





# Observation Captures

## Trainee Guide: TMP Portal

<b>Purpose</b>	Use this guide as a Trainee for guidance on how to create, complete and review your Observation Captures in the Training Management Platform.
<b>Intended Audience</b>	All Trainees
<b>Context</b>	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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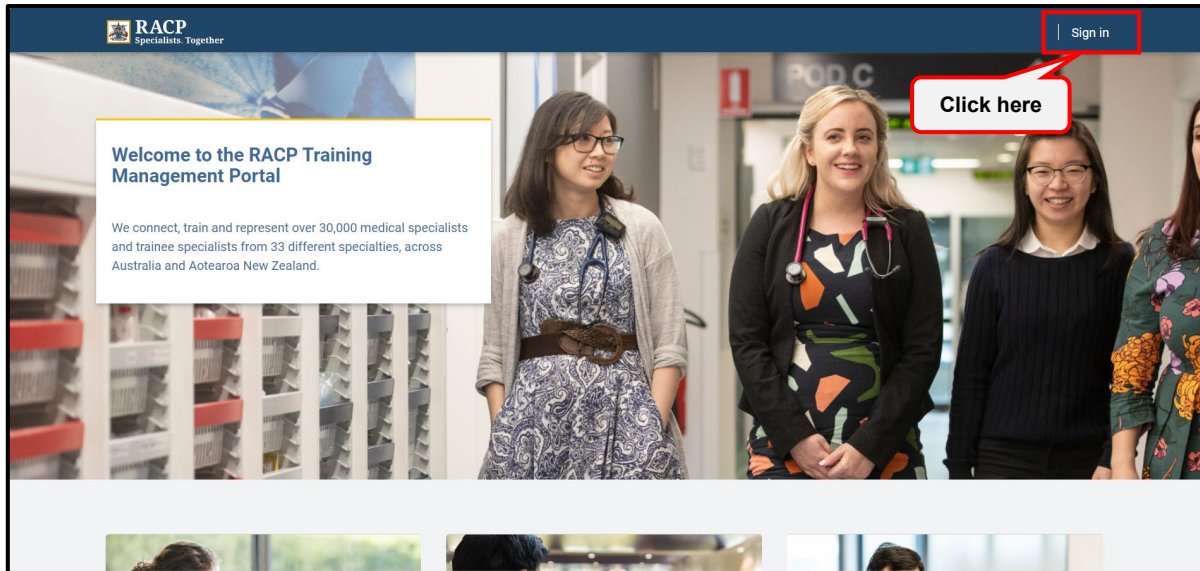
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## Section 1: Login to the Portal

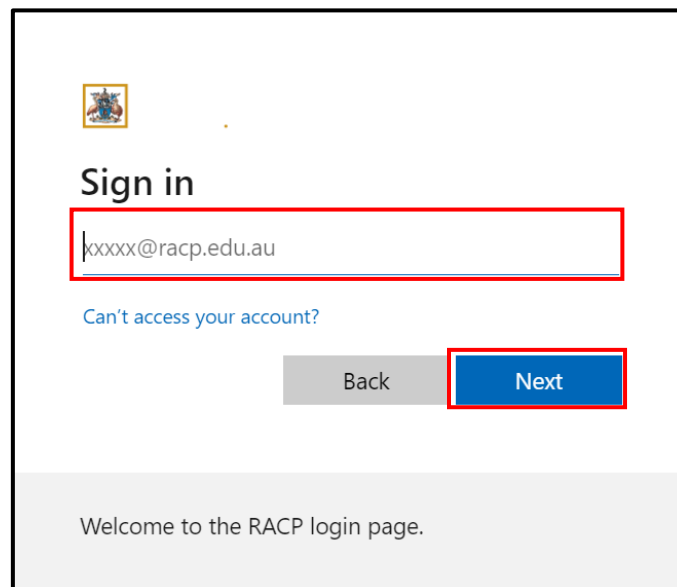
**Context:** Use these instructions to log into the Training Management Platform (TMP) Portal as a Trainee.

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.

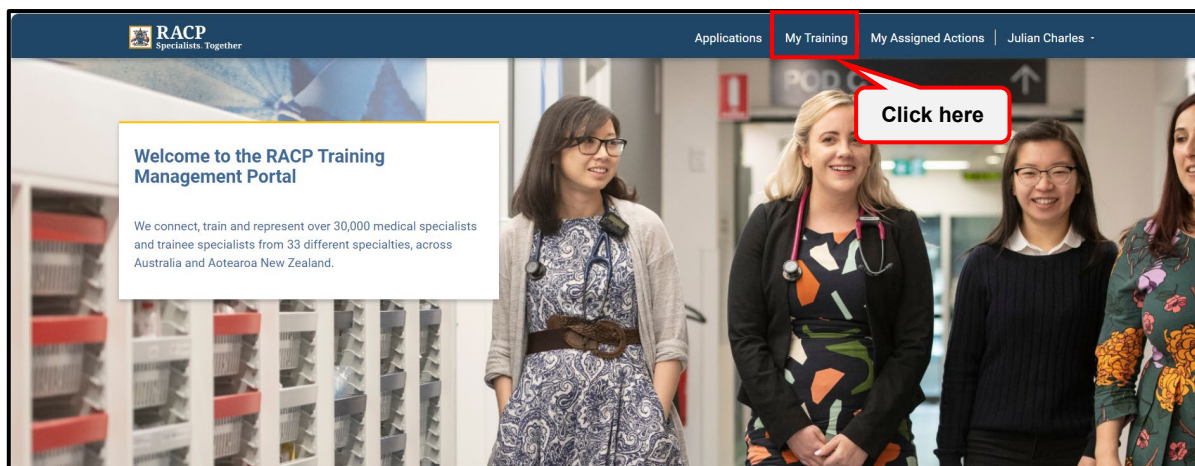
*Figure 3*



## Section 2: View your Observation Capture requirement

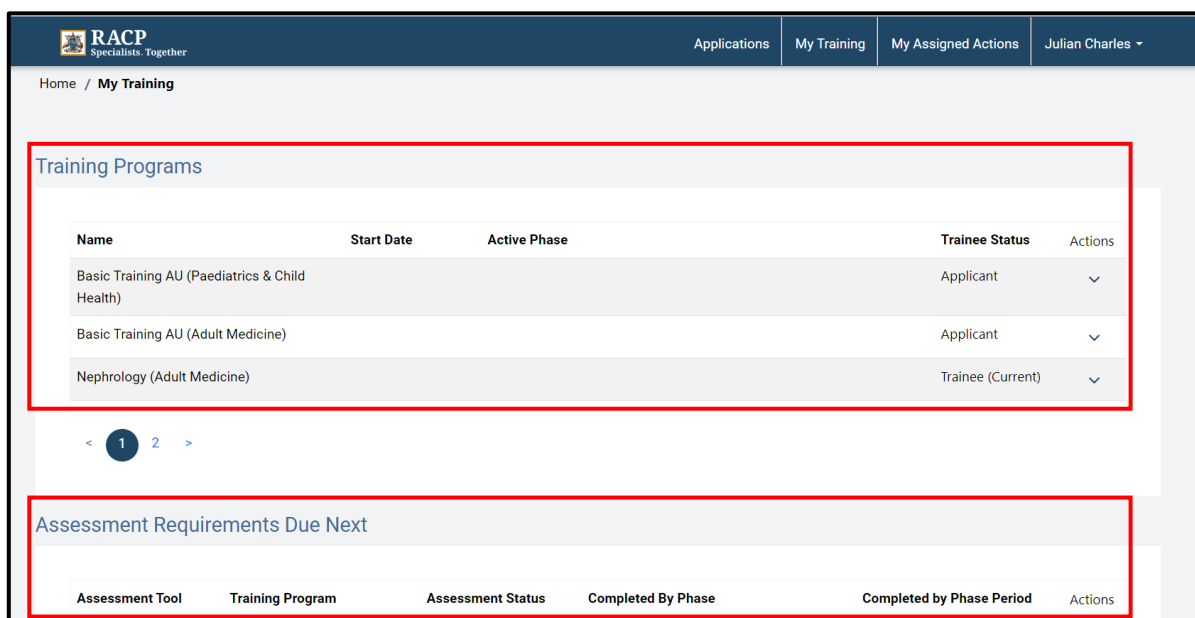
**Context:** Use these instructions to view your Observation Capture program requirements and completed Observation Captures.

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**.

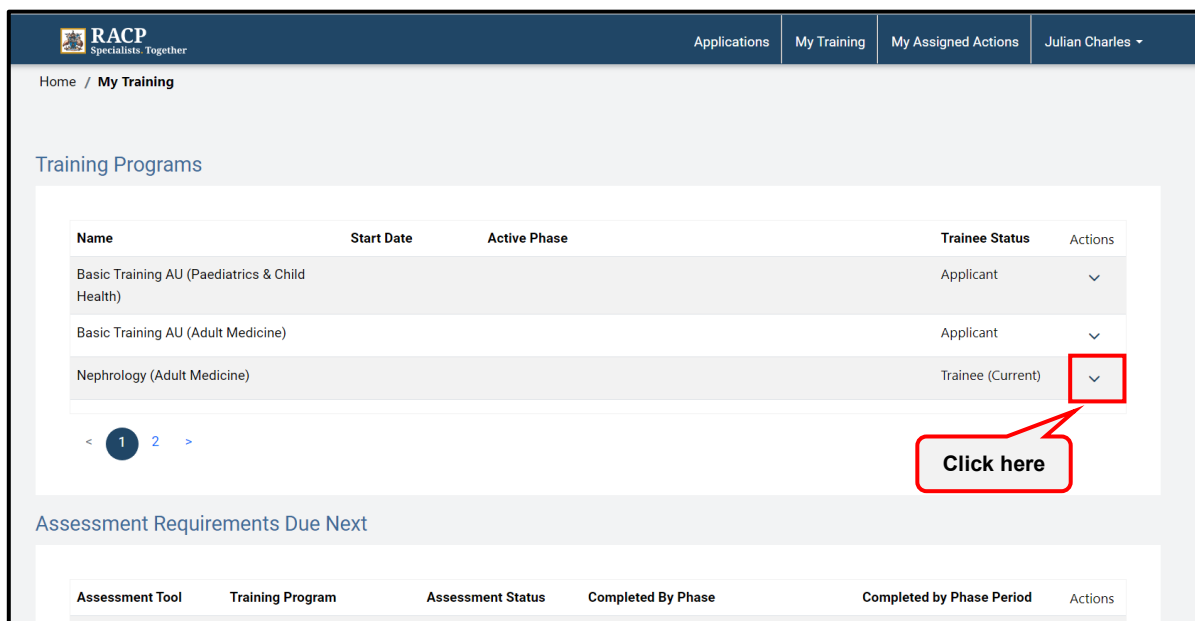


**Figure 5**



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

- 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

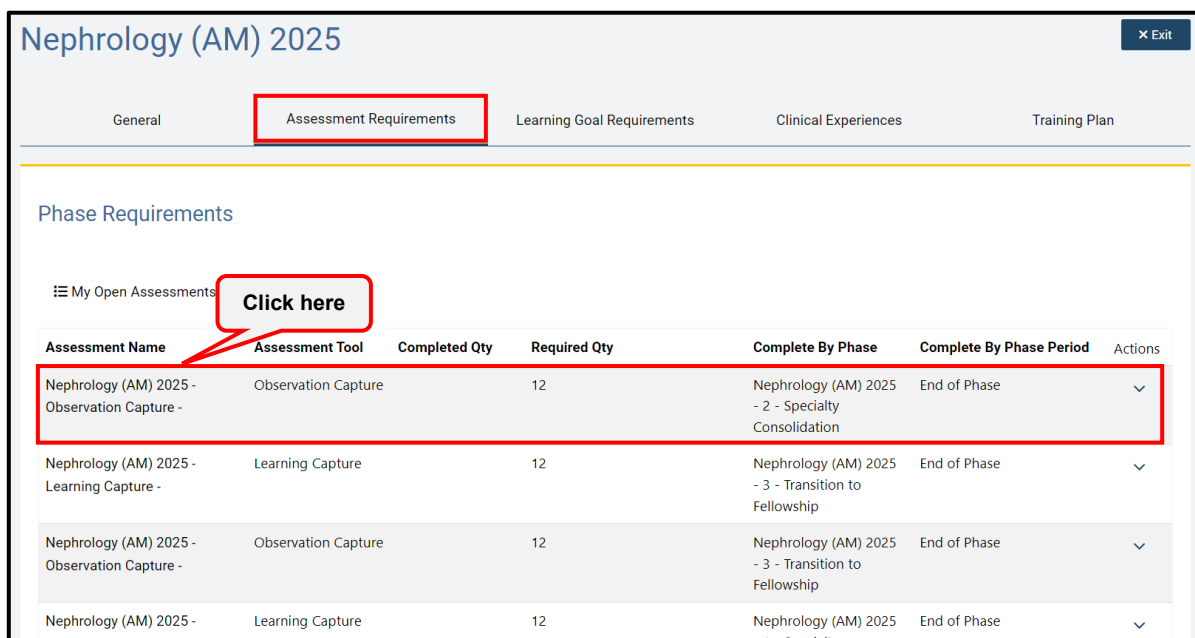
Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatrics & Child Health)			Applicant	▼
Basic Training AU (Adult Medicine)			Applicant	▼
Nephrology (Adult Medicine)			Trainee (Current)	▼

Assessment Requirements Due Next

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

Figure 6

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



Nephrology (AM) 2025

General Assessment Requirements Learning Goal Requirements Clinical Experiences Training Plan

### Phase Requirements

My Open Assessments

Assessment Name	Assessment Tool	Completed Qty	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 2 - Specialty Consolidation	End of Phase	▼
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	▼
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	▼
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 4 - Specialty	End of Phase	▼

Figure 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
Observation Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	2 - Specialty Consolidation	End of Phase	⌵
Observation Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	⌵
Observation Capture	Julian Charles - Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	⌵
Observation Capture	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	End of Phase	⌵
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	⌵
Learning Course	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	Start of Phase	⌵
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	⌵
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	⌵

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.

9. Click on **'View details'** 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
Observation Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	2 - Specialty Consolidation	End of Phase	⌵
Observation Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	⌵ <b>View Details</b>
Observation Capture	Julian Charles - Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of P	⌵
Observation Capture	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	End of Phase	⌵
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	⌵
Learning Course	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	Start of Phase	⌵
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	⌵
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	⌵

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.*

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

The screenshot displays the 'Assessment Requirement Details' page within the RACP system. The top navigation bar includes 'Applications', 'My Training', 'My Assigned Actions', and the user name 'Julian Charles'. The breadcrumb trail is 'Home / My Training / Assessment Requirement Details'. The main content area is titled 'Assessment Requirement Details' and includes an 'Exit' button. The details are as follows:

Section	Value
Assessment Tool	Observation Capture
Assessment Category	Mandatory
Assessment Required Qty	12
Assessment Due By	End of Quarter 3 - 2 - Specialty Consolidation
Assessment Completion Date	

**Figure 10**

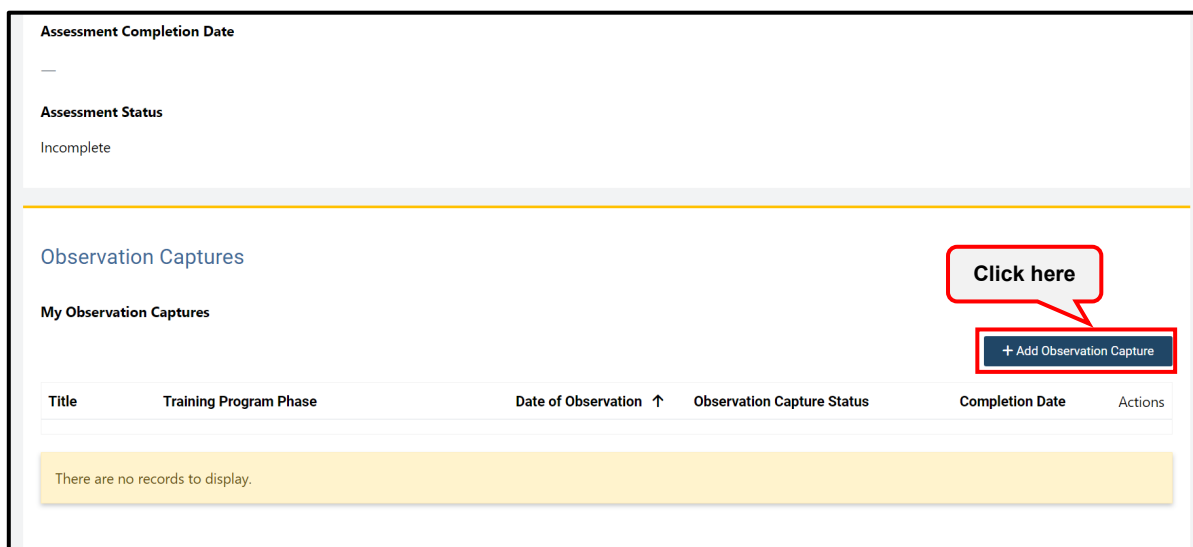




## Section 2.1: Create an Observation Capture

**Context:** An Observation Capture can be initiated by a supervisor or a trainee. A range of people, aside from your assigned supervisor/s can complete an Observation Capture including nurses, allied health and non-physician doctors.

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**.



**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 ✕ Exit

Trainee Details | Observation Capture Details | Invite Feedback

Trainee & Program Details

**Training Program**  
Julian Charles - Nephrology (AM) 2025

**Training Program Phase \***

🔍

**Date of Observation \***  
21/10/2024 📅

Save and Next

**Figure 12**

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

Lookup records ✕

Search 🔍

Choose  to continue

<input checked="" type="checkbox"/>	Name	Training Phase
<input checked="" type="checkbox"/>	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	1 - Specialty Foundation
<input type="checkbox"/>	Julian Charles - Nephrology (AM) 2025 - 2 - Specialty Consolidation	2 - Specialty Consolidation
<input type="checkbox"/>	Julian Charles - Nephrology (AM) 2025 - 3 - Transition to Fellowship	3 - Transition to Fellowship

Select Cancel

**Figure 13**

5. 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**.
6. Click **Save and Next**. Refer to **Figure 14**.



Trainee & Program Details

**Training Program**

Julian Charles - Nephrology (AM) 2025

**Training Program Phase \***

Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation

**Training Phase**

1 - Specialty Foundation

**Date of Observation \***

01/03/2025

Click here

Click here

Save and Next

Figure 14

7. In the **Observation Capture Details** section, 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 **Select the primary learning goal to which this observation applies** 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**.

Home / My Training / Nephrology (AM) 2025 / Assessment Details / New Observation Capture

**New Observation Capture** Exit

Trainee Details ✓ Observation Capture Details Invite Feedback

**Observation Capture Details**

**Summary of Activity \***

Follow-up with a patient who had an acute kidney injury one month ago

**Complexity \***

Medium

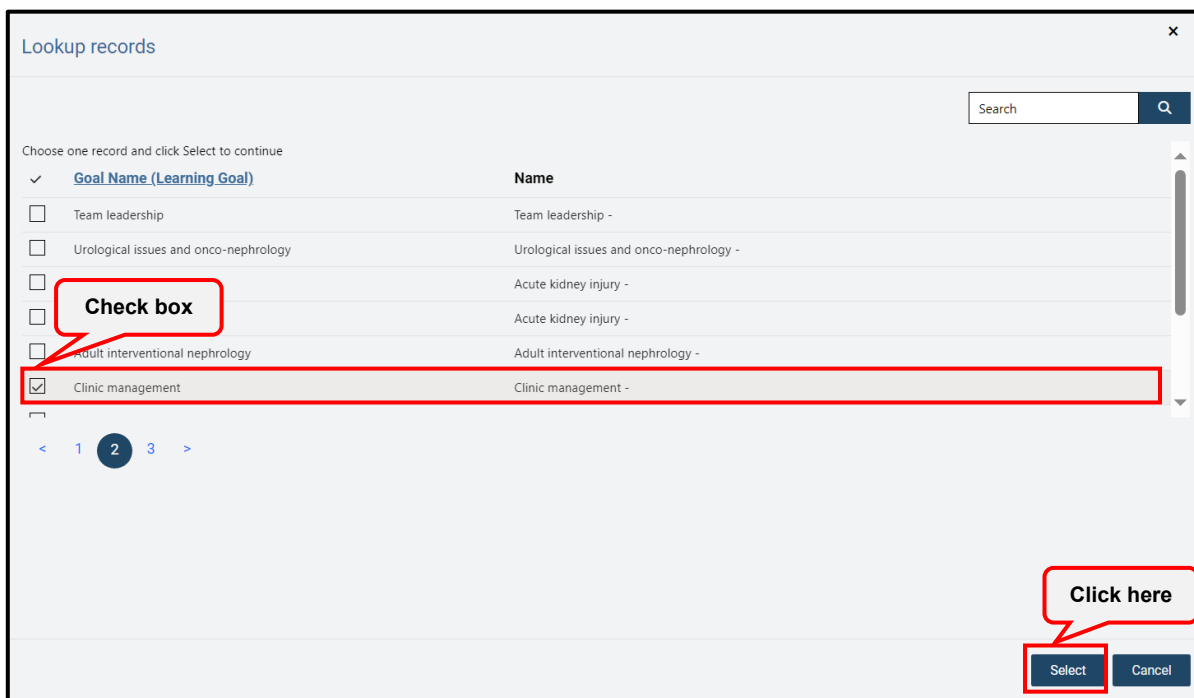
Select the primary learning goal to which this observation applies \*

Click here

Previous Save and Next

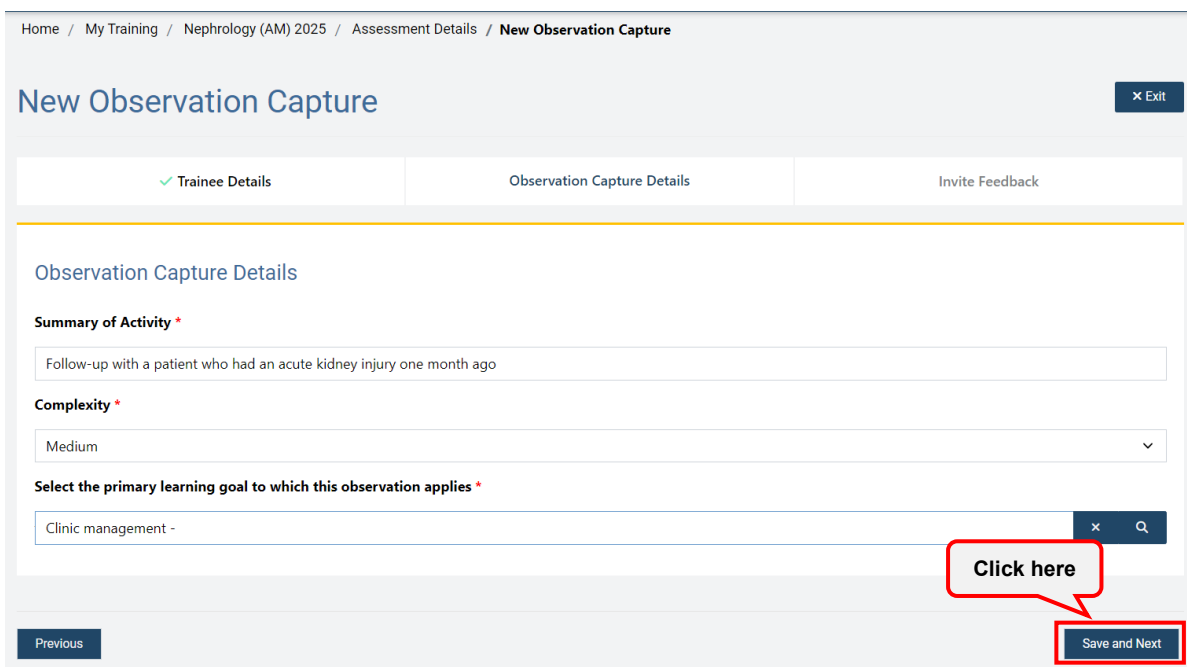
Figure 15

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. Refer to **Figure 18**.



*Figure 18*

13. As a next step, you need to create a **Feedback request**, for which the steps are covered in the next **Section 2.1: Create Feedback Request**.

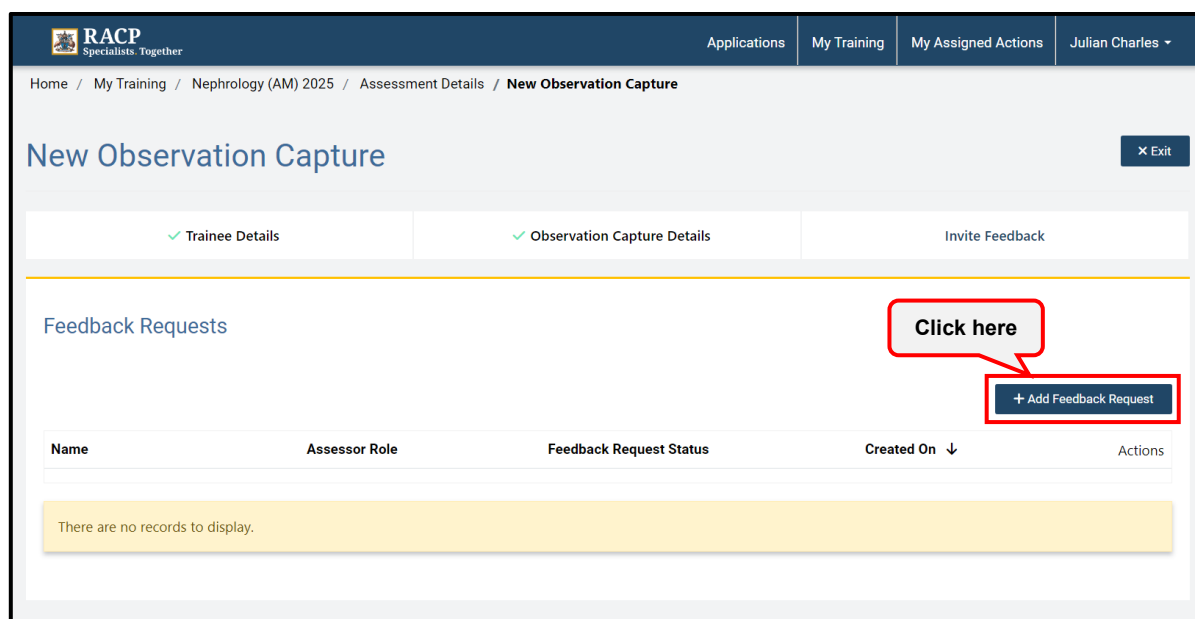


## Section 2.2: Create Feedback Request

**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 19**.



**Figure 19**

2. **Add Feedback Request** form will appear. Refer to **Figure 20**.



Add Feedback Request

Feedback From \*

Select

Assessor Role \*

Personal Message

Save

*Figure 20*

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 21**.
4. Select the **DPE Name** from the drop-down list filtered by DPEs related to your Training Program Setting. Refer to **Figure 21**.
5. Populate the **Assessor role** as **'DPE'** and enter a personal message if required. Click **Save**. Refer to **Figure 21**.

Add Feedback Request

Feedback From \*

DPE

DPE Name \*

Renae Lo

Assessor Role \*

DPE

Personal Message

Please Provide Feedback

Click here

Save

*Figure 21*



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 22**.



**Note:** Basis 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 \***  
Aria Gizzoni

**Assessor Role \***  
Rotation Supervisor

**Personal Message**  
Please Provide Feedback

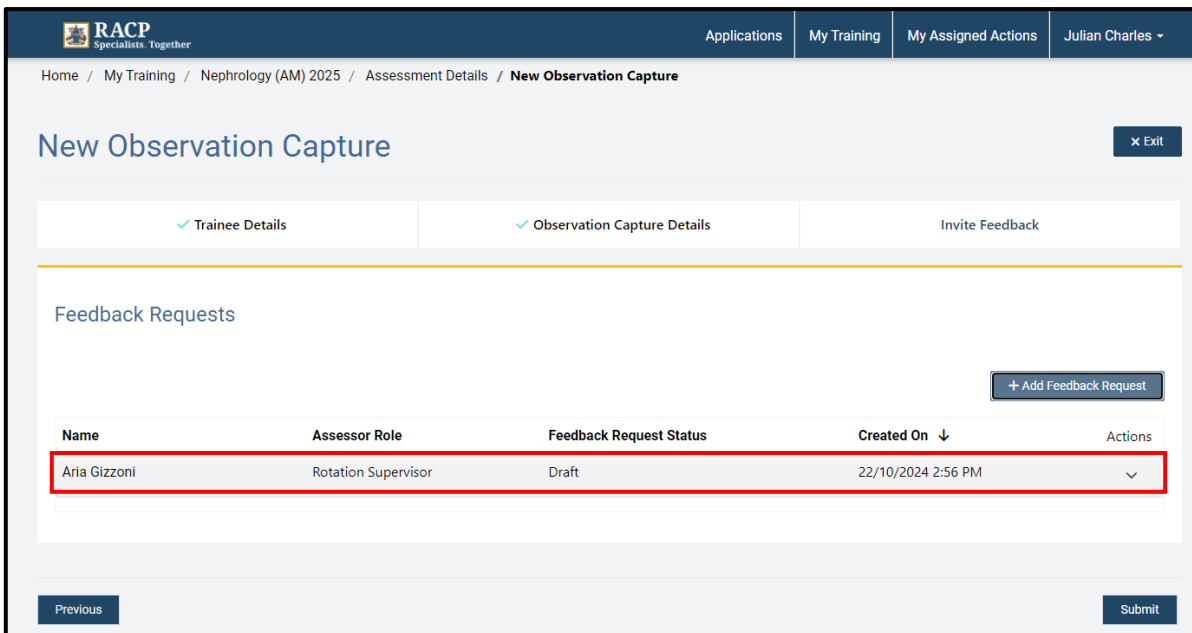
Click here

Save

Figure 22

9. 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 23**.





Home / My Training / Nephrology (AM) 2025 / Assessment Details / **New Observation Capture**

**New Observation Capture** ✕ Exit

✓ Trainee Details
✓ Observation Capture Details
Invite Feedback

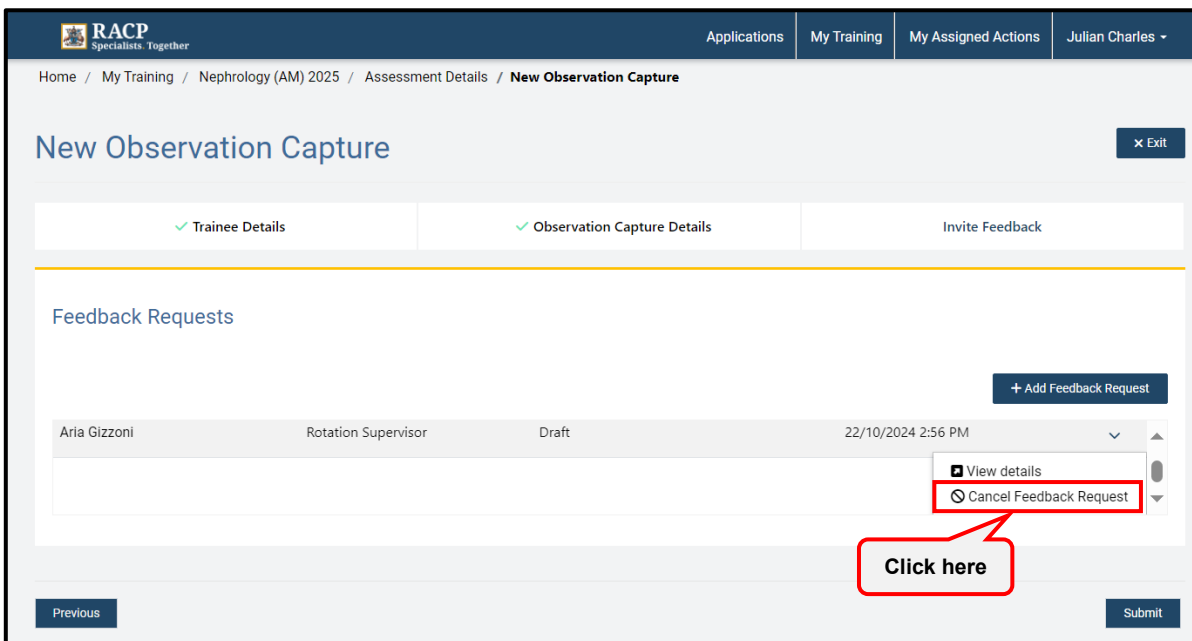
Feedback Requests + Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↓	Actions
Aria Gizzoni	Rotation Supervisor	Draft	22/10/2024 2:56 PM	⌵

Previous Submit

**Figure 23**

10. 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 24**.



Home / My Training / Nephrology (AM) 2025 / Assessment Details / **New Observation Capture**

**New Observation Capture** ✕ Exit

✓ Trainee Details
✓ Observation Capture Details
Invite Feedback

Feedback Requests + Add Feedback Request

Aria Gizzoni	Rotation Supervisor	Draft	22/10/2024 2:56 PM	⌵
--------------	---------------------	-------	--------------------	---

View details  
Cancel Feedback Request

**Click here**

Previous Submit

**Figure 24**

11. To complete your **Observation Capture** and initiate the Feedback request approval to your Assessor, click on the **Submit** button. Refer to **Figure 25**.



Home / My Training / Nephrology (AM) 2025 / Assessment Details / **New Observation Capture**

## New Observation Capture

✓ Trainee Details    ✓ Observation Capture Details    Invite Feedback

Feedback Requests

+ Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↓	Actions
Aria Gizzoni	Rotation Supervisor	Draft	22/10/2024 2:56 PM	▼

Previous    Submit

**Figure 25**

12. The system will show a confirmation message on the screen saying, **‘Your feedback request has been successfully submitted’**. Refer to **Figure 26**.

Home / My Training / Nephrology (AM) 2025 / Assessment Details / **New Observation Capture**

## New Observation Capture

✓ Your feedback request has been successfully submitted.

About us   MyRACP   MyCPD   RACP Benefits   Careers at RACP

We acknowledge and pay respect to the Traditional Custodians and Elders – past, present and emerging – of the lands and waters on which RACP members and staff live, learn and work. RACP acknowledges Māori as tangata whenua and Te Tiriti o Waitangi partners in Aotearoa New Zealand.

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**Figure 26**

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 27**.



### Observation Capture Details

**Summary of Activity**  
Follow-up with a patient who had an acute kidney injury one month ago

**Complexity**  
Medium

**Select the primary learning goal to which this observation applies**  
Acute kidney injury -

---

### Feedback Requests

Name	Assessor Role	Feedback Request Status	Created On ↓
Caitlin Crockford	Head of Clinic	Invited	22/10/2024 9:13 AM

*Figure 27*



## 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.

### My Training via Assessment Requirements Due Next

1. Navigate to **Landing page > My Training** in the Navigation menu > **My Training** page. Refer to **Figure 28**.

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatrics & Child Health)			Applicant	▼
Basic Training AU (Adult Medicine)			Applicant	▼
Nephrology (Adult Medicine)			Trainee (Current)	▼

Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▼

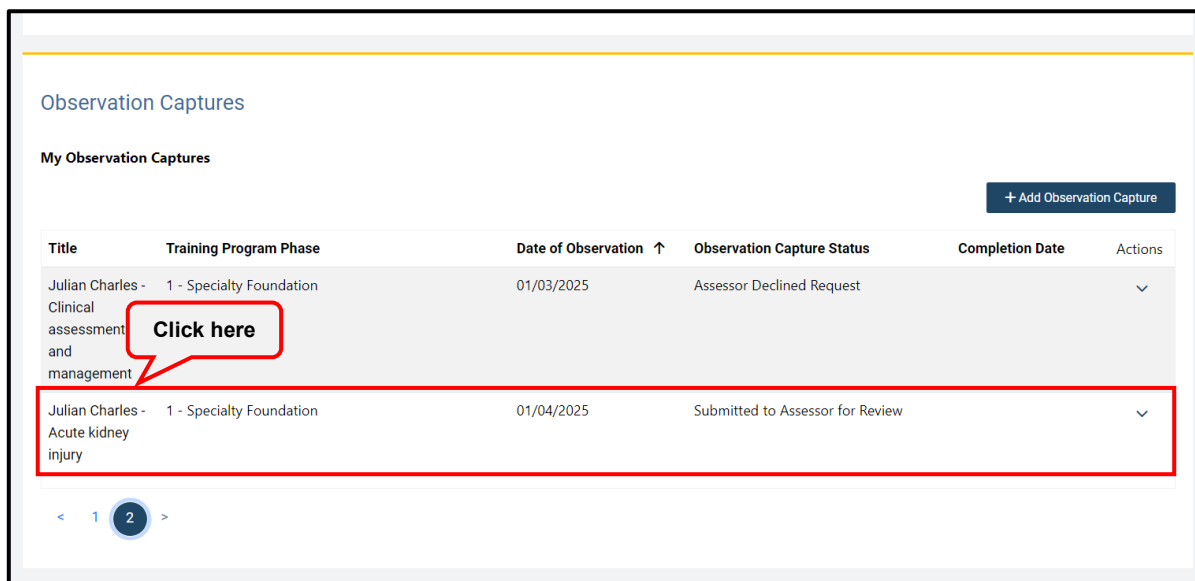
Figure 28

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 **View details**. Refer to **Figure 29**.

Assessment Tool ↓	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Observation Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	2 - Specialty Consolidation	End of Phase	▼
Observation Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	View Details
Observation Capture	Julian Charles - Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Sta	▼
Observation Capture	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	End of Phase	▼
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▼
Learning Course	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	Start of Phase	▼
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▼

Figure 29

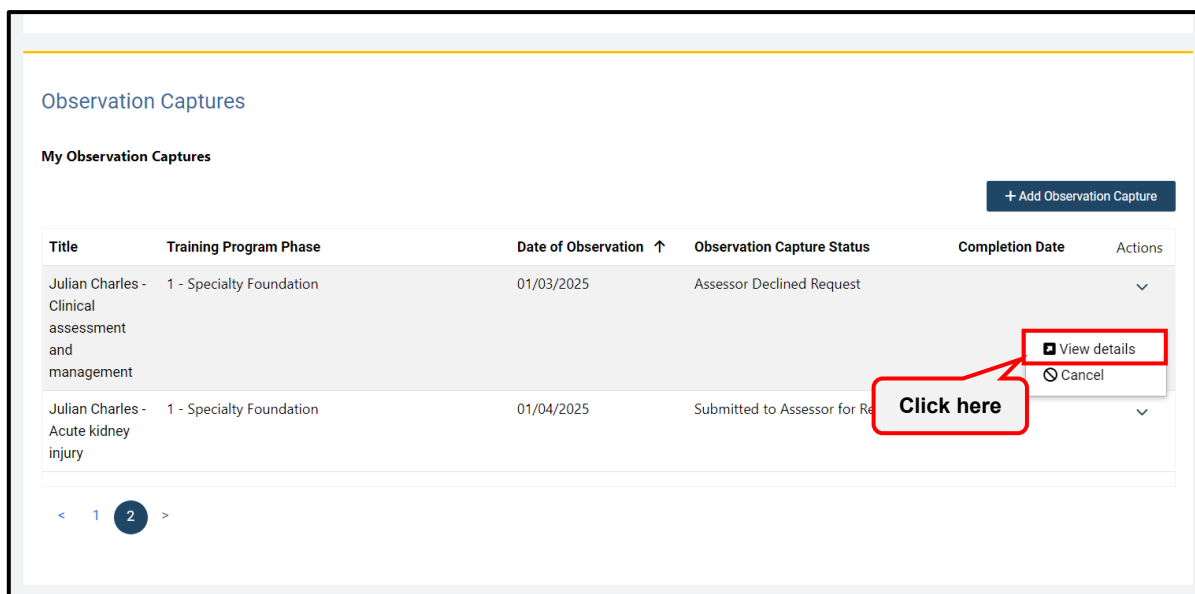
- On the **Assessment Requirements Details** page, scroll down to the **Observation Captures** section and click on the hyperlinked text under **Title**. Refer to **Figure 30**.



**Figure 30**

**Note:** You will be able to see your Observation Captures with different statuses. For example: 'Draft', 'Ready for review – unassigned', 'Submitted to assessor for review', 'Submitted to trainee for reflection' 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 31**.



**Figure 31**

- The **Observation Capture details** page will appear. Refer to **Figure 32**.

Home / My Training / Nephrology (AM) 2025 / Assessment Details / Observation Capture - Details

## Observation Capture - Details x Exit

---

**Trainee Details**

**Training Program**  
Julian Charles - Nephrology (AM) 2025

**Training Program Phase**  
Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation

**Date of Observation**  
01/04/2025

---

**Observation Capture Details**

**Summary of Activity**  
Follow-up with a patient who had an acute kidney injury one month ago

**Complexity**  
Medium

Figure 32

**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 33**.
2. Click on your Training Program to open it (under **Training Programs** section). Refer to **Figure 33**.

Applications **My Training** My Assigned Actions Julian Charles ▾

Home / My Training

**Click here**

### Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatric Health)			Applicant	▾
Basic Training AU (Adult Medicine)			Applicant	▾
Nephrology (Adult Medicine)			Trainee (Current)	▾

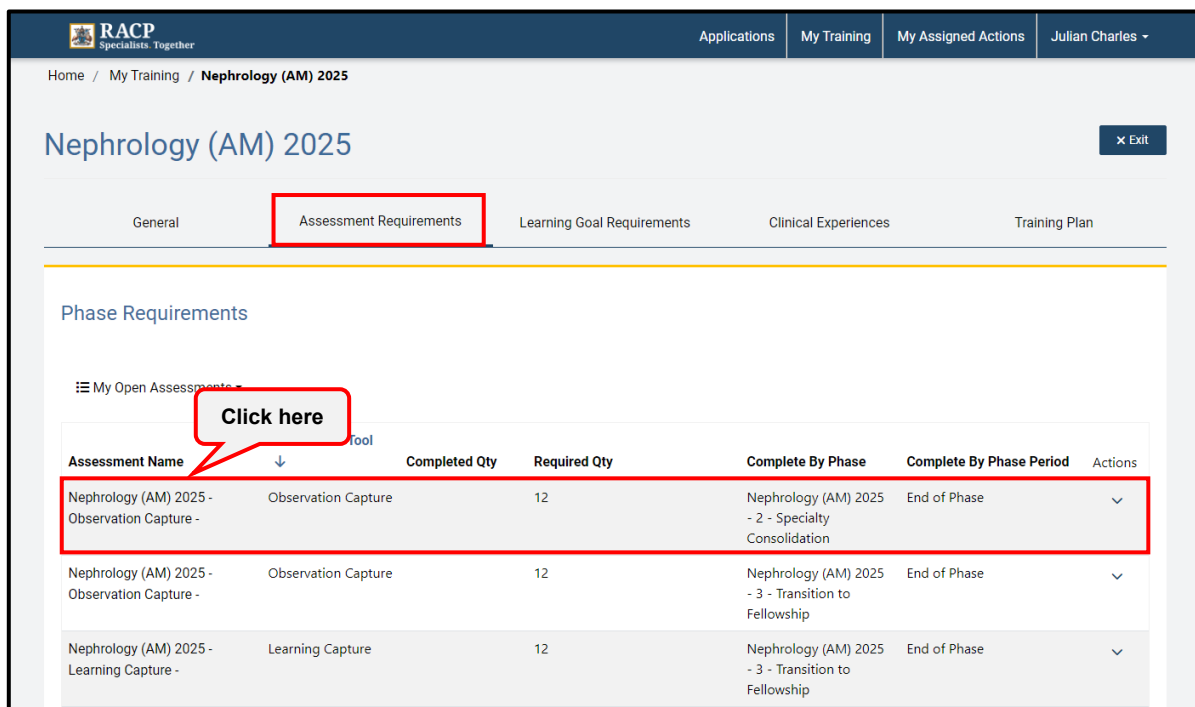
< 1 2 >

### Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▾

Figure 33

3. Navigate to the **Assessment Requirements** tab > **Phase Requirements** section. Refer to **Figure 34**.
4. Click on the assessment requirement that shows '**Observation Capture**' under the **Assessment Tool** column in the grid. Refer to **Figure 34**.



Home / My Training / Nephrology (AM) 2025

Nephrology (AM) 2025 × Exit

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

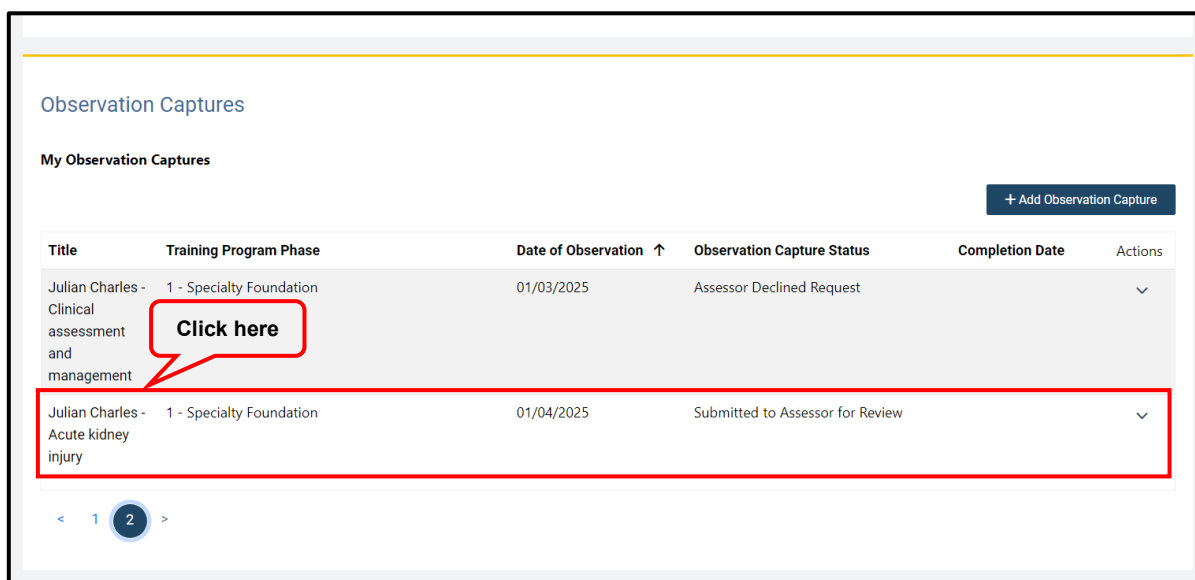
Phase Requirements

My Open Assessments

Assessment Name	Assessment Tool	Completed Qty	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 2 - Specialty Consolidation	End of Phase	⌵
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	⌵
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	⌵

**Figure 34**

5. On the **Assessment Details** page, scroll down to the **Observation Captures** section and click on the hyperlinked text under **Title**. Refer to **Figure 35**.



Observation Captures

My Observation Captures + Add Observation Capture

Title	Training Program Phase	Date of Observation	Observation Capture Status	Completion Date	Actions
Julian Charles - Clinical assessment and management	1 - Specialty Foundation	01/03/2025	Assessor Declined Request		⌵
Julian Charles - Acute kidney injury	1 - Specialty Foundation	01/04/2025	Submitted to Assessor for Review		⌵

< 1 2 >

**Figure 35**

6. Alternatively, you can also click on the downward arrow under **Actions** and select **View Details** to open the Observation Capture. Refer to **Figure 36**.



Observation Captures

My Observation Captures + Add Observation Capture

Title	Training Program Phase	Date of Observation ↑	Observation Capture Status	Completion Date	Actions
Julian Charles - Clinical assessment and management	1 - Specialty Foundation	01/03/2025	Assessor Declined Request		<a href="#">View details</a> <a href="#">Cancel</a>
Julian Charles - Acute kidney injury	1 - Specialty Foundation	01/04/2025	Submitted to Assessor for Re		<a href="#">View details</a> <a href="#">Cancel</a>

< 1 **2** >

*Note: Red boxes and arrows in the original image highlight the 'View details' link and a 'Click here' callout pointing to the second row.*

Figure 36

7.  **Observation Capture details** page will appear. Refer to **Figure 37**.

Home / My Training / Nephrology (AM) 2025 / Assessment Details / **Observation Capture - Details** x Exit

### Observation Capture - Details

---

**Trainee Details**

**Training Program**  
Julian Charles - Nephrology (AM) 2025

**Training Program Phase**  
Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation

**Date of Observation**  
01/04/2025

---

**Observation Capture Details**

**Summary of Activity**  
Follow-up with a patient who had an acute kidney injury one month ago

**Complexity**  
Medium

Figure 37

8. On the **Observation Capture details** page, scroll down to the **Feedback Requests** section to view the **Feedback Request Status**. Refer to **Figure 38**.





### Observation Capture Details

**Summary of Activity**

Follow-up with a patient who had an acute kidney injury one month ago

**Complexity**

Medium

**Select the primary learning goal to which this observation applies**

Acute kidney injury -

### Feedback Requests

Name	Assessor Role	Feedback Request Status	Created On ↓
Caitlin Crockford	Head of Clinic	Invited	22/10/2024 9:13 AM

**Figure 38**



## 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. Once an Assessor provides feedback for your Observation Capture, you will be required to submit your reflection, which you can submit via two ways. The Observation Capture will be considered closed and completed 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 39**.

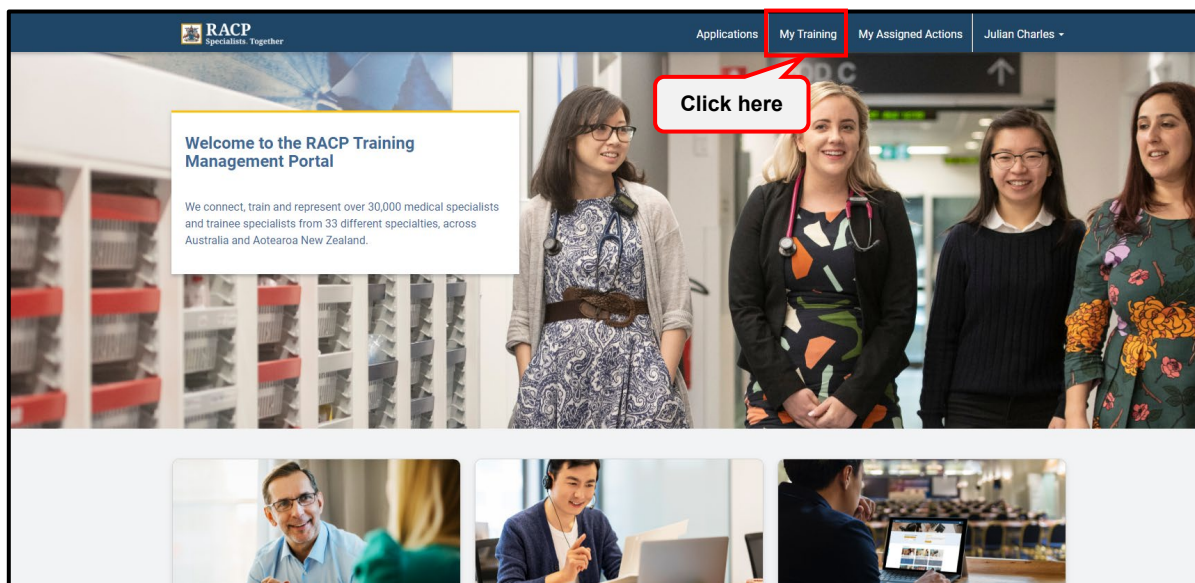


Figure 39

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 40**.

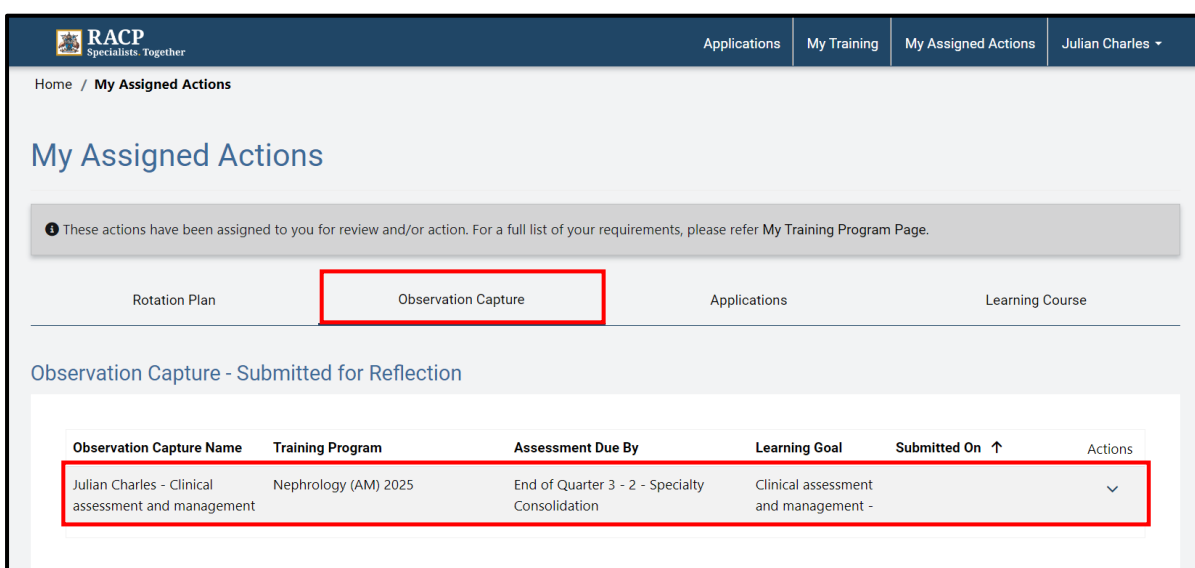


Figure 40



3. Click on the downward arrow under **Actions** and select **Submit Reflection**. Refer to **Figure 41**.

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      Applications      Learning Course

#### Observation Capture - Submitted for Reflection

Observation Capture Name	Training Program	Assessment Due By	Learning Goal	Submitted On	Actions
Julian Charles - Clinical assessment and management	Nephrology (AM) 2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management -		Submit Reflection

**Figure 41**

4. 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 (\*) and click **Submit**. Refer to **Figure 42**.

#### Trainee's Reflection

What did you do well? \*

What could you do to improve next time? \*

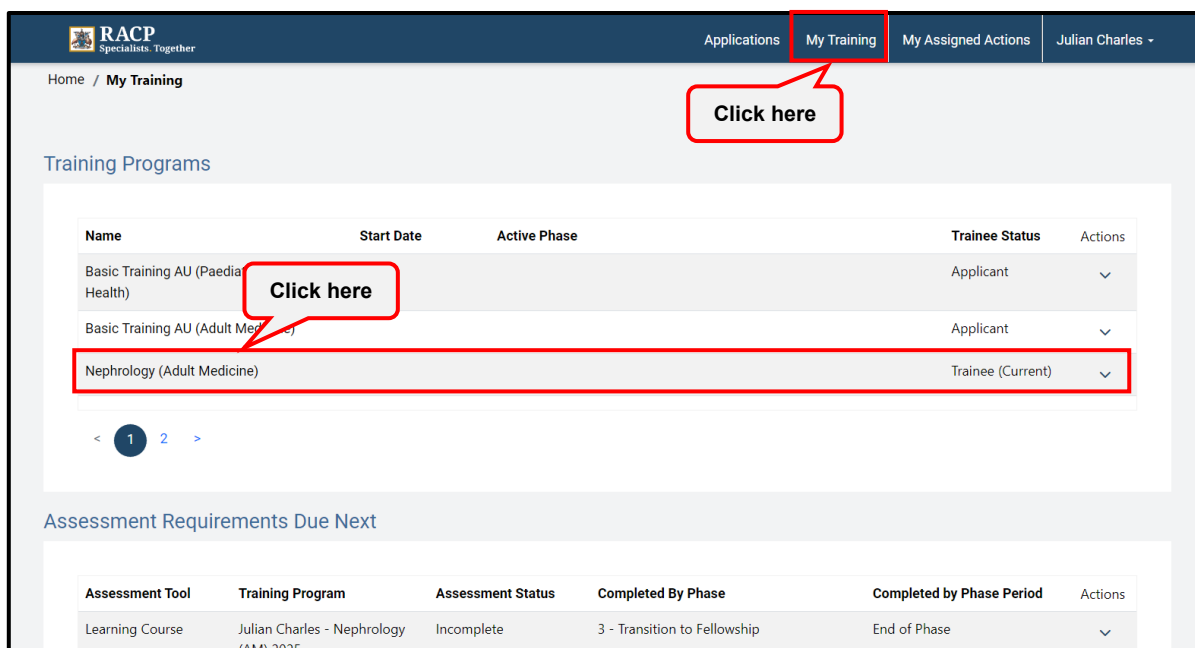
Submit

**Figure 42**

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

### Navigation option 2 via Assessment Requirements

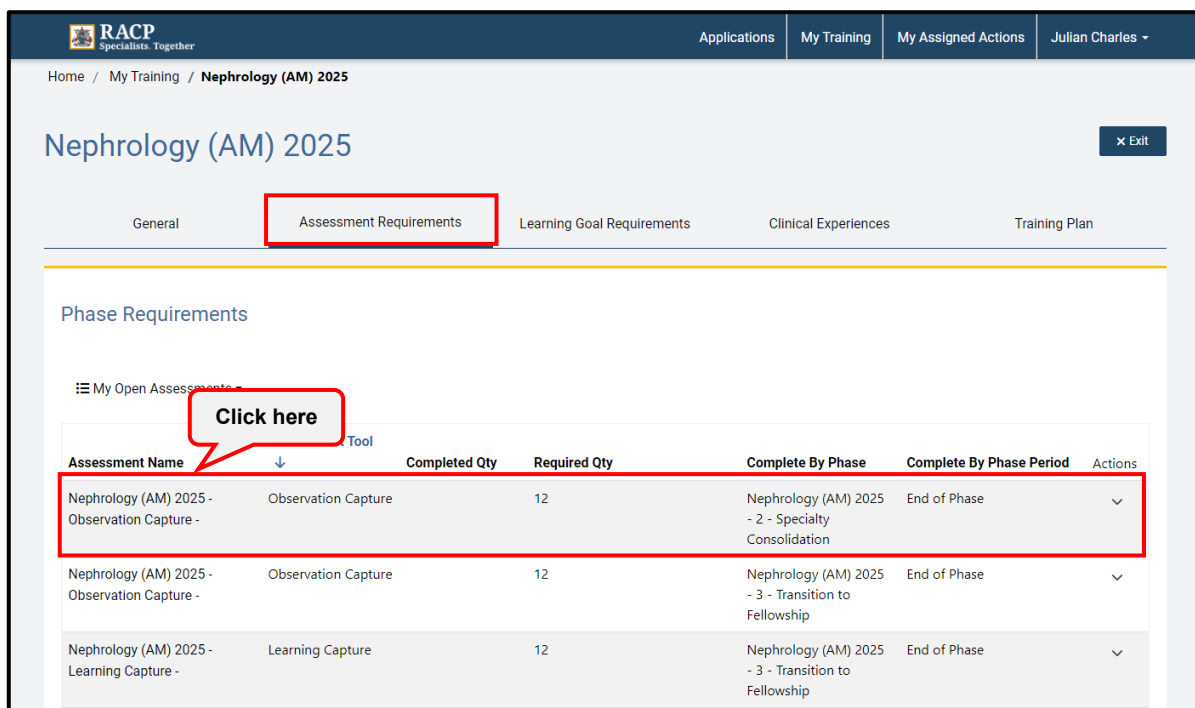
1. Navigate to **Landing page > My Training > Training Programs** section and click on your Training Program record. Refer to **Figure 43**.



The screenshot shows the 'My Training' section of the RACP portal. The 'My Training' tab is selected in the top navigation bar. Below the navigation, there is a breadcrumb trail: Home / My Training. A red box highlights the 'My Training' tab with the text 'Click here'. Below this, the 'Training Programs' section displays a table with columns: Name, Start Date, Active Phase, Trainee Status, and Actions. The table contains three rows: 'Basic Training AU (Paediatric Health)', 'Basic Training AU (Adult Medicine)', and 'Nephrology (Adult Medicine)'. The 'Nephrology (Adult Medicine)' row is highlighted with a red box and has a red callout bubble with the text 'Click here' pointing to it. Below the table, there are pagination controls showing '1' and '2'. Underneath, the 'Assessment Requirements Due Next' section displays a table with columns: Assessment Tool, Training Program, Assessment Status, Completed By Phase, Completed by Phase Period, and Actions. The table contains one row: 'Learning Course', 'Julian Charles - Nephrology (AM) 2025', 'Incomplete', '3 - Transition to Fellowship', 'End of Phase', and a dropdown arrow.

**Figure 43**

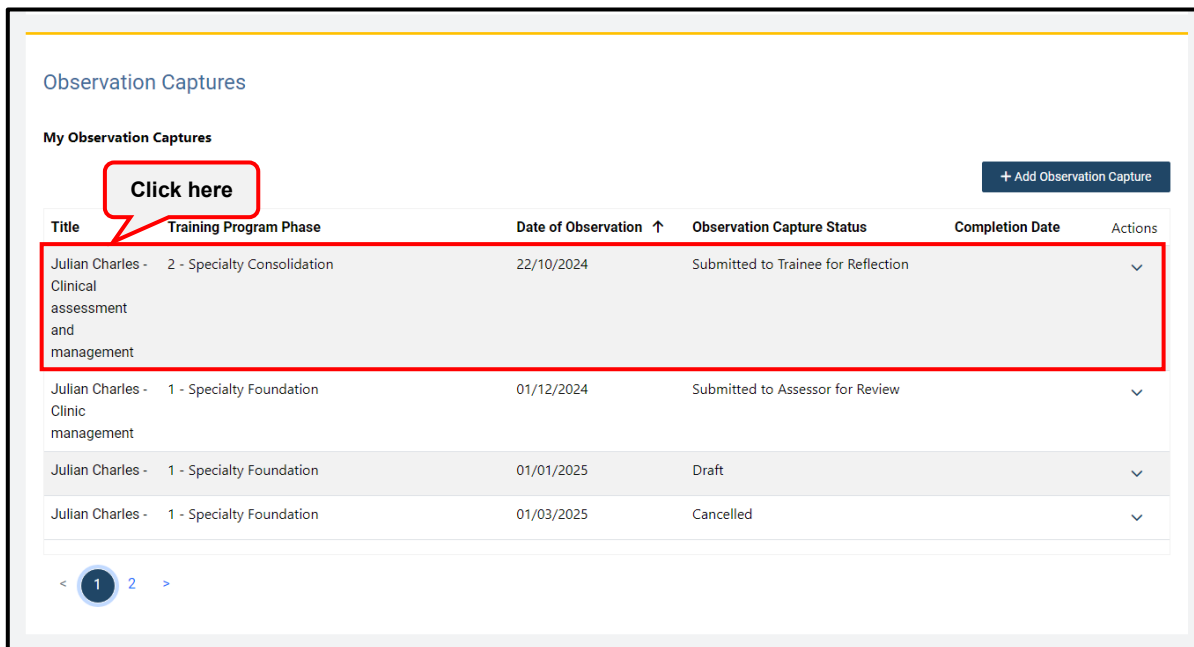
2. Navigate to the **Assessment Requirements tab > Phase Requirements** section and click to open the record that shows 'Observation Capture' under the **Assessment Tool** column in the grid. Refer to **Figure 44**.



The screenshot shows the 'Assessment Requirements' tab for 'Nephrology (AM) 2025'. The breadcrumb trail is: Home / My Training / Nephrology (AM) 2025. The 'Assessment Requirements' tab is selected and highlighted with a red box. Below the tabs, the 'Phase Requirements' section is visible. Underneath, there is a section for 'My Open Assessments' which contains a table with columns: Assessment Name, Tool, Completed Qty, Required Qty, Complete By Phase, Complete By Phase Period, and Actions. The table contains three rows: 'Nephrology (AM) 2025 - Observation Capture -', 'Nephrology (AM) 2025 - Observation Capture -', and 'Nephrology (AM) 2025 - Learning Capture -'. The first row is highlighted with a red box and has a red callout bubble with the text 'Click here' pointing to it.

**Figure 44**

- The **Observation Capture details** page will appear. Scroll down to **My Observation Captures** and observe that your Observation Capture Status shows as **'Submitted to Trainee for Reflection'**. Refer to **Figure 45**.
- Click on the Observation Capture **Title** (hyperlink) to open it. Refer to **Figure 45**.



Observation Captures

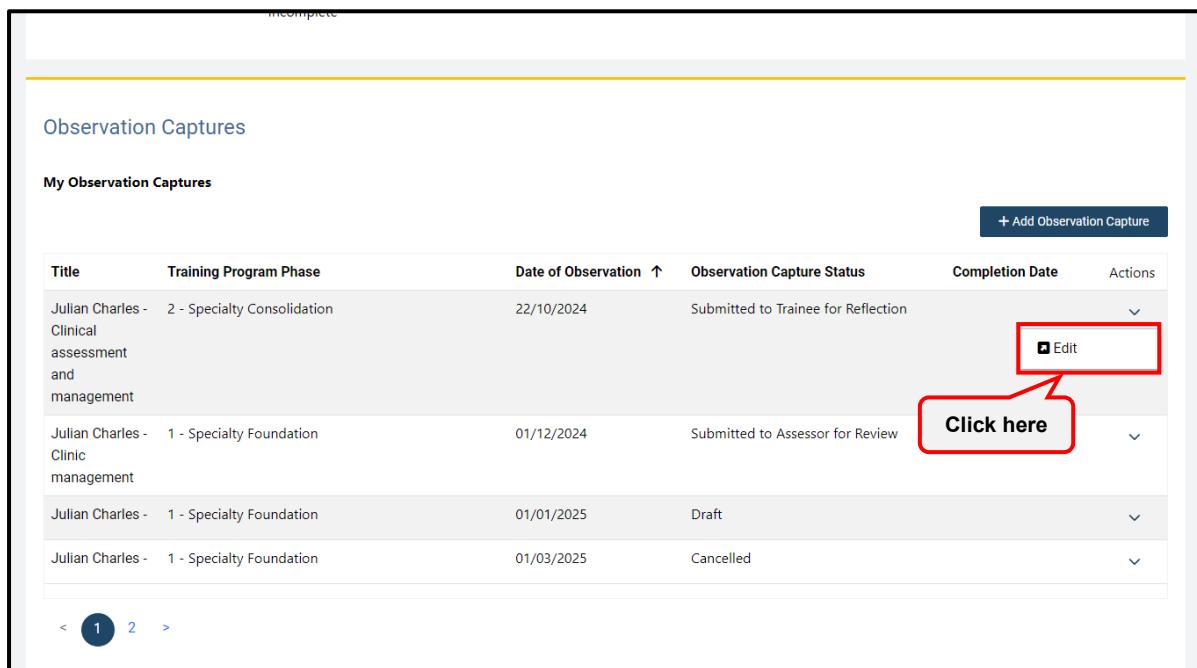
My Observation Captures + Add Observation Capture

Title	Training Program Phase	Date of Observation ↑	Observation Capture Status	Completion Date	Actions
Julian Charles - Clinical assessment and management	2 - Specialty Consolidation	22/10/2024	Submitted to Trainee for Reflection		▼
Julian Charles - Clinic management	1 - Specialty Foundation	01/12/2024	Submitted to Assessor for Review		▼
Julian Charles - Clinic management	1 - Specialty Foundation	01/01/2025	Draft		▼
Julian Charles - Clinic management	1 - Specialty Foundation	01/03/2025	Cancelled		▼

< 1 2 >

*Figure 45*

- Alternatively, you can also click on the downward arrow under **Actions** and select **Edit**. Refer to **Figure 46**.



Observation Captures

My Observation Captures + Add Observation Capture

Title	Training Program Phase	Date of Observation ↑	Observation Capture Status	Completion Date	Actions
Julian Charles - Clinical assessment and management	2 - Specialty Consolidation	22/10/2024	Submitted to Trainee for Reflection		▼ Edit
Julian Charles - Clinic management	1 - Specialty Foundation	01/12/2024	Submitted to Assessor for Review		▼
Julian Charles - Clinic management	1 - Specialty Foundation	01/01/2025	Draft		▼
Julian Charles - Clinic management	1 - Specialty Foundation	01/03/2025	Cancelled		▼

< 1 2 >

*Figure 46*



6. 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 and click **Submit**. Refer to **Figure 47**.

Trainee's Reflection

What did you do well? \*

What could you do to improve next time? \*

Click here

Submit

*Figure 47*

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



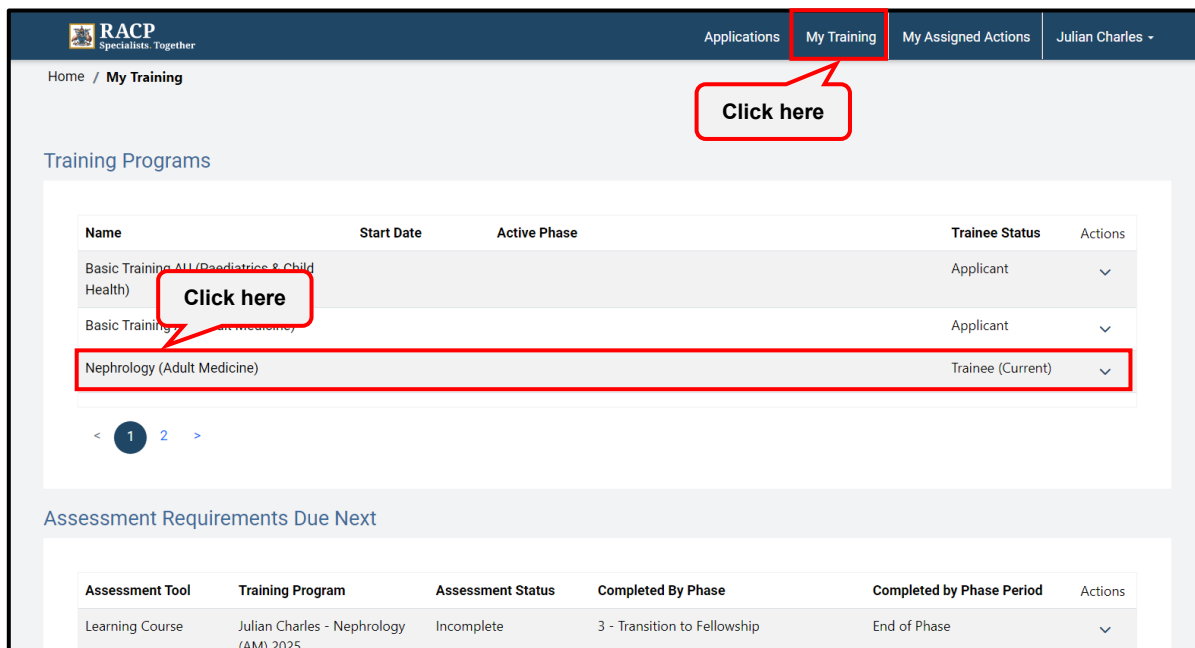
**Note:** Once you complete an Observation Capture, it will contribute to your **'Completed Qty'** count against your **Assessment Requirements** record.

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 48**.



Home / My Training

Applications **My Training** My Assigned Actions Julian Charles ▾

Click here

### Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training All (Paediatrics & Child Health)			Applicant	▾
Basic Training (Internal Medicine)			Applicant	▾
Nephrology (Adult Medicine)			Trainee (Current)	▾

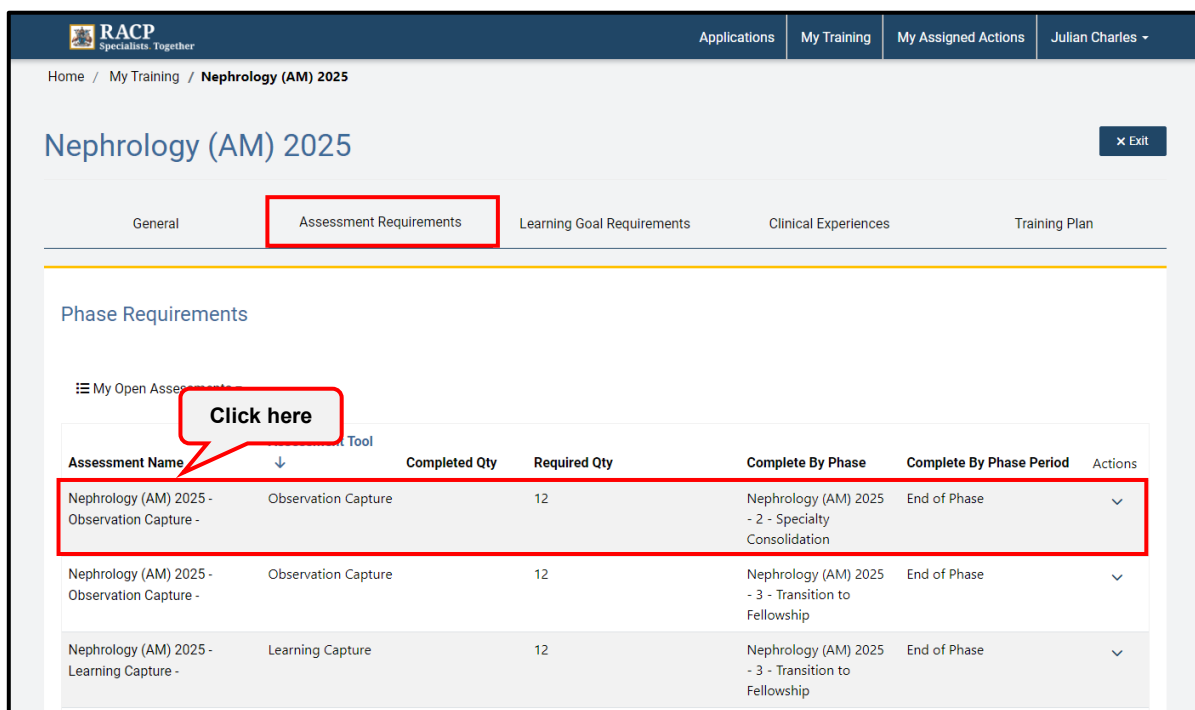
< 1 2 >

### Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▾

**Figure 48**

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 49**.



Home / My Training / Nephrology (AM) 2025

Applications My Training **My Assigned Actions** Julian Charles ▾

## Nephrology (AM) 2025

× Exit

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

### Phase Requirements

My Open Assessment Requirements

Assessment Name	Assessment Tool	Completed Qty	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 2 - Specialty Consolidation	End of Phase	▾
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	▾
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	▾

**Figure 49**



- 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 50**.

Title	Training Program Phase	Date of Observation ↑	Observation Capture Status	Completion Date	Actions
Julian Charles - Clinical assessment and management	1 - Specialty Foundation	01/03/2025	Assessor Declined Request		▼
Julian Charles - Acute kidney injury	1 - Specialty Foundation	01/04/2025	Submitted to Assessor for Review		▼

**Figure 50**

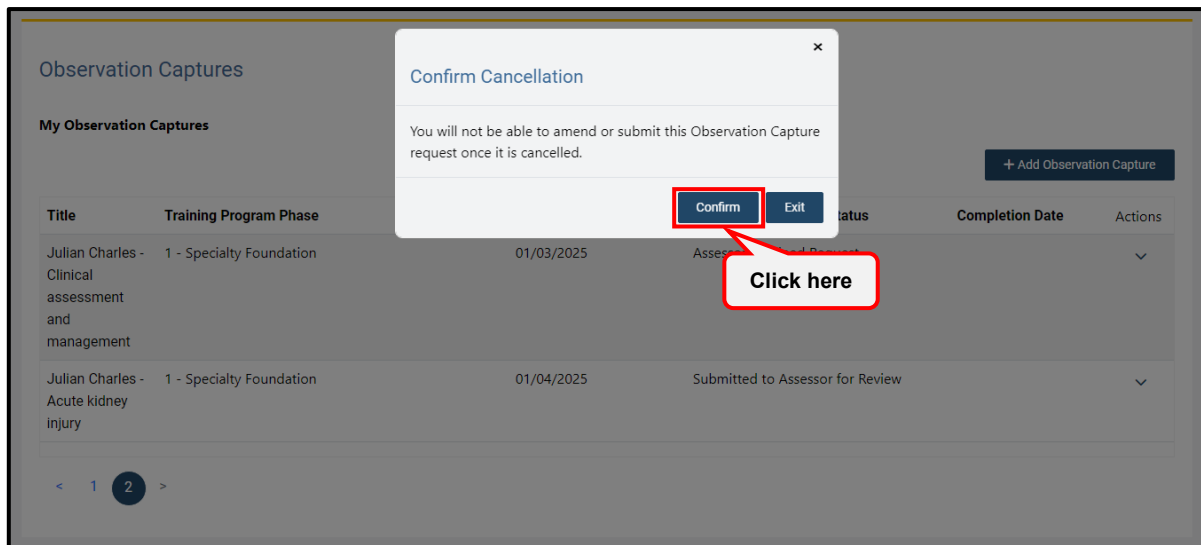
- Click on the downward facing arrow under **Actions** and select **Cancel**. Refer to **Figure 51**.

Title	Training Program Phase	Date of Observation ↑	Observation Capture Status	Completion Date	Actions
Julian Charles - Clinical assessment and management	1 - Specialty Foundation	01/03/2025	Assessor Declined Request		▼
Julian Charles - Acute kidney injury	1 - Specialty Foundation	01/04/2025	Submitted to Assessor for Review		▼

**Figure 51**

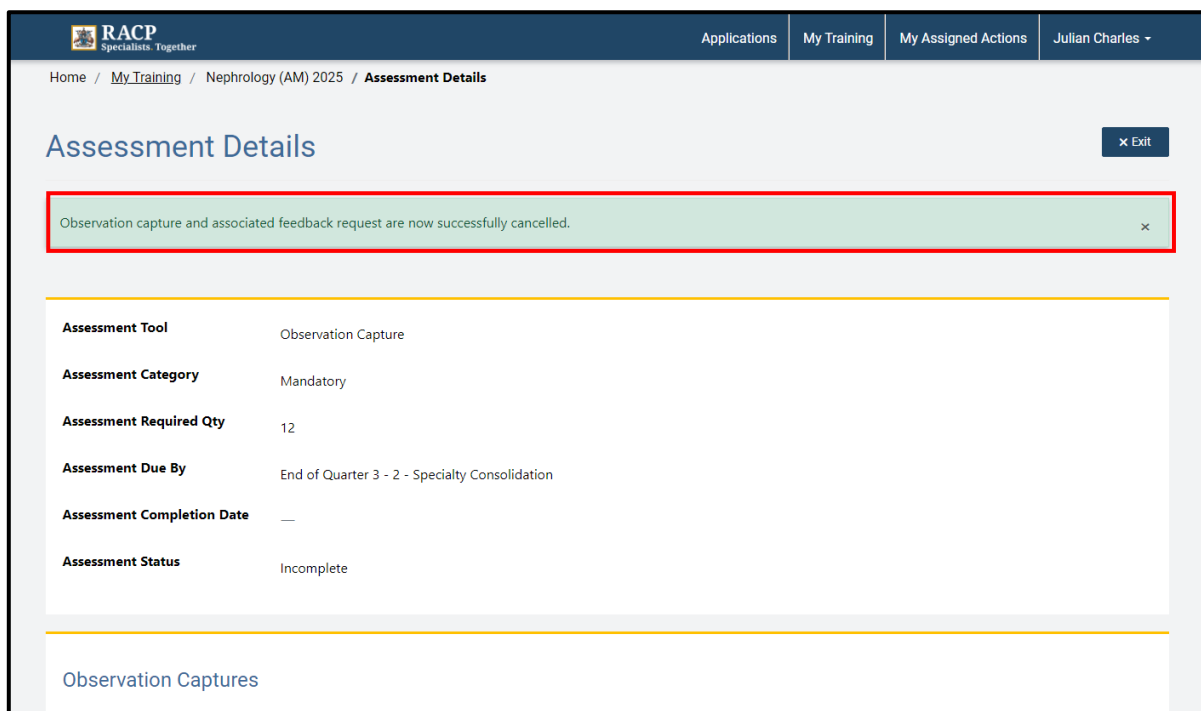
- The **Confirm Cancellation** pop-up will appear. Click on **Confirm** to cancel or **Exit** to avoid cancelling. Refer to **Figure 52**.





**Figure 52**

6. If you cancelled the observation capture, the system will show confirmation on the screen saying '**Observation capture and associated feedback request are now successfully cancelled.**' Refer to **Figure 53**.



**Figure 53**

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 54**.



Observation Captures

**My Observation Captures** + Add Observation Capture

Title	Training Program Phase	Date of Observation ↑	Observation Capture Status	Completion Date	Actions
Julian Charles - Clinical assessment and management	1 - Specialty Foundation	01/03/2025	Assessor Declined Request		▼
Julian Charles - Acute kidney injury	1 - Specialty Foundation	01/04/2025	Cancelled		▼

< 1 2 >

**Figure 54**



## 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
- Cancel Observation Captures