





Observation Capture Guide

Supervisor Guide

Purpose	Use this guide for assistance on completing Observation Captures
Intended Audience	Rotation Supervisors, Education Supervisors, Advanced Training Supervisors, Directors of Physician Educations (DPEs), Network DPEs and Training Program Coordinators (TPCs), collectively referred to as 'supervisors' throughout the document, except for specific sections which may have systems view or information related to a certain role.
Context	This guide provides guidance on how supervisors complete and initiate an Observation Capture and provide a trainee feedback on an Observation Capture.

How to use this document:

The document is structured into 6 sections, representing 7 key Observation Capture for supervisors learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon  and then the 'bookmark' icon .



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Section 1: Log in to the Portal

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

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

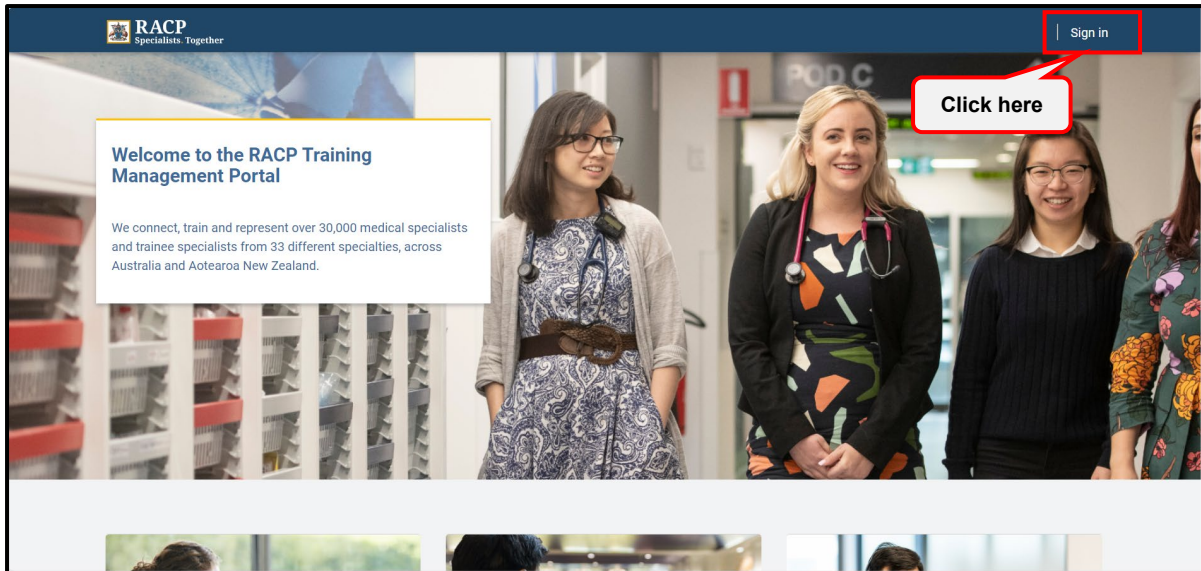


Figure 1

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

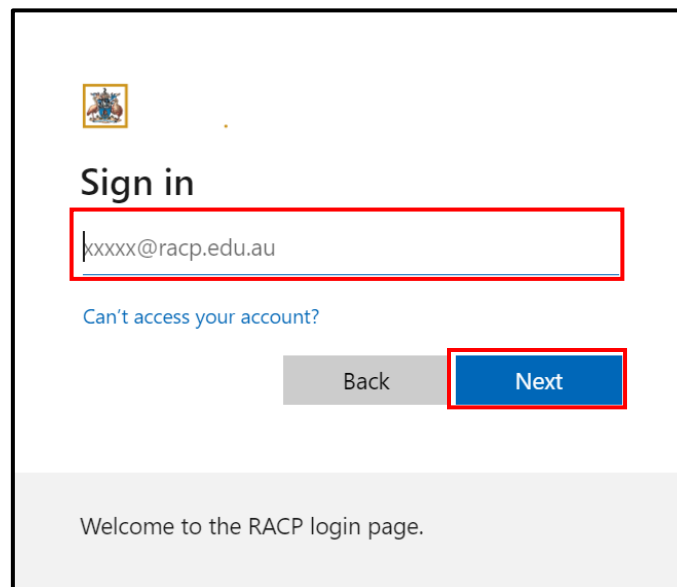
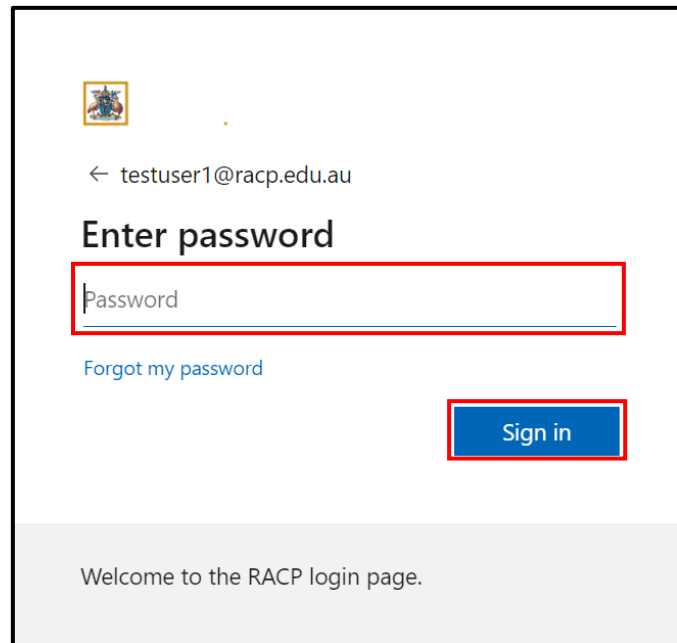



Figure 2



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



 .

← testuser1@racp.edu.au

Enter password

[Forgot my password](#)

Welcome to the RACP login page.

Figure 3



Section 2: Review my Trainees' completed Observation Captures

Context: Use these instructions as a Supervisor to review and evaluate your Trainees' submitted observation captures. 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.
- **Submitted to Trainee for Reflection:** The Observation Capture has been sent to the trainee) for their reflection.
- **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

1. Click on **My Trainees** in the **navigation bar**. Refer to **Figure 4**.

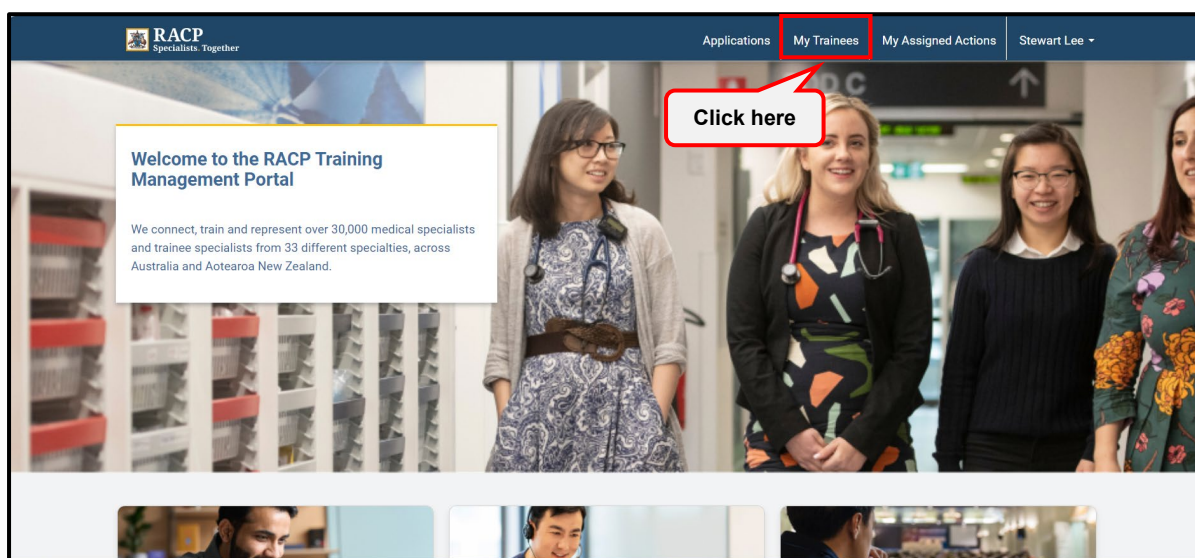


Figure 4

2. On **My Trainees** page, you will be able to view a list of your Trainees and their Training Programs. Select a Training Program by clicking on the **Trainee's name hyperlink** in the Trainee column of the grid. Refer to **Figure 5**.



Home / My Trainees

My Trainees

Search

Trainee ↑	Training Program	Current Phase	Actions
John Taylor	Catarina - Nephrology (AM) 2025		▼
John Taylor	Sarah B - Nephrology (AM) 2025		▼
John Taylor	Caitlin - Nephrology (AM) 2025		▼
Julian Charles	Basic Training AU (PCH) 2025		▼
Julian Charles	Basic Training AU (AM) 2025		▼
Julian Charles	Nephrology (AM) 2025		▼
Martine Hall	UATShakeout_19010Cohort	1 - Foundation	▼

Figure 5

3. Navigate to the **Assessment Requirements** tab. Refer to **Figure 6**.

Home / My Trainees / Nephrology (AM) 2025

Nephrology (AM) 2025

Julian Charles - 222222 ✕ Exit

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

Phase Requirements

☰ My Open Assessments ▼

Name	Assessment Tool	Completed Qty	Assessment Tool 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	End of Phase	▼

Figure 6


4. Within the **Phase Requirements** section are the Trainees' Assessment Requirements. Observe the **Assessment Tool** column in the grid Observation Capture will be listed as an assessment, click on it to open. Refer to **Figure 7**.



General	Assessment Requirements	Learning Goal Requirements	Clinical Experiences	Training Plan		
<h3>Phase Requirements</h3>						
☰ My Open Assessments ▾						
Name	Assessment Tool	Completed Qty	Assessment Tool 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 - 1 - Specialty Foundation	End of Phase	▾
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 2 - Specialty Consolidation	End of Phase	▾

Figure 7

5. The **Assessment Details** screen will present, providing you with information regarding the Observation Capture requirement for the training program. Refer to **Figure 8**.

 Applications | My Trainees | My Assigned Actions | Stewart Lee ▾

Home / My Trainees / Nephrology (AM) 2025 / **Assessment Details**

Assessment Details

Julian Charles - 222222 ✕ Exit

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

[Observation Captures](#)

Figure 8

6. Scroll down to the **Observation Captures** section to view a list of Observation Captures and observe the **Observation Capture Status** column in the grid. Refer to **Figure 9**.



Date of Observation	Assessment Due By	Learning Goal	Submitted On ↓	Observation Capture Status	Actions
01/03/2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management -	08/11/2024	Submitted to Assessor for Review	▼
01/12/2024	End of Quarter 3 - 2 - Specialty Consolidation	Clinic management -	22/10/2024	Submitted to Trainee for Reflection	▼
01/04/2025	End of Quarter 3 - 2 - Specialty Consolidation	Acute kidney injury -	22/10/2024	Cancelled	▼
01/03/2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management -	22/10/2024	Assessor Declined Request	▼

Figure 9

- To open the **Observation Capture** showing Observation Capture status as **'Submitted to Assessor for Review'** and review the details, expand the downward arrow under **Actions** column and click on **Review**. Refer to **Figure 10**.
- If you wish to decline the review request, click on **Decline request**. Refer to **Figure 10**.

Date of Observation	Assessment Due By	Learning Goal	Submitted On ↓	Observation Capture Status	Actions
01/03/2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management -	08/11/2024	Submitted to Assessor for Review	▼ Review Decline Request
01/12/2024	End of Quarter 3 - 2 - Specialty Consolidation	Clinic management -	22/10/2024	Submitted to Trainee for Reflection	▼
01/04/2025	End of Quarter 3 - 2 - Specialty Consolidation	Acute kidney injury -	22/10/2024	Cancelled	▼
01/03/2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management -	22/10/2024	Assessor Declined Request	▼

Figure 10



Note: Please refer to **Section 3** of this guide for steps on accepting or declining the Observation Capture

Section 3: Reviewing Observation Capture Feedback Requests (Trainee initiated)

Context: These instructions outline how a trainee initiates an observation capture and requests a supervisor to observe them completing a work task. Following the request, a supervisor would observe the trainee performing a task and provide feedback on this form.

1. Log in to the Portal and click on **My Assigned Actions** from the **Navigation bar**. Refer to **Figure 11**.

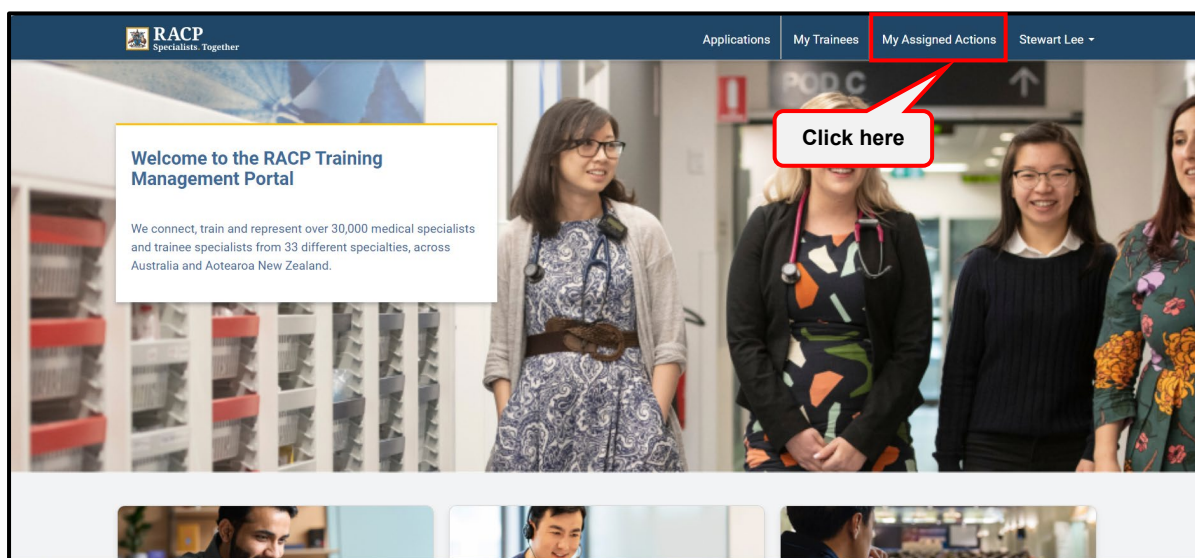


Figure 11

2. Click on the **Observation Capture** tab. Refer to **Figure 12**.

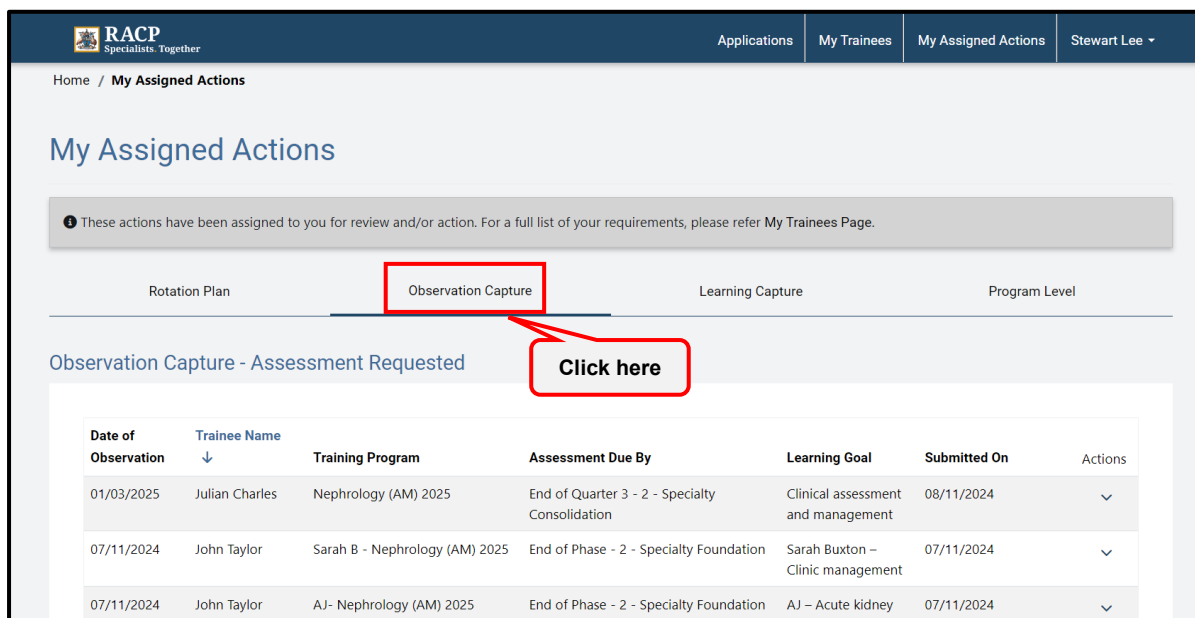
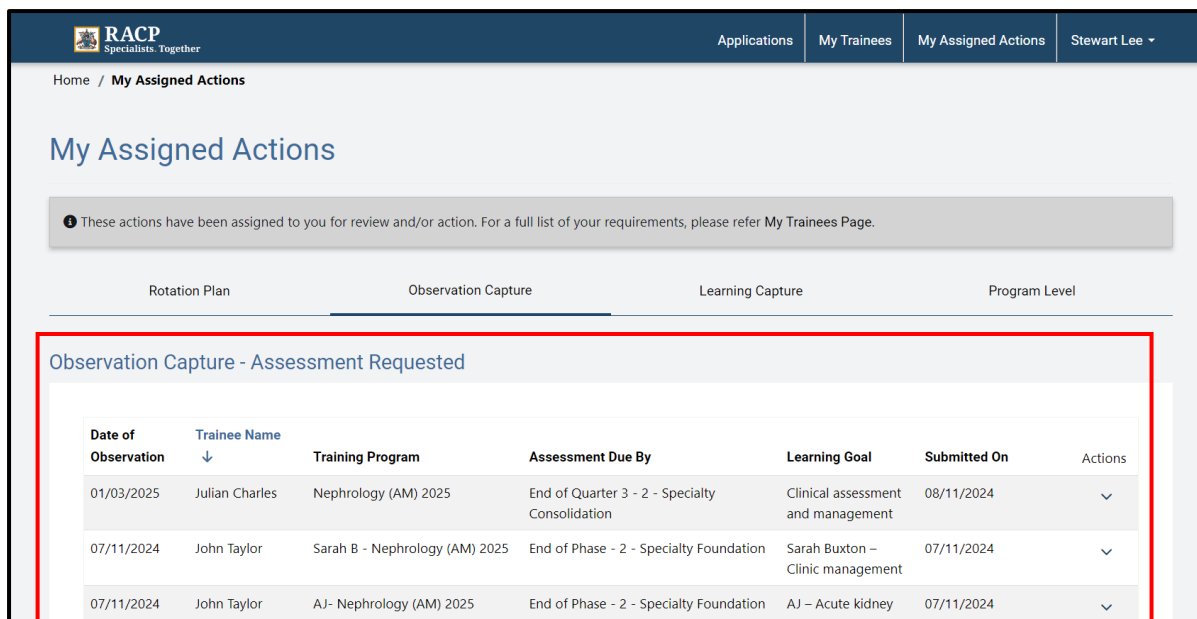


Figure 12

3. Under the **Observation Capture – Assessment Requested** section, see a list of all Observation Captures you are required to review and provide your inputs on. Refer to **Figure 13**.



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 Trainees Page.

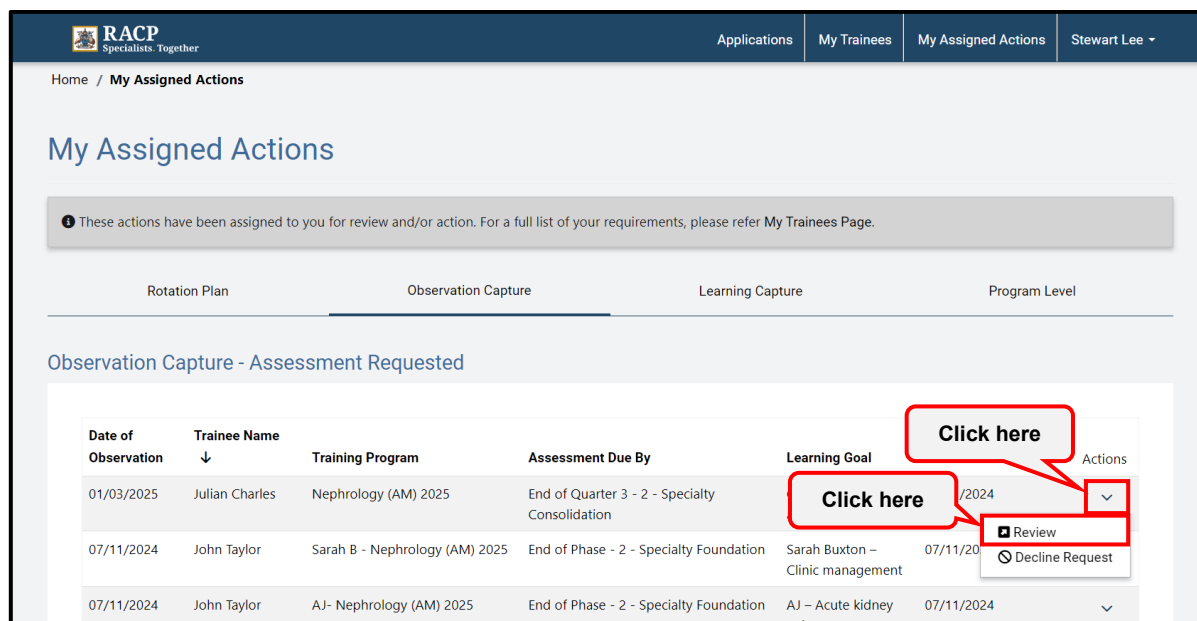
Rotation Plan Observation Capture Learning Capture Program Level

Observation Capture - Assessment Requested

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On	Actions
01/03/2025	Julian Charles	Nephrology (AM) 2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management	08/11/2024	▼
07/11/2024	John Taylor	Sarah B - Nephrology (AM) 2025	End of Phase - 2 - Specialty Foundation	Sarah Buxton – Clinic management	07/11/2024	▼
07/11/2024	John Taylor	AJ- Nephrology (AM) 2025	End of Phase - 2 - Specialty Foundation	AJ – Acute kidney	07/11/2024	▼

Figure 13

- To **approve/review**, click on the downward facing arrow under **Actions**, click on **Review**. Refer to Figure 14.



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 Trainees Page.

Rotation Plan Observation Capture Learning Capture Program Level

Observation Capture - Assessment Requested

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On	Actions
01/03/2025	Julian Charles	Nephrology (AM) 2025	End of Quarter 3 - 2 - Specialty Consolidation		/2024	▼
07/11/2024	John Taylor	Sarah B - Nephrology (AM) 2025	End of Phase - 2 - Specialty Foundation	Sarah Buxton – Clinic management	07/11/20	<ul style="list-style-type: none"> Review Decline Request
07/11/2024	John Taylor	AJ- Nephrology (AM) 2025	End of Phase - 2 - Specialty Foundation	AJ – Acute kidney	07/11/2024	▼

Figure 14

- The **Review Observation Capture** page will appear, where you will be able to view the details. Refer to Figure 15.



Review Observation Capture

Trainee & Program Details

Trainee MIN *
222222

Trainee Name
Julian Charles

Training Program
Julian Charles - Nephrology (AM) 2025

Trainee Program Cohort Phase
Julian Charles - Nephrology (AM) 2025 - 2 - Specialty Consolidation

Date of Observation
01/03/2025

Figure 15

6. Scroll down to view the **Observation Capture** details. Refer to **Figure 16**.

Review Observation Capture

Observation Capture Details

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

Complexity *
Medium

Select the primary learning goal to which this observation applies
Clinical assessment and management -

Review

Submitted On

Figure 16

7. Scroll further down to the **Review** section and provide your review inputs in the mandatory fields marked with an asterisk. Once completed, click on **Submit**. Refer to **Figure 17**.

- **How much supervision did the trainee require during this activity?**
- **What did the trainee do well?**
- **What could the trainee improve upon to improve their performance?**



How much supervision did the trainee require during this activity?

Clinical assessment and management - 3

Assessor Rating Rank Text

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

What did the trainee do well? *

Commencement of bronchodilator therapy and flow of oxygen

What could the trainee improve upon to improve their performance? *

Considerations of different diagnostics on paediatric patient with acute respiratory distress

Click here

Submit

Figure 17

8. To **decline**, click on the downward facing arrow under **Actions**, click on **Decline Request**. Refer to **Figure 18**.

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 Trainees Page.

Rotation Plan Observation Capture Learning Capture Program Level

Observation Capture - Assessment Requested

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Actions
01/03/2025	Julian Charles	Nephrology (AM) 2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment	08/11/2024 Review Decline Request
07/11/2024	John Taylor	Sarah B - Nephrology (AM) 2025	End of Phase - 2 - Specialty Foundation	Clinic management	07/20/2024 Review Decline Request
07/11/2024	John Taylor	AJ- Nephrology (AM) 2025	End of Phase - 2 - Specialty Foundation	AJ - Acute kidney	07/11/2024 Review Decline Request

Figure 18

9. Once declined, you will see a system notification in the top righthand corner of the screen to advise that the Feedback Request has been successfully declined. See **Figure 19**.



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 Trainees Page.

Rotation Plan Observation Capture Learning Capture Program Level

Observation Capture - Assessment Requested

Date of Observation	Trainee Name	Training Program	Assessment Due By	Learning Goal	Submitted On	Actions
07/11/2024	John Taylor	Sarah B - Nephrology (AM) 2025	End of Phase - 2 - Specialty Foundation	Sarah Buxton – Clinic management	07/11/2024	▼
07/11/2024	John Taylor	AJ- Nephrology (AM) 2025	End of Phase - 2 - Specialty Foundation	AJ – Acute kidney pain (EPA)	07/11/2024	▼

Figure 19



Note: The Trainee will then be notified of their Observation Capture Feedback Request Outcome via email and portal comment in **Communication History**.

Once declined, the Observation Capture Feedback request will not be visible in Supervisor's list. The Trainee will be notified, and they can redraft the Observation Capture, select a different assessor, or cancel.

Section 4: Initiate an Observation Capture

Context: An Observation Capture can be initiated by a supervisor or a trainee. These instructions outline how a supervisor would open a new Observation Capture form to enter in details of an observed encounter.

A range of other people can complete an Observation Capture including nurses, allied health and non-physician doctors. The Unrelated Assessor guide outlines the instructions for these groups.

1. Click on **My Trainees** in the **Navigation bar**. Refer to **Figure 20**.

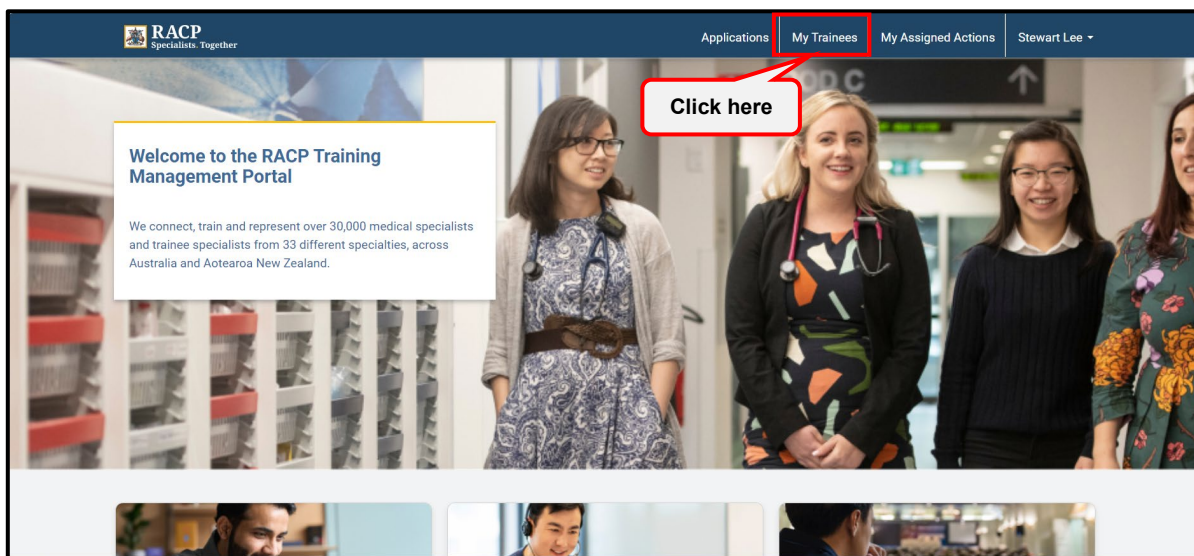


Figure 20

2. On **My Trainees** page, you will be able to view a list of your Trainees and their Training Programs. Select a Training Program by clicking on the **Trainee's name hyperlink** in the Trainee column of the grid. Refer to **Figure 21**.

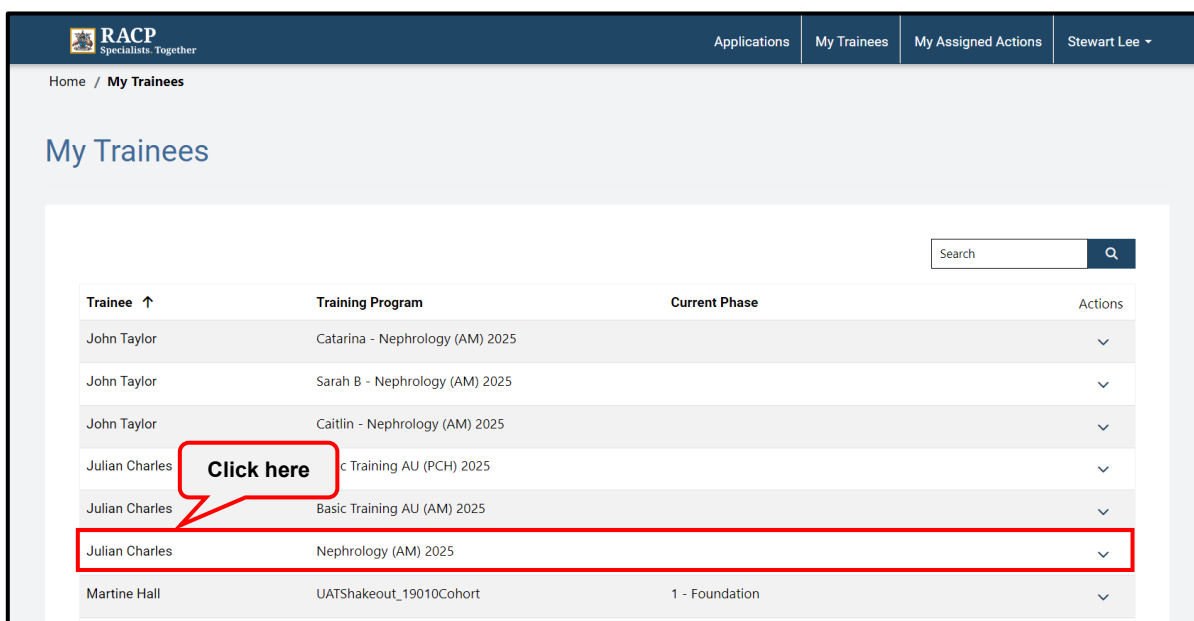


Figure 21



3. Navigate to the **Assessment Requirements** tab. Refer to **Figure 22**.

Home / My Trainees / Nephrology (AM) 2025

Nephrology (AM) 2025

Julian Charles - 222222

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

Phase Requirements

☰ My Open Assessments ▾

Name	Assessment Tool	Completed Qty	Assessment Tool 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	End of Phase	▾

Figure 22

4. Within the **Phase Requirements** section are the Trainees' Assessment Requirements. Observe the **Assessment Tool** column in the grid Observation Capture will be listed as an assessment, click on it to open. Refer to **Figure 23**.

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

Phase Requirements

☰ My Open Assessments ▾

Name	Assessment Tool	Completed Qty	Assessment Tool 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 - 1 - Specialty Foundation	End of Phase	▾
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 2 - Specialty Consolidation	End of Phase	▾

Figure 23

5. The **Assessment Details** screen will present, providing you with information regarding the Observation Capture requirement for the training program. Refer to **Figure 24**.



The screenshot shows the 'Assessment Details' page for Julian Charles (ID: 222222). The page header includes navigation links: Applications, My Trainees, My Assigned Actions, and Stewart Lee. The breadcrumb trail is: Home / My Trainees / Nephrology (AM) 2025 / Assessment Details. The main content area displays the following information:

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

Below this information is a link for 'Observation Captures' and an 'Exit' button.

Figure 24

6. Scroll down to the **Observation Captures** section, click on the button '+ Submit an Observation Capture' to create a new observation capture. Refer to **Figure 25**.

The screenshot shows the 'Observation Captures' section of the RACP system. It includes the same assessment details as Figure 24. Below the details is a red-bordered box around the 'Observation Captures' link. To the right, a red callout box labeled 'Click here' points to a '+ Submit an Observation Capture' button. Below these elements is a table of existing observation captures:

Date of Observation	Assessment Due By	Learning Goal	Submitted On ↓	Observation Capture Status	Actions
01/04/2025	End of Quarter 3 - 2 - Specialty Consolidation	Acute kidney injury -	22/10/2024	Submitted to Assessor for Review	▼
01/03/2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management -	22/10/2024	Submitted to Assessor for Review	▼
01/03/2025	End of Quarter 3 - 2 - Specialty Consolidation			Cancelled	▼

Figure 25

7. In the **Trainee & Program Details** section, populate the mandatory field **Trainee Program Phase** (the phase this observation capture relates to) and the **Date of Observation** field. Click on Save and Next. Refer to **Figure 26**.



Trainee & Program Details

Trainee MIN *
222222

Trainee Name
Julian Charles

Training Program
Julian Charles - Nephrology (AM) 2025

Trainee Program Phase *
2 - Specialty Consolidation

Date of Observation *
22/10/2024

Click here

Save and Next

Figure 26

8. In the **Observation Capture Details** section, populate the following mandatory fields. Refer to **Figure 27** and **Figure 28**.

- **Summary of Activity:** free text entry
- **Complexity:** select a value from the dropdown menu.
- **Select the primary learning goal to which this observation applies:** select the learning goal related to this observation capture.
- **How much supervision did the trainee require during this activity?:** Select an Assessment Rating from the list available.
- **What did the trainee do well?** Free text entry
- **What could the trainee improve upon to improve their performance?** Free text entry



New Observation Capture

✕ Exit

✓ Trainee Details Observation Capture Details

Summary of Activity *

Assessment seriously unwell or injured patients and initiate management, including mobilising available supervision. Recognised clinical deterioration an

Complexity *

High

Select the primary learning goal to which this observation applies *

Clinical assessment and management -

How much supervision did the trainee require during this activity? *

Clinical assessment and management - 3

Figure 27

Assessor Rating Rank Text

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

What did the trainee do well? *

Commencement of bronchodilator therapy and flow of oxygen.

What could the trainee improve upon to improve their performance? *

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

Figure 28

9. Click **Submit for Reflection** once the form is complete. Refer to **Figure 29**.

What did the trainee do well? *

Commencement of bronchodilator therapy and flow of oxygen.

What could the trainee improve upon to improve their performance? *

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

Click here

Submit for Reflection

Previous

Figure 29

10. You will receive a confirmation message that your observation capture was successful. Refer to **Figure 30**.

RACP Specialists. Together Applications My Training My Trainees My Assigned Actions Aria Gizzoni

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

New Observation Capture

Successfully created observation capture.

Exit

Figure 30



Note: The information you added into the Observation Capture will be sent to the trainee. They will be able to review the information entered and the rating of their performance. The trainee will be prompted to reflect on their feedback.

11. If you wish to cancel the Observation Capture you have just created, navigate back to the **Assessment Details** page and scroll down to the **Observation Captures** section. Click on the dropdown arrow under **Actions** and click on **Cancel**. Refer to **Figure 31**.

Observation Captures

+ Submit an Observation Capture

Date of Observation	Assessment Due By	Learning Goal	Submitted On ↓	Observation Capture Status	Actions
01/04/2025	End of Quarter 3 - 2 - Specialty Consolidation	Acute kidney injury -	22/10/2024	Submitted	Click here
01/03/2025	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management -	22/10/2024	Submitted for Review	Click here
01/03/2025	End of Quarter 3 - 2 - Specialty Consolidation			Cancelled	View details Cancel
22/10/2024	End of Quarter 3 - 2 - Specialty Consolidation	Clinical assessment and management -		Submitted to Trainee for Reflection	

Figure 31



Section 5: Receive Notifications

Context: This section outlines the way you will receive notifications as a Supervisor.

A Trainee can request for feedback for various assessment tools including:

1. Observation Captures
2. Learning Captures

There are two ways you will receive notifications:

1. Via Email
2. Via Portal Comments in the Portal.



Section 6: Summary of Outcomes

The **Supervisor Portal Introduction Guide** is now complete. You now have instructions to:

- Log in to the Portal as a Supervisor
- Submit an Observation Capture on behalf of a trainee
- View your trainees' submitted Observation Captures
- Evaluate your trainees' submitted Observation Captures
- Cancel Observation Captures
- Accept Observation Capture feedback requests
- Decline Observation Capture feedback requests