





Observation Captures

Trainee Guide: TMP Portal

Purpose	Use this guide as a Trainee for guidance on how to create, complete and review your Observation Captures in the Training Management Platform.
Intended Audience	All Trainees
Context	This guide is designed to help the Trainees manage learning and assessment requirements in the TMP Portal i.e. create, monitor, view, submit and cancel the Observation Captures.

How to use this document:

The document is structured into 3 sections, representing key Observation Captures Tool Guide for Trainees 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 - Horizon 2C updates added
TMP Project	19/11/24	1.0	Initial version



Section 1: Login to the Portal

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

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

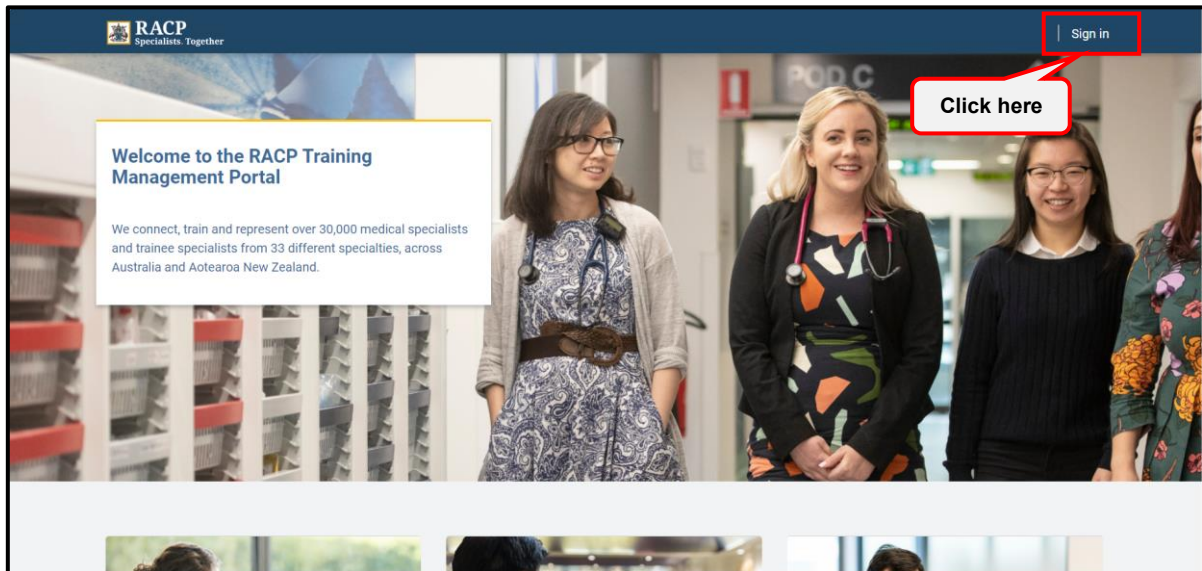


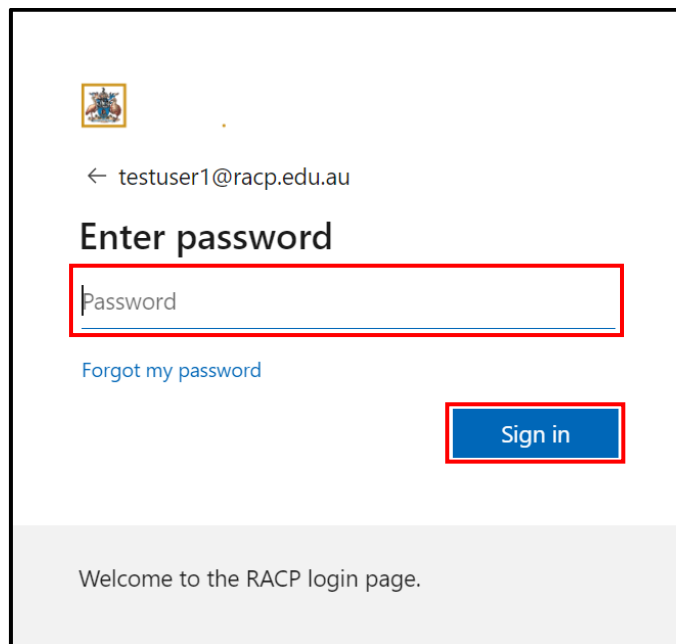
Figure 1


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

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: View your Observation Capture requirement

Context: Use these instructions to view your Observation Capture program requirements and completed Observation Captures.

1. On the landing page, navigate to **Primary Navigation / Menu Bar > My Trainings**. Refer to **Figure 4**.

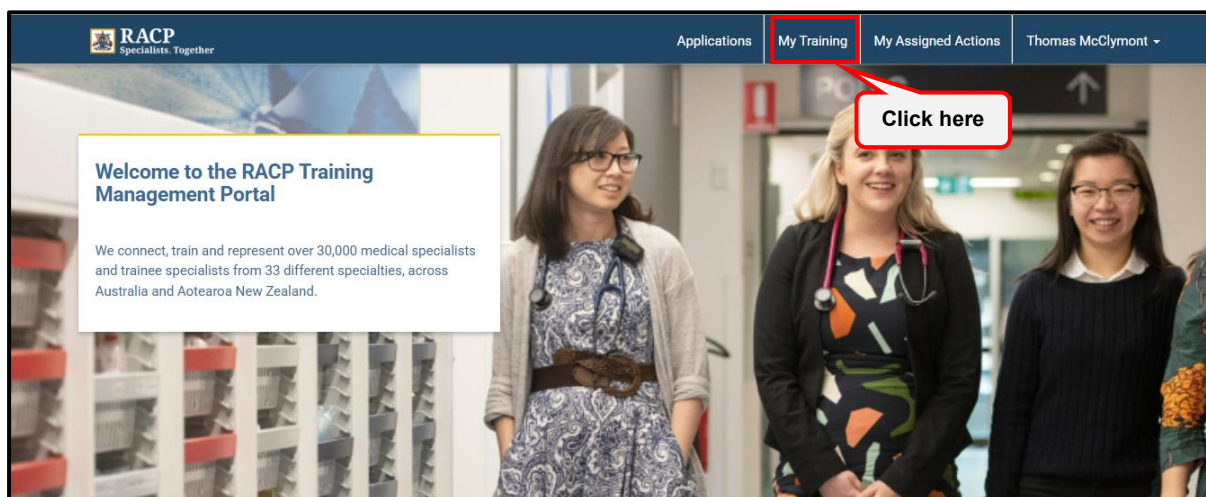


Figure 4

2. From the **My Training** page, observe your Training Program under the **Training Programs** heading. Refer to **Figure 5**. Go to Step 4 to learn how to access your observation capture using this method.
3. Alternatively, you can also access your Observation Capture assessment requirement via the **Assessment Requirements Due Next** section. Refer to **Figure 5**.

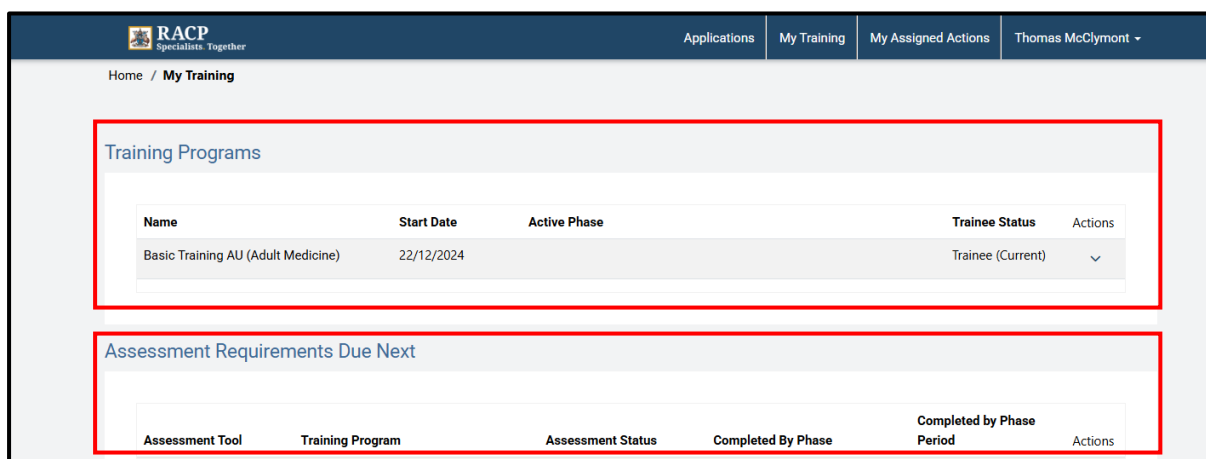
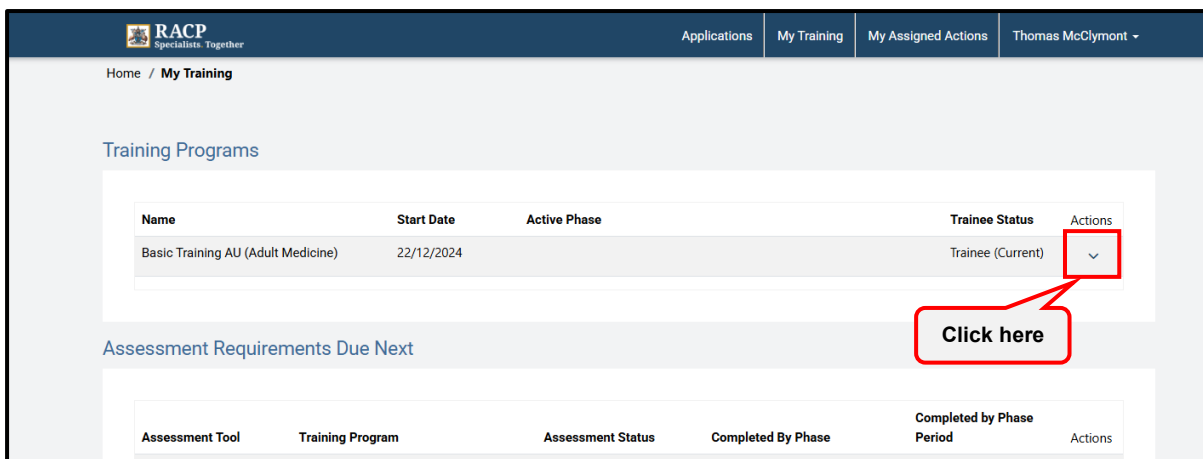


Figure 5



Note: Please ensure that you select the correct Training Program Cohort as this information is not editable once you start creating the Observation Capture.

4. To access your Observation Capture assessment requirement via **Training Programs**, expand the downward arrow and click on **View details** to open it. Refer to **Figure 6** for an example.



Home / My Training

Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Adult Medicine)	22/12/2024		Trainee (Current)	⌵

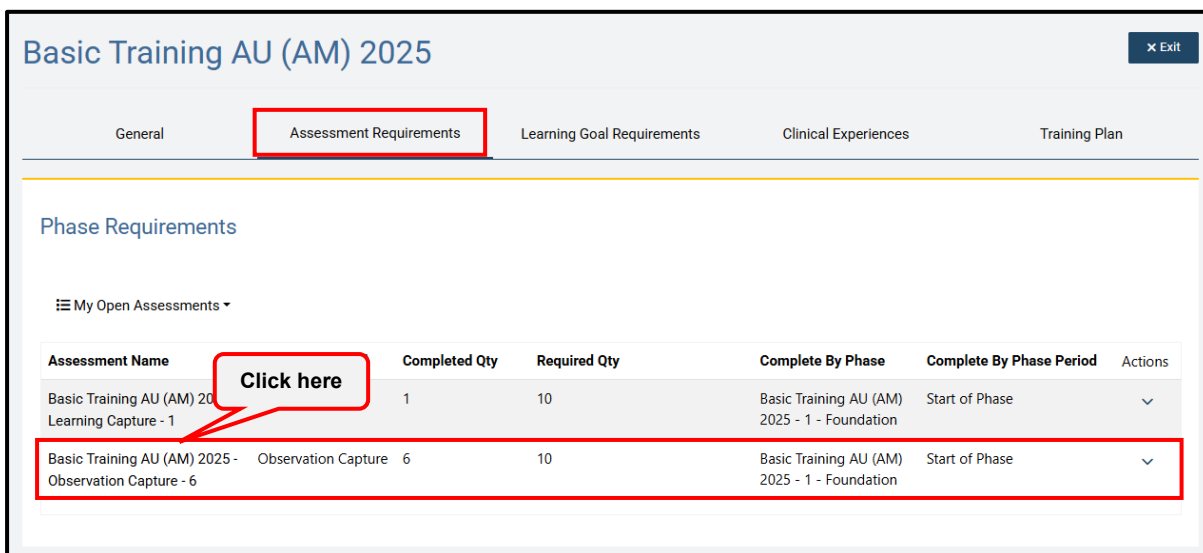
Assessment Requirements Due Next

Click here

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions

Figure 6

5. Navigate to the **Assessment Requirements** tab > **Phase Requirements** section > **Open Assessments**. These are your Assessment Requirements. Refer to **Figure 7**.
6. Click on the assessment requirement that shows '**Observation Capture**' under the **Assessment Tool** column in the grid. Refer to **Figure 7**.



Basic Training AU (AM) 2025

General Assessment Requirements Learning Goal Requirements Clinical Experiences Training Plan

Phase Requirements

My Open Assessments

Assessment Name	Completed Qty	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Basic Training AU (AM) 2025 - Learning Capture - 1	1	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	⌵
Basic Training AU (AM) 2025 - Observation Capture - 6	6	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	⌵

Click here

Figure 7

7. To access via **Assessment Requirements Due Next** section, look within the list of requirements which shows '**Observation Capture**' in the **Assessment Tool** column. Refer to **Figure 8**.
8. For the Observation Capture you want to open, click on the down arrow under **Actions** column. Refer to **Figure 8**.



Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	▼
Observation Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	▼

Click here

Figure 8

Note: Assessment Status options you may see under your Assessment Requirements include 'Incomplete', 'Submitted', 'In review' and 'Request for correct information'. The assessment status refers to your assessment requirement, not the observation capture itself; however, your observation capture actions will contribute to the assessment requirement record.

- Click on 'Add/Edit' as you expand the arrow for the Observation Capture you want to open. Refer to Figure 9.

Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	▼
Observation Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	▼

Click here

Add/Edit

Figure 9

Note: The information you see in the Completed by Phase and Completed by Phase Period columns will outline when the assessment should be submitted. The information displayed will be relevant to the training program you are enrolled in.

- The Assessment Requirement Details page will appear. Refer to Figure 10.

Home / My Training / Assessment Requirement Details

Assessment Requirement Details

Exit

Assessment Tool	Observation Capture
Requirement Type	Mandatory
Assessment Required Qty	10
Assessment Due By	Start of Phase - 1 - Foundation
Assessment Status	Incomplete

Figure 10





Section 2.1: Create an Observation Capture

Context: An Observation Capture is an assessment tool where a trainee is observed by an assessor undertaking a particular activity to demonstrate their skills and knowledge in one learning goal. Details about the Observation Capture, a trainee reflection and assessor feedback on the observation are documented in a form in the TMP. There are two main ways an Observation capture can be initiated and completed.

Trainee-initiated: A trainee can create an Observation Capture which requires details about the observation and the trainee's reflection. The trainee must then submit a feedback request to one of the following assessors who will provide feedback to the trainee on the activity detailed in the observation capture, based on what was observed.:

- One of your assigned supervisors (i.e. DPE, Rotation Supervisor, nominated Education Supervisor). Refer to **Section 2.2**.
- A supervisor who has a TMP account but is not your assigned supervisor. Refer to **Section 2.2**.
- A non-FRACP member, or other colleague/assessor who does not have a TMP account. This could include nurses, allied health and non-physician doctors. Refer to **Section 2.2**.

Note: In a trainee-initiated Observation Capture, a trainee can enter feedback that has been dictated to them by the assessor or the assessor can enter their feedback directly using the trainee's device at the time of the observation. This feedback will then be sent to the assessor for validation to ensure they are satisfied with what has been entered.

Assigned supervisor-initiated: One of your assigned supervisors can create an Observation Capture, the supervisor will add in the details about the observation encounter and their feedback. The observation capture details are then sent to the trainee to complete a trainee reflection on the observation. The Observation Capture is considered complete once the reflection has been added. Refer to **Section 2.4**.

1. Repeat Steps mentioned in **Section 2** above to navigate to this page.
2. Scroll down to the **Observation Captures** section and click on **'+ Add Observation Capture'** button to create a new observation. Refer to **Figure 11**.

Assessment Requirement Details ✕ Exit

Assessment Tool	Observation Capture
Requirement Type	Mandatory
Assessment Required Qty	10
Assessment Due By	Start of Phase - 1 - Foundation
Assessment Status	Incomplete

Observation Captures

Click here

+ Add Observation Capture

Title	Date of Observation ↑	Submitted On	Learning Goal	Status	Completion Date	Actions
-------	-----------------------	--------------	---------------	--------	-----------------	---------

Figure 11



3. The **New Observation Capture** form will appear. Populate the **Training Program Phase** by clicking on the search icon. Refer to **Figure 12**.



Note: *If there is an active Training Program Phase, this field will be auto populated to reflect the training phase you are currently enrolled in. If you need to create an Observation Capture against a different phase of training due to progression conditions, you can use the magnifying icon to do this. The Training Program Phase is still editable.*

New Observation Capture

Thomas McClymont - 116814

× Exit

Trainee Details Observation Capture Details Learning Goal

Trainee & Program Details

Training Program

Basic Training AU (AM) 2025

Training Program Phase *

Click here

Date of Observation *

14/01/2025

Save and Next

Figure 12

4. In the **Lookup records**, select the phase by checking the box and click **Select**. Refer to **Figure 13**.

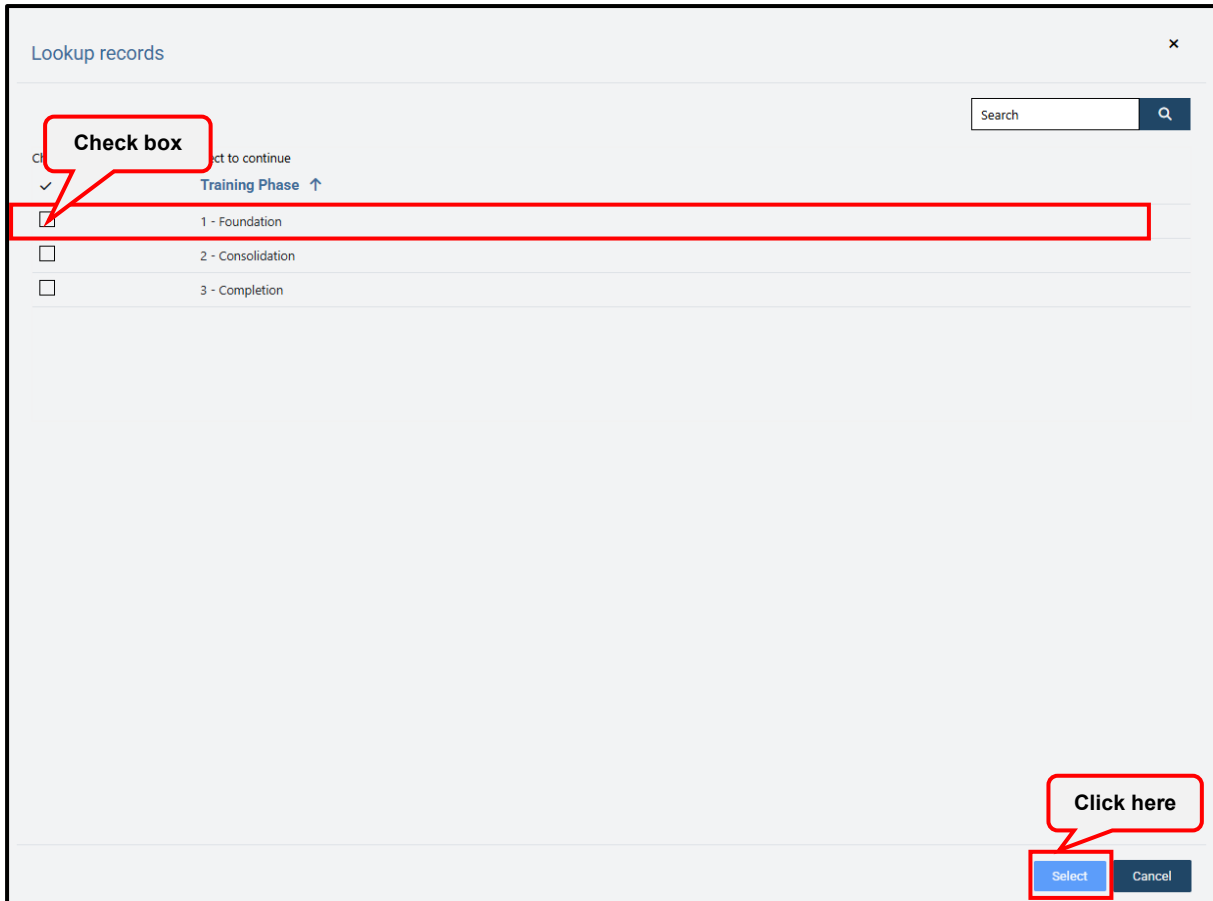


Figure 13

- The **Date of Observation** field will auto-populate today's date. Click on the **calendar icon** to select the date or input the date manually. Refer to **Figure 14**.
- Click **Save and Next**. Refer to **Figure 14**.

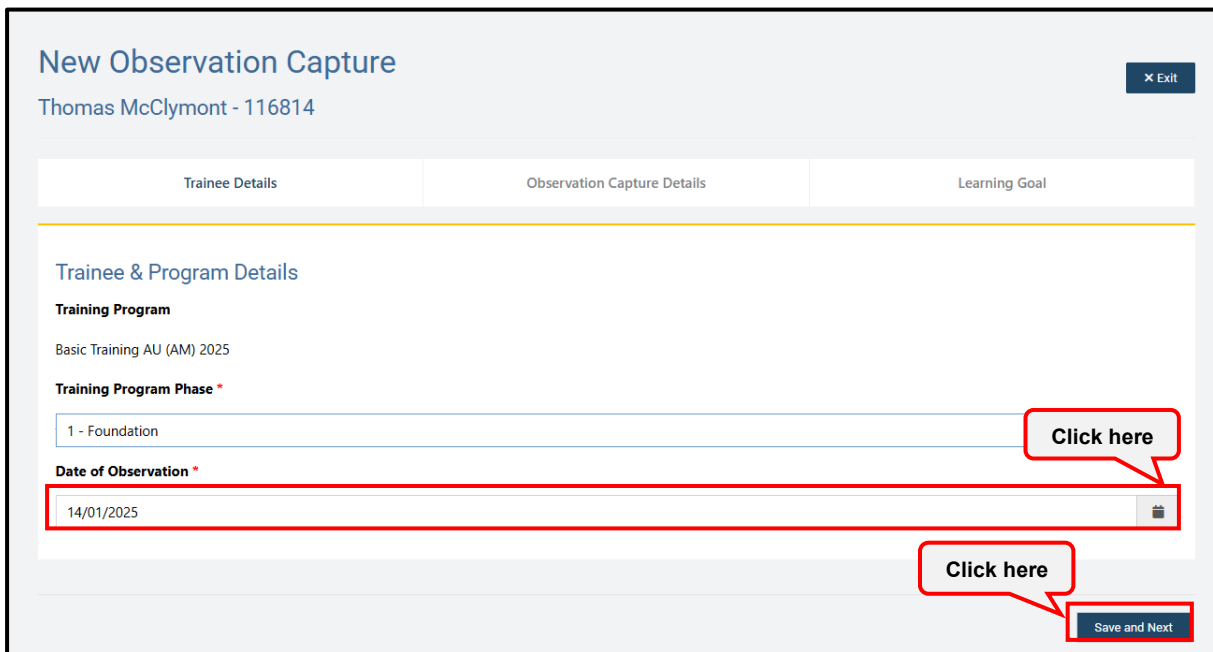


Figure 14



7. In the **Observation Capture Details** section, select the Observation Capture Type from the drop-down list and populate the **Summary of Activity** field. Refer to **Figure 15** for an example.
8. Select the **Complexity** from the drop-down list (High / Medium / Low) as relevant. Refer to **Figure 15**.
9. In the **Primary Learning Goal** field, click on the search icon to look for the learning goals. The learning goal selected will provide you with an assessment against that learning goal, for example, if you select a 'procedures' learning goal, your assessor will be prompted to assess you on that learning goal. Refer to **Figure 15**.

Observation Capture Details

Observation Capture Type *

Emergency response

Summary of Activity *

Assessment of seriously unwell or injured patient and initiate management, including mobilising available supervision. Recognised clinical deterioration and respond by following the local process for escalation of care. Lead resuscitation team initially and involved other necessary services.

Complexity *

Medium

Primary Learning Goal

Click here

Previous Save and Next

Figure 15

10. Look for the learning goal in the list of records that appears. Select the learning goal by checking the box next to it and click **Select**. Refer to **Figure 16**. Alternatively, you can use the **Search option** at the top right corner to look for the learning goal.

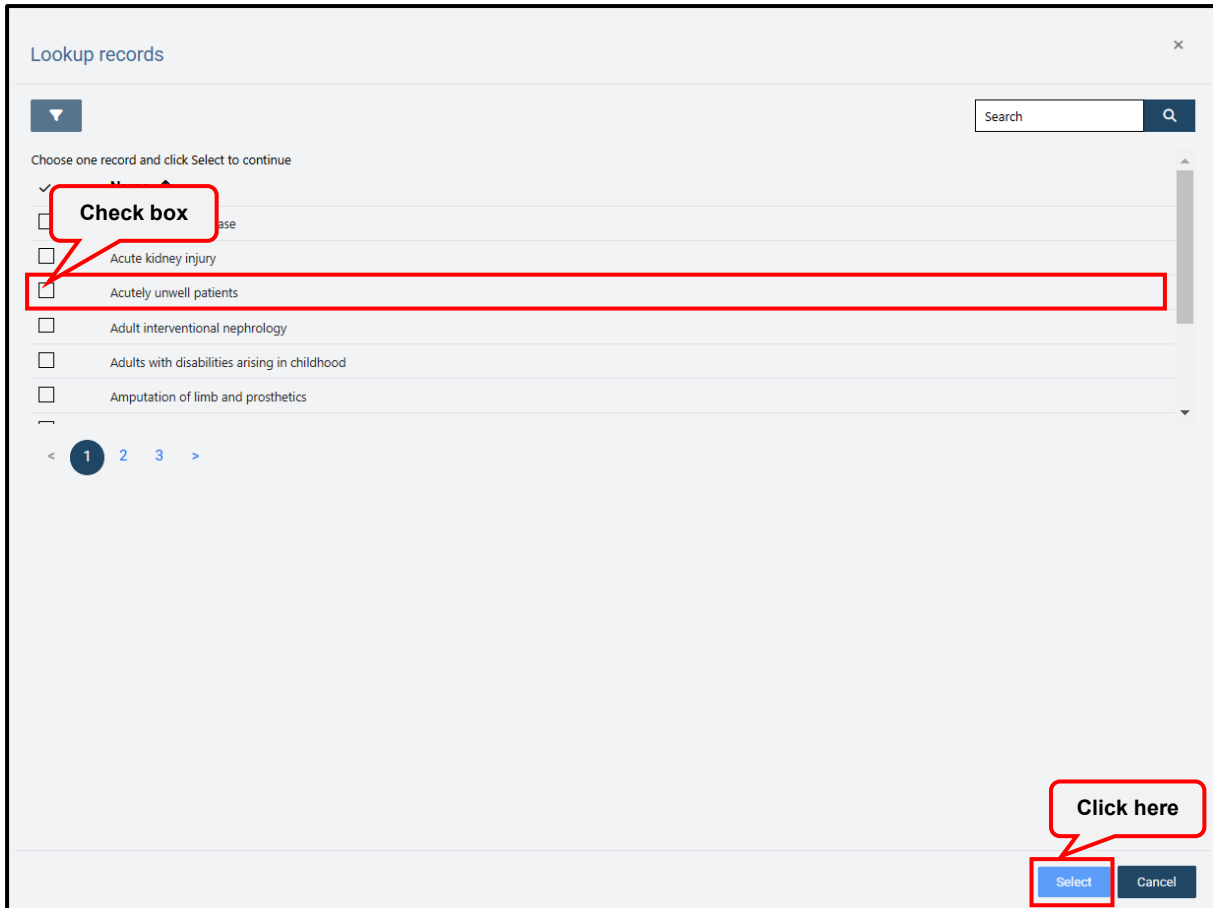


Figure 16

11. Once you return to the **New Observation Capture** page, click **Save and Next**. Refer to **Figure 17**.

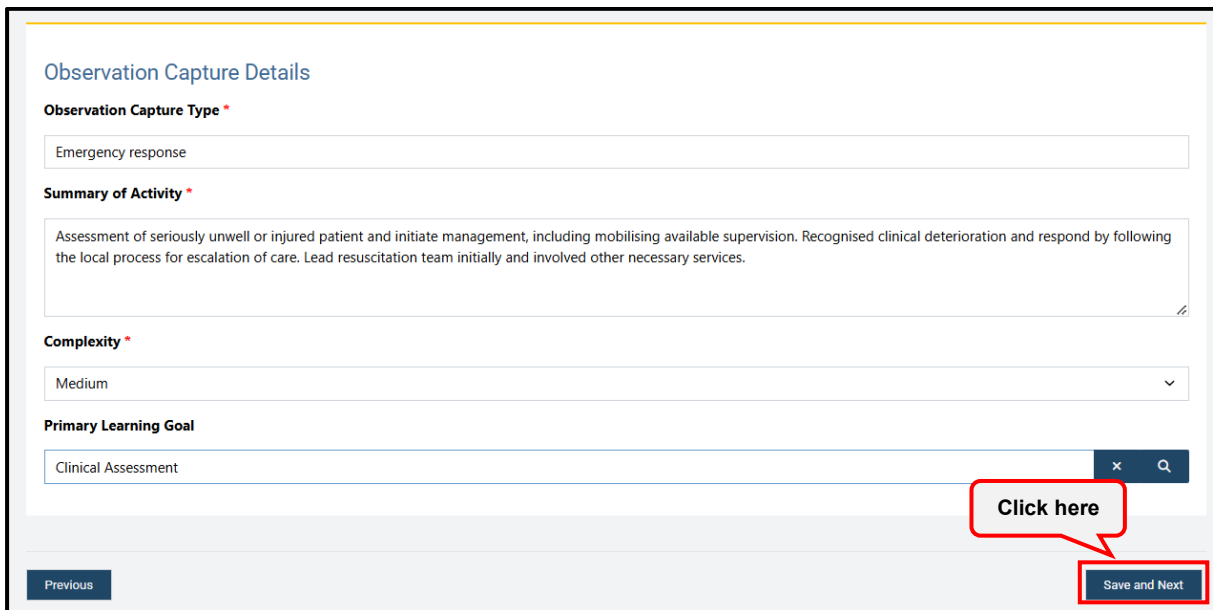


Figure 17

12. The **New Observation Capture** page will appear, with a tick before **Observation Capture Details** indicating the step completion.



13. Under **Learning Goal Components**, check **Yes** and **No** to the learning goal components observed during the Observation Capture. Refer to **Figure 18**.

# ↑	Name	Observed	Actions
1	perform this activity primarily in inpatient settings	Yes	<input type="button" value="Yes"/> <input type="button" value="No"/>
2	select procedures	No	<input type="button" value="Yes"/> <input type="button" value="No"/>

Figure 18

14. Under **Trainee Reflection** and **Assessor Reflection**, the trainee and assessor can provide their feedback respectively. At this time, the trainee can enter feedback that has been dictated to them by the assessor or the assessor can enter their feedback directly using the trainee's device at the time of the observation. This feedback will then be sent to the assessor for validation to ensure they are satisfied with what has been entered. Refer to **Figure 19** and **Figure 20**.

Trainee Reflection
The below section is to be filled in by the Trainee

What did you do well? *
I promptly recognised the patient's deterioration.

What could you do to improve next time? *
I could could consider differential diagnosis on patients with acute respiratory distress.

Figure 19



Assessor Feedback
The below section is to be filled by the Assessor

How much supervision did the trainee require during this activity?

3 - Is able to act with indirect supervision (e.g. supervisor is physically located within the training setting) x 🔍

What did the trainee do well?

Busy night shift in ED. Faced overcrowding. Additionally, one of the paediatrics patients with bronchiolitis deteriorated. Urgent management required to stabilise patient. Case managed in an efficient manner. ✍️

What could the trainee improve upon to improve their performance?

Considerations of differential diagnosis on paediatric patients with acute respiratory distress. ✍️

Figure 20

15. As a next step, you need to create a **Feedback request**, for which the steps are covered in the next **Section 2.2: Create Feedback Request**.



Section 2.2: Create Feedback Request

Context: Use these instructions as a trainee to create a feedback request for an Observation capture in the Training Management Platform (TMP) portal.

You can create only one Feedback request for one Observation Capture. You can request feedback from a range of people including their assigned supervisor/s who will have a TMP account, or a non-FRACP consultant, or other colleague/assessor who does not have a TMP account. If the assessor selected does not have a TMP account, you should enter their email details and that will send an online form to the assessor for their review.

1. As an Observation Capture requires a **Feedback request** to be initiated, click on **'+ Add Feedback Request'** button. Refer to **Figure 21**.

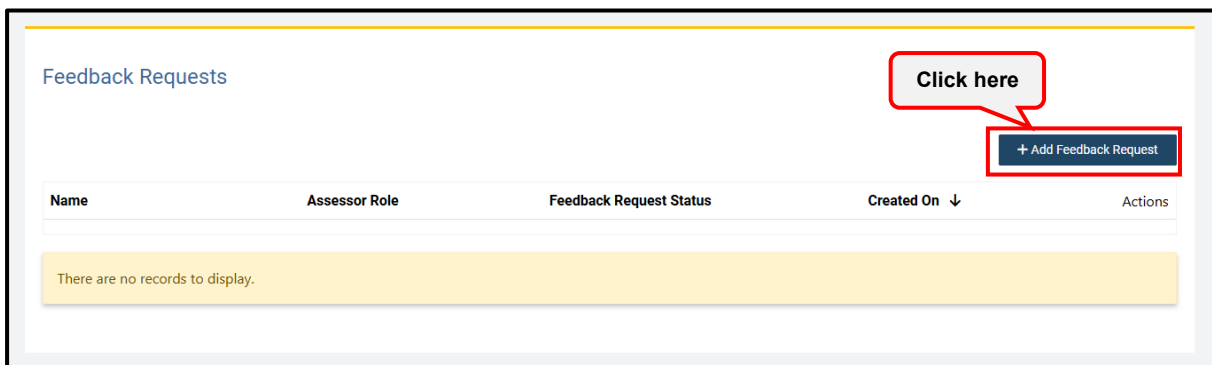


Figure 21

2. **Add Feedback Request** form will appear. Refer to **Figure 22**.

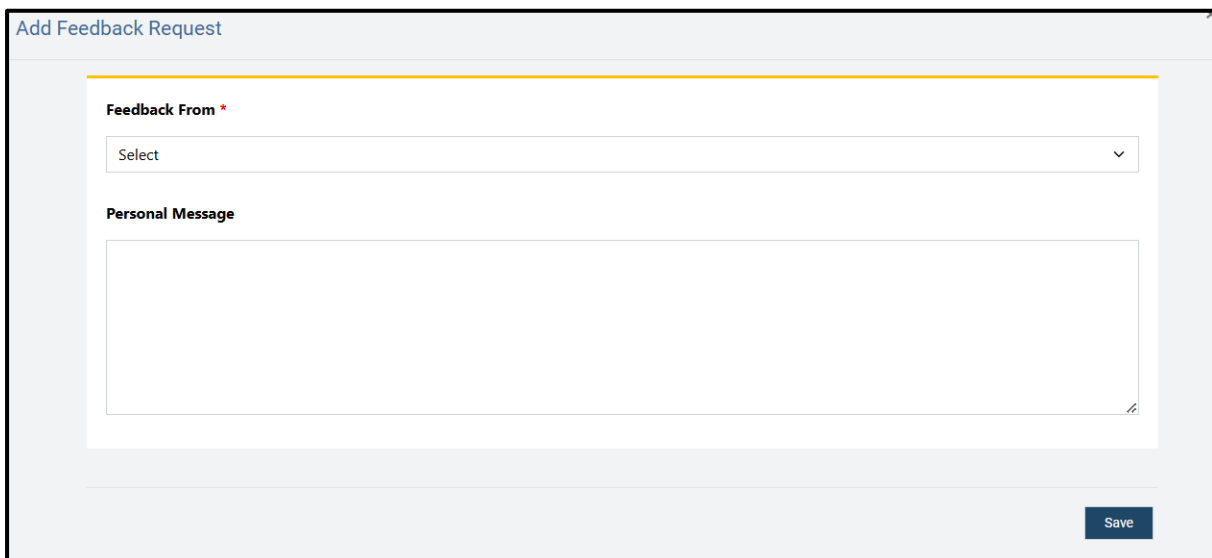


Figure 22

3. In the **Feedback From** field, select the role from the dropdown list consisting of **'DPE'**, **'Education Supervisor'**, **'Rotation Supervisor'** or **'Others'**. Refer to **Figure 23**.
4. Select the **DPE Name** from the drop-down list filtered by DPEs related to your Training Program Setting. Refer to **Figure 23**.
5. Populate the **Assessor role** as **'DPE'** and enter a personal message if required. Click **Save**. Refer to **Figure 23**.



Figure 183

6. Alternatively, if you select **Education Supervisor**, populate the **Education Supervisor Name** by selecting from the dropdown list filtered by **Education Supervisors** named against your Training Program.
7. Alternatively, if you select **Others**, populate the **Name** and **Email** field (mandatory) and the fill in the **Assessor Role** and **Personal Message** (optional). This option allows you to select assessors who are not involved as a supervisor in RACP training programs, this could include a nurse or clinician who is not your direct supervisor or DPE. These assessors will not have a TMP account and will be emailed a link to an online form to complete.
8. Alternatively, if you select **Rotation Supervisor**, populate the **Rotation Supervisor Name** by selecting from the dropdown list filtered by **Rotation Supervisors** named against your Rotation Plans for your Training Program. Refer to **Figure 24**.



Note: Based on the role you select in **Feedback from** field, populate the **Name**, **Role** and **Personal message** fields accordingly.

For example, if you select 'DPE' from the **Feedback from** drop-down list, select the **DPE Name** from the drop-down list of **DPEs** (this list is filtered by **DPEs** related to your Training Program Setting), populate the **Assessor Role** to 'DPE' and enter personal message for the DPE to provide feedback.



Add Feedback Request

Feedback From *

Rotation Supervisor

Rotation Supervisor Name *

Marcus Rotation

Personal Message

Hi Marcus, thanks for your feedback. Please validate the response written from the Emergency Response observation capture from today.

Click here

Save

Figure 24

- Once you click **Save** after nominating an assessor to provide you with feedback, this request will appear in Draft on the **Feedback Requests** page. Refer to **Figure 25**.

Feedback Requests

+ Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↓	Actions
Marcus Rotation		Draft	14/01/2025 12:06 PM	↓

Declaration

Trainee Declaration

Information in the assessor feedback is accurate and has been completed with the assessor. I acknowledge that this information is subject to verification by the assessor. *

Ready to Submit

Previous Save and Exit

Figure 25

- If you wish to cancel the **Feedback Request** you have just created, whilst it is still in draft, click on the downward arrow under **Actions** and click on **Cancel Feedback Request**. Refer to **Figure 26**.



Feedback Requests

+ Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↓	Actions
Marcus Rotation		Draft	14/01/2025 12:06 PM	View details Cancel Feedback Request

Declaration

Trainee Declaration

Information in the assessor feedback is accurate and has been completed with the assessor. I acknowledge that this information is subject to verification by the assessor. *

Ready to Submit

Previous Save and Exit

Figure 26

- To complete your **Observation Capture** and initiate the Feedback request approval to your Assessor, check the boxes under **Declarations** and click on the **Submit** button. Refer to **Figure 27**.

Feedback Requests

+ Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↓	Actions
Marcus Rotation		Draft	14/01/2025 12:06 PM	

Declaration

Trainee Declaration

Information in the assessor feedback is accurate and has been completed with the assessor. I acknowledge that this information is subject to verification by the assessor. *

Ready to Submit

Previous Submit

Figure 19

- The system will show a confirmation message on the screen saying, '**Action completed successfully**'. Refer to **Figure 28**.



Figure 28

13. Your **Feedback request** will now be sent to your **Assessor for Review**, where they can decline or approve the request. The status will now show as **'Invited'**. Refer to **Figure 29**.

Figure 209



Section 2.3: View Observation Captures and Monitor Feedback Request

Context: Use these instructions as a trainee to view the submitted Observation Captures and monitor their status in the Training Management Platform (TMP) portal. Your observation captures can be viewed in My Training page via multiple ways as covered in subsequent steps. An Observation Capture can be at the following status visible to both Trainees and Supervisors:

- **Draft:** The Observation Capture is in draft with the party who created it (either Trainee or Supervisor).
- **Submitted to Assessor for Review:** The Observation Capture has been sent to the assessor (which may be an Unrelated Assessor, patient, nurse, or Supervisor) for review.
- **Completed – Pending Reflection:** The Observation Capture has been initiated by the Assessor and has been sent to the trainee for their reflection.
- **Completed:** The assessor and trainee have provided their reflection on the Observation Capture, verified the information and submitted the Observation Capture.
- **Cancelled:** The assessor or trainee has cancelled the Observation Capture.
- **Assessor request declined:** The assessor has declined the invitation to provide feedback on the Observation Capture.

My Training via Assessment Requirements Due Next

1. Navigate to **Landing page > My Training** in the Navigation menu > **My Training** page. Refer to **Figure 30**.

Home / My Training

Applications My Training My Assigned Actions Thomas McClymont

Click here

Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Adult Medicine)	22/12/2024		Trainee (Current)	▼

Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	▼
Observation Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	▼

Figure 30

2. Scroll down to **Assessment Requirements Due Next** section. For the Observation Capture you want to open, click on downward arrow under **Actions** and select **Add/Edit**. Refer to **Figure 31**.

Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	Click here ▼ Add/Edit
Observation Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation		

Figure 31

- On the **Assessment Requirements Details** page, scroll down to the **Observation Captures** section and click on the hyperlinked text under **Title**. Refer to **Figure 32**.

Observation Captures

[+ Add Observation Capture](#)

Title	Date of Observation ↓	Submitted On	Learning Goal	Status	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Submitted to Assessor for Review		▼
Anecdotal Records 1	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	▼

Figure 212

Note: You will be able to see your Observation Captures with different statuses. For example: 'Draft', 'Submitted to Assessor for Review', 'Completed – Pending Reflection', 'Completed', 'Cancelled' and 'Assessor declined request'.

- Alternatively, you can also click on the downward arrow under **Actions** and select **View Details** to open the Observation Capture. Refer to **Figure 33**.

Observation Captures

[+ Add Observation Capture](#)

Title	Date of Observation ↓	Submitted On	Learning Goal	Status	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Submitted to Assessor for Review		▼ View details Cancel
Anecdotal Records 1	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	

Figure 223

- The **Observation Capture details** page will appear. Refer to **Figure 34**.



Home / My Training / Basic Training AU (AM... / Assessment Details / **Observation Capture - Details**

Observation Capture - Details ✕ Exit

Trainee & Program Details

Training Program
Basic Training AU (AM) 2025

Training Program Phase
1 - Foundation

Date of Observation
14/01/2025

Observation Capture Details

Observation Capture Type
Emergency response

Summary of Activity
Assessment of seriously unwell or injured patient and initiate management, including mobilising available supervision. Recognised clinical deterioration and respond by following the local process for escalation of care. Lead resuscitation team initially and involved other necessary services.

Figure 234

Via your Training program under Training Programs section

1. Navigate to **Landing page** > **My Training** in the Navigation menu > **My Training** page. Refer to **Figure 35**.
2. Click on your Training Program to open it (under **Training Programs** section). Refer to **Figure 35**.

Applications **My Training** My Assigned Actions Thomas McClymont

Home / My Training

Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Adult Medicine)	22/12/2024		Trainee (Current)	⌵

Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	⌵

Figure 35

3. Navigate to the **Assessment Requirements** tab > **Phase Requirements** section. Refer to **Figure 36**.
4. Click on the assessment requirement that shows '**Observation Capture**' under the **Assessment Tool** column in the grid. Refer to **Figure 36**.



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

Basic Training AU (AM) 2025 ✕ Exit

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

Phase Requirements

☰ My Open Assessments **Click here**

Assessment Name	Assessment Tool	Completed Qty ↓	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Basic Training AU (AM) 2025 - Observation Capture - 6	Observation Capture	6	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	⌵
Basic Training AU (AM) 2025 - Learning Capture - 1	Learning Capture	1	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	⌵

Other Requirements

Figure 246

- On the **Assessment Details** page, scroll down to the **Observation Captures** section and click on the hyperlinked text under **Title**. Refer to **Figure 37**.

Observation Captures + Add Observation Capture

Title	Date of Observation ↓	Submitted On	Learning Goal	Status	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Submitted to Assessor for Review		⌵
Anecdotal Records 1	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	⌵

Figure 37

- Alternatively, you can also click on the downward arrow under **Actions** and select **View Details** to open the Observation Capture. Refer to **Figure 38**.

Observation Captures + Add Observation Capture

Title	Date of Observation ↓	Submitted On	Learning Goal	Status	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Submitted to Assessor for Review		⌵
Anecdotal Records 1	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	⌵

Click here

- View details
- Cancel

Figure 38

- The **Observation Capture details** page will appear. Refer to **Figure 39**.



Home / My Training / Basic Training AU (AM... / Assessment Details / **Observation Capture - Details**

Observation Capture - Details ✕ Exit

Trainee & Program Details

Training Program
Basic Training AU (AM) 2025

Training Program Phase
1 - Foundation

Date of Observation
14/01/2025

Observation Capture Details

Observation Capture Type
Emergency response

Summary of Activity
Assessment of seriously unwell or injured patient and initiate management, including mobilising available supervision. Recognised clinical deterioration and respond by following the local process for escalation of care. Lead resuscitation team initially and involved other necessary services.

Figure 39

8. On the **Observation Capture details** page, scroll down to view the feedback fields from an assessor that have been completed. Scroll down further to the **Feedback Requests** section to view the **Feedback Request Status**. Refer to **Figure 40**.

Assessor Feedback

The below section is to be filled in by the Assessor.

How much supervision did the trainee require during this activity?
3 - Is able to act with indirect supervision (e.g. supervisor is physically located within the training setting)

What did the trainee do well?
Busy night shift in ED. Faced overcrowding. Additionally, one of the paediatrics patients with bronchiolitis deteriorated. Urgent management required to stabilise patient. Case managed in an efficient manner.

What could trainee do to improve?
Considerations of differential diagnosis on paediatric patients with acute respiratory distress.

Feedback Requests

Name	Assessor Role	Feedback Request Status	Created On ↓
Marcus Rotation		Invited	14/01/2025 12:06 PM

Figure 40



Section 2.4: Submit a reflection for your Observation Capture

Context: Use these instructions as a trainee to submit a reflection for your Observation Capture in the Training Management Platform (TMP) portal.

The Observation Capture will be considered closed once you have completed your reflection.

Navigation option 1 via My Assigned Actions

1. Navigate to **Landing page > My Assigned Actions** in the Navigation Menu. Refer to **Figure 41**.

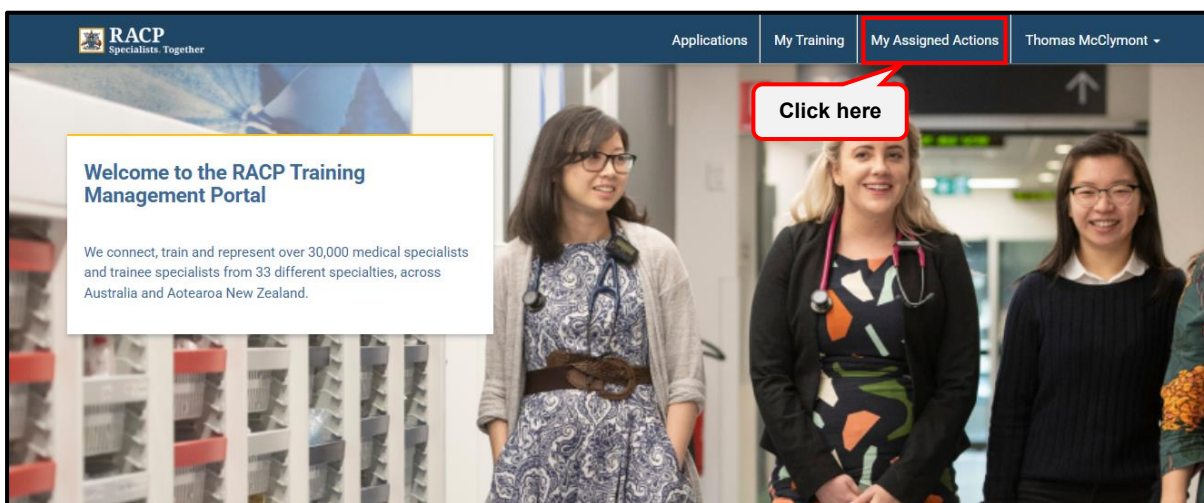


Figure 41

2. Click on the **Observation Capture** tab, to view **Observation Capture – Submitted for Reflection** section. The Observation captures that require your reflection are listed here. Refer to **Figure 42**.

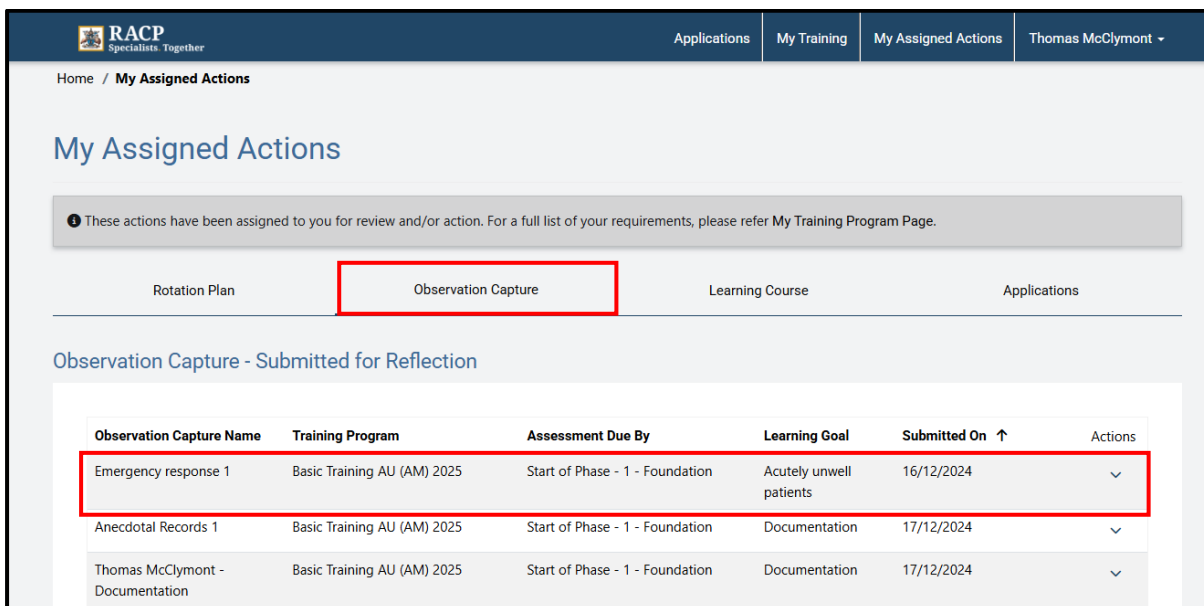


Figure 42

3. Click on the downward arrow under **Actions** and select **Submit Reflection**. Refer to **Figure 43**.



Home / My Assigned Actions

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 Training Program Page.

Rotation Plan Observation Capture Learning Course Applications

Observation Capture - Submitted for Reflection

Observation Capture Name	Training Program	Assessment Due By	Learning Goal	Submitted On	
Emergency response 1	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Acutely unwell patients	16/12/2024	Click here
Anecdotal Records 1	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Documentation	17/12/2024	Submit Reflection
Thomas McClymont - Documentation	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Documentation	17/12/2024	▼
Jottings 1	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Acutely unwell patients	17/12/2024	▼
Emergency response 2	Basic Training AU (AM) 2025	Start of Phase - 1 - Foundation	Acutely unwell patients	17/12/2024	▼

< 1 2 >

Figure 253

- Review the details of your Observation Capture and scroll down to the **Trainee's Reflection** section. In this reflection you should consider the situation/encounter that was observed and the feedback you received from your assessor. Populate the mandatory fields (*). Refer to **Figure 44**.

Trainee Reflection

The below section is to be filled in by the Trainee

What did you do well? *

What could you do to improve next time? *

Assessor Feedback

The below section is to be filled by the Assessor

How much supervision did the trainee require during this activity?

Figure 44

- Scroll down and click **Submit**. Refer to **Figure 45**.

Declarations

Trainee Declaration

Information in the assessor feedback is accurate and has been completed with the assessor. I acknowledge that this information is subject to verification by the assessor. *

Assessor Declaration

I have reviewed the details in the assessor feedback and verify the accuracy of the information provided.

Ready to Submit

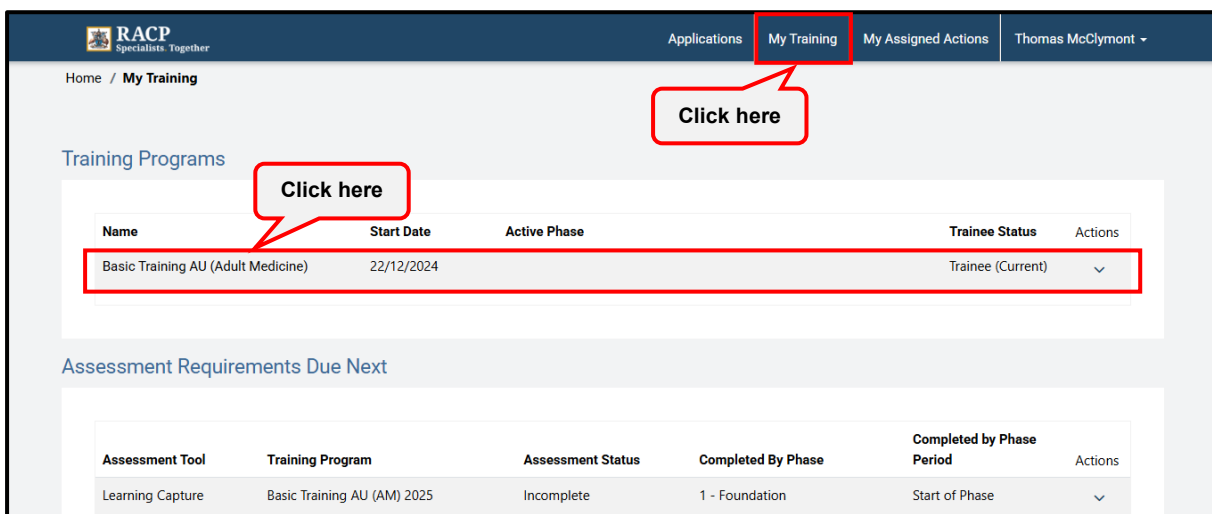
Click here

Figure 265

- You will receive a system message indicating your Observation Capture is now complete.

Navigation option 2 via Assessment Requirements

- Navigate to **Landing page > My Training > Training Programs** section and click on your Training Program record. Refer to **Figure 46**.



The screenshot shows the RACP 'My Training' page. The 'My Training' tab is selected in the top navigation bar. Below the navigation, there is a 'Training Programs' section with a table containing one record: 'Basic Training AU (Adult Medicine)' with a start date of '22/12/2024' and a status of 'Trainee (Current)'. A red box highlights this record, and a callout bubble points to it with the text 'Click here'. Below this is the 'Assessment Requirements Due Next' section, which contains a table with one record: 'Learning Capture' for 'Basic Training AU (AM) 2025', with an 'Incomplete' status and '1 - Foundation' completed by phase.

Figure 276

- Navigate to the **Assessment Requirements tab > Phase Requirements** section and click to open the record that shows 'Observation Capture' under the **Assessment Tool** column in the grid. Refer to **Figure 47**.



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

Basic Training AU (AM) 2025

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

Phase Requirements

☰ My Open Assessments **Click here**

Assessment Name ↓	Assessment Tool	Completed Qty	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Basic Training AU (AM) 2025 - Observation Capture - 6	Observation Capture	6	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	▼
Basic Training AU (AM) 2025 - Learning Capture - 1	Learning Capture	1	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	▼

Figure 287

3. The **Observation Capture details** page will appear. Scroll down to **My Observation Captures** and observe that your Observation Capture Status shows as **‘Completed – Pending Reflection’**. Refer to **Figure 48**.
4. Click on the Observation Capture **Title** (hyperlink) to open it. Refer to **Figure 48**.

Observation Captures

+ Add Observation Capture

Title	Observation	Submitted On	Learning Goal	Status ↓	Completion Date	Actions
Emergency response		14/01/2025	Clinical Assessment	Submitted to Assessor for Review		▼
Anecdotal Records 1		17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	▼

Figure 48

5. Alternatively, you can also click on the downward arrow under **Actions** and select **Edit**. Refer to **Figure 49**.

Assessment Status Incomplete

Observation Captures [+ Add Observation Capture](#)

Title	Date of Observation	Submitted On	Learning Goal	Status ↓	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Submitted to Assessor for Review		⌵
Anecdotal Records 1	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection		⌵ Edit
Thomas McClymont - Documentation	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	
Jottings 1	17/12/2024	17/12/2024	Acutely unwell patients	Completed - Pending Reflection	17/12/2024	⌵

Figure 299

- On the **Observation Capture – Edit** page, scroll down to the **Trainee’s Reflection** section. In this reflection you should consider the situation/encounter that was observed and the feedback you received from your assessor. Populate the mandatory (*) fields. Refer to **Figure 50**.

Trainee Reflection
The below section is to be filled in by the Trainee

What did you do well? *

What could you do to improve next time? *

Figure 50

- Scroll down and click **Submit**. Refer to **Figure 51**.

Assessor Declaration

I have reviewed the details in the assessor feedback and verify the accuracy of the information provided.

Ready to Submit

[Click here](#)

Figure 51

- You will receive a system message indicating your Observation Capture is now complete.

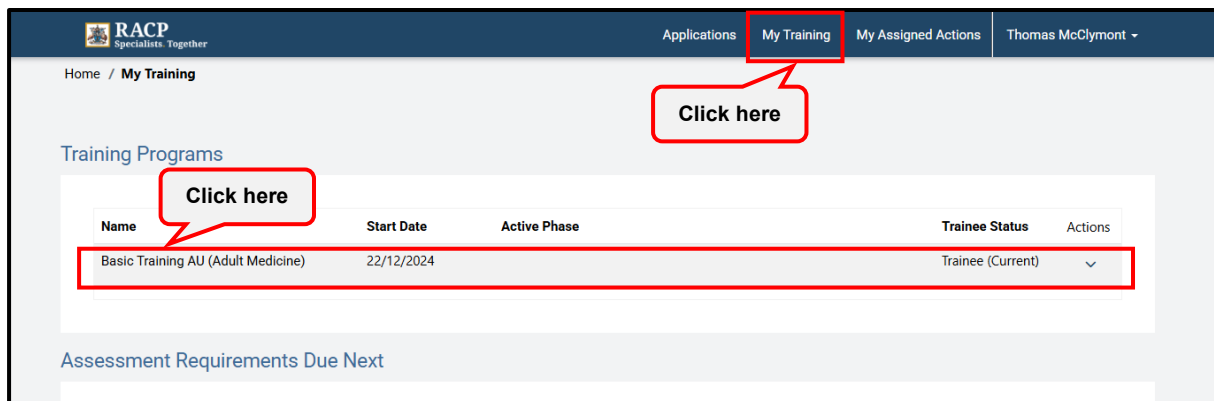
Note: Once you complete an Observation Capture, it will contribute to your **‘Completed Qty’** count against your **Assessment Requirements** record.

Your Observation Capture requirements will not be fully completed until you complete the **‘Required Qty’** against your Assessment Requirement record.

Section 2.5: Cancel Observation Capture

Context: Use these instructions as a trainee in circumstances where you wish to cancel your submitted Observation Capture in the Training Management Platform (TMP) portal.

1. Navigate to **Landing page > My Training > Training Programs** section and click on your Training Program record. Refer to **Figure 52**.



Home / My Training

Applications My Training My Assigned Actions Thomas McClymont

Click here

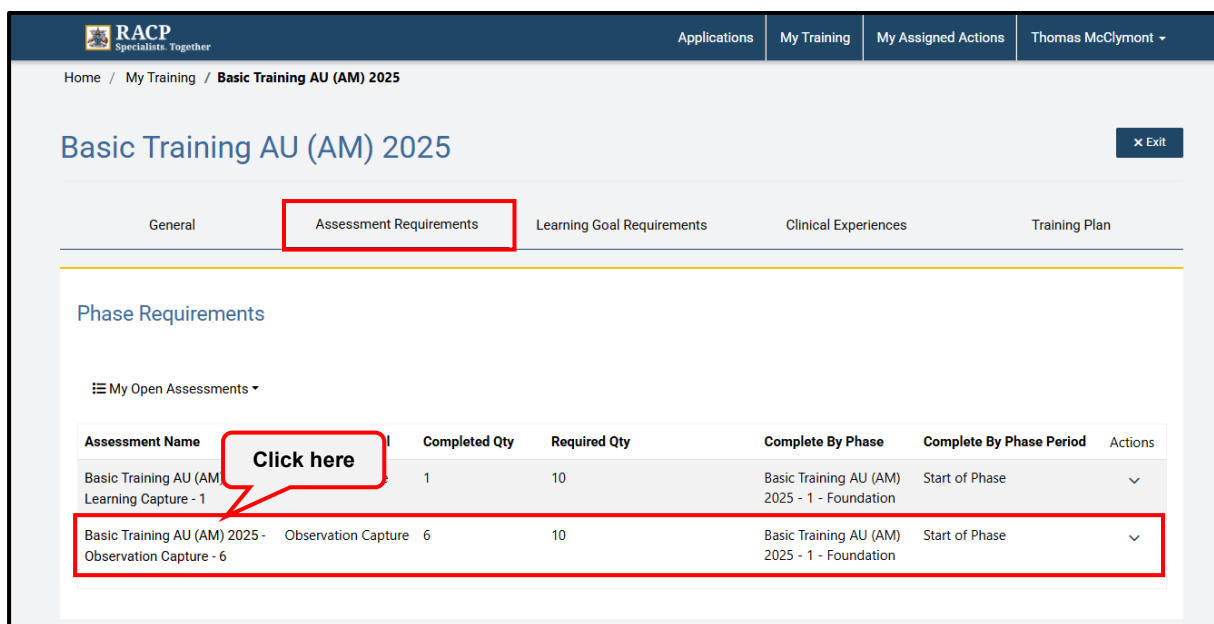
Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Adult Medicine)	22/12/2024		Trainee (Current)	▼

Assessment Requirements Due Next

Figure 52

2. Navigate to the **Assessment Requirements tab > Phase Requirements** section and click to open the record that shows 'Observation Capture' under the **Assessment Tool** column in the grid. Refer to **Figure 53**.



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

Applications My Training My Assigned Actions Thomas McClymont

Basic Training AU (AM) 2025

General Assessment Requirements Learning Goal Requirements Clinical Experiences Training Plan

Phase Requirements

My Open Assessments

Assessment Name	Completed Qty	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Basic Training AU (AM) Learning Capture - 1	1	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	▼
Basic Training AU (AM) 2025 - Observation Capture - 6	6	10	Basic Training AU (AM) 2025 - 1 - Foundation	Start of Phase	▼

Figure 5330

3. The **Assessment Details** screen will appear, with information regarding your Observation Capture. Scroll down to the Observation Captures section where your current observation captures are listed for this assessment requirement. Refer to **Figure 54**.



Title	Date of Observation	Submitted On	Learning Goal	Status ↓	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Submitted to Assessor for Review		⌵
Anecdotal Records 1	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	⌵
Thomas	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	⌵

Figure 54

- Click on the downward facing arrow under **Actions** and select **Cancel**. Refer to **Figure 55**.

Title	Date of Observation	Submitted On	Learning Goal	Status ↓	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Submitted to Assessor for Review		⌵ View details Cancel
Anecdotal Records 1	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	⌵
Thomas McClymont - Documentation	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	⌵

Figure 55

- The **Confirm Cancellation** pop-up will appear. Click on **Confirm** to cancel or **Exit** to avoid cancelling. Refer to **Figure 56**.

Assessment Due By: Start of Phase - 1 - Foundation
Assessment Status: Incomplete

Confirm Cancellation

You will not be able to amend or submit this Observation Capture request once it is cancelled.

Confirm Exit

Title	Date of Observation	Submitted On	Learning Goal	Status ↓	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Submitted to Assessor for review		⌵
Anecdotal Records 1	17/12/2024	17/12/2024	Documentation	Completed - Pending Reflection	17/12/2024	⌵

Figure 56

- If you cancelled the observation capture, the system will show a confirmation on the screen saying '**Observation capture and associated feedback request are now successfully cancelled.**' Refer to **Figure 57**.



Home / My Training / Basic Training AU (AM... / **Assessment Details**

Assessment Details

Observation capture and associated feedback request are now successfully cancelled. ✕

Assessment Tool	Observation Capture
Requirement Type	Mandatory
Assessment Required Qty	10
Assessment Due By	Start of Phase - 1 - Foundation
Assessment Status	Incomplete

Figure 57

7. You will now observe that the **Observation Capture Status** column will be updated to **Cancelled** and the Feedback Request associated to this capture will also be updated to Cancelled. The cancelled Observation Capture will remain in your list against your training program with the status of cancelled. Refer to **Figure 58**.

Observation Captures

[+ Add Observation Capture](#)

Title	Date of Observation	Submitted On	Learning Goal	Status ↑	Completion Date	Actions
Emergency response 4	14/01/2025	14/01/2025	Clinical Assessment	Cancelled		⌵

Figure 58



Section 3: Summary of Outcomes

The Learning Teaching & Assessment Tool Guide for Trainees is now complete. You now have instructions to:

- Login to the Training Management Platform (TMP) Portal as a Trainee
- Create an Observation Capture
- Create Feedback Request for an Observation Capture
- Monitor Observation Capture status
- View Submitted Observation Captures
- Submit a reflection for your Observation Captures initiated by your Supervisor
- Cancel Observation Captures