





# Reviewing Basic Training Supervisor Nominations

## Supervisor Guide: Reviewing Education Supervisor nominations

<b>Purpose</b>	Use this guide for assistance to Approve or Reject an Education Supervisor nomination in the TMP Portal.
<b>Intended Audience</b>	Education Supervisors.
<b>Context</b>	This guide is designed to help Education Supervisor users approve or decline nominations to be a Trainee’s Education Supervisor (Program Level Supervisor). This instruction is relevant to supervisors in Basic Training.

### How to use this document:

The document is structured into 2 sections, representing 3 key Supervisor Cohort Management 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 .

## Contents

<b>Section 1: Log in to the Portal</b> .....	2
<b>Section 2: Actioning an Education Supervisor Assignment</b> .....	4
Section 2.1: Approve/Reject via Assigned Actions.....	4
Section 2.2: Approve/Reject via email.....	6
<b>Section 3: Summary of Outcomes</b> .....	9



## Section 1: Log in to the Portal

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

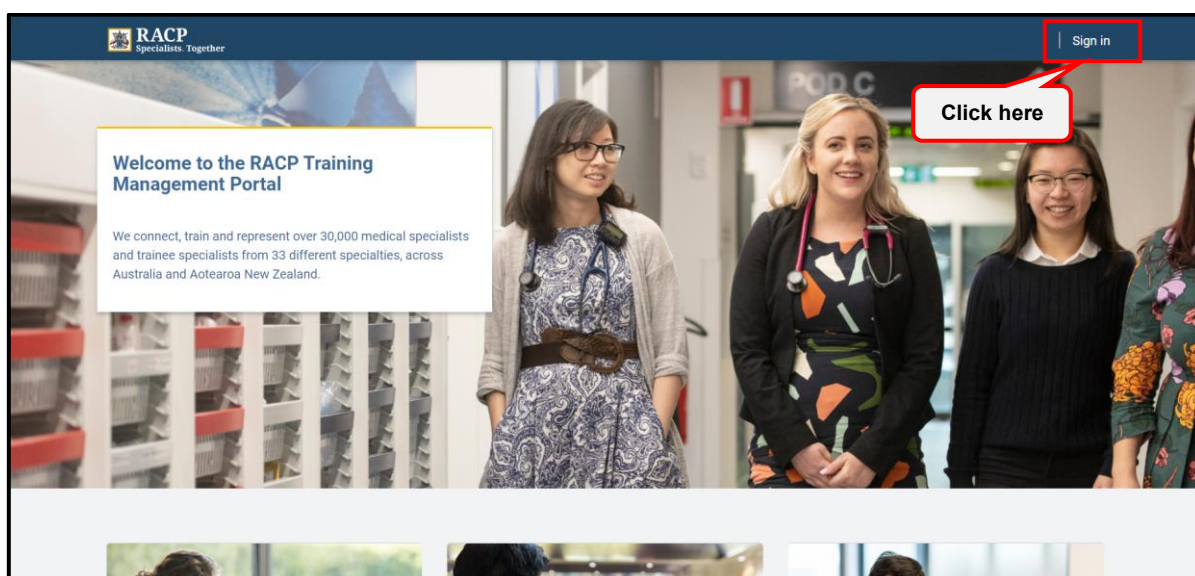
### Pre-requisites

- Approval received from the DPE
- RACP Fellowship (note Paediatrics & Child Health Division also accepts Fellowship of other Specialty Medical Colleges)
- Met the eligibility requirements for supervision.



**Note:** You can view the eligibility requirement through [Supervisor Professional Development Program](#).


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



**Figure 1**

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





## Sign in


[Can't access your account?](#)

[Back](#) [Next](#)

Welcome to the RACP login page.

*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: Actioning an Education Supervisor Assignment

**Context:** After a Trainee nominates you as their Education Supervisor (Program Level Supervisor) against their Training Program, you will receive communication requesting for you to either approve or decline.

There are two methods of approving or rejecting your assignment to the Trainee’s Training Program, either via the Assigned Actions navigation menu or an email notification

### Section 2.1: Approve/Reject via Assigned Actions

1. Navigate to **My Assigned Actions** in the navigation bar. Refer to **Figure 4**.

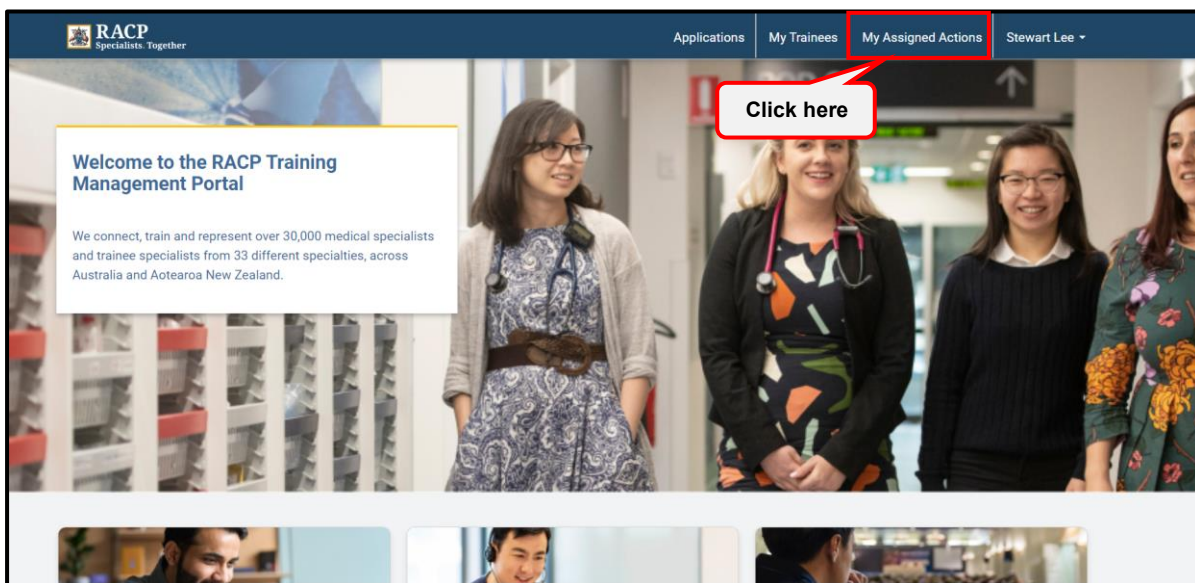


Figure 4

2. Select the **Program Level** tab and click on the downward facing arrow under the **Actions** column against the record you wish to take action on. Select **Approve Assignment** or **Reject Assignment**. Refer to **Figure 5**.

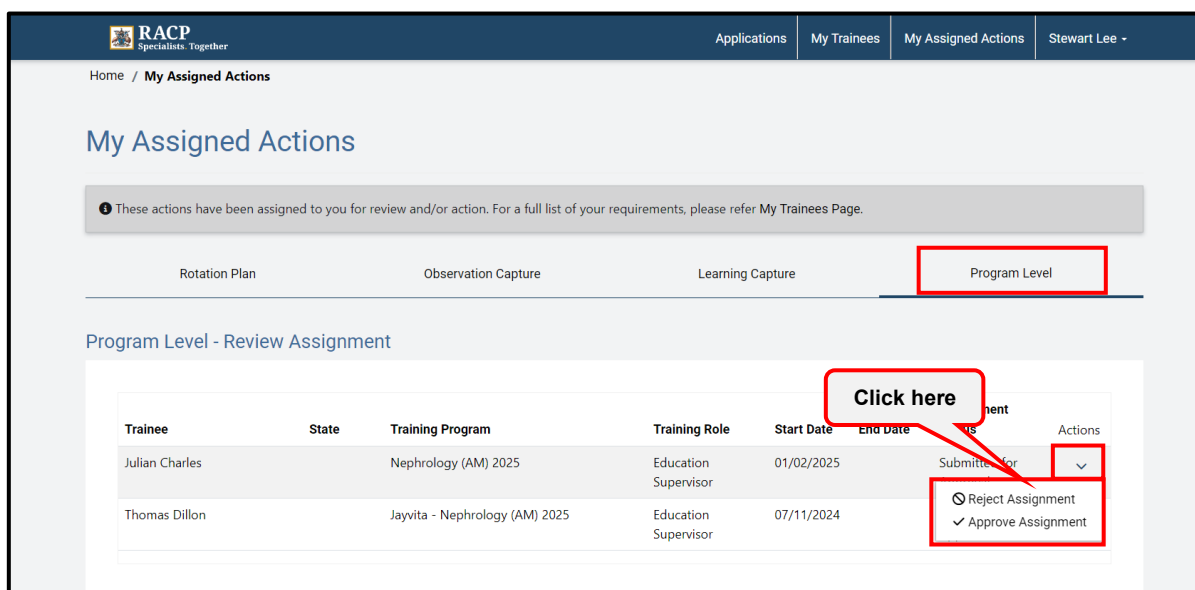


Figure 5



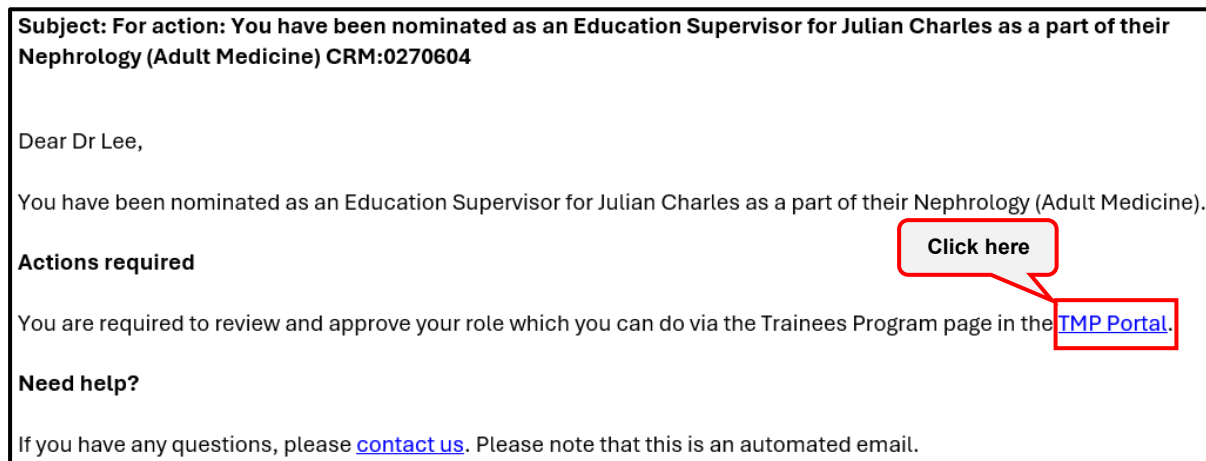
- Clicking on **Approve Assignment** will make your nomination against the trainee's cohort, immediate.
- Clicking on **Decline Assignment** will update the Assignment Status to Incorrect Assignment. The trainee will subsequently disappear from your list of Trainees, and the trainee will be notified of the decline. The Trainee will need to nominate a different Supervisor.



**Note:** *Once you approve or reject your assignment as supervisor, communications will be sent to the Trainee advising them of either outcome.*

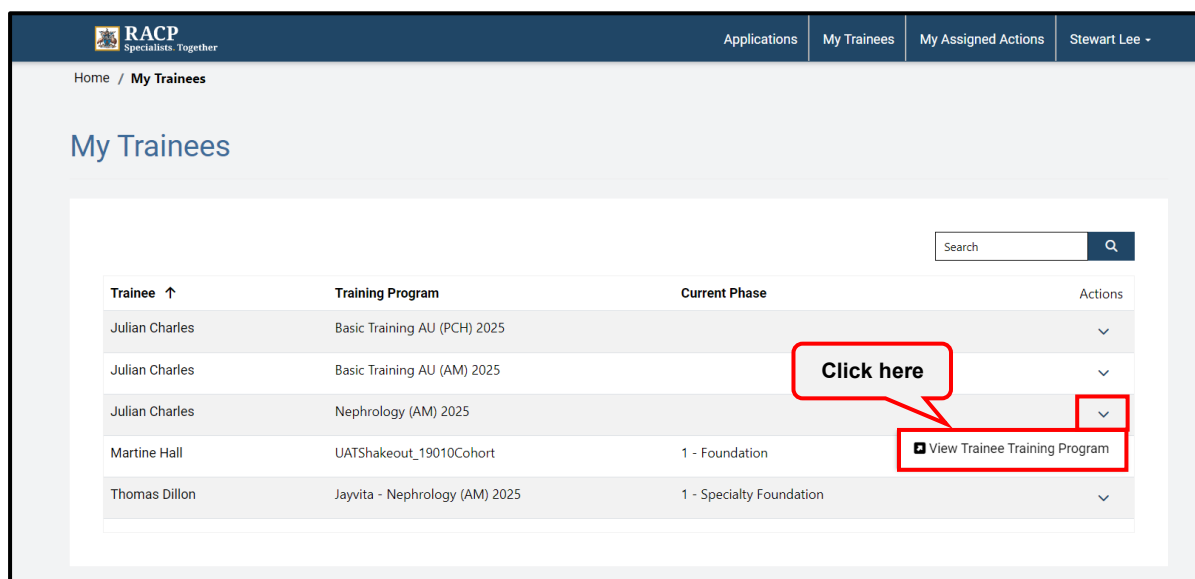
## Section 2.2: Approve/Reject via email

1. Open the email you have received and review the details in the body of the email.
2. Click on the hyperlinked text '**TMP Portal**' to be navigated directly to the approval form in the Portal. Refer to **Figure 6**. Log in to the Portal as per instructions at the beginning of this guide.



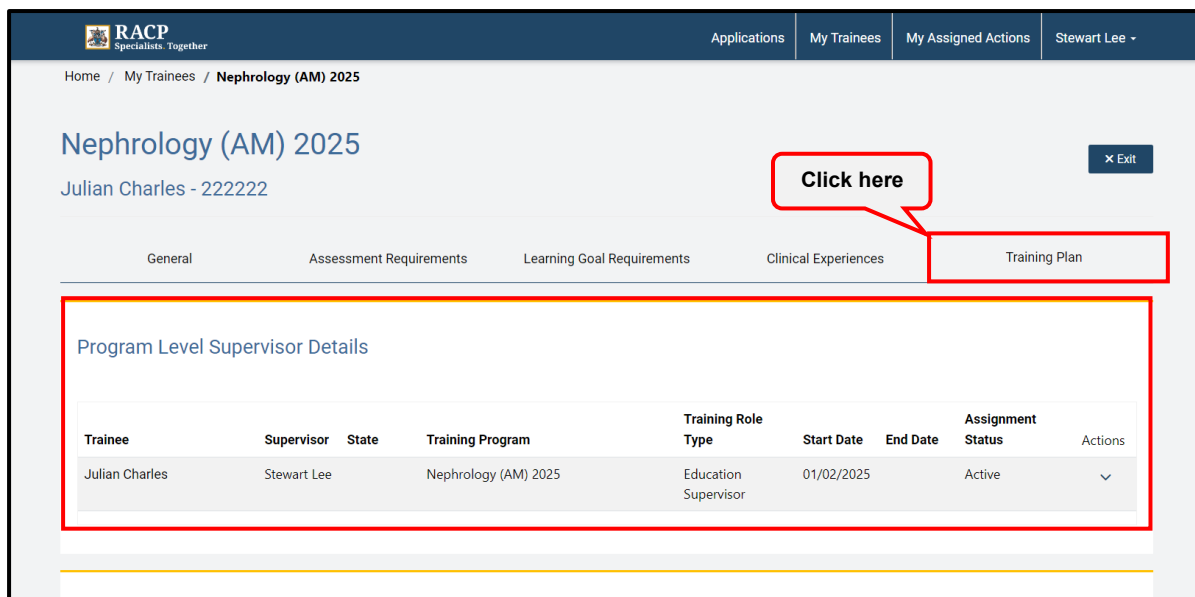
*Figure 6*

3. Alternatively, you can navigate to **My Trainees**, expand the downward arrow next to the training program you want to approve and click **View Trainee Training Program**. Refer to **Figure 7**.



*Figure 7*

4. Navigate to the **Training Plan tab** and observe the **Program Level Supervisor Details screen**. Refer to **Figure 8**.



Home / My Trainees / Nephrology (AM) 2025

Nephrology (AM) 2025  
Julian Charles - 222222

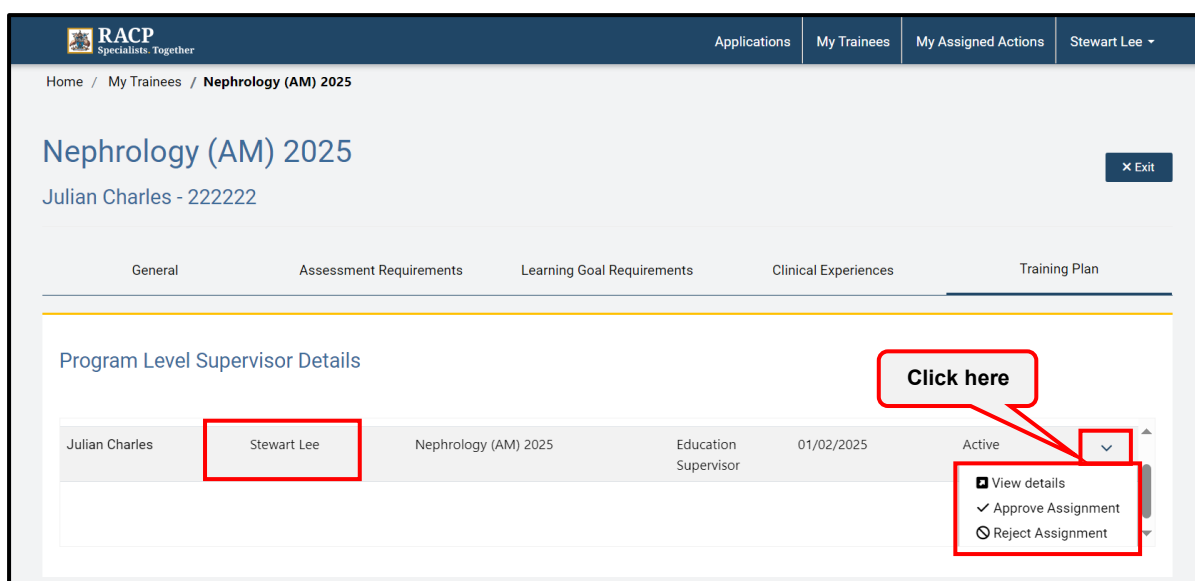
General Assessment Requirements Learning Goal Requirements Clinical Experiences **Training Plan**

Program Level Supervisor Details

Trainee	Supervisor	State	Training Program	Training Role Type	Start Date	End Date	Assignment Status	Actions
Julian Charles	Stewart Lee		Nephrology (AM) 2025	Education Supervisor	01/02/2025		Active	▼

Figure 8

- In the **Supervisor** column where your name is listed, click on the downward facing arrow under the **Actions** column. Select **Approve Assignment** or **Reject Assignment**. Refer to **Figure 9**.



Home / My Trainees / Nephrology (AM) 2025

Nephrology (AM) 2025  
Julian Charles - 222222

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

Program Level Supervisor Details

Julian Charles	Stewart Lee		Nephrology (AM) 2025	Education Supervisor	01/02/2025		Active	▼
----------------	-------------	--	----------------------	----------------------	------------	--	--------	---

View details  
✓ Approve Assignment  
⊗ Reject Assignment

Figure 9

- Clicking on **Approve Assignment** will make your nomination against the trainee's cohort, immediate.
- Clicking on **Reject Assignment** will update the Assignment Status to Incorrect Assignment.



**Note:** Once you approve or reject your assignment as supervisor, communications will be sent to the Trainee advising them of either outcome.



**RACP**  
**Specialists. Together**

EDUCATE ADVOCATE INNOVATE

**Important mentions:**

Once your relationship with a Trainee has ended, i.e. the '**End Date**' on your supervisor record has been reached, you have 60 days post this date to perform any outstanding actions on the Trainee's record. Your access to the portal will then be removed by the system on conclusion of the 60 day period.





## Section 3: Summary of Outcomes

The **Supervisor Cohort Management Guide** is now complete. You now have instructions to:

- Login to the Portal as a Supervisor
- Approve or Reject and Education Supervisor Assignment via Assigned Actions
- Approve or Reject and Education Supervisor Assignment via email