



Unrelated Assessor Guide

Provide feedback on an Observation Capture

<p>Purpose</p>	<p>This guide provides guidance on how unrelated assessors (unauthenticated users) navigate and provide feedback on Observation Capture assessment requirements in the TMP Portal.</p>
<p>Intended Audience</p>	<p>Unrelated Assessors (unauthenticated users). An unauthenticated user can include anyone with or without an RACP login, they just do not need to be logged in to complete the activities outlined in the guide.</p> <p>An unrelated assessor does not have a direct training role with a specific trainee (i.e., as an agreed nominated Supervisor), so will not have access to the Trainee's record aside from the page requesting feedback. However, it does not mean that this assessor is not already a Supervisor or holds another role in the TMP. The Unrelated Assessor role is a specific relationship to the trainee making the Observation Capture request.</p>
<p>Context</p>	<p>This guide is designed to help guide Unrelated Assessors in viewing, declining or providing feedback for a requested an Observation Capture.</p>

How to use this document:

The document is structured into 2 sections, representing 1 key Unrelated Assessor 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: Observation Capture

Context: Use these instructions as an Unrelated Assessor to view, decline or provide feedback on an Observation Capture in the TMP Portal.

Please note that these requests outlined in this guide will not appear under the **My Assigned Actions** tab in TMP Portal.

1. When you have received an email indicating that a Trainee has requested your feedback on their observation capture, open the email.
2. Confirm the details of the observation capture, ensuring that the Trainee has requested feedback from the right person.
3. As guided by the email, click on the hyperlinked text '**TMP Portal**' which will direct you to a page where you can provide feedback. Refer to **Figure 1**.

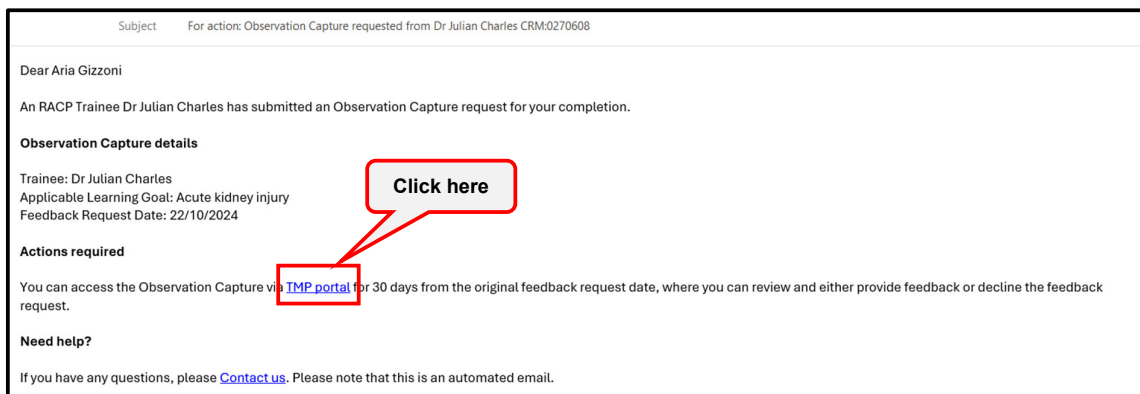


Figure 1



Note: This hyperlink is only active for 30 days.

If you have a login for the TMP and you have been requested to complete an Observation Capture for a trainee that is not assigned to you, the request will not display in your 'My Assigned Actions'. You will need to follow the email link to complete the form.

4. Upon opening the link, you will be directed to a web page where no log in is required. The page displayed will be a form for you to complete following your observation of an RACP trainee performing a work task. The RACP trainee will have completed the Observation Capture Details in the form. Your role as an assessor is to provide a rating of the trainee's performance and provide them with feedback. If required, the unrelated assessor can also update the Observation Capture Details ('Summary of Activity', 'Complexity', and 'Selection of primary learning goal to which this observation applies') that were originally added by the trainee. Refer to **Figure 2**.



Observation Capture - Feedback Request Details

Trainee Details

Trainee Name
Julian Charles

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

Figure 2

5. Optionally, you can choose to update the fields in the **Observation Capture Details** section. Refer to **Figure 3**.
- If you wish to decline the feedback request, navigate to bottom left of the page and click **'Decline request'**. Refer to **Figure 8**. You will automatically be taken back to the home page, and the trainee will receive an email notifying them that their feedback request has been declined.

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 -

Figure 3



6. If you need to update the **'Select the primary learning goal to which this observation applies'** field, select the microscope. Refer to **Figure 4**. Choose the correct learning goal from the list by selecting the checkbox. Click **'Select'** once complete. Refer to **Figure 5**.

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 -

Figure 4

Lookup records

Search

<input type="checkbox"/>	Acute kidney injury -	14/10/2024 5:18 PM
<input type="checkbox"/>	Adult interventional nephrology -	14/10/2024 5:18 PM
<input type="checkbox"/>	Chronic kidney disease -	14/10/2024 5:18 PM
<input type="checkbox"/>	Clinic management -	14/10/2024 5:18 PM
<input checked="" type="checkbox"/>	Clinical assessment and management -	14/10/2024 5:18 PM
<input type="checkbox"/>	Clinical sciences -	14/10/2024 5:18 PM
<input type="checkbox"/>	Communication with patients -	14/10/2024 5:18 PM
<input type="checkbox"/>	Comprehensive conservative care -	14/10/2024 5:18 PM

< 1 2 3 >

Select Cancel

Figure 5



7. Proceed to provide feedback by populating the fields within the **Feedback section**. Refer to **Figure 6**.
 - To update the 'How much supervision did the trainee require during this activity?' field, select the microscope. Refer to **Figure 6**.

Feedback

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? *

Decline request Submit

Figure 6

8. Rank the level of supervision that the trainee required by clicking the checkbox. Click **Select** once complete Refer to **Figure 7**.

Lookup records

Search

Choose one record and click Select to continue

Rank	Rating Scale Name	Assessor Rating Rank Text
<input type="checkbox"/> 1	Clinical assessment and management - 1	Is able to be present and observe
<input type="checkbox"/> 2	Clinical assessment and management - 2	Is able to act with direct supervision
<input checked="" type="checkbox"/> 3	Clinical assessment and management - 3	Is able to act with indirect supervision (e.g. supervisor is physically located within the training setting)
<input type="checkbox"/> 4	Clinical assessment and management - 4	Is able to act with supervision at a distance (e.g. supervisor available to assist via phone)
<input type="checkbox"/> 5	Clinical assessment and management - 5	Is able to provide supervision

Select Cancel

Figure 7



9. Submit the feedback request by clicking **Submit** at the bottom right of the form. Refer to **Figure 8**.

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? *

Demonstrated effective communication with the patient.

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

Could improve on documentation skills.

Click here to decline request

Click here

Decline request

Submit

Figure 8



RACP

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Section 2: Summary of Outcomes

The **Unrelated Assessor Guide** is now complete. You now have instructions to:

- View, decline or provide feedback on an Observation Capture in the Training Management Platform (TMP) Portal