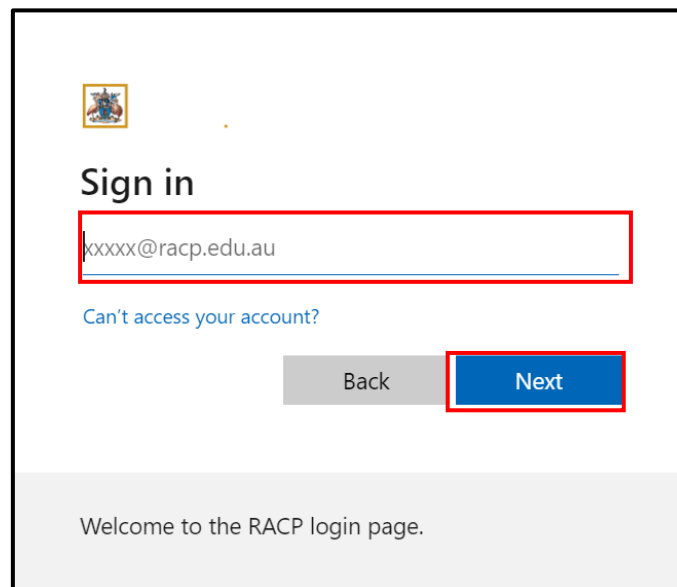



Figure 2



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



← testuser1@racp.edu.au

Enter password

[Forgot my password](#)

Sign in

Welcome to the RACP login page.

Figure 3

Section 2: Review 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.

1. Once you have logged into the TMP, navigate to **My Assigned Actions** in the **navigation bar**. Refer to **Figure 4**. Note this can also be accessed via **My Trainees**.

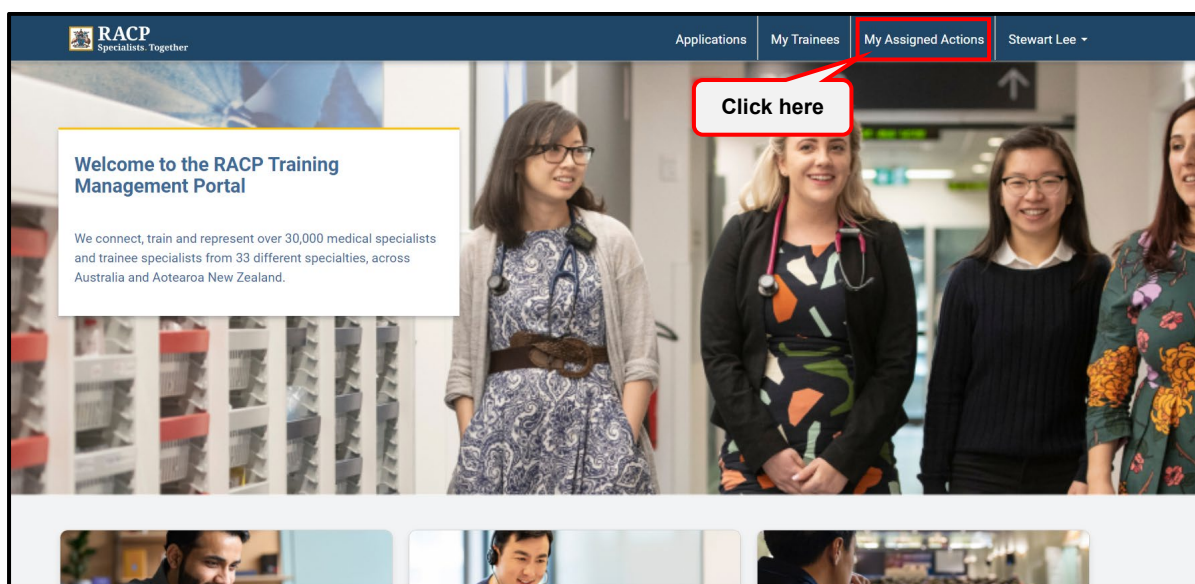


Figure 4

2. Select the **Rotation Plan** tab and click on the downward facing arrow under the Actions column. Select **Review Rotation Plan**. Refer to **Figure 5**.



My Assigned Actions

These actions have been assigned to you for review and/or action. For a full list of your requirements, please refer My Trainees Page.

Rotation Plan | Observation Capture | Learning Capture | Applications | Learning Course | Program Level

Rotation Plan - As Supervisor

Rotation Plan Name	Trainee Name	Training Program	Training Phase	Rotation Plan Type	Training Status	Submitted Date	Actions
Julian Charles - Accredited Setting - Nephrology (AM) 2025	Julian Charles	Julian Charles - Nephrology (AM) 2025	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Accredited Setting	Finalised -		⌵
Julian Charles - Non-accredited Setting - Basic Training AU (PCH) 2025	Julian Charles	Julian Charles - Basic Training AU (PCH) 2025	Julian Charles - Basic Training AU (PCH) 2025 - 1 - Foundation	Non-accredited Setting	Submitted	22/10/2024	⌵ 🔍 Review Rotation Plan

Figure 5

3. Review the **Rotation Plan Details** fields and verify the information is entered by the trainee as required. Refer to **Figure 6**.

Trainee Rotation Plan - Review [X Exit]

Before proceeding to supervisor review, please take a moment to review the rotation plan summary below. Your input is valuable for the trainee's development.

Rotation Plan Details

Trainee
Julian Charles

Training Program
Julian Charles - Basic Training AU (PCH) 2025

Please select the type of Rotation Plan Type
Non-accredited Setting

Figure 6

4. 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 7**.

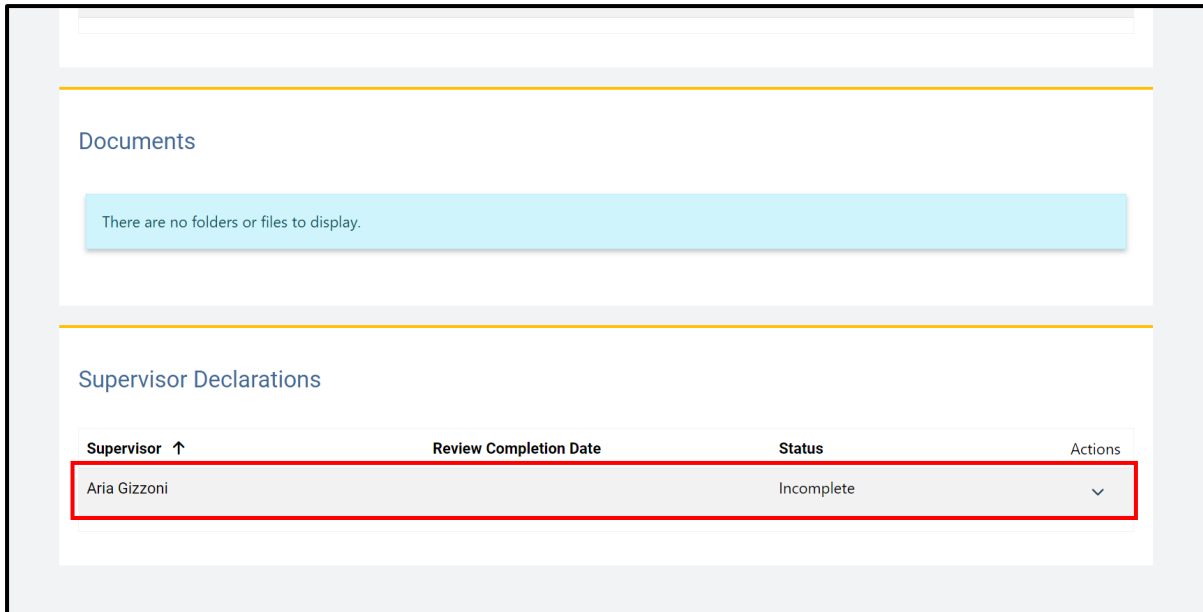


Figure 7

5. Click the downward facing arrow under the **Actions** column and select **Review**. Refer to **Figure 8**.

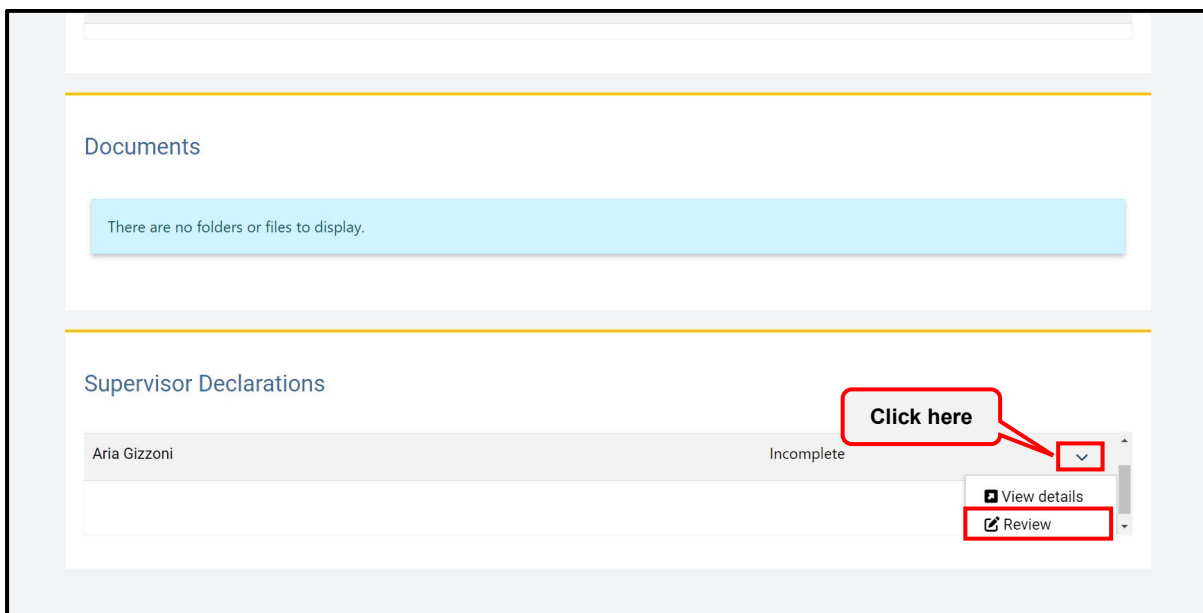


Figure 8

6. Select **Yes** or **No** from the drop-down box against each of the following statements. Refer to **Figure 9**.
- **'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.

7. 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. Refer to **Figure 9**.

Rotation Supervisor Review - Edit X Exit

Supervisor
Aria Gizzoni

I can confirm that this trainee has been appointed the outlined training position *

Yes

I confirm that the training plan reflects the learning opportunities available to this trainee *

Yes

I confirm that correct supervisor details have been recorded *

Yes

Supervisor Review Comments

Figure 9

8. 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.
9. Refer to **Figure 10**. If you need to return the review to the Trainee, proceed to step 10.

I confirm that the training plan reflects the learning opportunities available to this trainee *

Yes

I confirm that correct supervisor details have been recorded *

Yes

Supervisor Review Comments

Thanks Julian for providing details for the above training position.

Status

Incomplete

Review Finalised?

Return to Trainee?

Click here

Finalised

Figure 10



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 11**.

I confirm that the training plan reflects the learning opportunities available to this trainee *

Yes

I confirm that correct supervisor details have been recorded *

Yes

Supervisor Review Comments

Thanks Julian for providing details for the above training position.

Status

Incomplete

Review Finalised?

Return to Trainee?

Click here

Return To Trainee

Figure 11



Note:

1. Please add a comment in the 'Supervisor Review Comments' field before clicking 'Return To Trainee'. This will help the trainee understand what needs to be updated or added to their Rotation plan.
2. It is important to review the Rotation Plan and move the plan to finalised status to support progression assessment activities, including time validation and certification.
3. Supervisors can navigate to rotation plans via My Assigned Actions or via My Trainees.

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 13**.

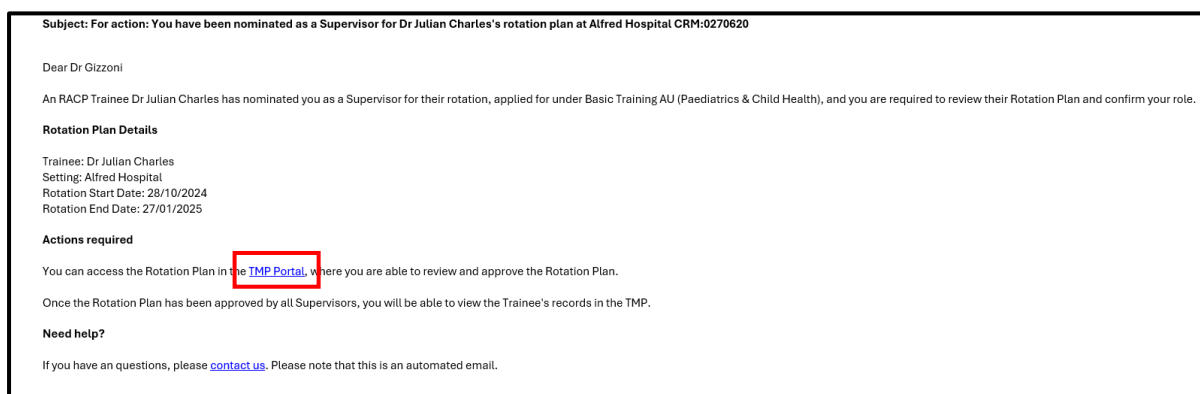


Figure 13

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.
3. Alternatively you can navigate directly to the TMP Portal and sign in.
4. Refer to **Figure 14**.

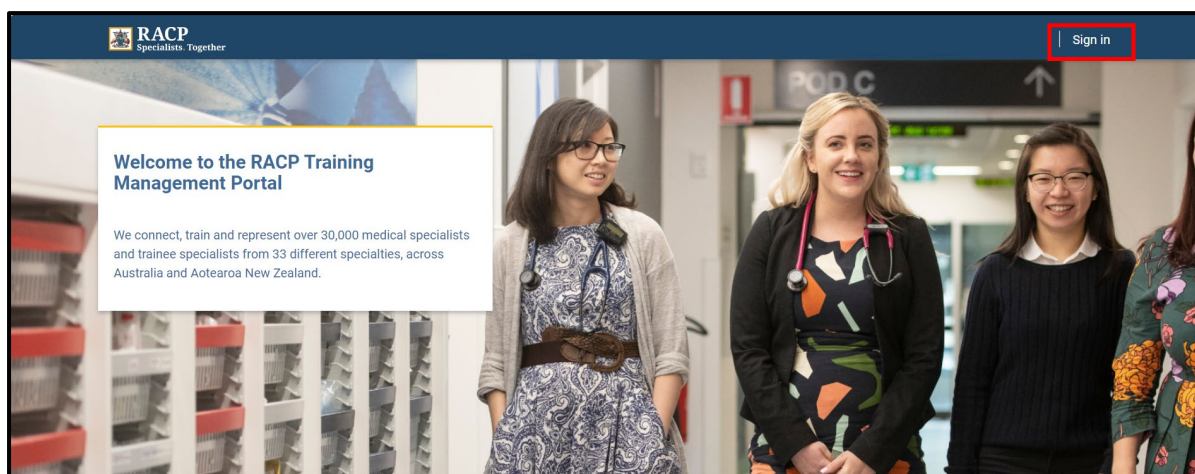


Figure 14

5. Navigate to '**My Assigned Actions**' and open the rotation plan for review.
6. Refer to **Figure 15**.



My Assigned Actions

These actions have been assigned to you for review and/or action. For a full list of your requirements, please refer My Trainees Page.

Rotation Plan Observation Capture Learning Capture Applications Learning Course Program Level

Rotation Plan - As Supervisor

Rotation Plan Name	Trainee Name	Training Program	Training Phase	Rotation Plan Type	Training Status	Submitted Date	Actions
Julian Charles - Accredited Setting - Nephrology (AM) 2025	Julian Charles	Julian Charles - Nephrology (AM) 2025	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Accredited Setting	Finalized		⌵
Julian Charles - Non-accredited Setting - Basic Training AU (PCH) 2025	Julian Charles	Julian Charles - Basic Training AU (PCH) 2025	Julian Charles - Basic Training AU (PCH) 2025 - 1 - Foundation	Non-accredited Setting	Submitted	22/10/2024	⌵ Review Rotation Plan

Figure 15

7. 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.
8. Refer to **Figure 16**.

Trainee Rotation Plan - Review

Before proceeding to supervisor review, please take a moment to review the rotation plan summary below. Your input is valuable for the trainee's development.

Rotation Plan Details

Trainee
Julian Charles

Training Program
Julian Charles - Basic Training AU (PCH) 2025

Please select the type of Rotation Plan Type
Non-accredited Setting

Rotation Period

Start Date	FTE
28/10/2024	1.0
End Date	Duration

Figure 16



Note When reviewing a Trainee's amended Rotation Plan, you can only access this via 'My Assigned Actions' and not via the Training Plan tab within the Trainee's record.



Section 4: Summary of Outcomes

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

- 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