



# Rotation Plan



## Trainee Guide – TMP Portal

<b>Purpose</b>	Use this guide to understand Rotation Plan management within the TMP Portal, focusing on activities such as creating all types of Rotation Plans, nominating a Rotation Supervisor against a Rotation Plan and editing Rotation Plans after submission.
<b>Intended Audience</b>	All trainees
<b>Context</b>	<p>This guide is designed to help users create Rotation Plans in TMP Portal.</p> <p>There are 3 types of rotation plans that can be submitted:</p> <ul style="list-style-type: none"><li>• Accredited setting</li><li>• Non-accredited setting</li><li>• Interruption</li></ul> <p>Accredited and non-accredited setting rotation plans are submitted for training that you would like counted towards your training. Refer to your program training requirements for more information about your clinical or professional experience requirements.</p> <p>To determine which rotation plan to use, refer to <a href="#">Accredited settings</a> on the RACP website. If your training setting is listed as an accredited setting for your specialty training program then you can submit an accredited setting rotation plan. Otherwise, submit a non-accredited setting rotation plan.</p> <p>Interruptions are to be declared for 8 or more consecutive weeks away from training and should be submitted prior to the interruption period starting. For more details on interrupting your training, refer to the <a href="#">RACP website</a>.</p>



## How to use this document:

The document is structured into 8 sections, representing 9 key Rotation Plan 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 .

This guide showcases a work-in-progress version of the TMP system and is intended for familiarisation purposes only. The datasets used are illustrative and do not reflect current or past Trainee or Supervisor data.

## Contents

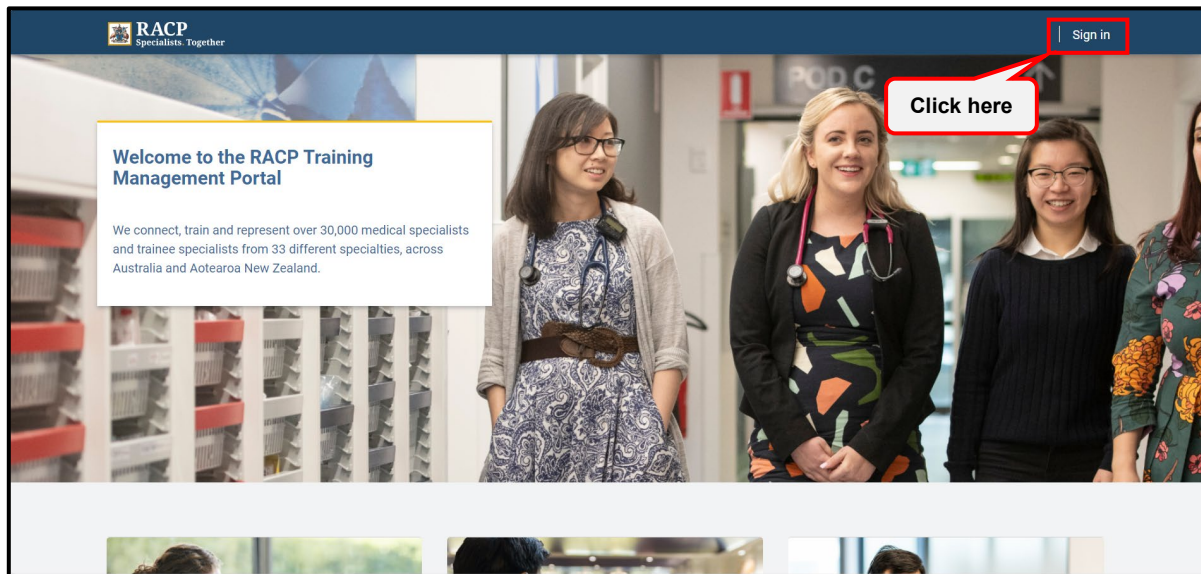
<b>Section 1: Understanding Rotation Plan changes .....</b>	<b>Error! Bookmark not defined.</b>
<b>Section 2: Sign in to the Portal .....</b>	<b>3</b>
<b>Section 3: View or Create a Rotation Plan .....</b>	<b>5</b>
<b>Section 4: Create Accredited Rotation Plan .....</b>	<b>8</b>
<b>Section 4.1: Add a Primary Setting .....</b>	<b>10</b>
<b>Section 4.2: Nominate Rotation Supervisor .....</b>	<b>12</b>
<b>Section 4.3: Nominate an Education Supervisor (BT only) .....</b>	<b>19</b>
<b>Section 4.4: Nominate a DPE (BT Only) .....</b>	<b>24</b>
<b>Section 5: Create Non-accredited Rotation Plan .....</b>	<b>31</b>
<b>Section 5.1: Add a Primary Setting .....</b>	<b>32</b>
<b>Section 5.2: Nominate Rotation Supervisor .....</b>	<b>35</b>
<b>Section 5.3: Nominate an Education Supervisor (BT only) .....</b>	<b>37</b>
<b>Section 5.4: Nominate a DPE Supervisor (BT only) .....</b>	<b>37</b>
<b>Section 6: Create Interruption Rotation Plan .....</b>	<b>40</b>
<b>Section 7: Edit your Rotation Plan after submission .....</b>	<b>46</b>
<b>Section 8: Summary of Outcomes .....</b>	<b>47</b>



## Section 1: Sign in to the Portal

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

1. Navigate to the Portal and click on **'Sign in'** located in the top righthand corner of the screen. Refer to **Figure 4**.

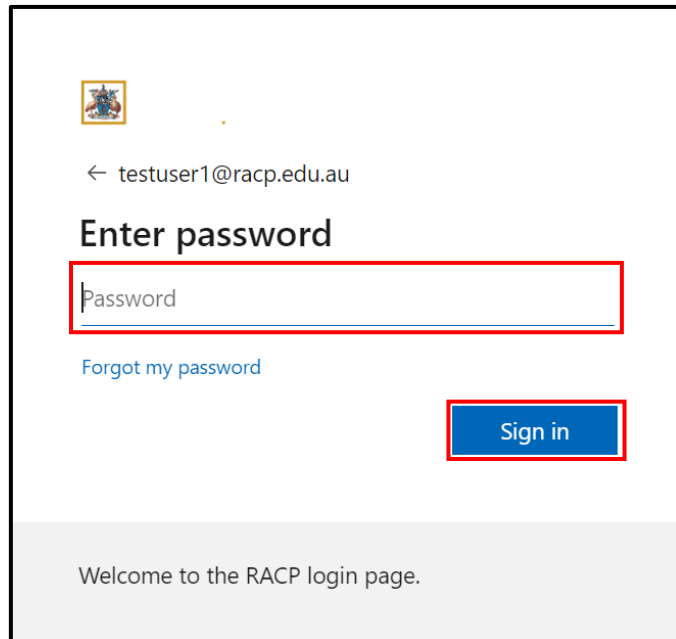


*Figure 1*

2. Enter your RACP User ID click on **next**. Refer to **Figure 5**.

*Figure 2*

3. Enter your password and click **sign in**. Refer to **Figure 6**.



The screenshot shows the RACP login interface. At the top left is the RACP logo. Below it, the email address 'testuser1@racp.edu.au' is displayed with a back arrow. The main heading is 'Enter password'. Below this is a password input field with a red border and the placeholder text 'Password'. To the left of the input field is a blue link that says 'Forgot my password'. To the right of the input field is a blue 'Sign in' button with a red border. At the bottom of the page, a grey footer bar contains the text 'Welcome to the RACP login page.'

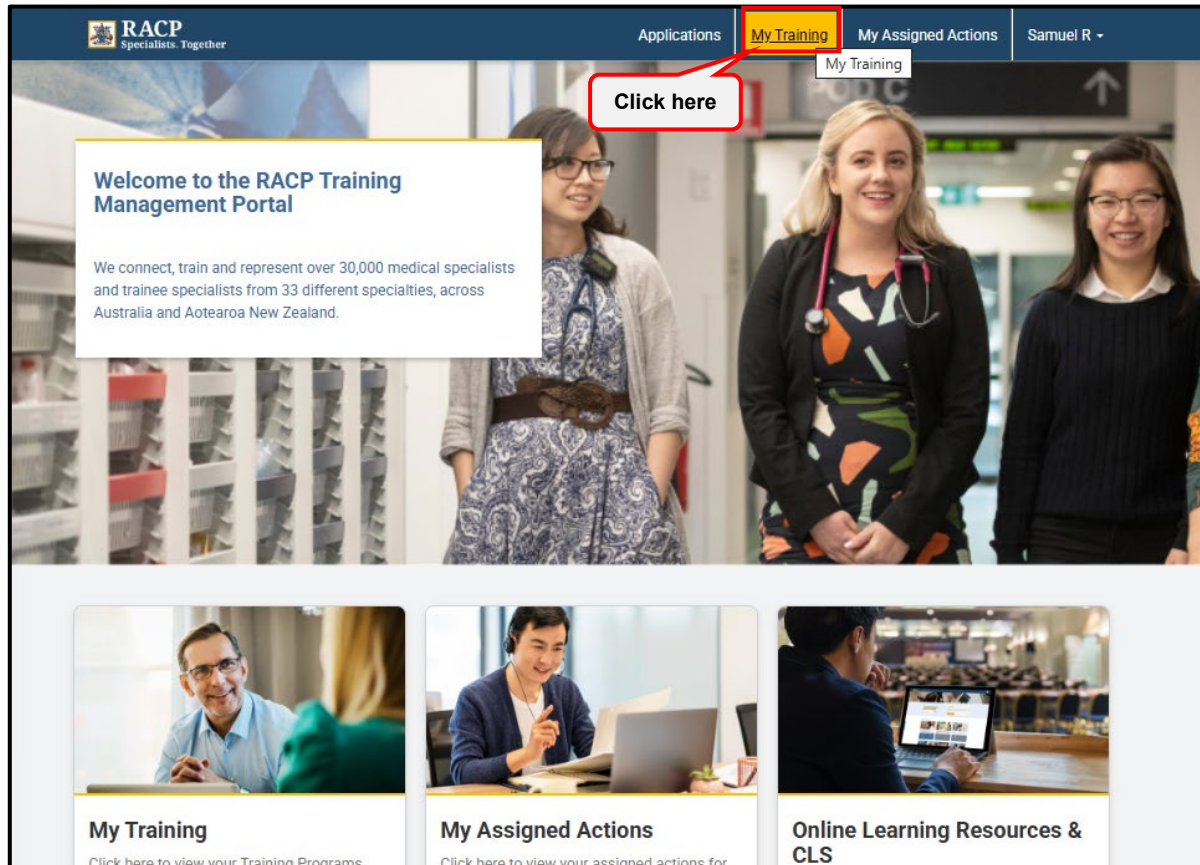
*Figure 3*



## Section 3: View or Create a Rotation Plan

**Context:** Use these instructions to navigate to your rotation plans.

- Click on **My Training** in the **navigation bar**. Refer to **Figure 7**.



**Figure 4**

- Under Training Programs, click on the Training Program hyperlink. Refer to **Figure 8**.



**Note:** To open a Training program, you can either click on the Training Program hyperlink or expand the downward arrow towards the right and click on **View details**.



Home / My Training

### Training Programs

Search

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (AM) 2025	02/09/2024	2 - Consolidation	Trainee (Current)	▼

### Assessment Requirements Due Next

Search

Assessment Tool	Title	Training Program	Assessment Status	Due By ↑	Actions
Rotation Progress Report		Basic Training AU (AM) 2025	Incomplete	2 - Consolidation - End of Phase	▼
Phase Progress Report		Basic Training AU (AM) 2025	Incomplete	2 - Consolidation - End of Phase	▼
Learning Capture		Basic Training AU (AM) 2025	Incomplete	2 - Consolidation - End of Phase	▼
Observation Capture		Basic Training AU (AM) 2025	Incomplete	2 - Consolidation - End of Phase	▼
Observation Capture		Basic Training AU (AM) 2025	Incomplete	3 - Completion - End of Phase	▼

Figure 5

6. Navigate and click on the **Rotation Plan** tab. Refer to **Figure 9**.

## Basic Training AU (AM) 2025

Samuel R - 196826

Exit

General **Rotation Plan** Assessment Requirements Professional Experience Trainee Progress

The rotation plan outlines the trainee's learning goals for the rotation. It enables trainees to self-assess learning gaps, curriculum needs, and local opportunities, fostering a shared understanding of rotation goals with the supervisor. It helps to determine how time spent in training meets the professional experience requirements for a program.

**Important Information**

- Rotation plans must be submitted before the relevant closing dates.
- If you are not in training, you must still submit a rotation plan to record an interruption.
- Shorter periods of leave should be recorded separately in your Trainee Leave.
- If you have applied for Recognition of Prior Learning (RPL), your rotations will appear here once your application has been processed.

If you are enrolled in more than one RACP training program, you must submit rotation plans for each program.

### Rotation Plans

Current Rotation Plan ▼


Search Add New Rotation Plan

Rotation

Figure 6

7. Click on **Add New Rotation Plan**. Refer to **Figure 10**.



**RACP**  
Specialists. Together

Applications

My Training

My Assigned Actions

Samuel R ▾

Home / My Training / Basic Training AU (AM) 2025

## Basic Training AU (AM) 2025

✕ Exit

Samuel R - 196826

General

Rotation Plan

Assessment Requirements

Professional Experience

Trainee Progress

The rotation plan outlines the trainee's learning goals for the rotation. It enables trainees to self-assess learning gaps, curriculum needs, and local opportunities, fostering a shared understanding of rotation goals with the supervisor. It helps to determine how time spent in training meets the professional experience requirements for a program.


Important Information

- Rotation plans must be submitted before the relevant closing dates.
- If you are not in training, you must still submit a rotation plan to record an interruption.
- Shorter periods of leave should be recorded separately in your Trainee Leave.
- If you have applied for Recognition of Prior Learning (RPL), your rotations will appear here once your application has been processed.

If you are enrolled in more than one RACP training program, you must submit rotation plans for each program.

Rotation Plans

☰ Current Rotation Plan ▾



Click here

Add New Rotation Plan

Name	Plan Type	Start Date ↑	End Date	FTE	Rotation Plan Duration (Month)	Trainee Program Cohort Phase	Rotation Supervisor	Validation Status	Training Status	Actions
------	-----------	-----------------	----------	-----	---	------------------------------------	------------------------	----------------------	--------------------	---------

Figure 7





## Section 4: Create Accredited Rotation Plan

**Context:** This sub-section covers instructions to create an accredited rotation plan.

### Pre-requisites

- A trainee has applied for an RACP training program and been approved by the DPE (Basic Training) or the RACP (Advanced Training)
8. Select a **Rotation Plan Type** by clicking on the dropdown menu and choosing **Accredited Setting**. Refer to **Figure 11**.

The screenshot shows the 'New Rotation Plan' page for user Samuel R - 196826. The page has a dark blue header with the RACP logo and navigation links: Applications, My Training, My Assigned Actions, and Samuel R. Below the header is a breadcrumb trail: Home / My Training / Basic Training AU (AM) / New Rotation Plan. The main title is 'New Rotation Plan' with an 'Exit' button. Below the title is a tabbed interface with 'Plan Type' and 'Training Details'. The 'Rotation Plan Details' section includes 'Training Program' (Basic Training AU (AM) 2025) and 'Training Phase' (2 - Consolidation). A yellow warning box contains the text: 'This option should be selected where your training setting/position is appropriately accredited towards this Training Program. If unsure, please view the 'accredited settings for this program' or select Non-accredited Training Position.' Below the warning box, the 'Rotation Plan Type' dropdown menu is set to 'Accredited Setting', which is highlighted with a red box and a 'Click here' callout. Another 'Click here' callout points to the 'Save and Next' button at the bottom right.

**Figure 8**

9. Click **Save & Next**. Refer to **Figure 12**.





*Figure 9*

10. Within the **Training Details stage** of the process, populate the mandatory fields in the **Rotation Period section** (marked with a red asterisk). Refer to **Figure 13**.

- **Start Date**
- **End Date**
- **FTE**
- **The Rotation start date is also the start date of my Training Program**
  - **Only one Rotation plan can be your “first rotation plan”**
  - **Setting this field will set your Training Start Date**

**IMPORTANT INFORMATION:**

**Trainees commencing their Training Program from 2025 onward**

**In order for your Training Program start date to be recorded, under ‘The Rotation start date is also the start date of my Training Program’ option, please select the checkbox as shown below for you First Rotation.**

**Trainees who commenced in a new curriculum program in 2024, should not tick this checkbox.**



The screenshot shows a web form titled "Rotation Period". It contains the following fields and elements:

- Start Date \***: A date input field with the value "01/05/2025". To its right is a calendar icon with a red callout bubble saying "Click here".
- ☐ **The Rotation start date is also the start date of my Training Program**: A checkbox with a label. Below it is a smaller text line: "Based on the start date of your program your training time is calculated. Once this information is submitted it will be read-only in this program". To the right of this text is another red callout bubble saying "Click here".
- End Date \***: A date input field with the value "31/08/2025". To its right is a calendar icon with a red callout bubble saying "Click here".
- FTE \***: A text input field with the value "1.0".
- Duration (Month)**: A text input field with the value "4.01".

**Figure 10**

### Section 4.1: Add a Primary Setting

**Context:** This is the Trainee's main setting. This field is Mandatory and the Trainee will be required to choose their Primary Setting from a dropdown list. In some instances, this may be the same as their Training Setting. For example, the Training Setting may be different if a trainee is completing a rotation at a secondment setting.

11. Select the **Primary Setting** by clicking on the dropdown menu and choosing from the list. Refer to **Figure 14**.
  - Note: This list populates based on whether the Trainee selected Accredited or Non-accredited Rotation Plan in the previous page of the Rotation Plan.



**Primary Setting \***

This is your main setting and determines where you will be training. You may be seconded to other training settings over the course of training which can be listed under Training setting.

**Click here**

Royal Prince Alfred Hospital - Royal Prince Alfred SSWAHS Network (NSW)

Queen Elizabeth Centre (VIC)

Queen Elizabeth Hospital (SA)

Queen Elizabeth II Jubilee Hospital (QLD) - Southside Rotation - QLD BPT Network

Redcliffe Hospital - Northside Rotation - QLD BPT Network

Redland Hospital - Coastal Rotation - QLD BPT Network

Robina Hospital - Coastal Rotation - QLD BPT Network

Rockhampton Hospital - Northside Rotation - QLD BPT Network

Rockingham General Hospital

Rosebud Hospital - Peninsula Health

Royal Adelaide Hospital

Royal Brisbane and Women's Hospital - Northside Rotation - QLD BPT Network

Royal Darwin Hospital

Royal Hobart Hospital

Royal Hospital for Women

Royal Melbourne Hospital

Royal Melbourne Hospital, Royal Park Campus

Royal North Shore Hospital - Northern Sydney Coastal NSCCAHS Network (NSW)

Royal Perth Hospital

Royal Perth Hospital - WA Country Health Service

Royal Prince Alfred Hospital - Royal Prince Alfred SSWAHS Network (NSW)

**Figure 11**

12. Select the **Training Setting** from the dropdown menu. Refer to **Figure 15**.

**Training Setting Details**

**Training Setting \***

**Click here**

Basic Training AU (Adult Medicine) - Royal Prince Alfred SSWAHS Network (NSW) - Royal Prince Alfred Hospital

City	State/Territory	Country
CAMPERDOWN	NSW	Australia

**Network DPEs**

**Contact ↑**

Jenna George

**Setting DPEs**

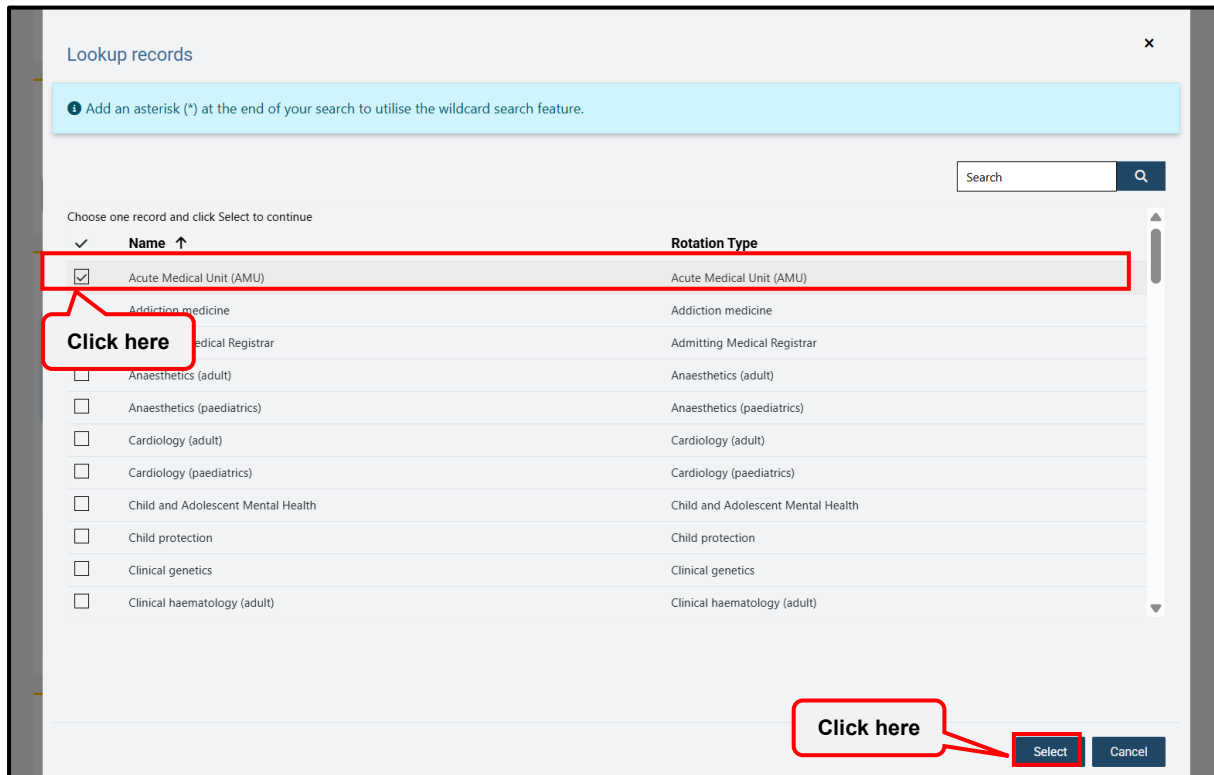
**Contact ↑**

Claire Sharpin

Jenna George

**Figure 12**

13. Select the **Rotation Type** program by clicking on the search/magnifying glass icon and selecting the type from the list available, and click **Select**. Refer to **Figure 16**.



Lookup records

Add an asterisk (\*) at the end of your search to utilise the wildcard search feature.

Search

Choose one record and click Select to continue

✓ Name ↑	Rotation Type
<input checked="" type="checkbox"/> Acute Medical Unit (AMU)	Acute Medical Unit (AMU)
<input type="checkbox"/> Addiction medicine	Addiction medicine
<input type="checkbox"/> Admitting Medical Registrar	Admitting Medical Registrar
<input type="checkbox"/> Anaesthetics (adult)	Anaesthetics (adult)
<input type="checkbox"/> Anaesthetics (paediatrics)	Anaesthetics (paediatrics)
<input type="checkbox"/> Cardiology (adult)	Cardiology (adult)
<input type="checkbox"/> Cardiology (paediatrics)	Cardiology (paediatrics)
<input type="checkbox"/> Child and Adolescent Mental Health	Child and Adolescent Mental Health
<input type="checkbox"/> Child protection	Child protection
<input type="checkbox"/> Clinical genetics	Clinical genetics
<input type="checkbox"/> Clinical haematology (adult)	Clinical haematology (adult)

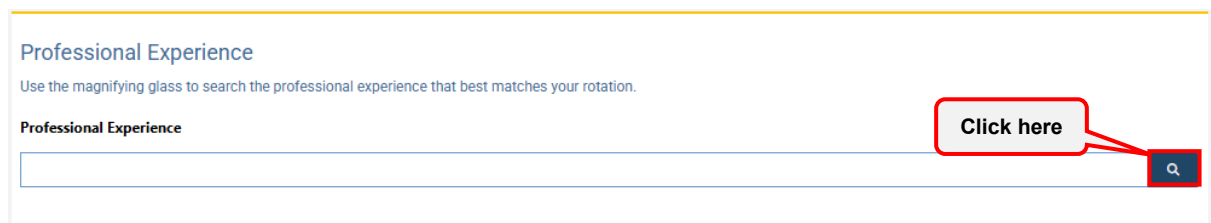
Click here

Click here

Select Cancel

**Figure 13**

14. Optionally, you can select the Professional Experience category this rotation plan relates to. This will be based on the professional experience requirements set out in the learning, teaching and assessment programs.



Professional Experience

Use the magnifying glass to search the professional experience that best matches your rotation.

Professional Experience

Click here

- a. Choose the Professional Experience category and click Select.



Lookup records

Search

Choose one record and click Select to continue

✓

Name

☐

Basic Training AU (AM) 2025 - Not counted - Not counted

☐

Basic Training AU (AM) 2025 - Core - General Medicine

☐

Basic Training AU (AM) 2025 - Core - General Paediatrics

☐

Basic Training AU (AM) 2025 - Core - Medical specialty

☐

Basic Training AU (AM) 2025 - Core - Optional

☐

Basic Training AU (AM) 2025 - Non-core - Optional

☐

Basic Training AU (AM) 2025 - Non-core - Optional (Paediatrics)

Click here

Select

Cancel

15. Provide your Position Description details of your training position.



**Note:** *If you are an Advanced Trainee, please ensure that you fill in the **Position Description with information related to your training position**. If you are a Basic Trainee, this is an optional field.*

#### Position Description

Provide details of your training position. Advanced Trainees must outline regular or weekly activities, such as a timetable and upload a copy of the position description and/or timetable in the documents section. Limit: 50,000 characters.



16. Add any additional comments

**Additional Comments**

Provide details such as training at multiple settings or rotation types.

17. If you would like to attach files to this Rotation Plan, click on the '**Add files**' button in the **Documents** section. This may be a Word document or other additional information related to your training position. Refer to **Figure 47**.

**Documents**

Click here

Add files

There are no folders or files to display.

Previous Save and Next



**Note:** Once you click on **Add files**, click **Choose files** to browse and select the documents to be uploaded and click **Add files**.

To delete or replace a file you have uploaded, select '**Overwrite existing files**' and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (with no way to remove the first one).

There are certain file types that aren't supported: ade, adp, ani, bas, bat, chm, cmd, com, cpl, crt, hlp, ht, hta, inf, ins, isp, job, js, jse, lnk, mda, mdb, mde, mdz, msc, msi, msp, mst, pcd, reg, scr, sct, shs, url, vb, vbe, vbs, wsc, wsf, wsh, exe, php, htaccess, ini, cab, and pif files.

**Figure 14**

## Section 4.2: Nominate Rotation Supervisor

**Context:** This sub-section covers instructions to nominate a Rotation Supervisor within your Rotation Plan.

18. In the **Supervisors** section, click on **Add Rotation Supervisor**. Refer to **Figure 17**.



Rotation Supervisor

- Please ensure that you have met the supervision requirements for your training program. See your curricula handbook in RACP Online Learning for more information.
- Supervisor access to Trainee data starts from the time they are nominated.
- If you need to change/update your rotation supervisor you will need to adjust the nominated end date.

Click here

Add

Supervisor	State	Role	Start Date	End Date	Assignment Status	Actions
------------	-------	------	------------	----------	-------------------	---------

Figure 15

19. Populate the Supervisor name by clicking on the **search/magnifying glass icon** and making a selection from the list. Click **Select**. Refer to **Figure 18**.



**Note:** While searching for your Supervisor by their last name, please add an asterisk at the beginning of the last name as you type in. Desired search results will not appear while searching by last name unless you include an asterisk.

Nominate Rotation Supervisor

Rotation Supervisor

Supervisor Name \*

Cannot find S

Start Date \*

01/05/2025

End Date

31/08/2025

Lookup records

\*Isaline\*

Choose one record and click Select to continue

Person ID (MIN)	Full Name	Fellowship Post Nominals	State	Country
<input type="checkbox"/> 116848	Isaline		NSW	Australia

Click here

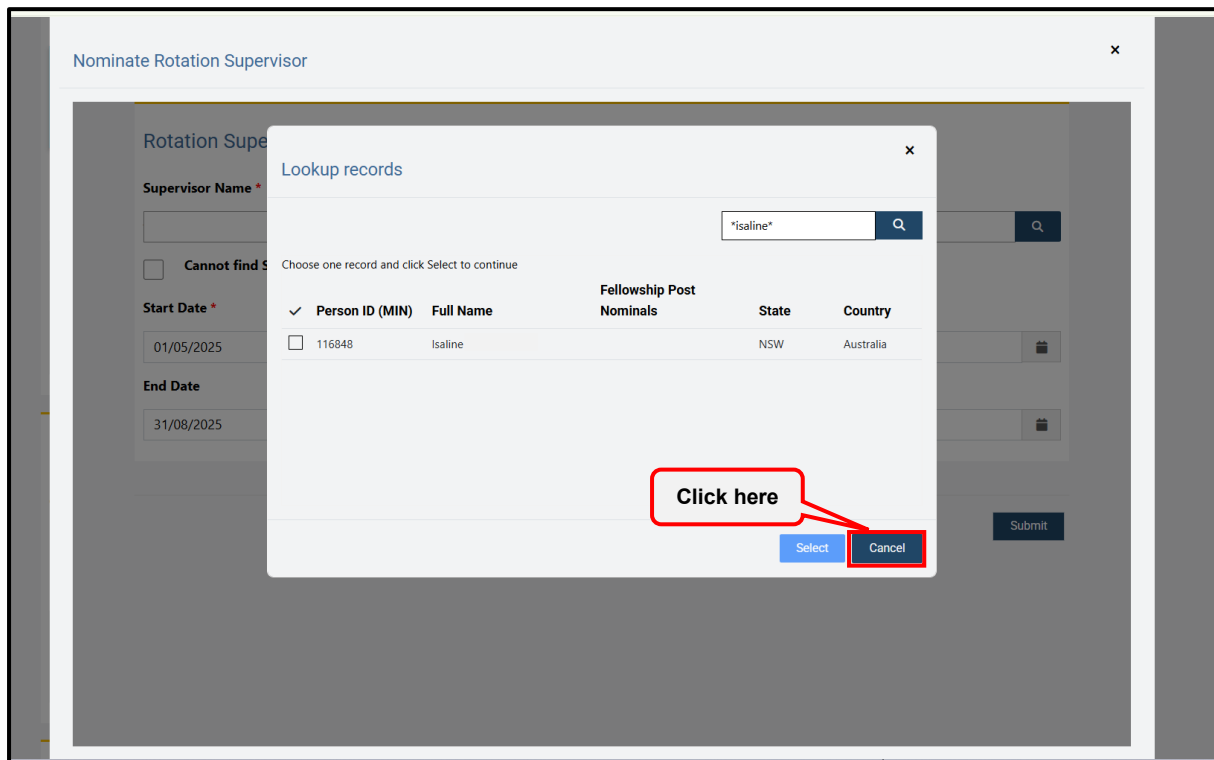
Select Cancel

Submit

Figure 16

20. If you are unable to find your supervisor, click the **Cancel** button to navigate back one step. Refer to **Figure 19**.





**Figure 17**

21. Select the checkbox 'Cannot find Supervisor' and populate:
- First Name**
  - Last Name**
  - Phone Number**
  - Email**
  - Start Date**
  - End Date**. Refer to **Figure 20**.



Nominate Rotation Supervisor

Rotation Supervisor Details

☒ Cannot find Supervisor

First Name \* **Click here**

Middle Name

Last Name \*

Preferred Name

Phone Number

Provide a telephone number

Email \*

Start Date \*

01/05/2025

End Date

31/08/2025

**Figure 18**

22. Click on **Submit**. Refer to **Figure 21**.



Nominate Rotation Supervisor

First Name \*

Middle Name

Last Name \*

Preferred Name

Phone Number

Provide a telephone number

Email \*

Start Date \*

01/05/2025

End Date

31/08/2025

Click here

Submit

**Figure 19**



**Note:** If you need to edit the dates you entered for your Rotation Supervisor, select the dropdown icon under Actions and click on Edit. Update dates as necessary and click on Submit.

If you have accidentally added the incorrect Supervisor name, update the end date to today's date and add a new supervisor.

Please refer to your handbook for supervision requirements. Advanced Trainees should nominate 2 supervisors per rotation.

23. Click **Save and Next**. Refer to **Figure 22**.

Previous

Click here

Save and Next

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.

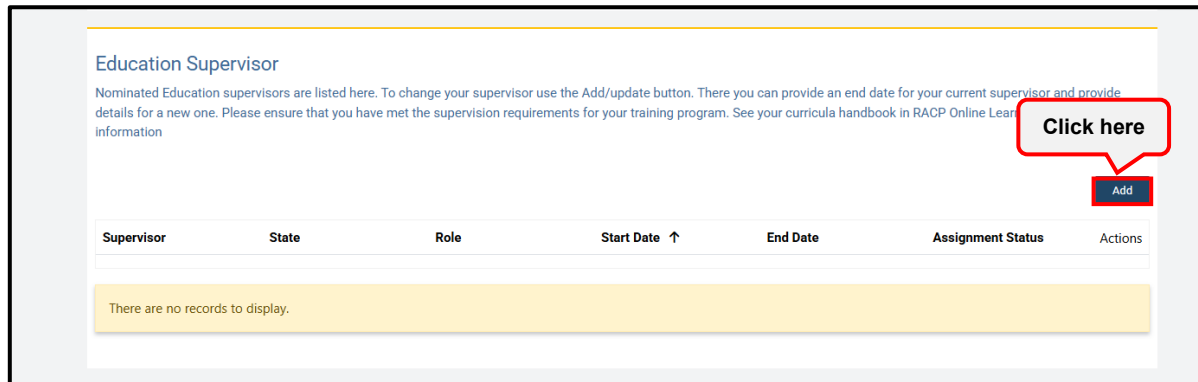
**Figure 20**

**Note:** If you are in an Advanced Training Program, the next few sections will not apply. Skip to the steps after **Section 4.5: Learning goals**.

### Section 4.3: Nominate an Education Supervisor (BT only)

**Context:** Basic Trainees can now add or update their Education Supervisor from within a Rotation Plan. This field in the Rotation Plan is optional. Trainees are still encouraged to nominate their Education Supervisor from the Program Level Supervisor grid under the General tab.

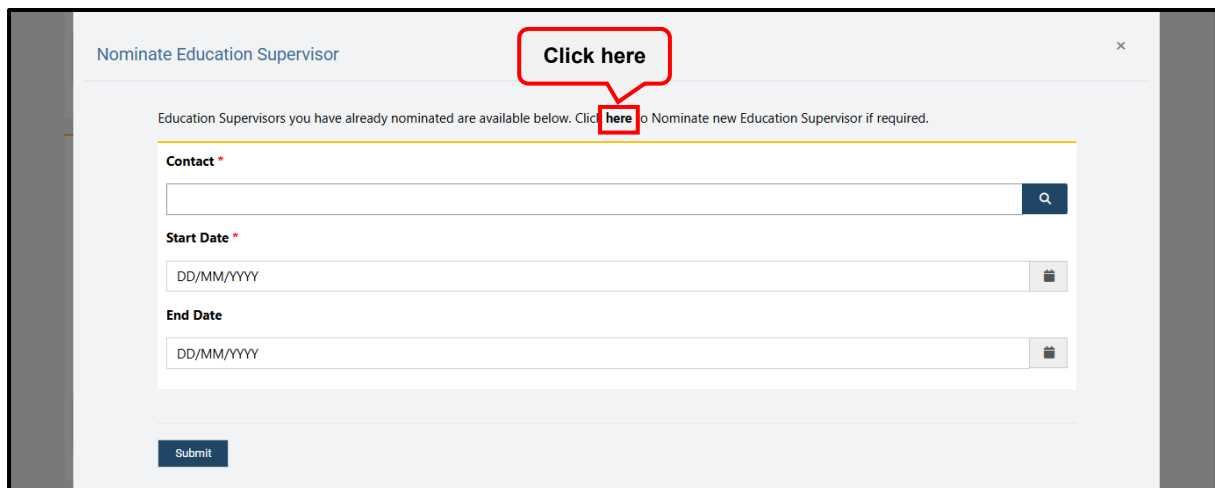
24. In the **Education Supervisors** section, click on **Add**. Refer to **Figure 23**.



**Figure 21**

25. To nominate a new Education Supervisor, click the **hyperlink**. Refer to **Figure 24**.

- **Note:** If you have already nominated an Education Supervisor under Supervisor Nominations grid in the Training Plan, they will appear as an option to be selected. In this case, skip to later steps to add an existing Education Supervisor to the Rotation Plan
- **Note:** If you have not yet nominated an Education Supervisor, clicking this hyperlink will open the Training Plan and Supervisor Nominations grid in a new tab.



**Figure 22**

26. In the **Education Supervisor Nominations** section, click **Add New Supervisor**. Refer to **Figure 25**.



Home / My Training / Basic Training AU (AM) 2025

## Basic Training AU (AM) 2025

Samuel R - 196826

General Rotation Plan Assessment Requirements Professional Experience Trainee Progress

**Training Program Cohort** Basic Training AU (AM) 2025

**Trainee Status** Trainee (Current)

**Active Trainee Program Cohort Phase** 2 - Consolidation

**Trainee Program Cohort Start Date** 02/09/2024

**Trainee Program Cohort End Date** —

### Education Supervisor Nominations

Search

Supervisor	State	Training Role	Start Date	End Date	Assignment Status	Actions
Liam N	NSW	Education Supervisor	02/09/2024	04/06/2025	Inactive	▼
Jen G	NSW	Education Supervisor	05/06/2025	31/01/2026	Active	▼

Figure 23

27. Populate the Supervisor name by clicking on the **Contact search/magnifying glass icon** and making a selection from the list. Click **Select**. Refer to Figure 26.

Add New Supervisor

Contact \*

Cannot find S

Select the start

Start Date \* DD/MM/YYYY

End Date DD/MM/YYYY

Training Role Type \*

Lookup records

Choose one record and click Select to continue

\*linh

Person ID (MIN)	Full Name	Fellowship Post Nominals	State	Country
<input type="checkbox"/> 116849	Linh Nguyen		NSW	Australia

Click here

Select Cancel

Submit

Figure 24

28. Populate the **Start Date** and **End Date**, by clicking the calendar icon. Refer to Figure 27.



**Add New Supervisor**

**Contact \***

Linh Nguyen

☐ Cannot find Supervisor

Select the start date and then select the end date.

**Start Date \***

01/01/2025

**End Date**

30/12/2025

**State**

NSW

**Training Role Type \***

Submit

**Figure 25**

29. Populate the **Training Role Type**, by clicking the **search/magnifying glass icon** and making a selection from the list. Refer to **Figure 28**.

**Add New Supervisor**

**Contact \***

Linh Nguyen

☐ Cannot find Supervisor

Select the start date and then select the end date.

**Start Date \***

01/01/2025

**End Date**

30/12/2025

**State**

NSW

**Training Role Type \***

**Lookup records**

Search

Choose one record and click Select to continue

✓	Name ↑
<input checked="" type="checkbox"/>	Education Supervisor

Click here

Click here

Select Cancel

**Figure 26**

30. Click **Submit** to add the Education Supervisor. Refer to **Figure 29**.



Add New Supervisor

Contact \*

Linh Nguyen

☐ Cannot find Supervisor

Select the start date and then select the end date.

Start Date \*

01/01/2025

End Date

30/12/2025

State

NSW

Training Role Type \*

Education Supervisor

Click here

Submit

**Figure 27**

31. The **Education Supervisor** has now been added. Refer to **Figure 30**.

- **Note:** You can now close this tab and return to the **New Rotation Plan** tab in your browser. This Education Supervisor will be available for selection in the Rotation Plan under the **Nominate Education Supervisor** section.





Home / My Training / Basic Training AU (AM) 2025

## Basic Training AU (AM) 2025

Samuel R - 196826

General | Rotation Plan | Assessment Requirements | Professional Experience | Trainee Progress

**Training Program Cohort** Basic Training AU (AM) 2025

**Trainee Status** Trainee (Current)

**Active Trainee Program Cohort Phase** 2 - Consolidation

**Trainee Program Cohort Start Date** 02/09/2024

**Trainee Program Cohort End Date** —

### Education Supervisor Nominations

Search

Supervisor	State	Training Role	Start Date	End Date	Assignment Status	Actions
Liam H	NSW	Education Supervisor	02/09/2024	04/06/2025	Inactive	▼
Linh Nguyen	NSW	Education Supervisor	05/06/2025	31/01/2026	Active	▼

**Figure 28**

32. Click **Submit** to add the Education Supervisor to the Rotation Plan. Populate the Supervisor name by clicking on the **search/magnifying glass icon** and making a selection from the list. Click **Select**. Refer to **Figure 31**.

Nominate Education Supervisor

Education Supervisors you have already nominated are available below. Click here to Nominate your Education Supervisor if required.

**Contact \***

**Start Date \*** DD/MM/YYYY

**End Date** DD/MM/YYYY

Lookup records

Search

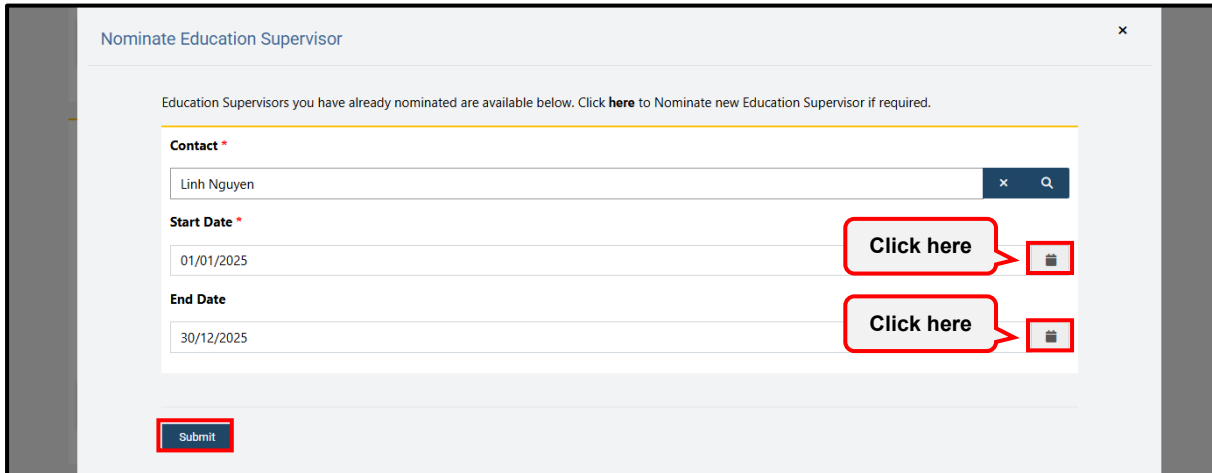
Choose one record and click Select to continue

✓	Contact ↑
<input checked="" type="checkbox"/>	Linh Nguyen

**Click here**

**Figure 29**

33. Populate the **Start Date** and **End Date**, by clicking the calendar icon, and click **Submit**. Refer to **Figure 32**.



Nominate Education Supervisor

Education Supervisors you have already nominated are available below. Click **here** to Nominate new Education Supervisor if required.

**Contact \***

Linh Nguyen

**Start Date \***

01/01/2025

**End Date**

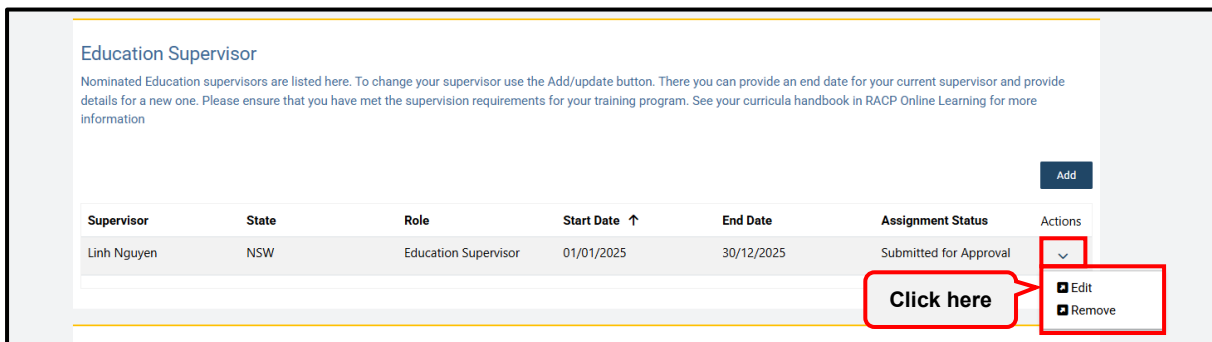
30/12/2025

Submit

**Figure 30**

34. This Education Supervisor has now been added to the Rotation Plan. Refer to **Figure 33**.

- **Note:** To change your supervisor, you can **Remove** them here or click **Edit** to provide an end date for your current supervisor and click **Add** to provide details for a new one.



Education Supervisor

Nominated Education supervisors are listed here. To change your supervisor use the Add/update button. There you can provide an end date for your current supervisor and provide details for a new one. Please ensure that you have met the supervision requirements for your training program. See your curricula handbook in RACP Online Learning for more information

Add

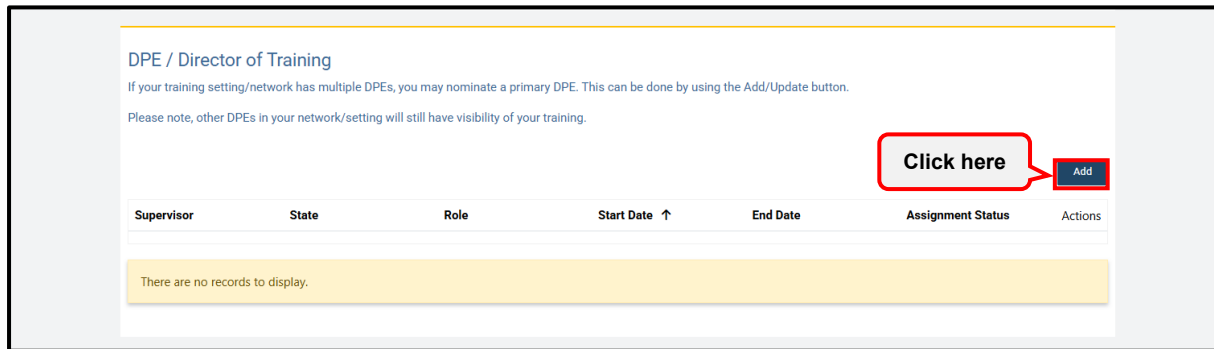
Supervisor	State	Role	Start Date ↑	End Date	Assignment Status	Actions
Linh Nguyen	NSW	Education Supervisor	01/01/2025	30/12/2025	Submitted for Approval	<div> <div>Click here</div> <div>Edit</div> <div>Remove</div> </div>

**Figure 31**

#### Section 4.4: Nominate a DPE (BT Only)

**Context:** Basic Trainees will be able to nominate a Primary DPE from within their Rotation Plan. This is important if the training setting/network has multiple DPEs. Other DPEs within the Trainee's network/setting who have not been nominated in this field will still have visibility of the Trainee's training.

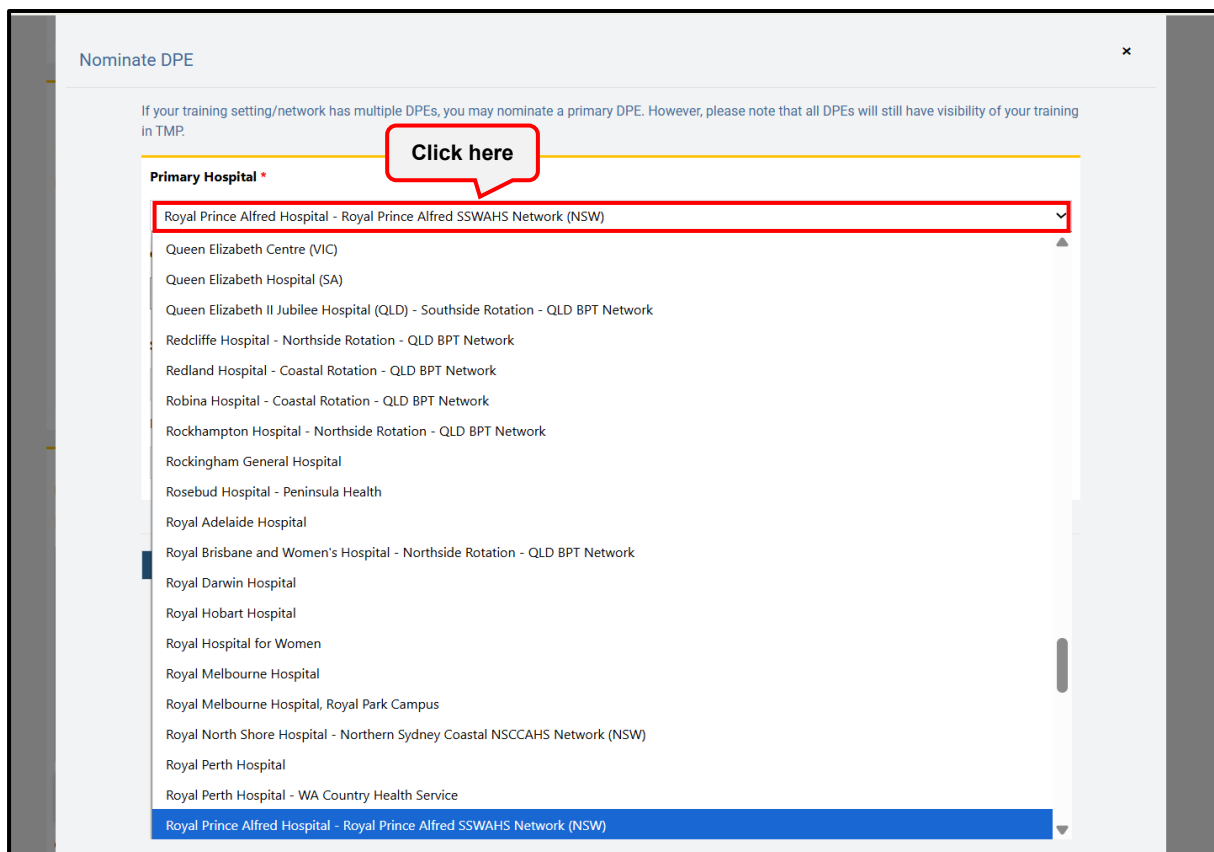
35. In the **DPE / Director of Training** section, click **Add**. Refer to **Figure 34**.



**Figure 32**

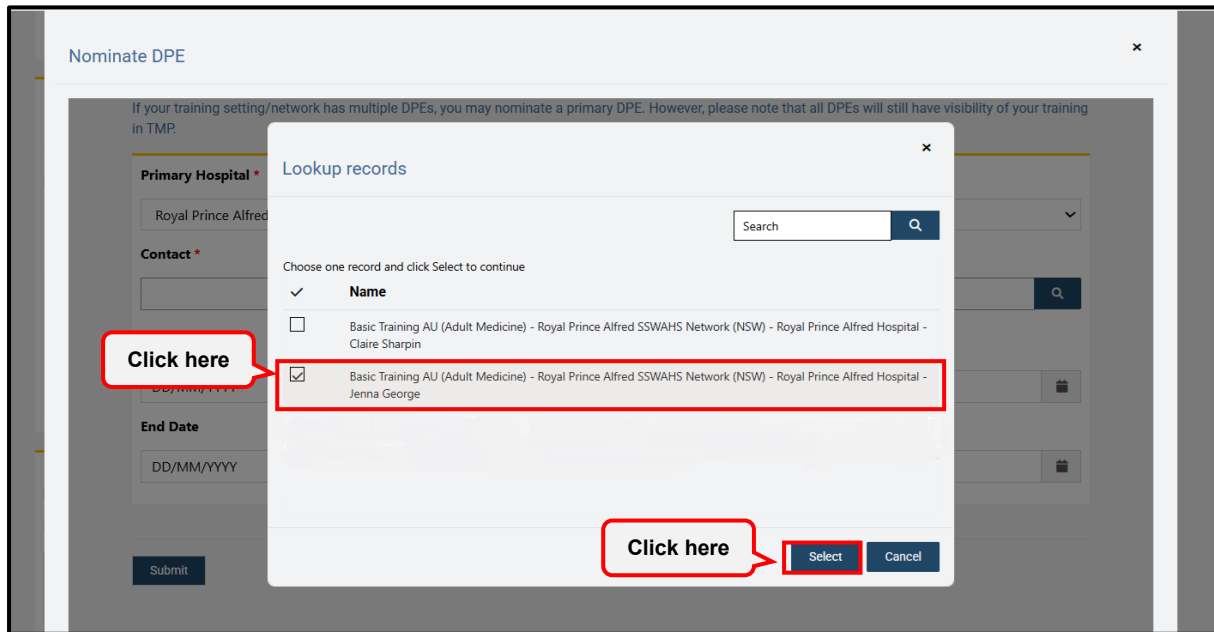
36. **Populate the Primary Hospital**, by clicking the **dropdown** and making a selection from the list. Refer to **Figure 35**.

- **Note:** Accredited Rotation Plans will prepopulate with the Training Setting (Training Program Setting), and users can click and change this field. This dropdown list is filtered by Training Program. Non-accredited Rotation Plans will not prepopulate, meaning users will need to choose the Training Setting from the same filtered list by Training Program. For Accredited Rotation Plans, the Contact field is prepopulated, and the list is filtered by the above selected Primary Hospital. Trainees should add the DPE that they would like to oversee this Rotation Plan.



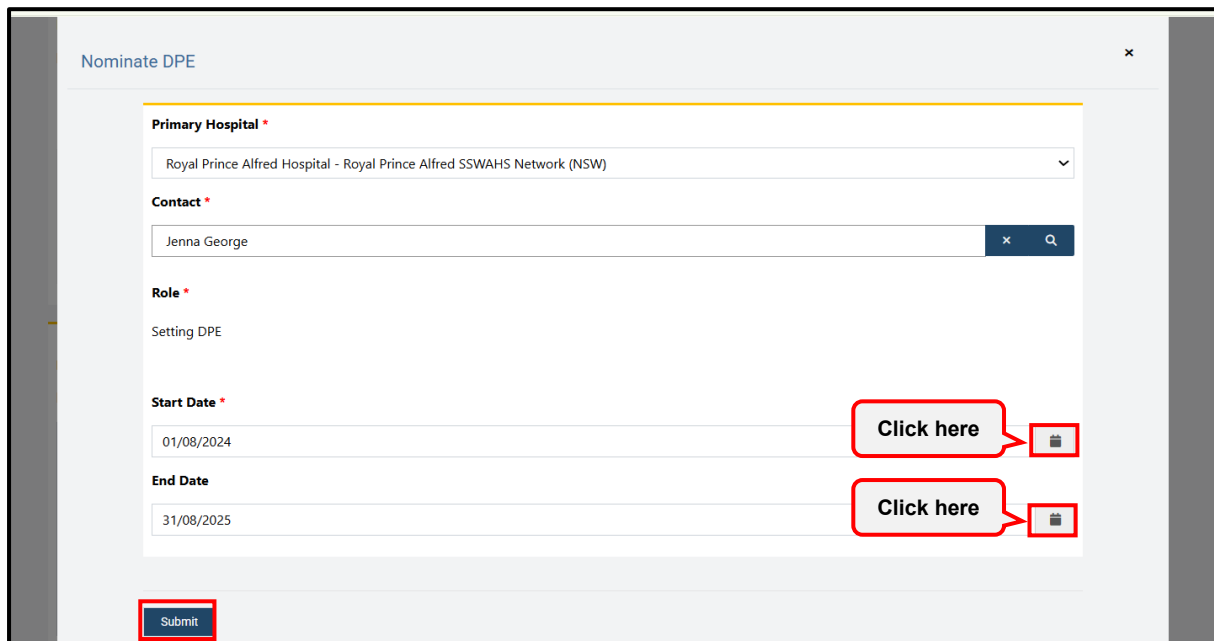
**Figure 33**

37. Select the **DPE** from the list and click **Select**. Refer to **Figure 36**.



**Figure 34**

38. Populate the **Start Date** and **End Date**, by clicking the calendar icon, and click **Submit**. Refer to **Figure 37**.



**Figure 35**

39. This **DPE** has now been added to the Rotation Plan. Refer to **Figure 38**.

- Note:** To change your DPE, you can **Remove** them here or click **Edit** to provide an end date for your current supervisor and click **Add** to select another DPE from the list.



**DPE / Director of Training**

If your training setting/network has multiple DPEs, you may nominate a primary DPE. This can be done by using the Add/Update button.

Please note, other DPEs in your network/setting will still have visibility of your training.

[Add](#)

Supervisor	State	Role	Start Date ↑	End Date	Assignment Status	Actions
Jenna George	NSW	Setting DPE	01/08/2024	31/08/2025	Active	▼
Claire Sharpin	NSW	Setting DPE	01/09/2024		Active	▼

Figure 36

## Section 4.5: Learning Goals

40. Observe the **Learning Goals** section and click on **Edit** to make changes.

**Important note: You MUST click the Save button** in the Learning Goals section after making any changes to Learning Goals.

Refer to **Figure 41**.

**Learning Goals**

Select Yes for Coverage offered if you expect to cover a learning goal during your rotation. Note any learning activities or opportunities available during the rotation that will help you to cover the learning goal. Click Save to keep your changes.

If you're unsure, discuss with your supervisor. You can update your plan later if opportunities change.

Advanced Trainees: The relevant RACP training committee will review this information to confirm the rotation meets your professional experience requirements.

[Edit](#) [Save](#)

Order Display ↑	Learning Goal	Coverage Offered	Opportunities Available
1	Professional Behaviours	No	<a href="#">Click here</a>
2	Clinical Assessment	No	
3	Communication with patients	No	
4	Documentation	No	
5	Prescribing	No	
6	Transfer of care	No	
7	Investigations	No	
8	Acutely unwell patients	No	
9	Procedures	No	
10	Knowledge	No	

Figure 37

41. If Edit clicked: Update the **Coverage Offered** and **Opportunities Available** fields.

- **Coverage offered:** If you select yes in the coverage offered toggle you are indicating that you will complete learning and assessment activities against this learning goal during the rotation.
- **Opportunities available:** outline the specific learning activities you will be involved in during this rotation to demonstrate how you will achieve learning against the learning goal.



- If you do not know some of the learning opportunities available to you during your rotation you can make amendments after you submit your rotation plan.
- Scroll up and click **Save** under the Learning Goals section. Refer to **Figure 42**.

**Learning Goals**

Select Yes for Coverage offered if you expect to cover a learning goal during your rotation. Note any learning activities or opportunities available during the rotation that will help you to cover the learning goal. Click Save to keep your changes.

If you're unsure, discuss with your supervisor. You can update your plan later if opportunities change.

Advanced Trainees: The relevant RACP training committee will review this information to confirm the rotation meets your professional experience requirements.

[Edit](#) [Save](#)

Order	Display	Learning Goal	Coverage Offered	Opportunities Available
1		Professional Behaviours	<input type="checkbox"/> No	
2		Clinical Assessment	<input type="checkbox"/> No	

**Figure 38**

## Section 4.6: Custom Learning Goals

42. In the Custom Goals section, add any custom goals via the **Add Custom Goal** button. This is an optional field. Refer to **Figure 44**.

**Custom Goals**

[Add Custom Goal](#)

Custom Goal	Learning Goal	Status Reason	Created On	Actions
There are no records to display.				

**Documents**

[Add files](#)

There are no folders or files to display.

**Figure 39**

43. Populate the following fields. Refer to **Figure 45**.
- Custom Goal Name** (mandatory)
  - Learning Goal**
  - What do you plan to learn?**
  - How will you know you achieved this goal?**
  - When do you plan to complete this goal?**
  - Choose the current status of this custom learning goal.**



Add New Custom Learning Goal

Custom Learning Goal

**Custom Goal Name \***

Patient Health Outcomes Through Comprehensive Care Management

**Learning Goal**

Clinical Assessment

**What do you plan to learn?**

Treatment effectiveness: Identify current treatments, medications, or interventions are effective and where adjustments are needed.

**How will you know when you have achieved this goal?**

Observe measurable improvements in the patient's health, such as lower blood pressure, better-controlled blood sugar, improved mental health scores, or weight management.

**When do you plan to complete this goal?**

Set a time frame of 3 to 6 months for the initial goal, with regular check-ins (e.g., monthly or quarterly) to evaluate progress and make necessary adjustments to the care plan.

**Figure 40**

44. Click on **Submit**. Refer to **Figure 46**.

Status

Select

Click here

Submit

**Figure 41**

## Section 4.7: Trainee Declarations

45. In the **Trainee Declarations** section, make your declarations by selecting the checkboxes. Click **Save and Next**. Refer to **Figure 49**.

Trainee 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.

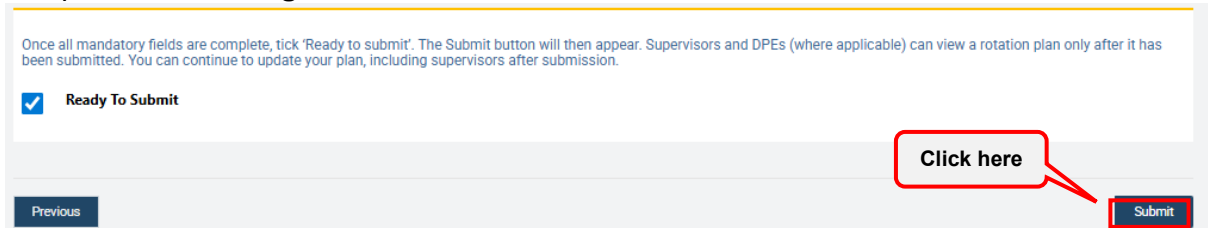
☒ I confirm that I have completed this Rotation Plan in line with the Academic Integrity in Training Policy and am aware of the Education Policies I must comply with.

☒ I have discussed, or will discuss, my rotation plan for this training period with my supervisor(s).

**Figure 42**



46. Review the Summary page of the Rotation Plan, click on **Submit** once verification complete. Refer to **Figure 50**.



Once all mandatory fields are complete, tick 'Ready to submit'. The Submit button will then appear. Supervisors and DPEs (where applicable) can view a rotation plan only after it has been submitted. You can continue to update your plan, including supervisors after submission.

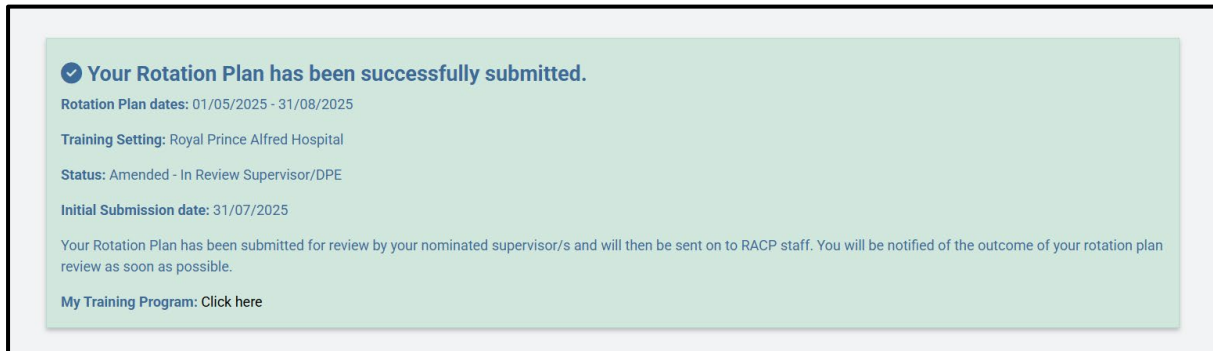
☒ **Ready To Submit**

[Click here](#)

[Previous](#) [Submit](#)

**Figure 43**

47. View the success message. Your Rotation Plan has now been submitted for Review. The completed Rotation Plan will be viewed and confirmed by your nominated Rotation Supervisor. Refer to **Figure 51**.



✓ **Your Rotation Plan has been successfully submitted.**

Rotation Plan dates: 01/05/2025 - 31/08/2025

Training Setting: Royal Prince Alfred Hospital

Status: Amended - In Review Supervisor/DPE

Initial Submission date: 31/07/2025

Your Rotation Plan has been submitted for review by your nominated supervisor/s and will then be sent on to RACP staff. You will be notified of the outcome of your rotation plan review as soon as possible.

[My Training Program: Click here](#)

**Figure 44**



## Section 5: Create Non-accredited Rotation Plan

**Context:** This sub-section covers instructions to create a non-accredited Rotation Plan.

48. Click **Save and Next**. Refer to **Figure 53**.

New Rotation Plan  
Samuel R - 196826

Plan Type Training Details

Rotation Plan Details

Training Program \*

Basic Training AU (AM) 2025

Training Phase \*

2 - Consolidation

Rotation Plan Type \*

Non-accredited Setting

Click here

Figure 45

49. Within the **Training Details** stage of the process, populate the mandatory fields in the **Rotation Period** section (marked with a red asterisk). Refer to **Figure 54**.

- **Start Date**
- **End Date**
- **FTE**
- **The Rotation start date is also the start date of my Training Program**
  - a. Only one Rotation plan can be your “first rotation plan”
  - b. Setting this field will set your Training Start Date

Rotation Period

Start Date \*

DD/MM/YYYY

End Date \*

DD/MM/YYYY

FTE \*

1.0

Rotation Duration (Month)

0.0

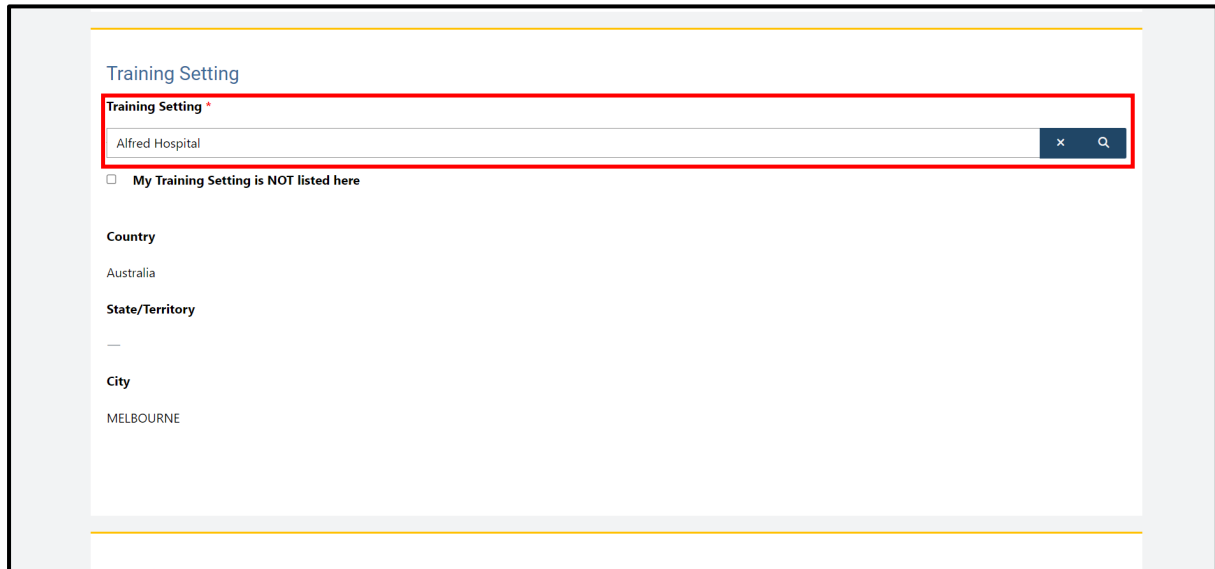
☐ The Rotation start date is also the start date of my Training Program  
Based on the start date of your program your training time is calculated. Once this information is submitted it will be read-only in this program for RACP processing.

Figure 46

## Section 5.1: Add a Primary Setting

Follow steps outlined in **Section 4.1: Add a Primary Setting**. Then continue to complete your Rotation Plan by selecting a Training Setting, as below.

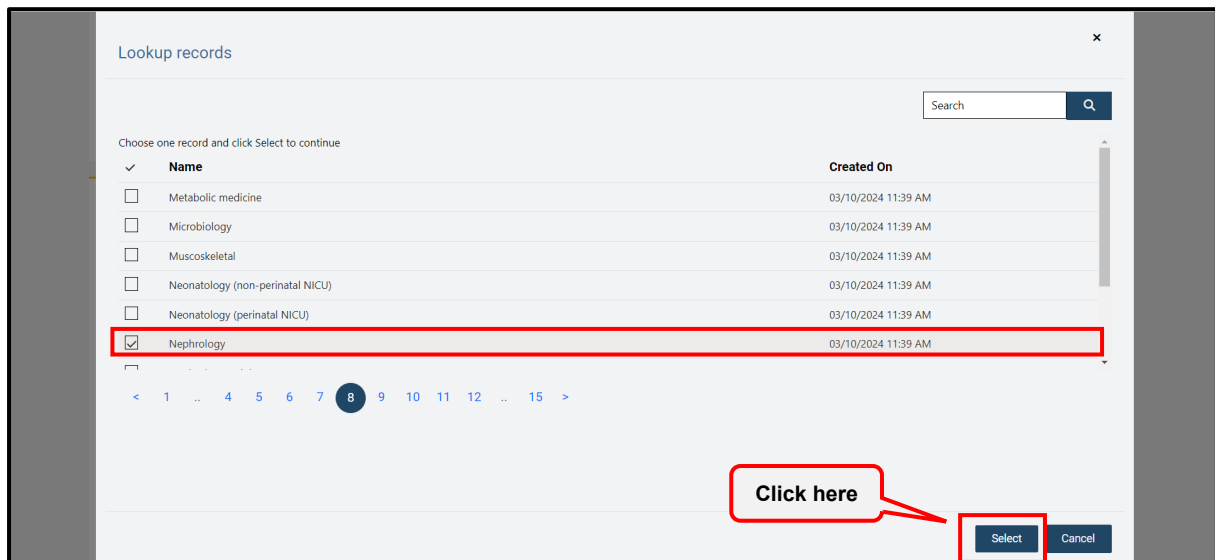
50. Select the **Training Setting** from the dropdown menu. Refer to **Figure 55**.



The screenshot shows a 'Training Setting' form. At the top, there is a dropdown menu labeled 'Training Setting \*' with 'Alfred Hospital' selected. Below this is a checkbox labeled 'My Training Setting is NOT listed here'. Further down are fields for 'Country' (Australia), 'State/Territory' (—), and 'City' (MELBOURNE).

**Figure 47**

51. In the **Lookup records** page, select the **Rotation Type** program by clicking on the search icon and making the selection from the list. Click **Select**. Refer to **Figure 56**.



The screenshot shows the 'Lookup records' page. It features a search bar at the top right. Below it, a table lists various medical specialties. The 'Nephrology' row is highlighted with a red box. At the bottom right, there is a 'Select' button, which is also highlighted with a red box and a callout bubble saying 'Click here'.

Name	Created On
<input type="checkbox"/> Metabolic medicine	03/10/2024 11:39 AM
<input type="checkbox"/> Microbiology	03/10/2024 11:39 AM
<input type="checkbox"/> Musculoskeletal	03/10/2024 11:39 AM
<input type="checkbox"/> Neonatology (non-perinatal NICU)	03/10/2024 11:39 AM
<input type="checkbox"/> Neonatology (perinatal NICU)	03/10/2024 11:39 AM
<input checked="" type="checkbox"/> Nephrology	03/10/2024 11:39 AM

**Figure 48**

52. Optionally add the Professional Experience category this training plan relates to as part of your training requirements.



### Professional Experience

Use the magnifying glass to search the professional experience that best matches your rotation.

#### Professional Experience

Basic Training AU (AM) 2025 - Core - General Paediatrics



53. Optionally populate: **Position Description and Additional Comments**. Refer to **Figure 57**.



**Note:** *If you are an Advanced Trainee, please ensure that you fill in the **Position Description**. If you are a Basic Trainee, this is an optional field.*

### Position Description

Provide details of your training position. Advanced Trainees must outline regular or weekly activities, such as a timetable and upload a copy of the position description and/or timetable in the documents section. Limit: 50,000 characters.

### Additional Comments

Provide details such as training at multiple settings or rotation types.

**Figure 49**



54. Add any supporting documents as needed.

#### Documents

 Add files

There are no folders or files to display.



**Note:** Once you click on **Add files**, click **Choose files** to browse and select the documents to be uploaded and click **Add files**.

To delete or replace a file you have uploaded, select '**Overwrite existing files**' and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (with no way to remove the first one).

There are certain file types that aren't supported: *ade, adp, ani, bas, bat, chm, cmd, com, cpl, crt, hlp, ht, hta, inf, ins, isp, job, js, jse, lnk, mda, mdb, mde, mdz, msc, msi, msp, mst, pcd, reg, scr, sct, shs, url, vb, vbe, vbs, wsc, wsf, wsh, exe, php, htaccess, ini, cab, and pif* files.



## Section 5.2: Nominate Rotation Supervisor

**Context:** This sub-section covers instructions to nominate a Rotation Supervisor within your Rotation Plan.

55. Click on **Add Rotation Supervisor**. Refer to **Figure 59**.

**Rotation Supervisor**

- Use Add to nominate a new Rotation Supervisor. To update an existing supervisor, use Edit and enter an end date.
- Trainees must ensure they meet the supervision requirements for their training program. For details, see your specialty curricula on RACP Online Learning.
- Basic Trainees who are unsure of their supervisor can submit the plan now and resubmit once supervisor details are available.
- Supervisors can access a trainee's records in the TMP portal for 60 days after the rotation end date.

Click here

Add

Supervisor	State	Role	Start Date ↑	End Date	Assignment Status	Actions
There are no records to display.						

Figure 50

56. Populate the Supervisor name by clicking on the **search/magnifying glass** and making a selection from the list. Refer to **Figure 60**.

Nominate Rotation Supervisor

Lookup records

Search

Choose one record and click Select to continue

✓	Person ID (MIN)	Full Name	Fellowship Post Nominals	State	Country
<input type="checkbox"/>	116192	Melanie Tun		NSW	Australia
<input type="checkbox"/>	116246	Scott Virtue		NSW	Australia
<input type="checkbox"/>	116342	Amber Red		NSW	Australia
<input type="checkbox"/>	900	TMP Portal Test10			
<input type="checkbox"/>		VP-Vlad Smith			
<input type="checkbox"/>	116209	Merri George			New Zealand

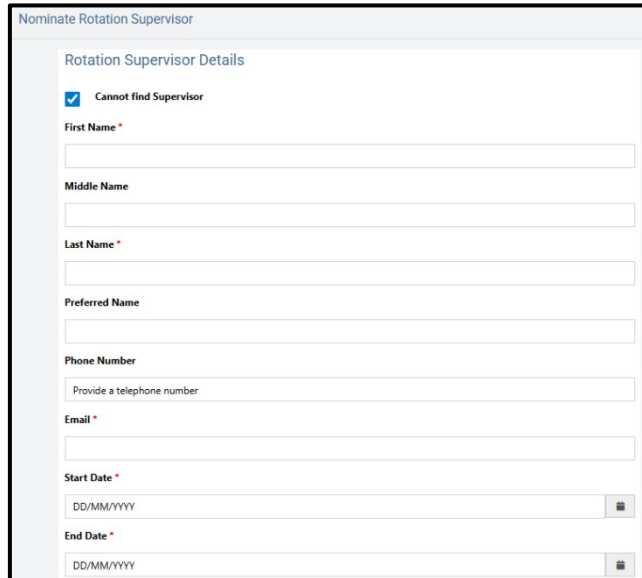
Select Cancel

Figure 51

57. If you are unable to find your supervisor, click the **Cancel** button.


- Select the checkbox '**Cannot find supervisor**' and populate:
  - First Name**
  - Last Name**

- c. Phone Number
- d. Email
- e. Start Date
- f. End Date. Refer to Figure 62.



**Figure 52**

58. Provide Start and End dates and click on Submit. Refer to Figure 63.



**Figure 53**





**Note:** If you need to edit the dates you entered for your Rotation Supervisor, select the dropdown icon under Actions and click on Edit. Update dates as necessary and click on Submit.

If you have accidentally added the incorrect Supervisor name, select **Remove**

Please refer to your handbook for supervision requirements. Advanced Trainees should nominate 2 supervisors per rotation.

59. Respond to the questions under the **Supervisors section**, this is applicable to dual trainees. Refer to **Figure 58**.

- ‘Are you undertaking any other RACP training programs with this setting?’
- ‘Reference to other RACP Training Program Rotation Plan’

**Rotation Supervisor**

- Use Add to nominate a new Rotation Supervisor. To update an existing supervisor, use Edit and enter an end date.
- Trainees must ensure they meet the supervision requirements for their training program. For details, see your specialty curricula on RACP Online Learning.
- Basic Trainees who are unsure of their supervisor can submit the plan now and resubmit once supervisor details are available.
- Supervisors can access a trainee's records in the TMP portal for 60 days after the rotation end date.

**Add**

Supervisor	State	Role	Start Date ↑	End Date	Assignment Status	Actions
Amber Red	NSW	Rotation Supervisor	27/10/2025	29/11/2025	Active	▼

Are you undertaking any other RACP training programs with this setting?

Reference to other RACP Training Program Rotation Plan:

**Q**

**Figure 54**

### Section 5.3: Nominate an Education Supervisor (BT only)

Follow steps outlined in **Section 4.3: Nominate an Education Supervisor (BT only)**.

### Section 5.4: Nominate a DPE Supervisor (BT only)

Follow steps outlined in **Section 4.4: Nominate a DPE (BT only)**. Then continue to complete your Rotation Plan, as below.



## Section 5.5 Edit Learning Goals

- Follow the steps outlined in **Section 4.5: Learning Goals**.
- Follow the steps outlined in **Section 4.6: Custom Learning Goals**
- Then continue to complete your Rotation Plan as below.

60. In the **Trainee Declarations** section, make your declarations by selecting the checkboxes. Click **Save and Next**. Refer to **Figure 75**.

**Trainee Declarations**

☒ I acknowledge that it is my responsibility as a self-directed learner to be aware of the current requirements; and to comply with training deadlines. [Click here](#)

☒ 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, or will discuss, my rotation plan for this training period with my supervisor(s).

**Figure 55**

61. Scroll up to review the information you have entered for the Rotation Plan and click bottom **Save** button.

Once all mandatory fields are complete, tick 'Ready to submit'. The Submit button will then appear. Supervisors and DPEs (where applicable) can view a rotation plan only after it has been submitted. You can continue to update your plan, including supervisors after submission.

☐ Ready To Submit

[Previous](#) [Save](#)

62. Once you are ready to submit, tick the **Ready to Submit** box and click on the bottom button that has changed to "**Submit**". Refer to **Figure 76**.

Once all mandatory fields are complete, tick 'Ready to submit'. The Submit button will then appear. Supervisors and DPEs (where applicable) can view a rotation plan only after it has been submitted. You can continue to update your plan, including supervisors after submission.

☒ Ready To Submit

[Previous](#) [Submit](#)

**Figure 56**

63. The Save button will change You will see a system-generated success message. Your Rotation Plan has now been submitted for Review. Refer to **Figure 77**.



## Anaesthetics (adult) - Alfred Hospital

✕ Exit

Samuel R - 196826

Completed Successfully

*Figure 57*



## Section 6: Create Interruption Rotation Plan

**Context:** This sub-section covers instructions to create an Interruption Rotation Plan. This type of plan is used to notify the RACP that you will be interrupting your training program, for more details on interrupting your training, refer to the [RACP website](#).

64. Select a **Rotation Plan Type** by clicking on the dropdown and choose **Interruption**. Refer to **Figure 78**.

The screenshot shows the 'New Rotation Plan' page in the RACP system. The user is Samuel R - 196826. The page has a navigation bar with 'Applications', 'My Training', 'My Assigned Actions', and a user profile 'Samuel R'. The breadcrumb trail is 'Home / My Training / Basic Training AU (AM) 2025 / New Rotation Plan'. The main heading is 'New Rotation Plan' with an 'Exit' button. Below this is a tabbed interface with 'Plan Type' and 'Training Details'. The 'Rotation Plan Details' section contains the following fields:

- Training Program \***: Basic Training AU (AM) 2025
- Training Phase \***: 2 - Consolidation
- Rotation Plan Type \***: A dropdown menu is open, showing the following options:
  - Select
  - Accredited Setting
  - Non-accredited Setting
  - Interruption** (highlighted with a red box)

**Figure 58**

65. Click **Save and Next**. Refer to **Figure 79**.



RACP Specialists. Together

Applications | My Training | My Assigned Actions | Samuel R -

Home / My Training / Basic Training AU (AM) / **New Rotation Plan**

## New Rotation Plan

Samuel R - 196826

Plan Type | Training Details

### Rotation Plan Details

**Training Program \***  
Basic Training AU (AM) 2025

**Training Phase \***  
2 - Consolidation

**Rotation Plan Type \***  
Interruption

Click here

Save and Next

**Figure 59**

66. Within the **Interruption Details** stage of the process, populate the mandatory fields (marked with a red asterisk). Refer to **Figure 80**.

- **Start Date**
- **End Date**

### Interruption Details

**Start Date \***  
28/02/2025

**End Date \***  
28/04/2025

**Duration (Month)**  
2.0

**Figure 60**

67. Select the Interruption **Type** from the dropdown list. Refer to **Figure 81**.



28/02/2025  
End Date \*

28/04/2025

Duration (Month)

2.0

Interruption Type \*

Select

Select

Annual leave longer than two months

Parental leave

Medical leave

Personal leave

Locum/research/voluntary

Work not associated with the college

Training being undertaken in a different RACP training program

Yes

Additional Interruption Comments \*

**Figure 61**



**Note:** Check the field 'Returning to the same Setting?' - currently the portal form defaults to 'yes'. Trainees may need to update this to 'no' depending on their circumstances.

68. Add any Additional **Interruption Comments**, as required. Refer to **Figure 82**.

Interruption Type \*

Personal leave

Interruption Evidence Document Uploaded

Yes

Interruption Time Excluded

No

Returning to the same Setting?

Yes

Additional Interruption Comments \*

Please find attached evidence of my personal leave.

**Figure 62**

69. **Training Phase:** This field will be automatically populated by the system if the dates you have provided fall within a particular phase of your training program. Refer to **Figure 83**.



Lookup records

Choose one record and click Select to continue

✓ Training Phase ↑

<input checked="" type="checkbox"/>	1 - Foundation
<input type="checkbox"/>	2 - Consolidation
<input type="checkbox"/>	3 - Completion

Select Cancel

**Figure 63**

70. Optionally populate the following fields. Refer to **Figure 84**.

- **‘Interruption Evidence Document Uploaded’**



**Note:** This field is actually for internal staff to fill in, not required to be filled in by trainees.

- **‘Returning to the same Setting?’**
- **‘Additional Interruption Comments’**

Interruption Type \*

Personal leave

Interruption Evidence Document Uploaded

Yes

Interruption Time Excluded

No

Returning to the same Setting?

Yes

Additional Interruption Comments \*

Please find attached evidence of my personal leave.

Training Phase \*

1 - Foundation

**Figure 64**



**Note:** You may notice an error message saying ‘Rotation plan dates are not within a single Training phase. Please review dates or add manually.’

You can check the dates and change if required, or else you can still proceed.

The screenshot shows a form titled 'Interruption Type' with a dropdown menu set to 'Personal leave'. Below this are three more dropdown menus: 'Interruption Evidence Document Uploaded' (set to 'Yes'), 'Interruption Time Excluded' (set to 'No'), and 'Returning to the same Setting?' (set to 'Yes'). At the bottom is a text area for 'Additional Interruption Comments' containing the text 'Please find attached evidence of my personal leave.'

**Figure 65**

71. Upload any evidence or documents for your interruption by clicking on the ‘Add files’ button. Refer to **Figure 86**.

The screenshot shows a 'Documents' section with a light blue message box stating 'There are no folders or files to display.' In the top right corner, there is a red callout bubble pointing to an 'Add files' button, with the text 'Click here' inside the bubble.

**Figure 66**

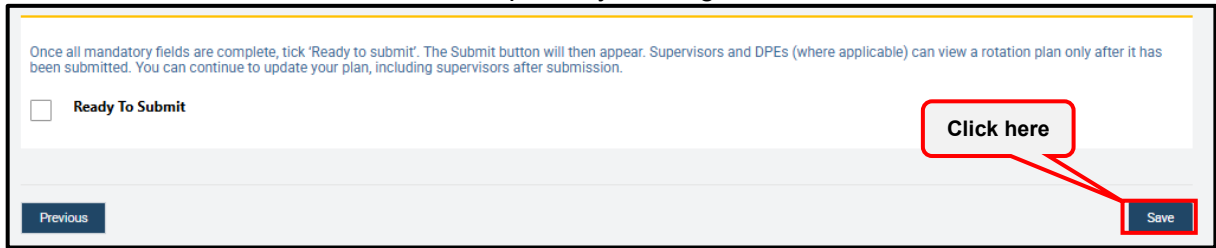
72. In the Declarations stage, make your declarations by selecting the checkboxes. Refer to **Figure 88**.

The screenshot shows a 'Trainee Declarations' section with three checkboxes, all of which are checked. The first checkbox is followed by the text '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.' The second checkbox is followed by '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.' The third checkbox is followed by 'I have discussed my Rotation Plan for this training period with my supervisor(s).'

**Figure 67**



73. You can save the Rotation Plan at this point by clicking on the **Save** button.



Once all mandatory fields are complete, tick 'Ready to submit'. The Submit button will then appear. Supervisors and DPEs (where applicable) can view a rotation plan only after it has been submitted. You can continue to update your plan, including supervisors after submission.

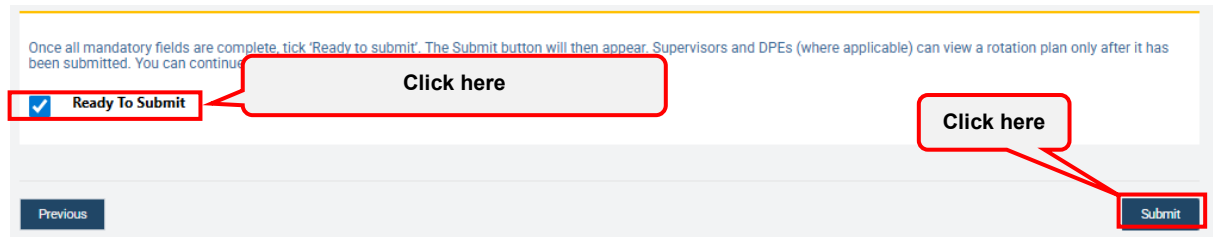
☐ Ready To Submit

Previous Save

Click here (pointing to the Save button)

**Figure 68**

74. Once you are ready to submit your rotation, tick the Ready to Submit box, and then click the Submit button.



Once all mandatory fields are complete, tick 'Ready to submit'. The Submit button will then appear. Supervisors and DPEs (where applicable) can view a rotation plan only after it has been submitted. You can continue to update your plan, including supervisors after submission.

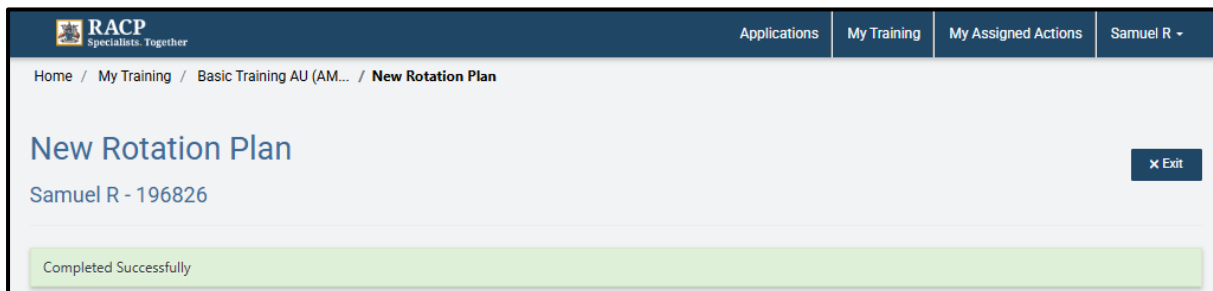
☒ Ready To Submit

Previous Submit

Click here (pointing to the Ready To Submit checkbox)

Click here (pointing to the Submit button)

75. You will receive a system-generated success message after submitting. Your Rotation Plan has now been submitted for Review. Refer to **Figure 91**.



RACP Specialists. Together

Applications | My Training | My Assigned Actions | Samuel R

Home / My Training / Basic Training AU (AM... / New Rotation Plan

## New Rotation Plan

Samuel R - 196826

Completed Successfully

Exit

**Figure 69**



## Section 7: Edit your Rotation Plan after submission

**Context:** Use these instructions to edit your Rotation Plan after submission. Note that once the Rotation Plan is finalised, it will no longer be editable.

If you need to make changes to your Rotation Plan and are unable to, please [contact RACP Member Services](#)

76. To make your changes, click on the downward facing arrow under **Actions** and select Edit on the rotation plan you want to edit. Refer to **Figure 92**.

Rotation Plans

☰

Current Rotation Plan

Search

Q

Add New Rotation Plan

Name	Plan Type	Start Date ↓	End Date	FTE	Rotation Plan Duration (Month)	Trainee Program Cohort Phase	Rotation Supervisor	Validation Status	Training Status	Actions
Geriatric rehabilitation - Balmain Hospital	Accredited Setting	09/06/2026	03/09/2026	1.0	2.8	2 - Consolidation	Jen G	Validation	Resubmitted	⌵
Medical relieving - Royal Prince Alfred Hospital	Accredited Setting	03/02/2026	09/06/2026	1.0	4.1	2 - Consolidation		Required	Submitted	⌵
Cardiology (adult) - Dubbo Base Hospital	Accredited Setting	11/12/2025	02/03/2026	1.0	2.7	2 - Consolidation	Jen G	Validation Required	Submitted	<div> <div>🔍 View details</div> <div>✎ Edit</div> </div>
Interruption	Interruption	29/11/2025	28/12/2025	1.0	1.0	2 - Consolidation		Validation Required	Submitted	⌵

Click here

Figure 70

77. After updating your plan, click on “Submit”. Your rotation plan will be resubmitted for review and will change to “Resubmitted” training plan status.

Once all mandatory fields are complete, tick 'Ready to submit'. The Submit button will then appear. Supervisors and DPEs (where applicable) can view a rotation plan only after it has been submitted. You can continue to update your plan, including supervisors after submission.

☒ Ready To Submit Click here

Click here Submit



**Note:** If you need to change the Rotation Plan type or setting (i.e., to an interruption, or vice versa), you can update the start and end date for the original Rotation Plan to cover the period before the change. Then, create a new Rotation Plan with the relevant details.

When the plan is returned to you for further information / input, it will appear under My Assigned Actions.

### IMPORTANT INFORMATION:

Once the trainee has submitted their Rotation Plan, the 'First Rotation Start Date' field is locked for updates.

To update the 'First Rotation Start Date' field, the trainee will need to contact RACP so that staff can determine if the field can be checked/unchecked.



## Section 8: Summary of Outcomes

The **Rotation Plan guide** is now complete. You now have instructions to:

- Create an Accredited Rotation Plan
- Create a Non-accredited Rotation Plan
- Create an Interruption Rotation Plan
- Nominate a Rotation Supervisor
- Nominate an Education Supervisor (BT only)
- Nominate a DPE (BT only)
- Edit Learning Goals including the coverage offered and opportunities available
- Add custom goals to the Rotation Plan
- Edit a Rotation Plan after submission