Plan learning information package

NEW CURRICULA

The Plan learning information pack is a comprehensive guide designed to help trainees and supervisors navigate the Rotation Plan process with confidence.

NEW CURRICULA Plan learning

Overview | What is a Rotation Plan?

Definition: A work-based tool to document details of a training rotation and how the trainee intends to cover their program learning goals over the rotation period.

Purpose: The rotation plan enables trainees to self-assess learning gaps, curriculum needs, and local opportunities, fostering a shared understanding of rotation goals with the supervisor. The Rotation Plan will help to determine how time spent in training meets the clinical or professional experience requirements for a program.

Frequency: Trainees are required to complete 1 Rotation plan per rotation, equating to 4 Rotation plans per phase.

Selection | How to choose learning goals for the upcoming rotation.

1. **Review learning goals**
   Consider which goals may be achievable in this setting
2. **Identify rotation-specific opportunities**
   Brainstorm tasks and cases that could support specific goals
3. **Goal selection**
   Select 4-5 goals, including knowledge and professional behaviours
4. **Clinical or professional experience requirements**
   Ensure that the rotation/s to be undertaken meet the program requirements
5. **Prepare for assessment**
   Plan for how you'll progress and check in on these goals throughout the rotation
6. **Align with phase progression**
   Ensure selected goals support your end-of-phase progression and that you will cover all goals over the entire phase

Workflow | What's involved in a Rotation Plan?

Trainee initiates

1. Plan learning for a rotation
2. Input details into TMP. These can be edited later.
3. Submit rotation plan
4. If requested: respond to feedback

TMP

Supervisor verifies

1. Outline learning opportunities
2. Review rotation plan on TMP
3. Request changes (if needed)
4. Submit for verification

Basic training learning goal focus - general medicine rotation

- ✓ 5 learning goals selected
- ✓ Knowledge included
- ✓ Professional behaviours (competencies) expected to be applied to every work task
- ✓ Learning and development opportunities outlined
- ✓ Assessment tools and phase progression considered

Learning goal : Clinical Assessment
Opportunities:
- Ward rounds
- Handovers
- Teaching medical students

Learning goal: Communication with patients
Opportunities:
- Family meetings
- Observing a senior trainee
- Explaining a new diagnosis

Learning goal: Documentation
Opportunities:
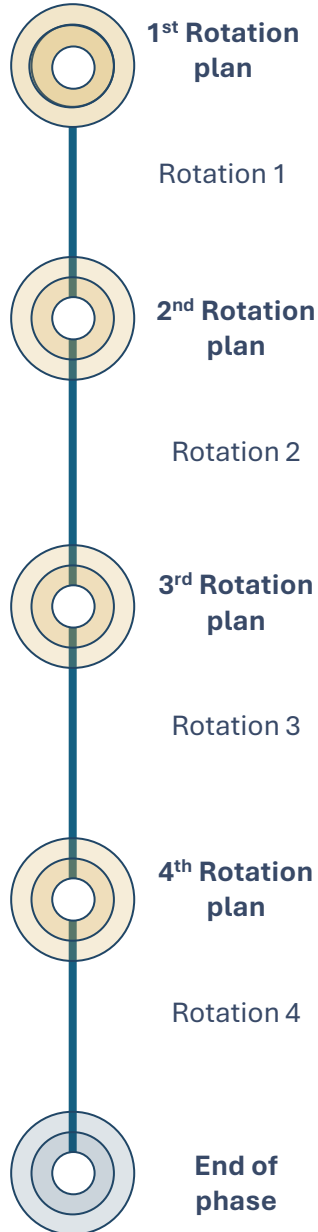- Discharge summaries
- Outpatient letter
- Referrals

Learning goal: Knowledge
Opportunities:
- General medicine

1st Rotation plan

Rotation 1

2nd Rotation plan

Rotation 2

3rd Rotation plan

Rotation 3

4th Rotation plan

Rotation 4

End of phase

*Number of terms differs across RACP training programs, see LTA for more information

Log into RACP Online Learning for more information

Linking learning opportunities to goals | Identifying rotation-specific opportunities related to selected learning goals

Type of learning opportunities		Example Learning Goals		
		Clinical assessment	Communication with patients	Documentation
Practice	practicing a task or a component of a task	• Ward rounds • Handovers • Teaching medical students	• Taking a patient history and asking questions pertinent to the case	• Writing up case notes to a chart or online system during and after a patient consultation.
Discussion and collaboration	working and collaborating with an inter-disciplinary team resolve issues	• Case discussions or Q&A sessions run by the lead registrar at the start of a ward round	• Participate in family meetings with a multi-disciplinary team	• Contacting a colleague from another specialty for advice and adding to patient history notes
Production	producing materials that show evidence of learning	• Discharge summaries	• Information packs or print outs for patients to refer to outside of a consultation	• Outpatient letters • Referrals
Acquisition and inquiry	investigating and researching information that reflect concepts being learnt	• Attending on site clinically-based lectures delivered	• Observe a senior trainee giving discharge information or explaining a new diagnosis	• Review local handover framework used for updating colleagues starting their shift at a setting

Adapted from Laurillard (2012)

Example trainee rotation map of completed activities

Foundation phase

Rotation 1 - General medicine

Learning goal focus
i.e., 4-5 LGs including knowledge and professional behaviours per quarter

- Professional behaviours
- Clinical assessment
- Communication with patients
- Documentation
- Knowledge

Learning opportunities identified

- Ward rounds
- Family meetings
- Handovers
- Teaching medical students
- Discharge summaries
- Outpatient letters
- Referrals

Learning Capture topics

- **Professional behaviours:** Review article about the cognitive bias that can impact on decision making
- **Knowledge**: Review an epidemiological study
- **Clinical assessment:** Reflect on a patient encounter

Observation Capture topics

- **Clinical assessment**: Examine a patient who has presented with vomiting and abdominal pain with focus on the physical exam
- **Documentation:** Handover documentation for the end of a shift
- **Communication with patients:** Explain a diagnosis to a patient who has received investigation results

End of phase criteria

Refer to the LTA for specific program progression criteria

To meet the learning goal component of the training requirements at the end of the Foundation phase

The ability to consistently perform the following Entrustable Professional Activities with indirect supervision (level 3):

- Clinical assessment
- Communication with patients
- Documentation
- Prescribing
- Investigations
- consistent behaviour in line with each of the ten areas of professional practice.
- the understanding of how to apply medical knowledge to patient care (knows how).

Observation Capture
Outcome ratings from assessors

- Level 2 – can act with direct supervision
- Level 3 – can act with indirect supervision
- Level 2 – can act with direct supervision

Progression criteria | Basic training: Foundation phase

	Learning goals	Progression criteria		Completion criteria
		Foundation *By the end of this phase, trainees will:*	**Consolidation** *By the end of this phase, trainees will:*	**Completion** *By the end of Basic Training, trainees will:*
Be	**01. Professional behaviours**	Consistently behaves in line with **all 10 domains** of professional practice	Consistently behaves in line with **all 10 domains** of professional practice	Consistently behaves in line with **all 10 domains** of professional practice
Do	**02. Clinical assessment**	**Level 3** - is able to act with indirect supervision	**Level 4** - Is able to act with supervision at a distance	**Level 4** - Is able to act with supervision at a distance
	03. Communication with patients	**Level 3** - is able to act with indirect supervision	**Level 4** - Is able to act with supervision at a distance	**Level 4** - Is able to act with supervision at a distance
	04. Documentation	**Level 3** - is able to act with indirect supervision	**Level 4** - Is able to act with supervision at a distance	**Level 4** - Is able to act with supervision at a distance
	05. Prescribing	**Level 3** - is able to act with indirect supervision	**Level 4** - Is able to act with supervision at a distance	**Level 4** - Is able to act with supervision at a distance
	06. Transfer of care	**Level 1** - Is able to be present and observe	**Level 1** - Is able to be present and observe	**Level 4** - Is able to act with supervision at a distance
	07. Investigations	**Level 3** - is able to act with indirect supervision	**Level 4** - Is able to act with supervision at a distance	**Level 4** - Is able to act with supervision at a distance
	08. Acutely unwell patients	**Level 1** - Is able to be present and observe	**Level 1** - Is able to be present and observe	**Level 4** - Is able to act with supervision at a distance
	09. Procedures	**Level 1** - Is able to be present and observe	**Level 1** - Is able to be present and observe	**Level 4** - Is able to act with supervision at a distance
Know	**10. Knowledge**	**Level 3** - Knows how to apply the knowledge in this knowledge guide to specialty practice *(knows how)*	**Level 4** - Frequently shows they can apply knowledge in this knowledge guide to specialty practice *(shows how)*	**Level 5** - Consistently applies sound knowledge in this knowledge guide to specialty practice *(does)*

Case study | What does this look like in practical application?

Dr. Billie is starting in her Foundation phase. Dr Billie knows what setting she is going to be working at and has her rotations mapped out for the year. She is starting to complete her Rotation Plan for her first rotation which is a general paediatric rotation, which is a 3-month term.

Trainee initiates

Supervisor verifies

Plan Type

Training Program *
Billie Emaan – Basic Training AU (PCH) 2025

Please select the type of Rotation Plan Type *
Accredited Setting

Rotation Period

Start Date *
02/02/2025

FTE *
1.0

End Date *
02/05/2025

Duration (Month)
3.0

Training Setting

Training Setting *
Eastern Health

Country *
Australia

State/Territory
VIC

City *
BOX HILL

Network DPEs

Contact ↑
Jane Miller

Setting DPEs

Contact ↑
Jack Vu
Ross Geldof

Rotation Type

Rotation Type *
General Medicine

Position Description
The Basic Physician Trainee Year 1
Responsible for coordinating and documenting the admission, management and discharge planning of patients admitted to the ward. See attached PD.

Comments
-

Supervisors

First Name	Last Name	Start Date	End Date	Actions
Kerry	Snow	02/02/25	02/05/25	

Training Phase

Training Phase *
Foundation

Learning Plan

Learning Goal	Coverage Offered	Opportunities available	Modified
Clinical assessment	Yes	Ward rounds, handovers, teaching med students	
Communication with patients	Yes	Family meetings, explaining a new diagnosis	
Documentation	Yes	Discharge summaries, outpatient letter, referrals	
Prescribing	No		
Transfer of care	No		
Investigations	No		
Acutely unwell patients	No		
Procedures	No		
Professional behaviours	Yes	Safe care of patients, local community health needs	
Knowledge	Yes	General Medicine Adult	

Attach Documents

Name	Modified
-Billie_PD_Eastern Health	

Declarations

- [X] I acknowledge that it is my responsibility as a self-directed learner to be aware of the curricula and training requirements; and to comply with training deadlines.
- [X] I confirm that I have completed this Rotation Plan in line with the Academic Integrity in Training Policy and am aware of the Education Policies I must comply with.
- [X] I have discussed my Rotation Plan for this training period with my supervisor(s).

Time Validation

Validation Status
Validated

Accrued Duration
3 Core (3-12 months) General Medicine

Certified
-

Notes
-

Supervisor

Kerry Snow

I can confirm that this trainee has been appointed the outlined training position *

Select   Yes

I confirm that the training plan reflects the learning opportunities available to this trainee *

Select   Yes

I confirm that correct supervisor details have been recorded *

Select   Yes

Status

Complete

Review Completion Date

31/01/25

- [X] **Review Finalised?**
- [X] **Return to Trainee?**

Trainee initiates

Plan Type

Training Program *
Nephrology (AM) 2025

Please select the type of Rotation Plan Type *
Accredited setting

Rotation Period

Start Date *
27/01/2025

FTE *
1.0

End Date *
30/01/2026

Duration (Month)
12.1

Training Setting

Training Setting *
Nephrology (Adult Medicine) - Greater Western Consortium (Vic) - Royal Melbourne Hospital

Country *
Australia

State/Territory

City *
PARKVILLE

Network DPEs

Contact ↑

There are no records to display.

Setting DPEs

Contact ↑

There are no records to display.

Rotation Type

Rotation Type *
Nephrology

Position Description

In-patient role including consult service, care of general nephrology patients, management of inpatient and satellite dialysis units, on call roles.
Daily:
• Dialysis
• review unwell patients and list for dialysis, including any urgent additions
• Ward rounds on kidney patients - Attend to requests for nephrology consults
• review, diagnose, and manage referrals to the department throughout the day
• Participate in kidney biopsies
• Manage access for dialysis fistula, vascath, permacath

Weekly:
• Kidney clinic

Comments

Supervisors

First Name	Last Name	Start Date	End Date	Actions
Paul	George	26/01/2025	26/01/2026	
Raj	Desponda	26/01/2025	26/01/2026	

Training Phase

Training Phase *
1 – Specialty Foundation

Learning Plan

Learning Goal	Coverage Offered	Opportunities available
Professional behaviours	Yes	Weekly attendance at Grand Rounds (teaching and learning)
Team leadership	Yes	Lead junior staff in the consultant's team, opportunities to lead family meetings
Supervision and teaching	Yes	Take part in weekly medical student teaching, case preparations
Quality and improvement	Yes	Attend/participate in morbidity and mortality reviews, routine audits
Clinical assessment and management	Yes	Management of patients with kidney disease, case discussions
Management of transitions in care	Yes	Manage the transfer of patients from external metropolitan and regional hospitals
Acute kidney injury	Yes	Communication with healthcare team, management of patients admitted with AKI
Longitudinal care	Yes	Manage patients with chronic conditions, complications, disabilities and comorbidities
Communication with patients	Yes	Discuss therapy and management options with patients, review discharge summaries
Prescribing	Yes	Prescribe and adjust routine dialysis orders in collaboration with pharmacists
Procedures	Yes	Manage procedure aftercare protocol and instruction to patients
Clinic management	Yes	Kidney outreach clinic
Comprehensive conservative care	Yes	Management of patients, case presentations
Transplantation	Yes	Manage patients' preoperative and postoperative required treatments, transplant meetings
Dialysis	Yes	Arrange dialysis, and examine, monitor, and maintain access function, dialysis clinic
Knowledge – acute kidney injury	Yes	Patient management, bedside teaching tutorials, kidney school
Knowledge – chronic kidney disease	Yes	Journal club, morbidity and mortality meetings, case presentations
Knowledge – dialysis	Yes	Supervised interventional nephrology teaching sessions, testing and patient follow-up

Attach Documents

Name	Modified

Declarations

☑ I acknowledge that it is my responsibility as a self-directed learner to be aware of the curricula and training requirements; and to comply with training deadlines.

☑ I confirm that I have completed this Rotation Plan in line with the Academic Integrity in Training Policy and am aware of the Education Policies I must comply with.

☑ I have discussed my Rotation Plan for this training period with my supervisor(s).

Supervisor verifies

Supervisor
Paul George

I can confirm that this trainee has been appointed the outlined training position *
Select   Yes

I confirm that the training plan reflects the learning opportunities available to this trainee *
Select   Yes

I confirm that correct supervisor details have been recorded *
Select   Yes

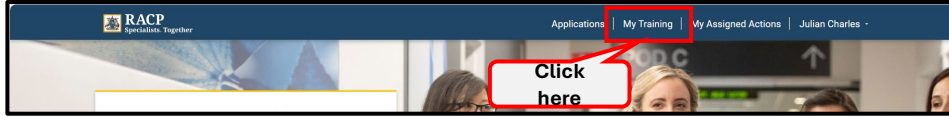**Status**
Complete

Review Completion Date
31/01/25

X **Review Finalised?**

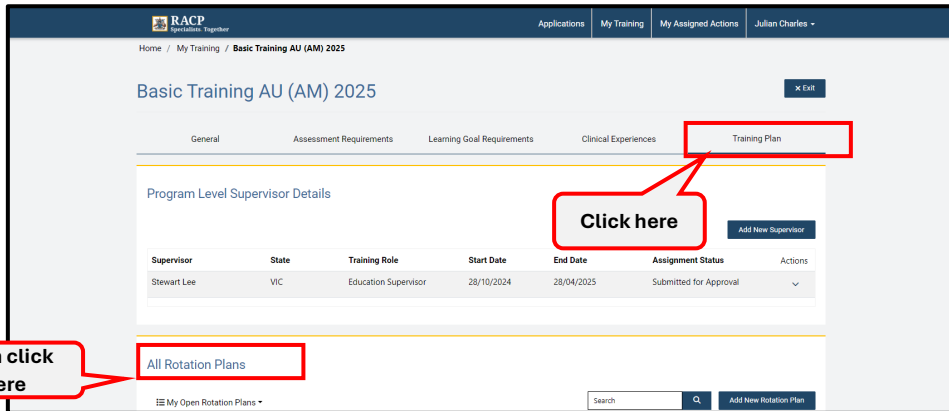X **Return to Trainee?**

Trainee

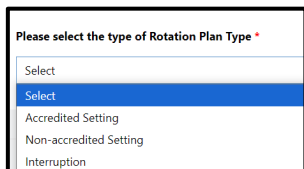## 1. Create a Rotation Plan

1. Login to the TMP.
2. Click My Training on the top navigation bar.

Click here

3. Click on the name of your training program
4. Click on the Training Plan tab, the All Rotation Plans

Click here

Then click here

All Rotation Plans

6. Click on Add New Rotation Plan
7. Choose the type of rotation plan from the drop-down menu.

Accredited and non-accredited setting rotation plans are submitted for training that you would like counted towards your training. To determine which rotation plan to use, refer to Accredited settings on the RACP website.

For more details on interrupting your training, refer to the RACP website.

8. Click save and next.
9. In the Training Details stage, add in the rotation start date, end date and the FTE of the position.
10. Select the training setting from the drop-down list.

11. Select the rotation type (sub-specialty) by clicking 🔍
NOTE 1 you can use type into the search box or search through the list
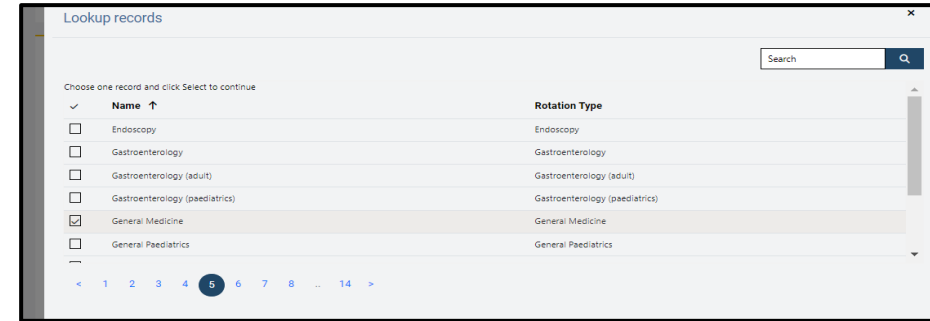
12. It is optional to enter free text information into the Position Description and comments fields.
13. Click **Add Rotation Supervisor** and select your Rotation Supervisor by searching for their name using the magnifying icon.
NOTE 2: you can enter this in after you submit if you do not know who your Rotation Supervisor is at the time of completing the form.
*NOTE 3: If the supervisor name does not appear, tick ☐ **Cannot find Supervisor** to manually enter their details.*
14. Click save and next.
15. Select the training phase (if not auto-populated) by clicking 🔍 and selecting using the tick box.
16. Add in the learning goals (select yes if offered) and learning opportunities(free text) for the rotation. This action is completed per learning goal, click on Actions and then edit to add in the details.
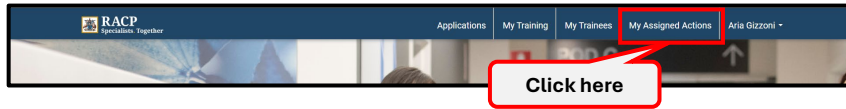

Click here
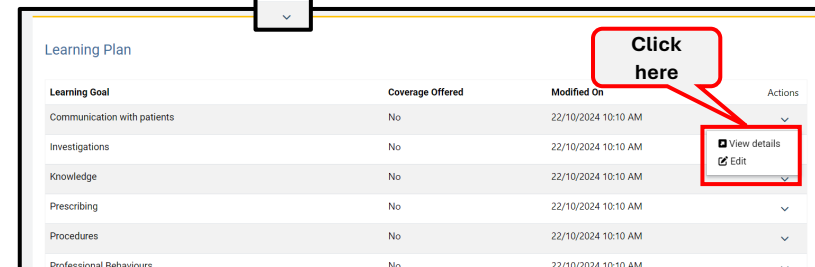
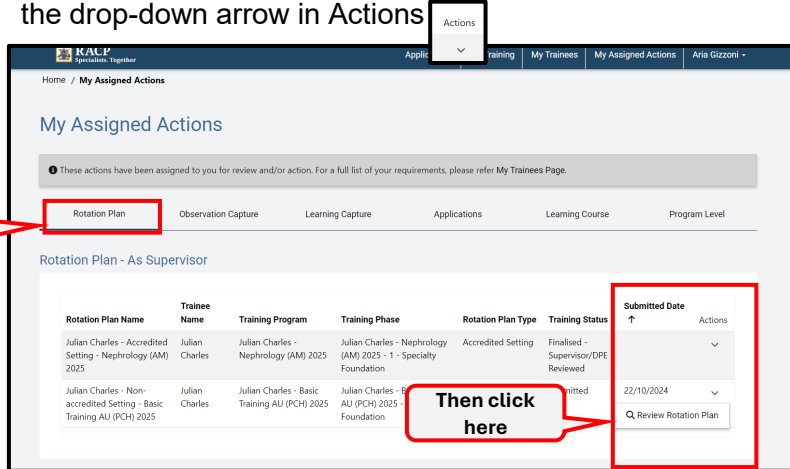17. Click submit to complete the form; this will automatically send a notification to your supervisor.
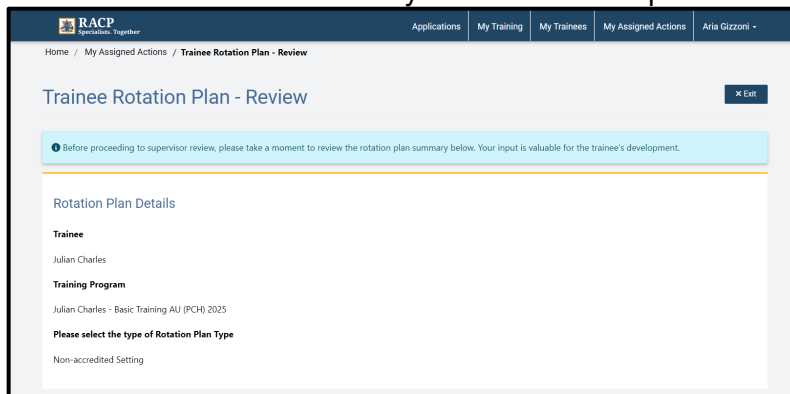
Supervisor

1. Review the Rotation Plan Details

1. Login to the TMP
2. Click on My Assigned Actions

Click here

3. Click the Rotation Plan and then Review Rotation Plan using the drop-down arrow in Actions

**Click here**

Then click here

4. Review the Rotation Plan Details fields and verify the information that was entered by the trainee as required.


2. Verify the Rotation Plan Details

5. Scroll down to the Supervisor Declarations section where you will see your name and the status of your declaration. . The status will read as 'incomplete' which means that you have not submitted your review of the trainees Rotation Plan.
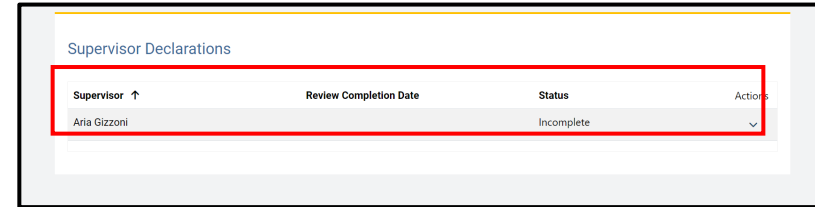
6. Click on the drop-down arrow in actions [Actions] and select Review

7. Select a response to each of the drop-downs. There is a free text field to enter in any required comments
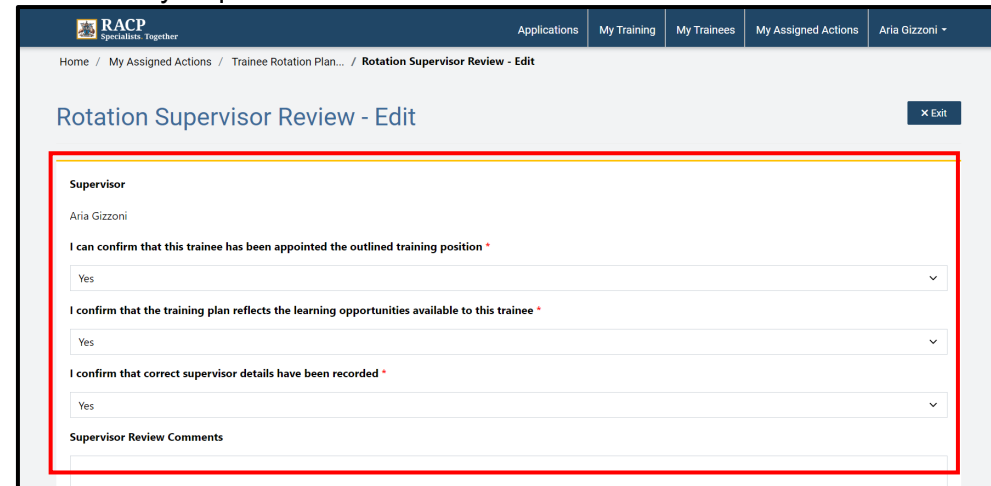
8. You can finalise the Rotation Plan or send it back to the trainee requesting more information by checking the relevant box, click 'finalised' or Return to trainee'.

Can a Rotation plan be edited/updated after it has been submitted?

Yes.

Trainees can edit a rotation plan, including learning goal opportunities and Rotation Supervisor(s), after it has been submitted. Not all fields can be edited, including the rotation type. The plan is not able to be edited after training time is certified.

Are the rotation details prefilled for the trainees?

No, trainees will need to add all rotation details to the Rotation plan.

Does the Rotation Supervisor need to review/approve a Rotation plan?

Yes, at least one nominated Rotation Supervisor will need to review/approve the trainee's Rotation plan.

Is the Rotation Supervisor(s) nominated in the rotation plan the only users that can complete the rotation progress report?

Yes, the Rotation Supervisor(s) nominated on the rotation plan are the only user(s) that can complete the rotation progress report, however the Rotation Supervisor can be updated at any time prior to this.

Who will approve the rotation plan for Basic training?

Rotation Supervisors will verify rotation plans for Basic Trainees. Trainees nominate their supervisors within the rotation plan. Rotation Supervisors are an equivalent role to the Ward Service Consultant under the PREP curricula.

Can DPE's and medical education staff within the setting assign supervisors?

Only trainees are able to update their Education Supervisor(s) in TMP.

Future TMP enhancements will allow DPEs and Training Program Coordinators (TPCs) access to update supervisor nominations.

Do Advanced Trainees need both an Education Supervisor and Rotation supervisors?

Advanced Trainees will only need to nominate Rotation Supervisors as part of their rotation plan.

Rotation Supervisors are equivalent to an Advanced Training (AT) supervisor under the PREP curricula.

Stay up-to-date with the latest Frequently Asked Questions on the RACP New Curricula Implementation page.

More information | What other Rotation Plan resources are available?

RACP online learning

On demand workshop

TMP user instructions

TMP sign in page

Member services