Learning Capture Guide

Supervisor Guide

Purpose	Use this guide for assistance on providing feedback on Learning 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 provide feedback to a trainee on a Learning Capture.

How to use this document:

The document is structured into 5 sections, representing 3 key Learning & Teaching Assessment Tools learning outcomes.

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

Contents

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**.
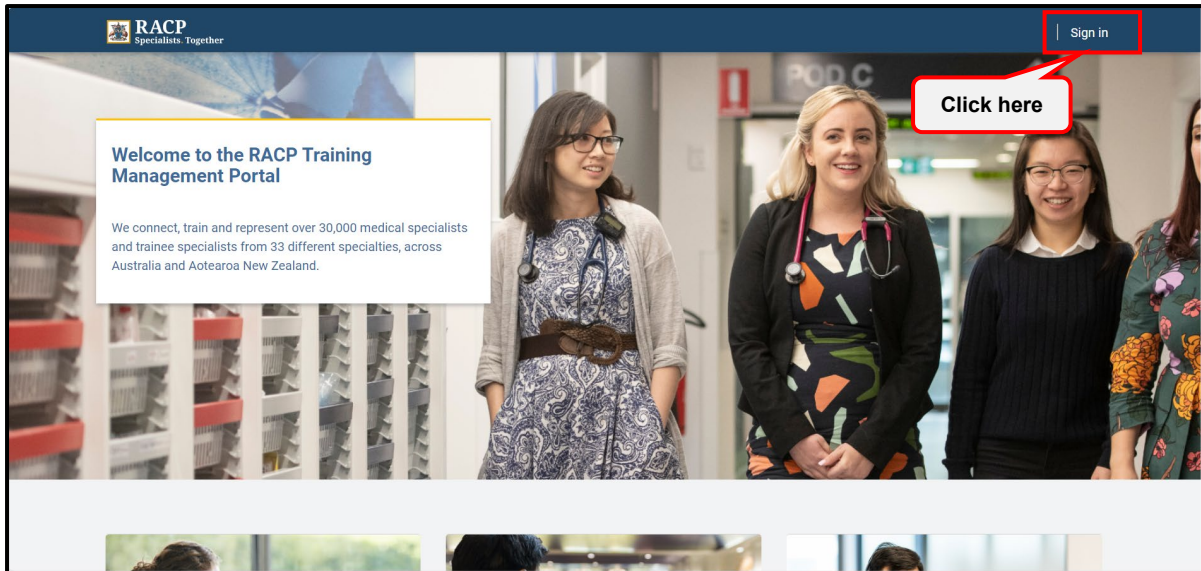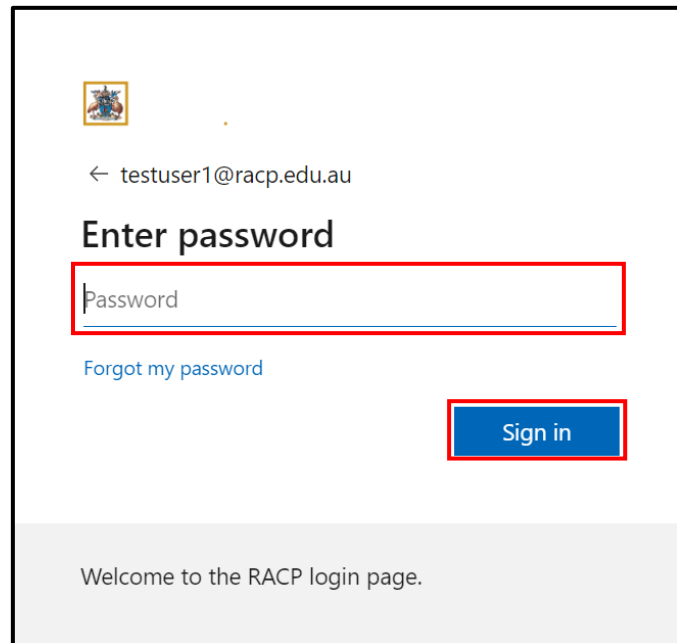

Figure 1

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**.

Figure 3

Section 2: Review Trainee's completed Learning Captures

Context: Use these instructions as a Supervisor to find and review a Trainee's completed learning captures.

1. Log in to the Portal and click on **My Assigned Actions** in the **Navigation bar**. Refer to **Figure 4**.
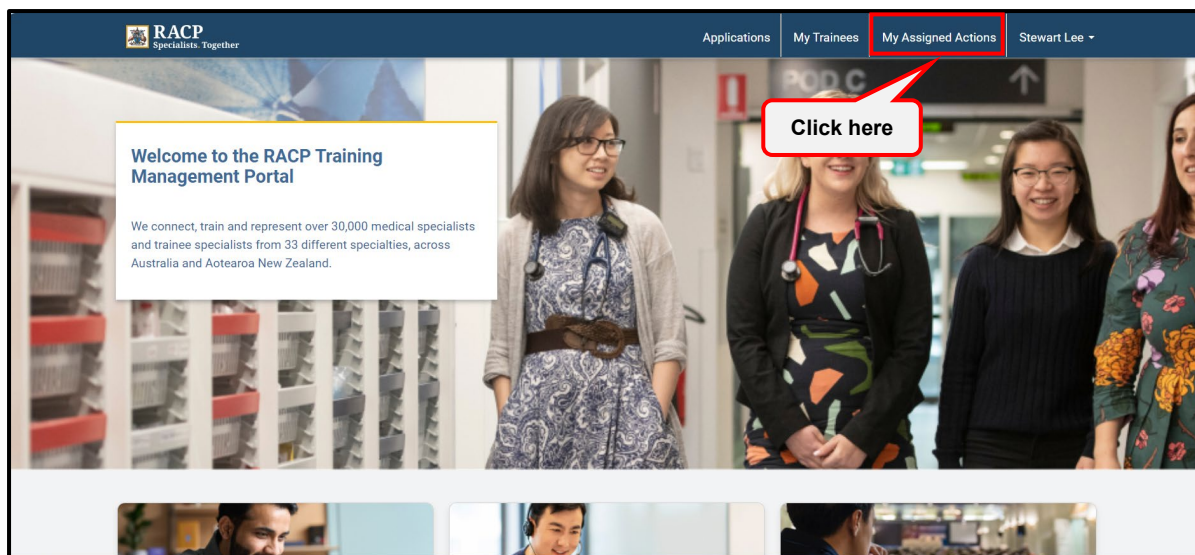

Figure 44

2. Click on the **Learning Capture tab**. The list of learning captures displayed require your review. Refer to **Figure 5.**
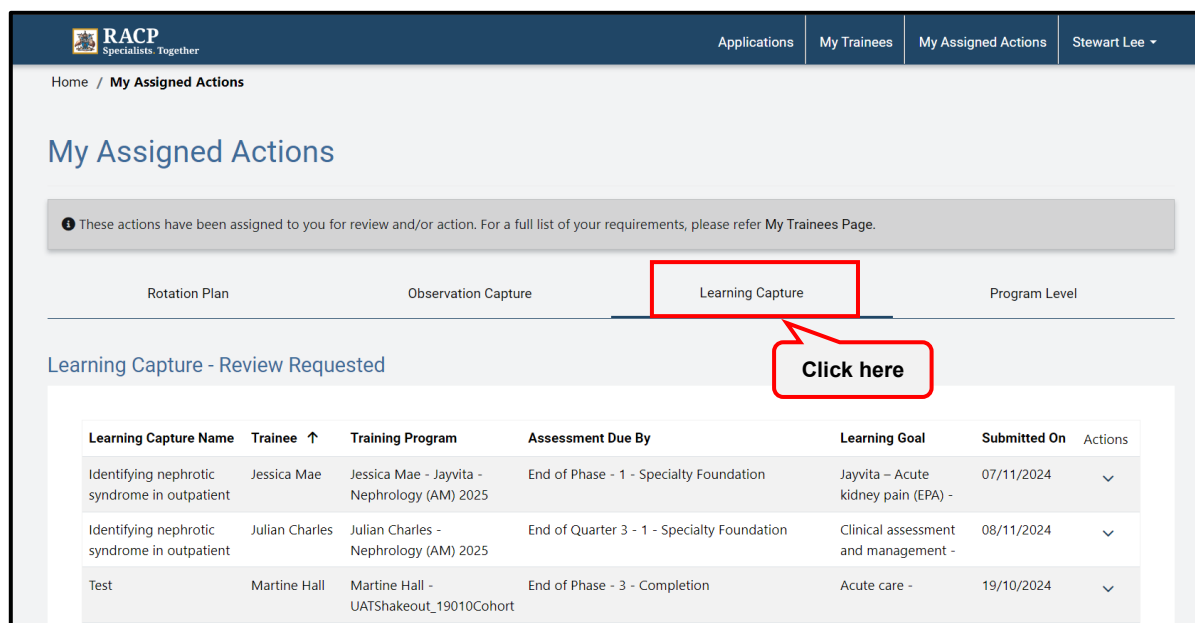

Figure 55

3. To start making a review, click on the downward facing arrow under the **Actions** column against the Learning capture you want to review and click **Review**. Refer to **Figure 6**.

Figure 66

Section 3: Provide feedback on a Learning Capture

Context: A trainee can request feedback on their learning capture from a supervisor. This is an optional part of the assessment process; a trainee can complete all their Learning Captures without any supervisor or assessor feedback.

1. Follow instruction from **Section 2** above to navigate to the **Learning Capture – Review** page. Refer to **Figure 7.**

Figure 77

2. Review all the Learning Capture details as required and scroll down to the **Feedback Request section** to provide your review or decline. Refer to **Figure 8.**

Figure 88

3. To provide your review, click on the downward facing arrow under **Actions** and select **Review**. Refer to **Figure 9.**
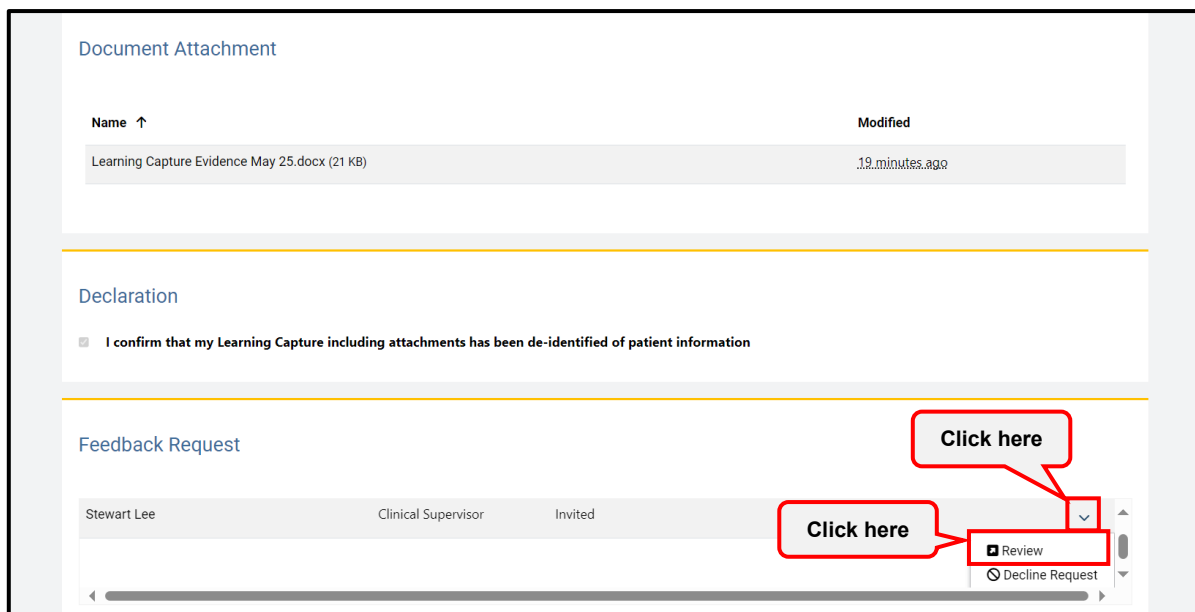
Figure 99

4. The **View Feedback Request details window** will appear. Scroll down to input your feedback for the Trainee. Refer to **Figure 10.**
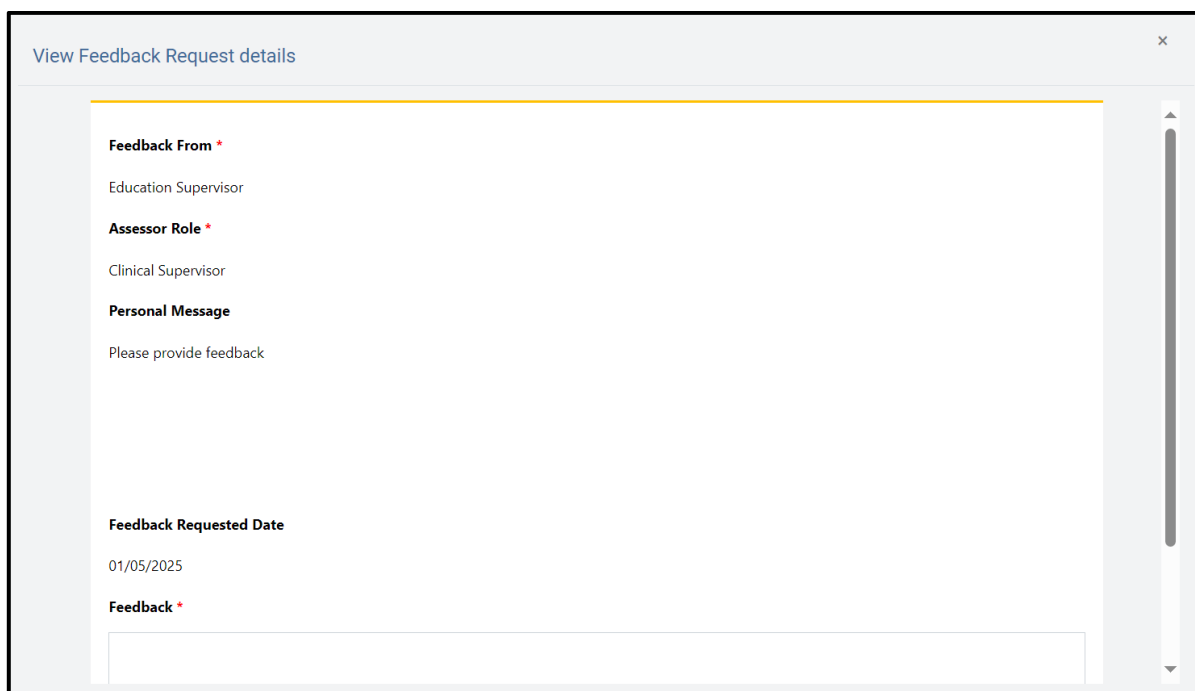

Figure 1010

5. Provide your review comments against the mandatory **Feedback** field marked with an asterisk and click **Submit.** Refer to **Figure 11**.

Figure 1111

> **Note:** The Trainee will be notified regarding the outcome of their Learning Capture feedback request via email and portal comment in **Communication History.**
>
> Once reviewed and submitted, the **Feedback Request Status** will now be updated to **'Feedback Provided'.**

6. To decline the Learning Capture feedback request, click on the downward facing arrow under **Actions** and select **Decline Request**. Refer to **Figure 12**.

Figure 1212

7. 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. Refer to **Figure 13.**
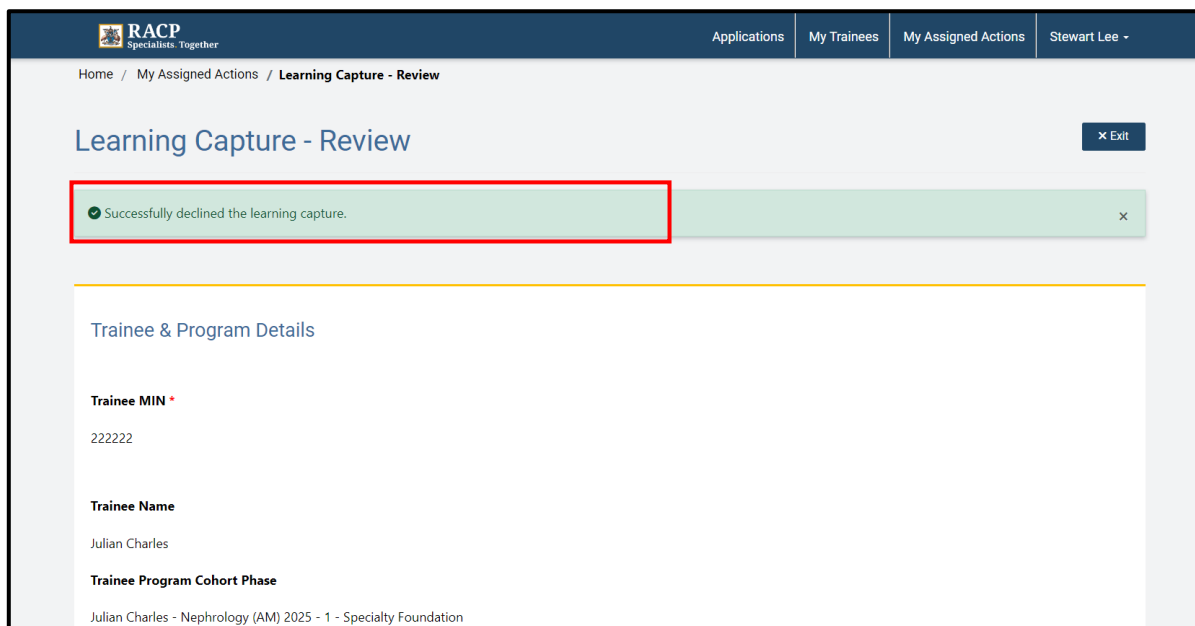

Figure 1313

Note: The Trainee will then be notified regarding the outcome of their Learning Capture Feedback Request via email and portal comment in **Communication History.**

Once declined, the Learning Capture Feedback request will not be visible in Supervisor's list.

Section 4: 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 5: Summary of Outcomes

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

- Log in to the Portal as a Supervisor
- Provide feedback on your trainee's Learning Capture
- Decline a Learning Capture feedback requests