

Rotation Plan

Trainee Guide – TMP Portal

Purpose	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.
Intended Audience	All trainees
Context	<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">• Accredited setting• Non-accredited setting• Interruption <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 Accredited settings 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 RACP website.</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

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

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**.

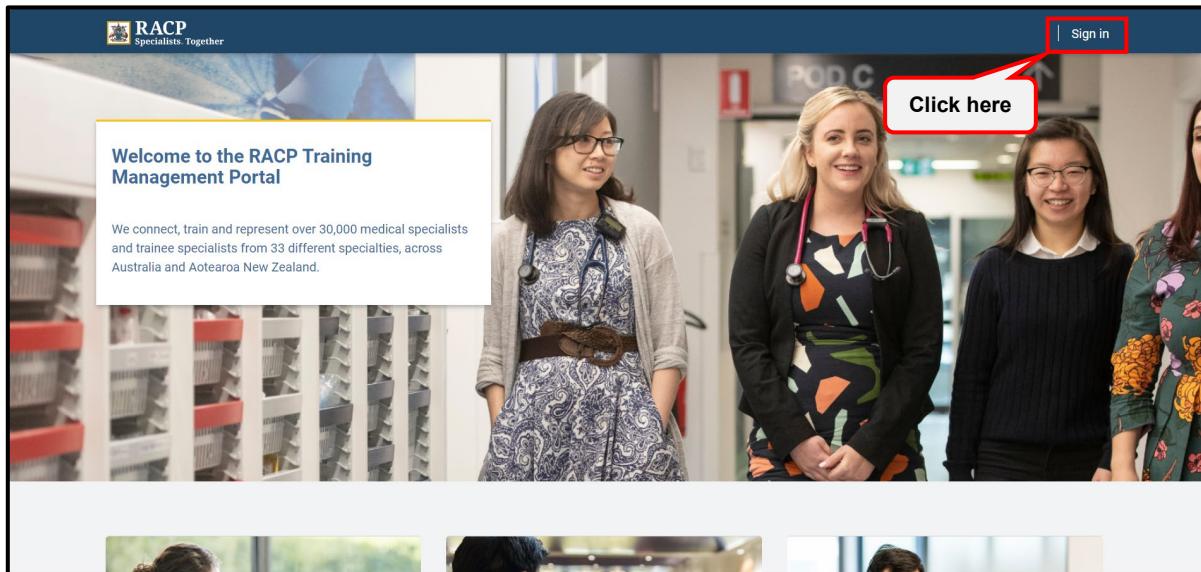


Figure 1

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

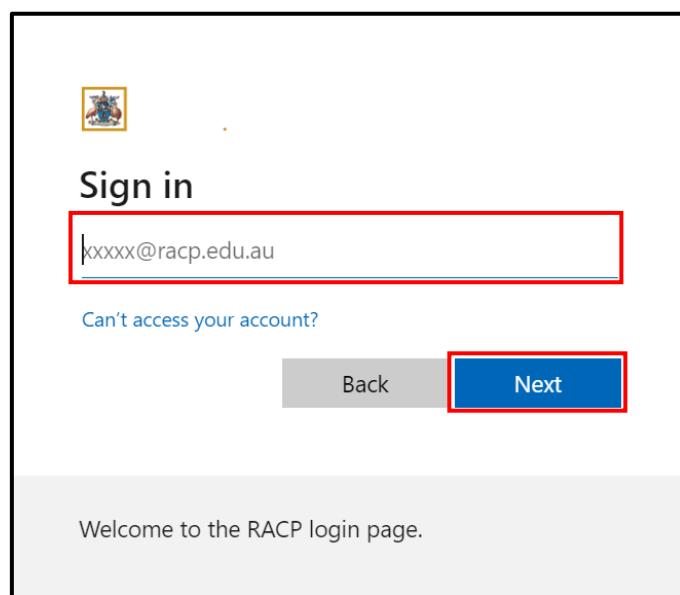
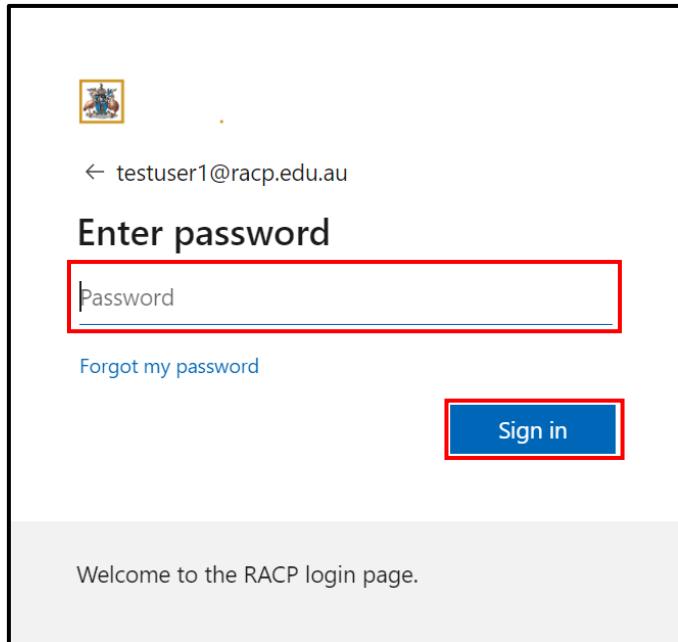


Figure 2

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



The screenshot shows the RACP login page. At the top left is the RACP logo. Below it is a user input field with the email '← testuser1@rACP.edu.au'. The main title 'Enter password' is centered above a password input field. A red box highlights this password field. Below the password field is a 'Forgot my password' link. At the bottom right is a blue 'Sign in' button, also highlighted with a red box. A light gray footer bar at the bottom 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.

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

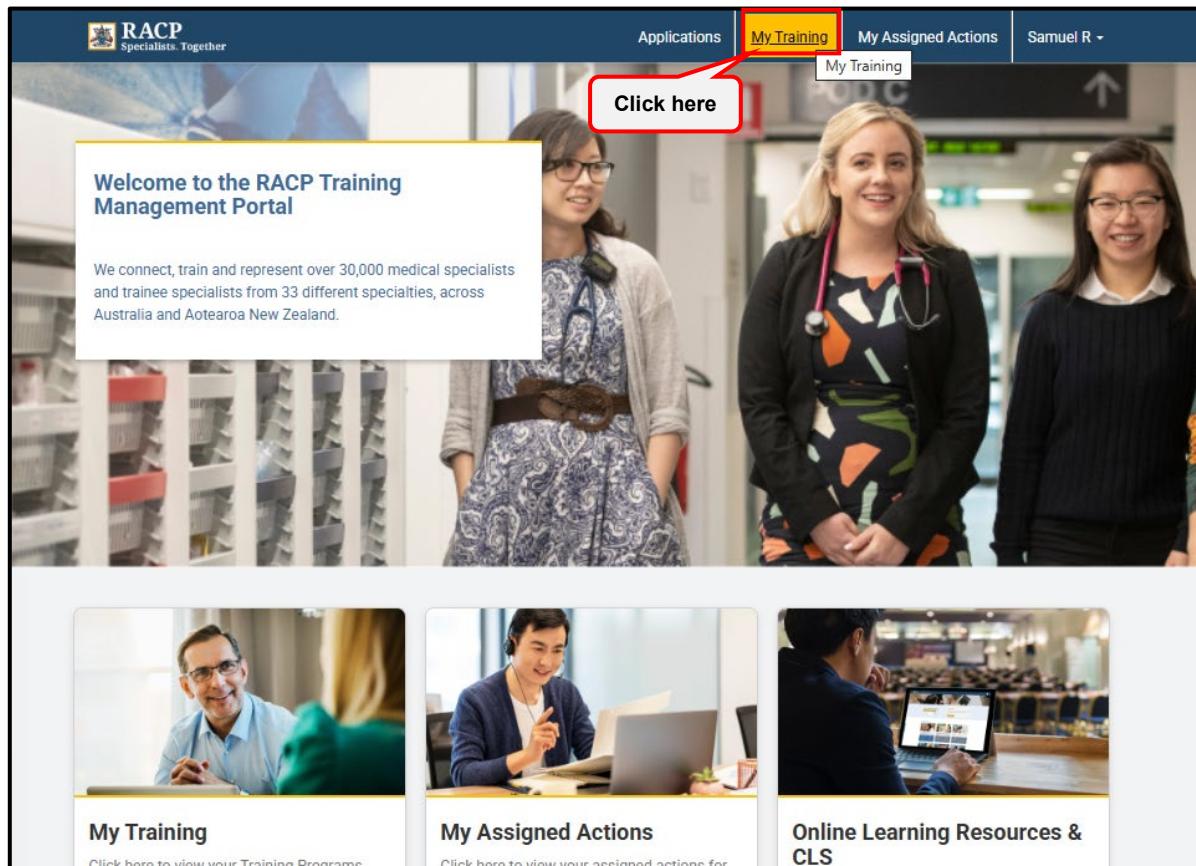
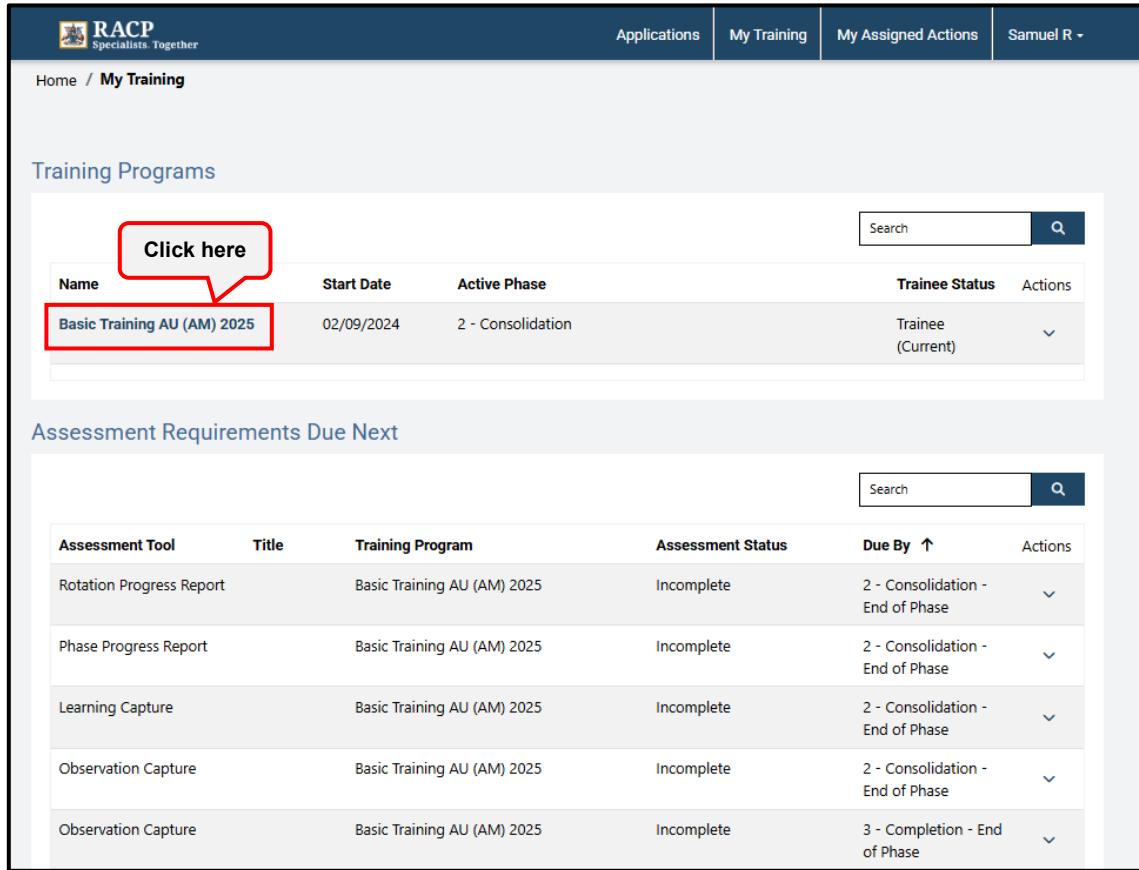


Figure 4

5. 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**.



Training Programs

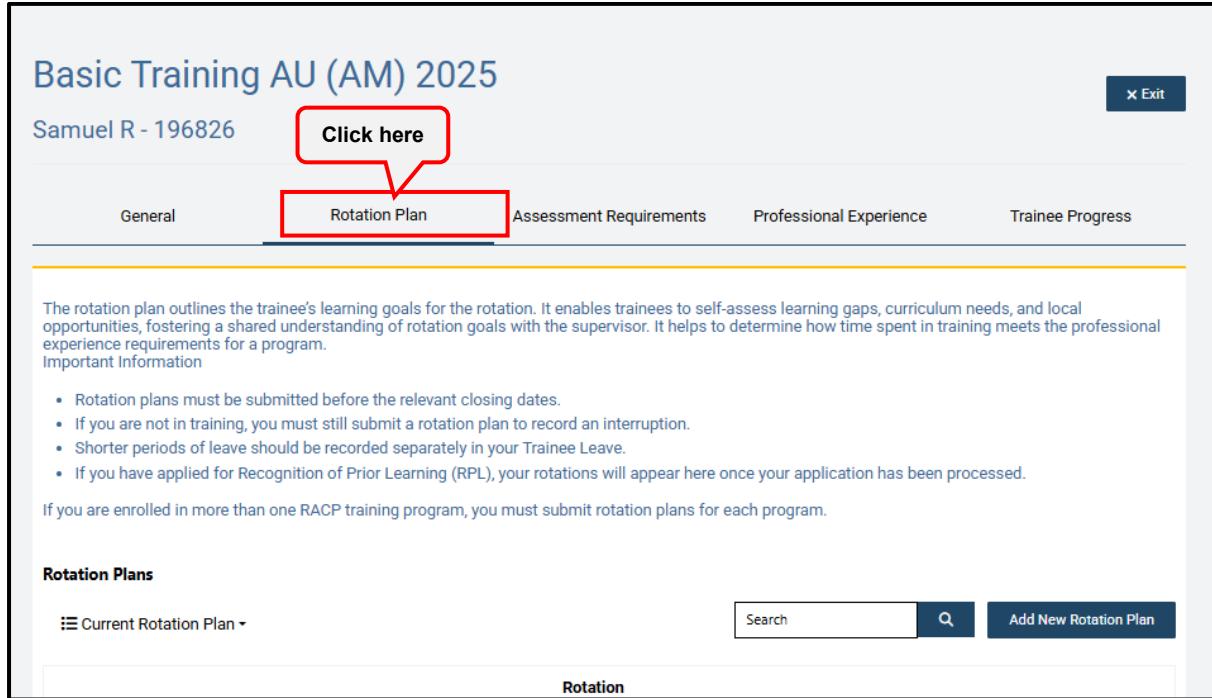
Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (AM) 2025	02/09/2024	2 - Consolidation	Trainee (Current)	

Assessment Requirements Due Next

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

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Click here

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.

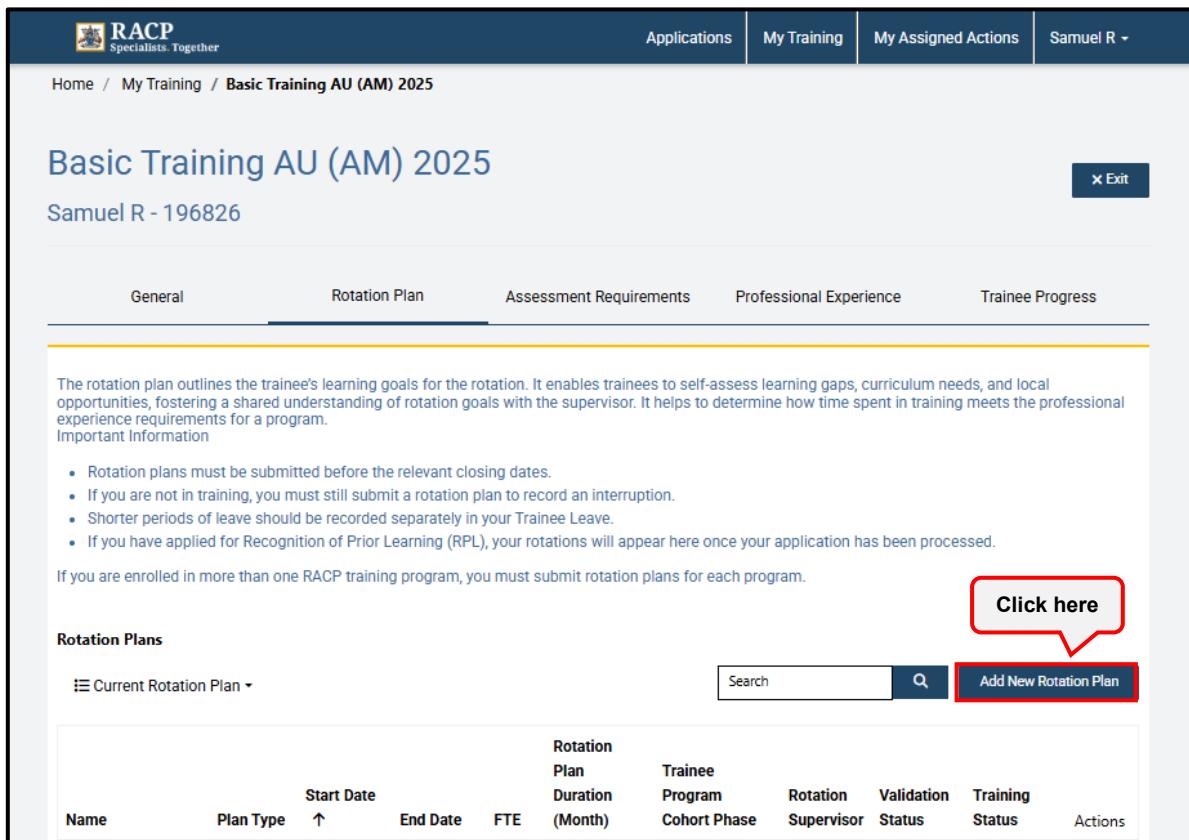
Rotation Plans

Current Rotation Plan  Search  Add New Rotation Plan

Rotation

Figure 6

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



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

Basic Training AU (AM) 2025

Samuel R - 196826 ✖ Exit

General Rotation Plan Assessment Requirements Professional Experience Trainee Progress

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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 Q Add New Rotation Plan

Click here

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

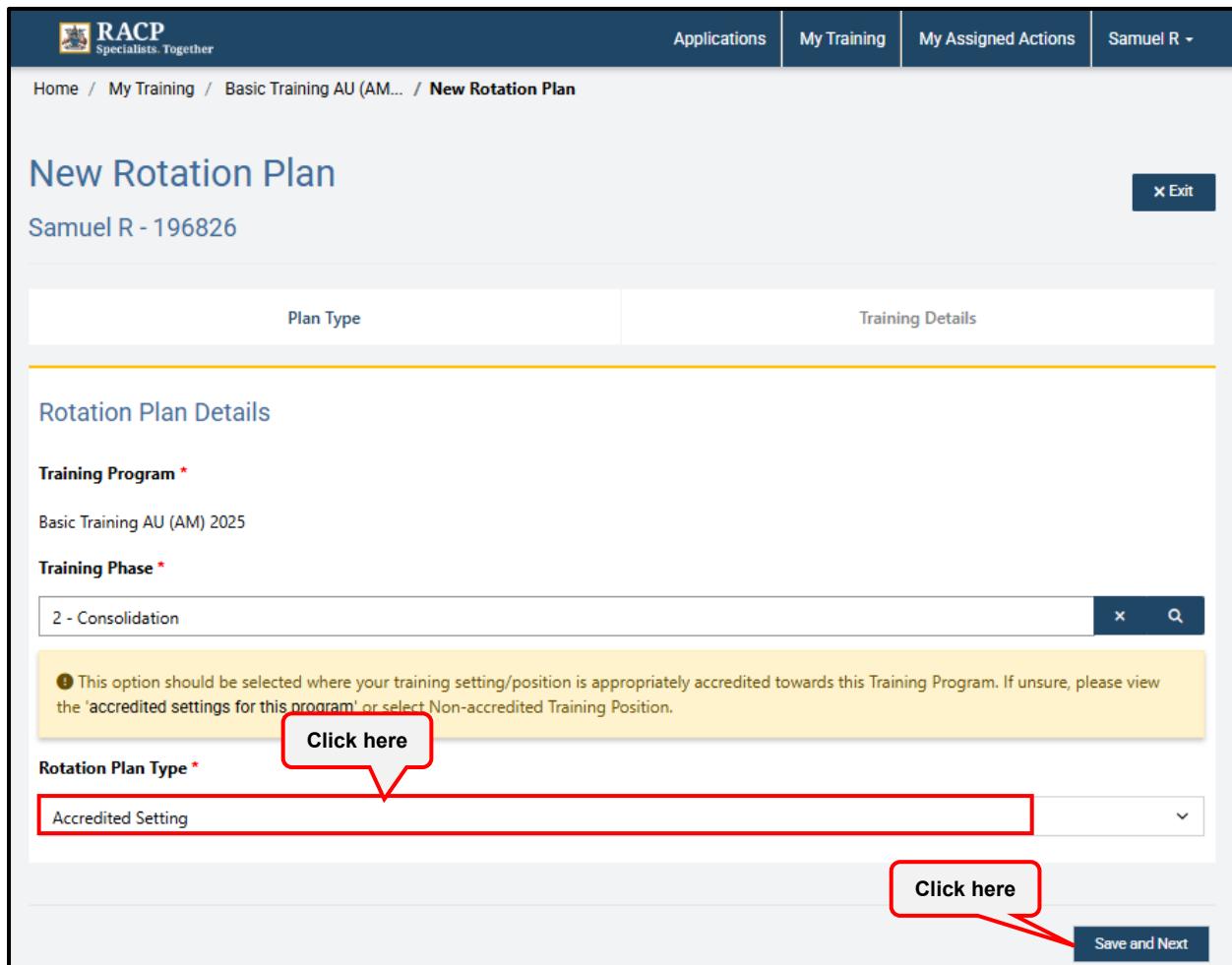
Figure 7

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**.



New Rotation Plan

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Plan Type	Training Details
2 - Consolidation	Basic Training AU (AM) 2025

Rotation Plan Details

Training Program *
Basic Training AU (AM) 2025

Training Phase *
2 - Consolidation

Rotation Plan Type *

Accredited Setting

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.

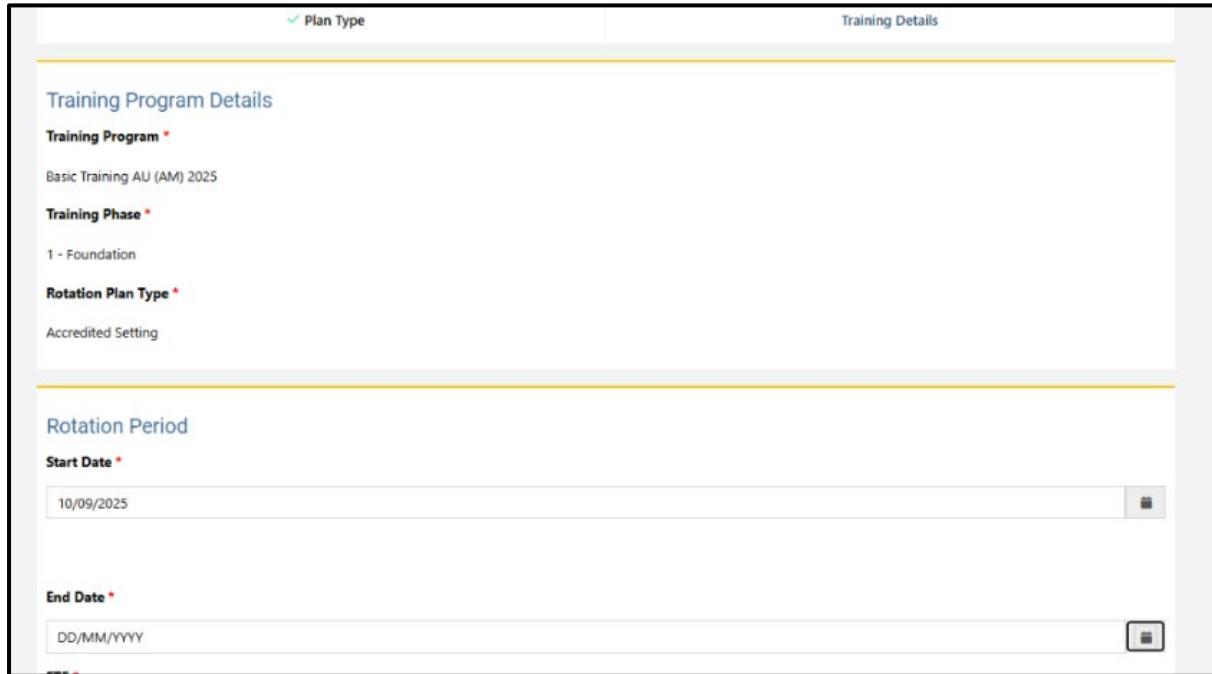
Click here

Click here

Save and Next

Figure 8

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



The screenshot shows a software interface for managing training programs. At the top, there are tabs for 'Plan Type' and 'Training Details'. The 'Training Program Details' section contains fields for 'Training Program' (set to 'Basic Training AU (AM) 2025'), 'Training Phase' (set to '1 - Foundation'), and 'Rotation Plan Type' (set to 'Accredited Setting'). The 'Rotation Period' section contains fields for 'Start Date' (set to '10/09/2025') and 'End Date' (set to 'DD/MM/YYYY'). Both date fields have a small lock icon to the right.

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**.

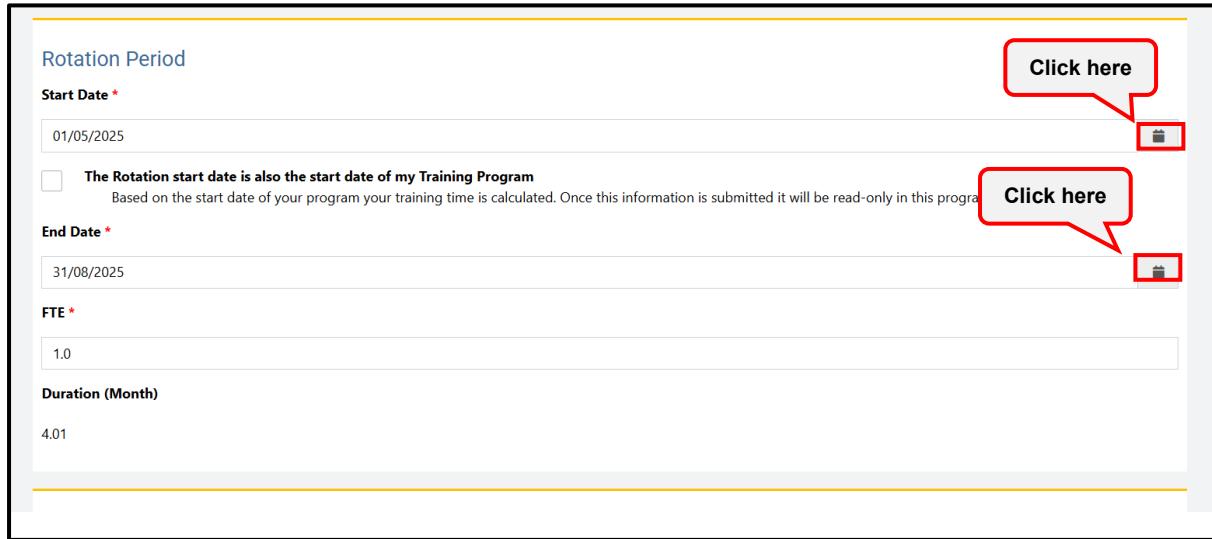
- **Start Date**
- **End Date**
- **FTE**
- **The Rotation start date is also the start date of my Training Program**
 - **Only one Rotation plan can be your “first rotation plan”**
 - **Setting this field will set your Training Start Date**

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 your First Rotation.

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



Rotation Period

Start Date *

01/05/2025

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.

End Date *

31/08/2025

FTE *

1.0

Duration (Month)

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 what 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
 Rockhampton 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

Click here

Training Setting *

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**.

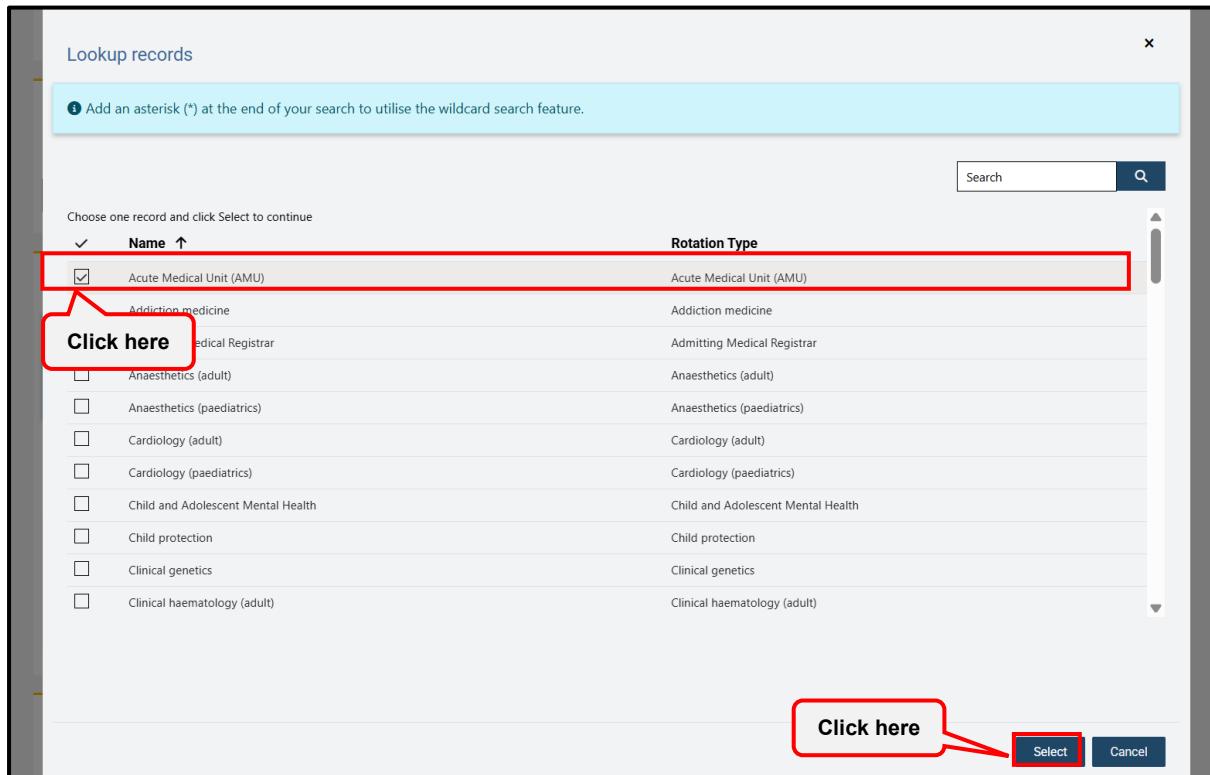


Figure 13

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 X

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

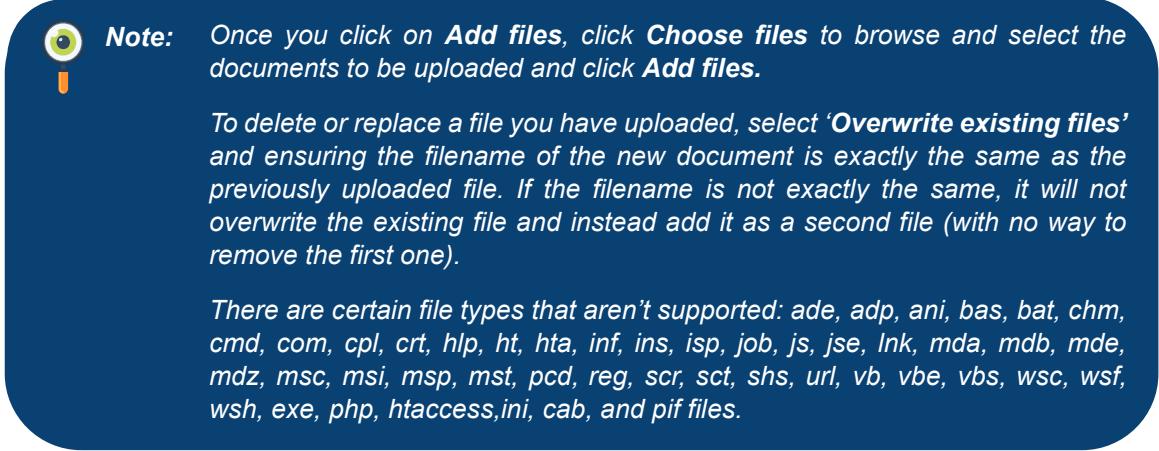
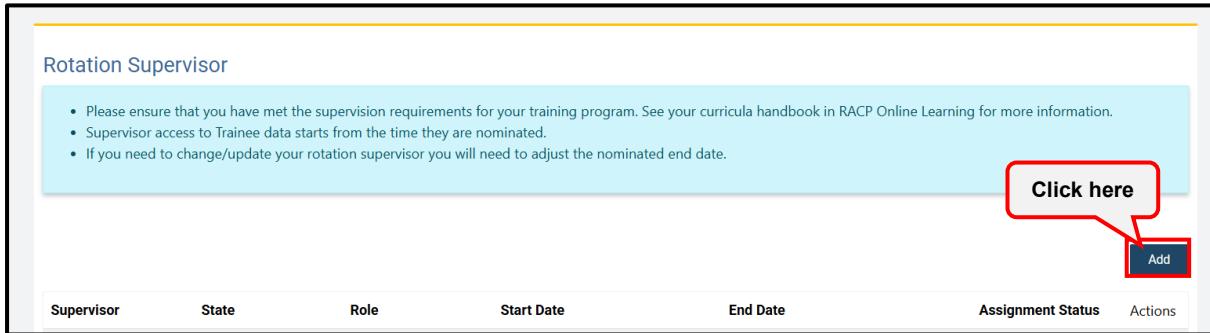


Figure 14

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 

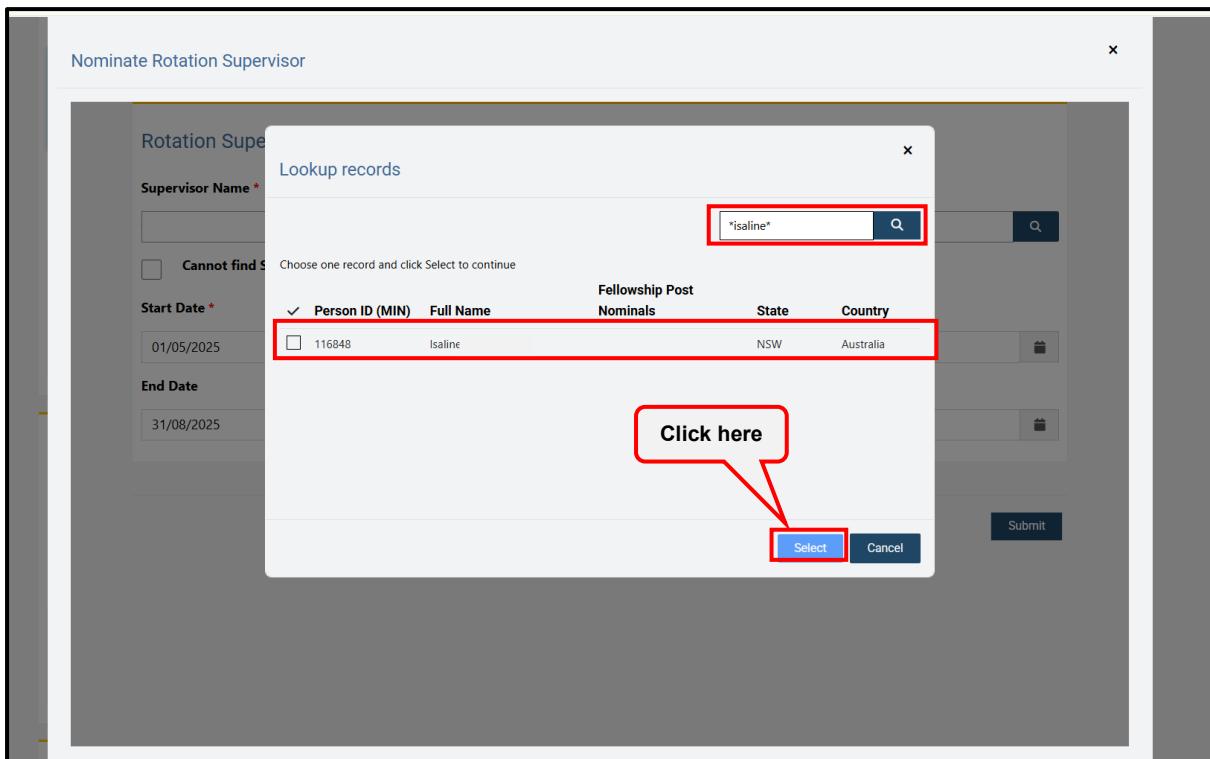
Supervisor	State	Role	Start Date	End Date	Assignment Status	Actions
------------	-------	------	------------	----------	-------------------	---------

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 *

isaline 

Cannot find supervisor 

Start Date * 01/05/2025

End Date 31/08/2025

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** 

Figure 16

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

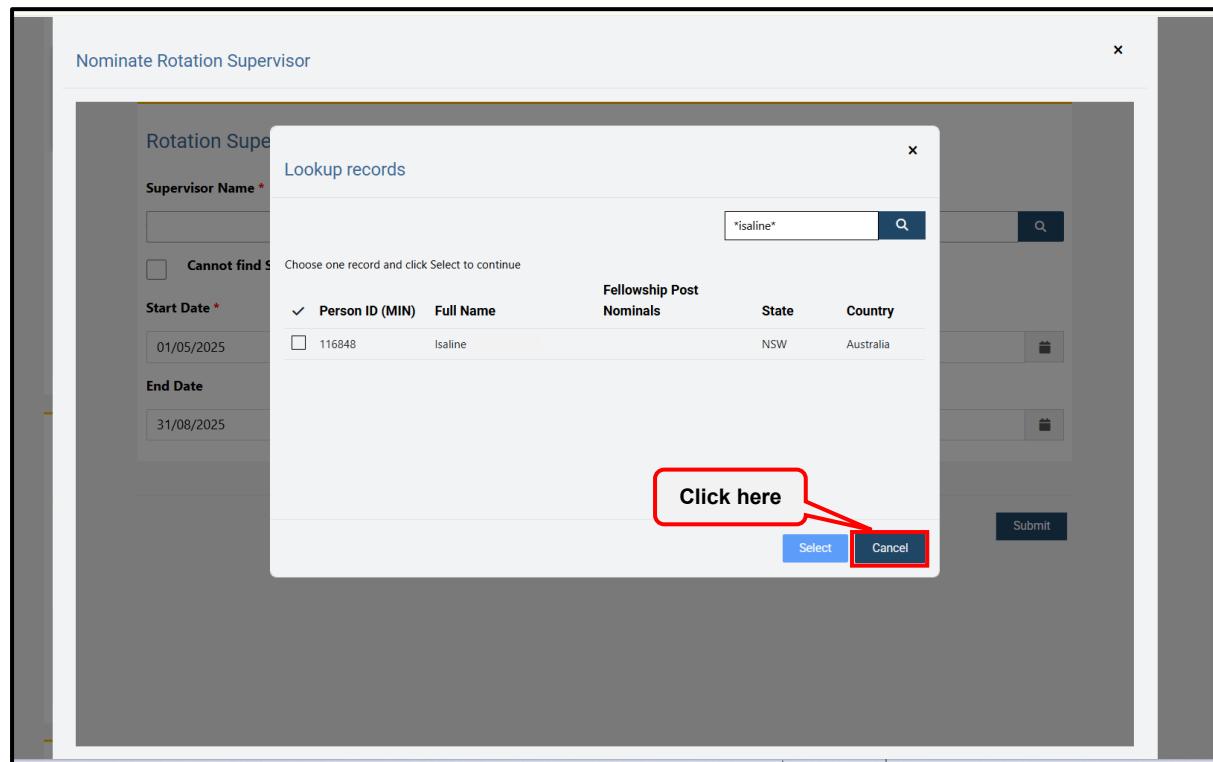


Figure 17

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

Nominate Rotation Supervisor

Rotation Supervisor Details

Cannot find Supervisor Click here

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

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 *

End Date

Click here

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

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.

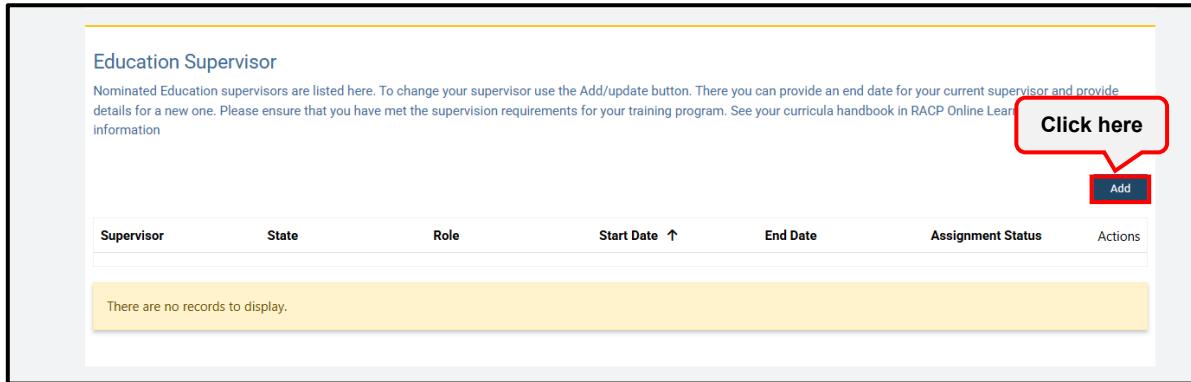
Figure 20

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**.



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.

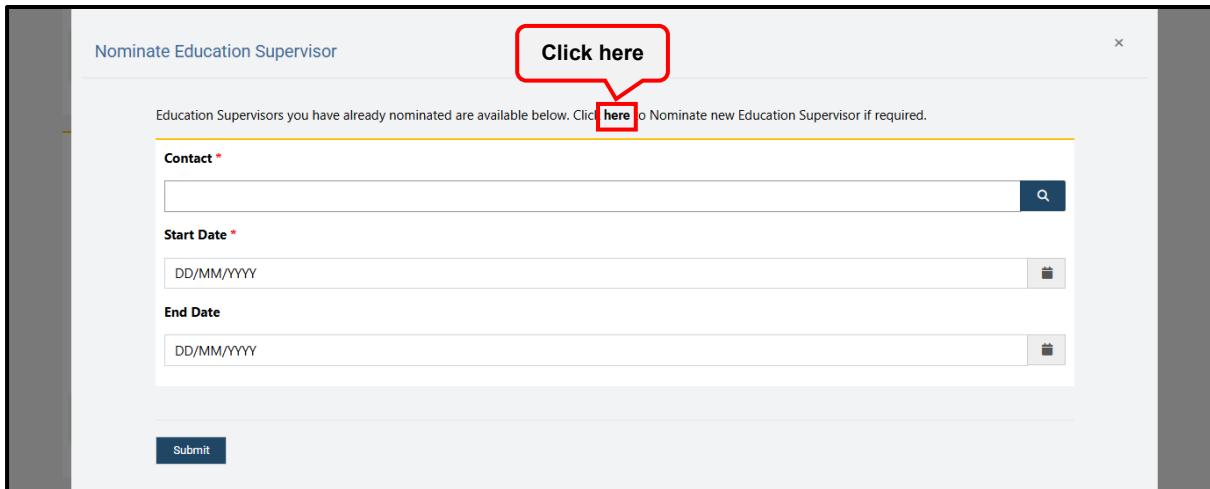
Supervisor	State	Role	Start Date ↑	End Date	Assignment Status	Actions
There are no records to display.						

Add

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.



Nominate Education Supervisor

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

Contact *

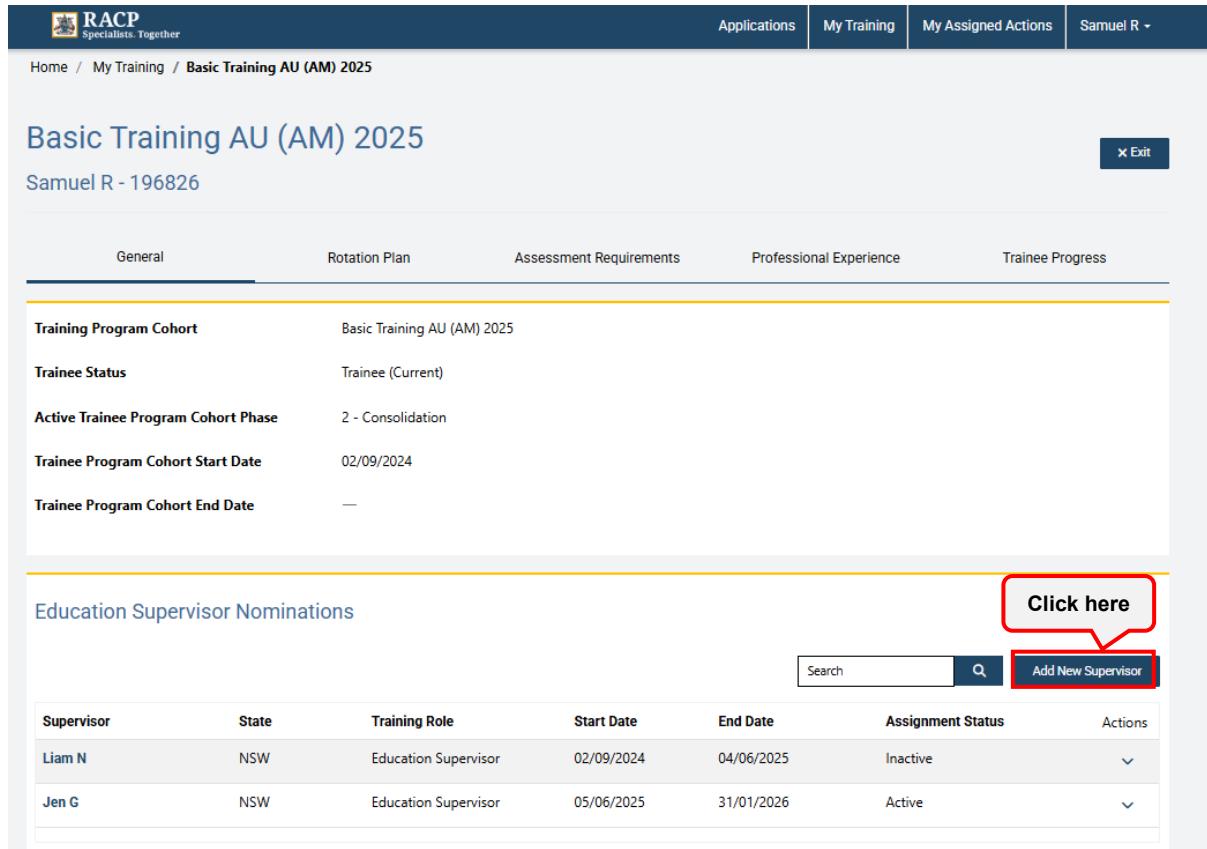
Start Date *
DD/MM/YYYY

End Date
DD/MM/YYYY

Submit

Figure 22

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



Basic Training AU (AM) 2025

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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

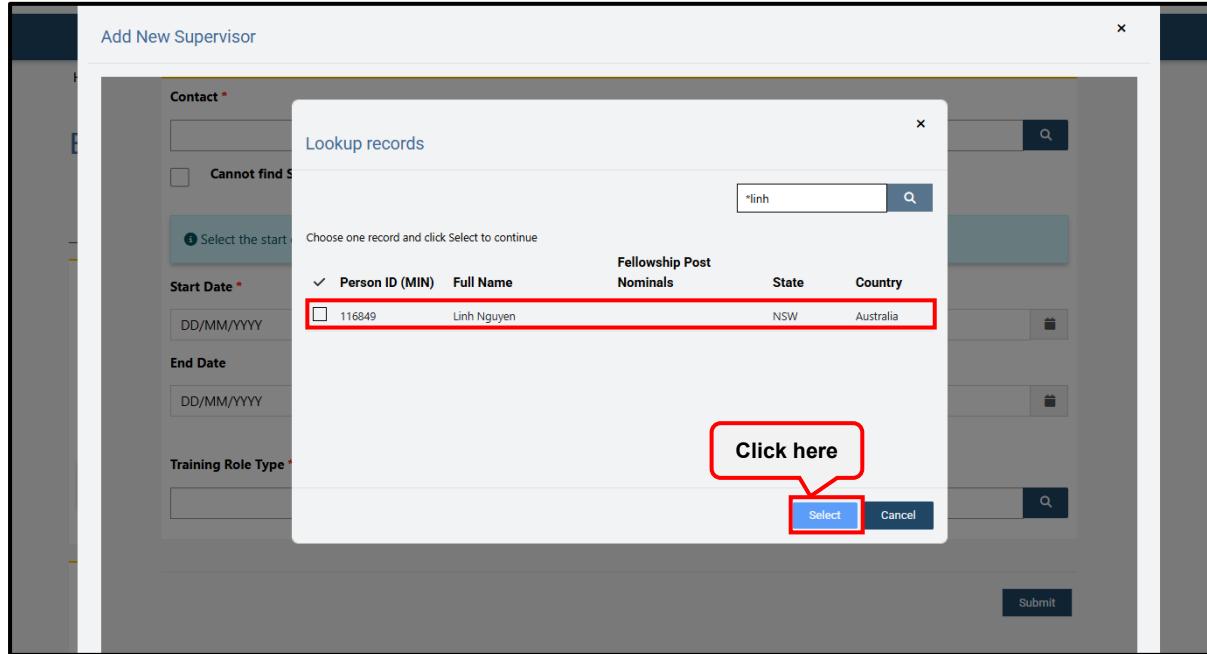
Click here

Add New Supervisor

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

*linh

Choose one record and click Select to continue

Person ID (MIN)	Full Name	Fellowship Post Nominals	State	Country
116849	Linh Nguyen	NSW	Australia	

Click here

Select Cancel

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

Click here

Select the start date and then select the end date.

Start Date *
01/01/2025

End Date
30/12/2025

Click here

State
NSW

Training Role Type *

Click here

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 *

Click here

Choose one record and click Select to continue

Click here Education Supervisor

Click here

Figure 26

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

Add New Supervisor

Contact *
Linh Nguyen

Cannot find Supervisor

① Select the start date and then select the end date.

Start Date *
01/01/2025

End Date
30/12/2025

State
NSW

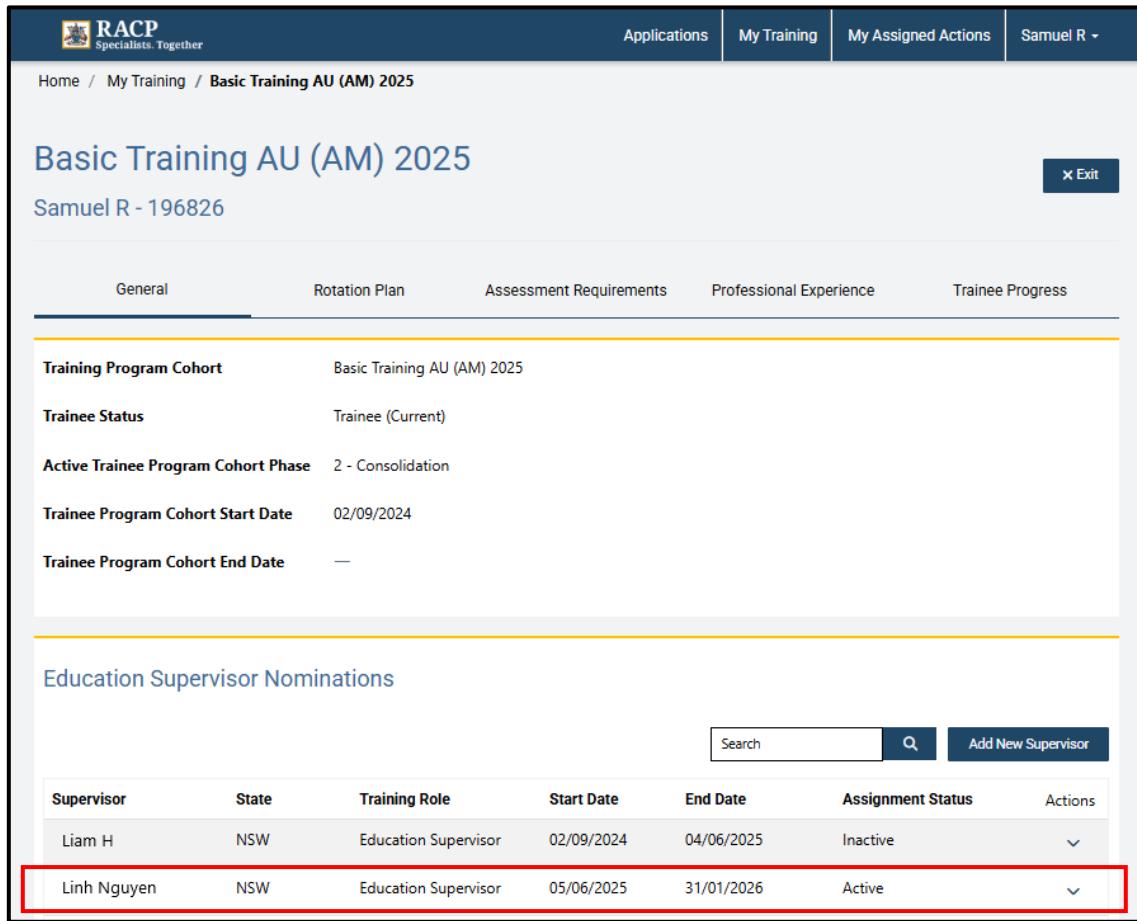
Training Role Type *
Education Supervisor

Click here

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.



Basic Training AU (AM) 2025

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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

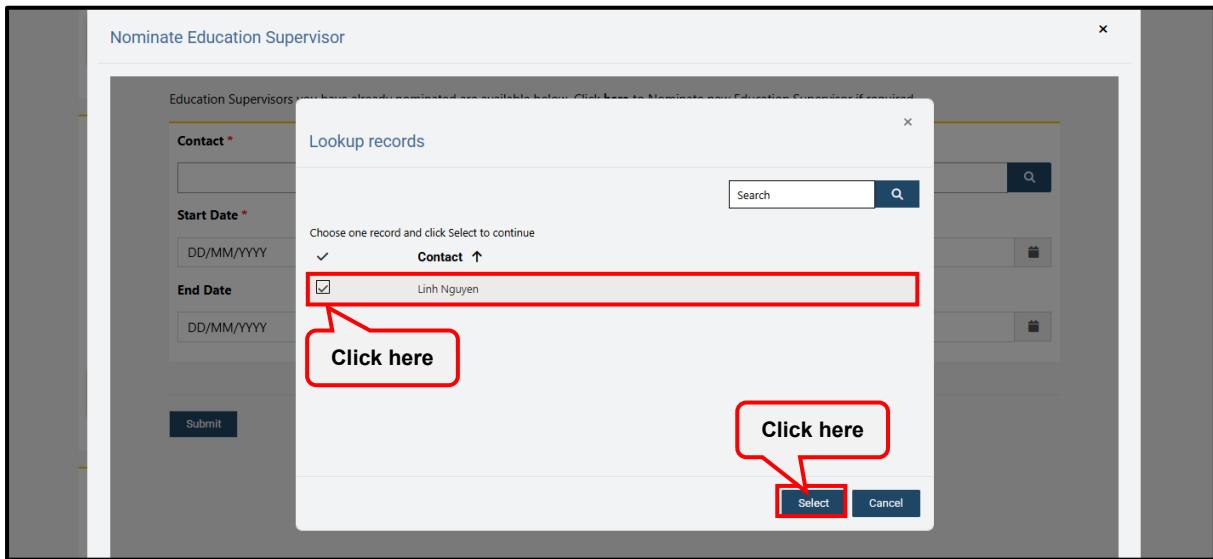
Trainee Program Cohort End Date —

Education Supervisor Nominations

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 new Education Supervisor if required.

Contact *

Start Date * DD/MM/YYYY

End Date * DD/MM/YYYY

Submit

Lookup records

Choose one record and click Select to continue

✓ **Contact ↑**

Linh Nguyen

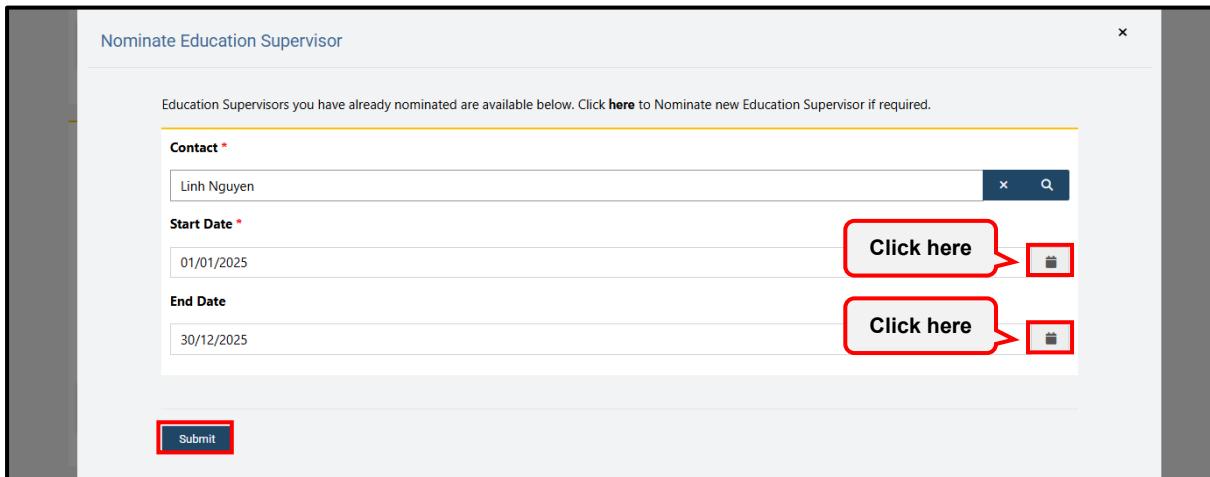
Click here

Click here

Select **Cancel**

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

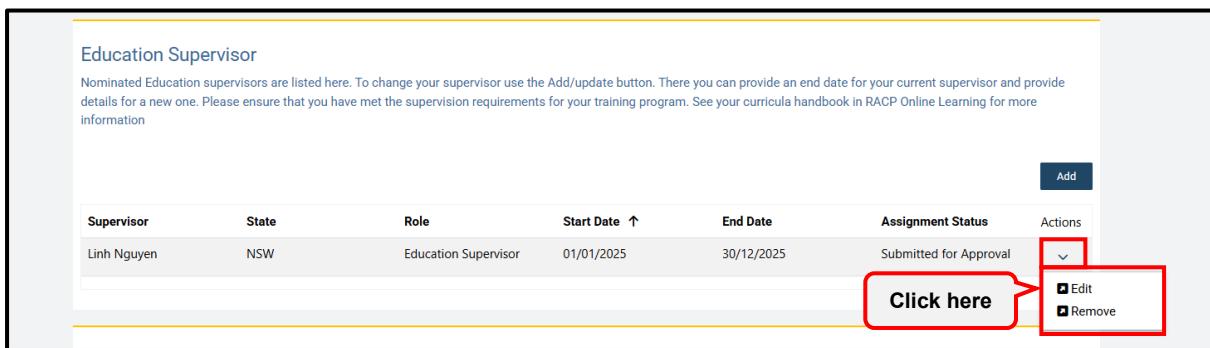
Start Date *
01/01/2025

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	▼ Edit Remove

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**.

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.

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

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.

Nominate DPE

If your training setting/network has multiple DPEs, you may nominate a primary DPE. However, please note that all DPEs will still have visibility of your training in TMP.

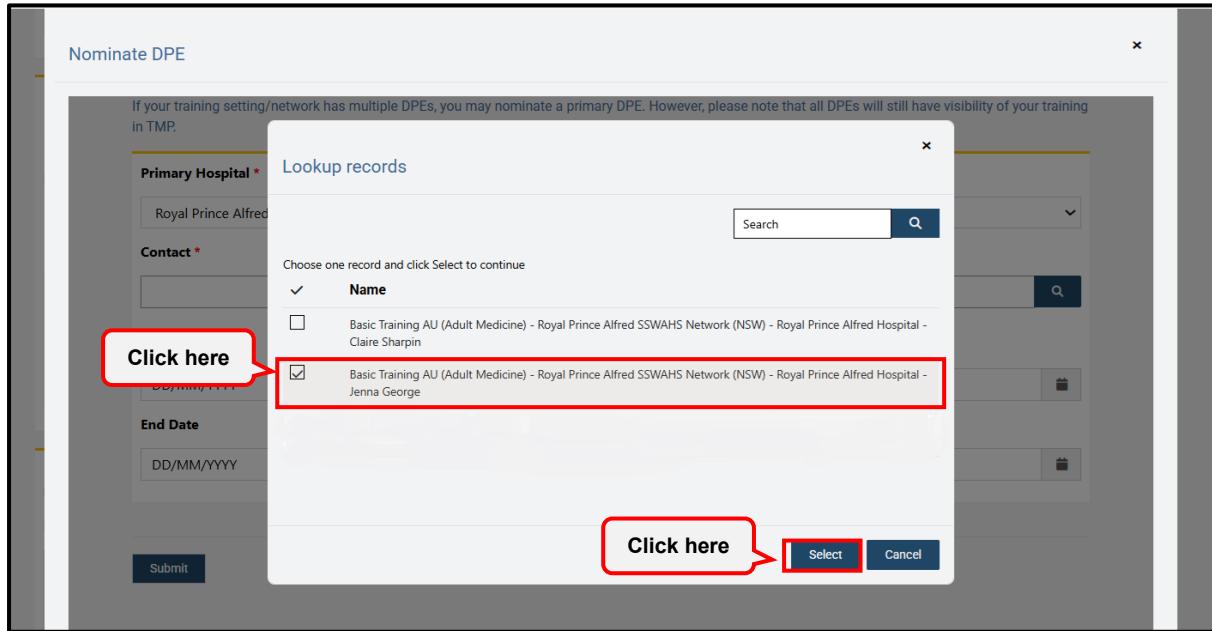
Primary Hospital *

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 33

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



Nominate DPE

If your training setting/network has multiple DPEs, you may nominate a primary DPE. However, please note that all DPEs will still have visibility of your training in TMP.

Primary Hospital *
Royal Prince Alfred

Contact *

End Date

Submit

Lookup records

Choose one record and click Select to continue

Name

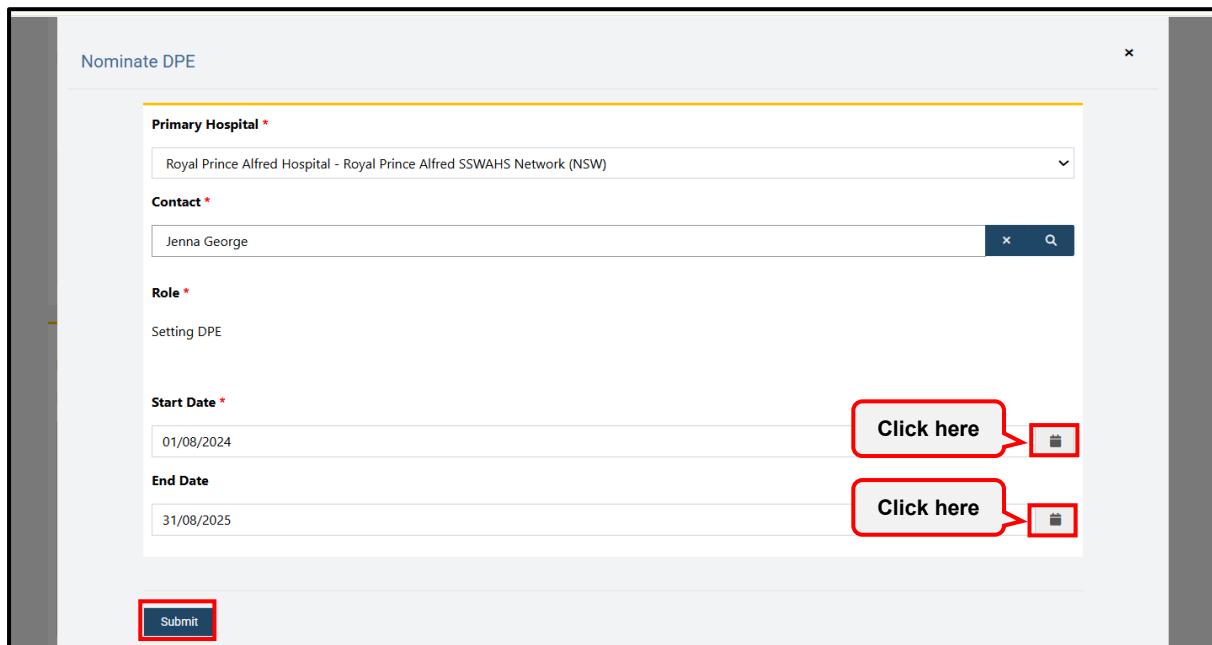
Basic Training AU (Adult Medicine) - Royal Prince Alfred SSWAHS Network (NSW) - Royal Prince Alfred Hospital - Claire Sharpin

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

Click here **Select** **Cancel**

Figure 34

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



Nominate DPE

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

Contact *
Jenna George

Role *
Setting DPE

Start Date *
01/08/2024 **Click here**

End Date
31/08/2025 **Click here**

Submit

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.

[Click here](#)

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

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

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.

Click here (red box) points to the **Save** button (red box).

Order Display	Learning Goal	Coverage Offered	Opportunities Available
1	Professional Behaviours	<input checked="" type="checkbox"/> No	(Red box)
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

Click here (red box) points to the **Add Custom Goal** button (red box).

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 *

Learning Goal

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

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](#)

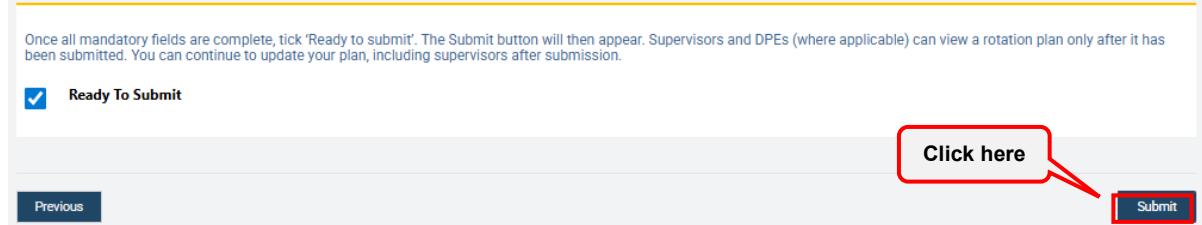


Figure 43

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](#)

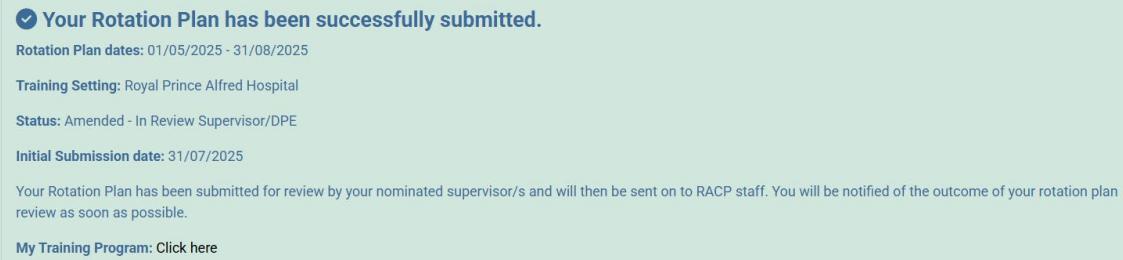
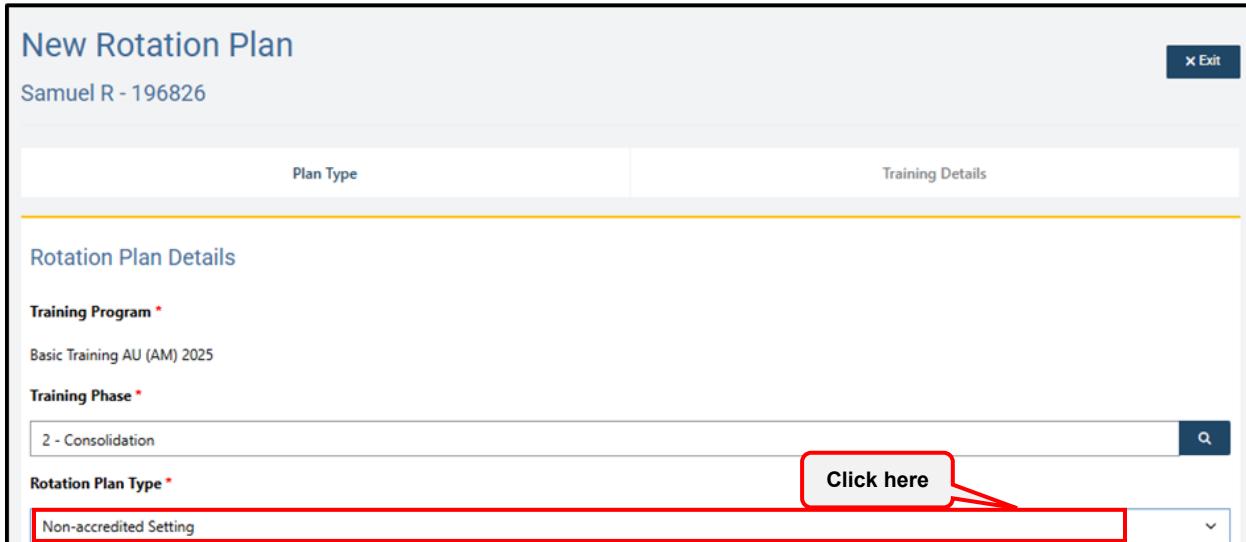


Figure 44

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

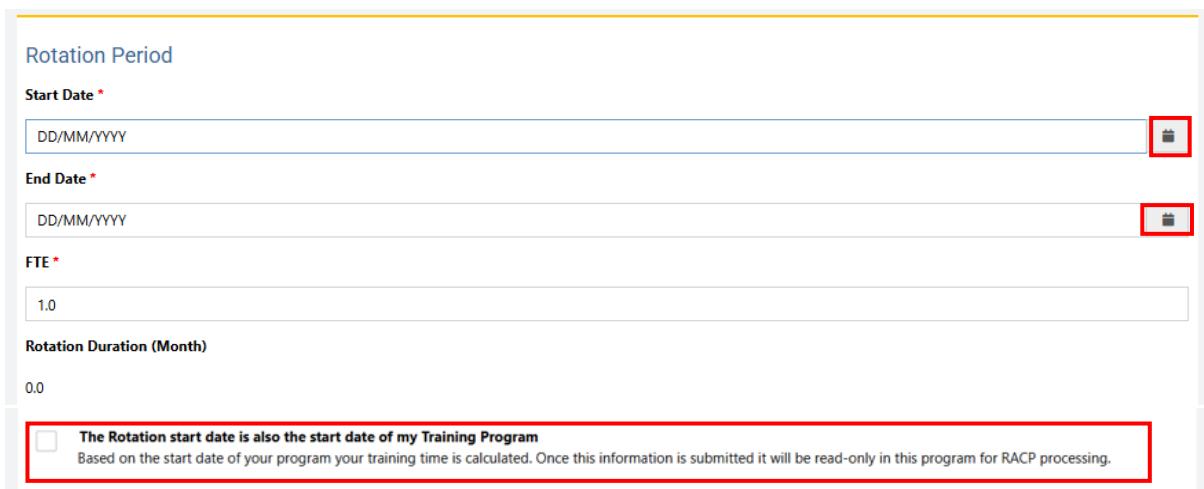
Samuel R - 196826 x Exit

Plan Type	Training Details
Rotation Plan Details <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Training Program * Basic Training AU (AM) 2025 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Training Phase * 2 - Consolidation </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Rotation Plan Type * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Non-accredited Setting</div> </div>	

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

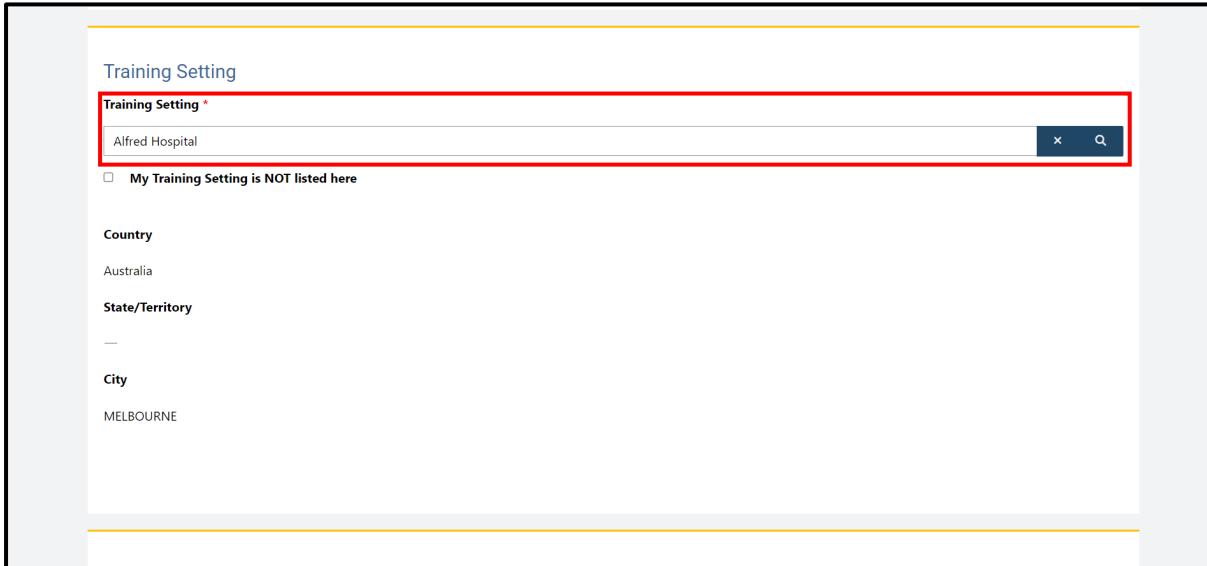
The Rotation start date is also the start date of my Training Program
Based on the start date of your program your training time is calculated. Once this information is submitted it will be read-only in this program for RACP processing.

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.

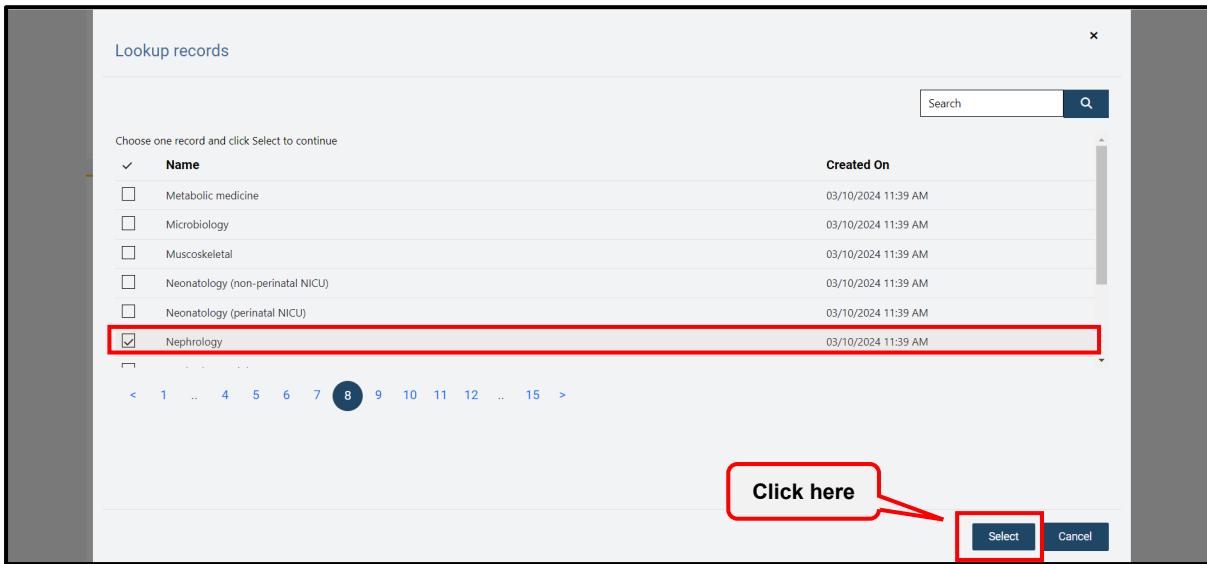
50. Select the **Training Setting** from the dropdown menu. Refer to **Figure 55**.



The screenshot shows a search interface for a 'Training Setting'. A red box highlights the search bar, which contains the text 'Alfred Hospital'. Below the search bar is a link 'My Training Setting is NOT listed here'. To the right of the search bar are a close button 'x' and a search icon. Below the search bar, the text 'Country' is followed by 'Australia'. Under 'State/Territory', there is a dropdown menu showing a single option. Under 'City', the text 'MELBOURNE' is listed.

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 a 'Lookup records' page with a list of rotation types. A red box highlights the 'Nephrology' row, which is selected. A callout bubble with the text 'Click here' points to the 'Select' button at the bottom right of the page. The page includes a search bar, a table with columns for 'Name' and 'Created On', and a pagination bar at the bottom.

Name	Created On
Metabolic medicine	03/10/2024 11:39 AM
Microbiology	03/10/2024 11:39 AM
Musculoskeletal	03/10/2024 11:39 AM
Neonatology (non-perinatal NICU)	03/10/2024 11:39 AM
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

x 

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**.

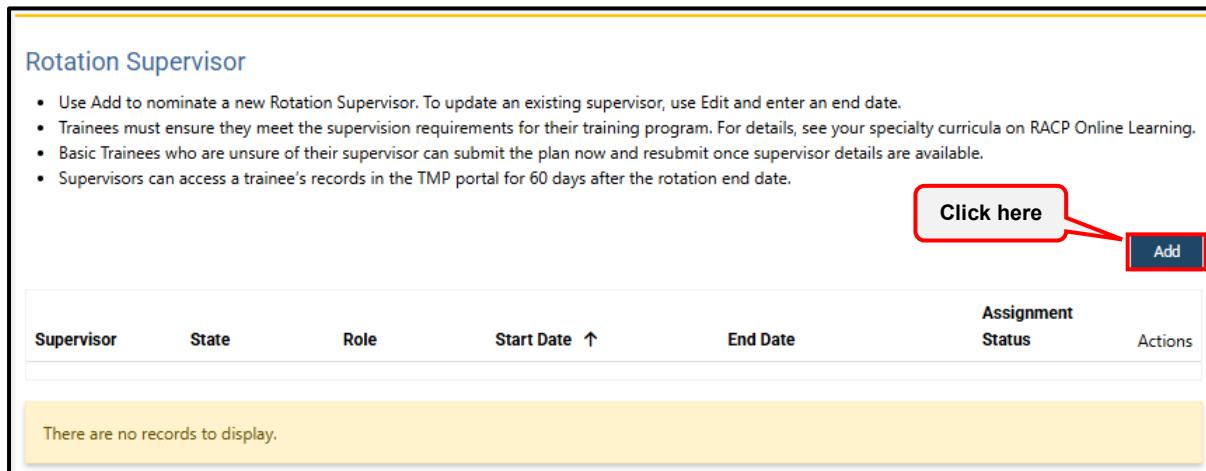
To delete or replace a file you have uploaded, select '**Overwrite existing files**' and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (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.

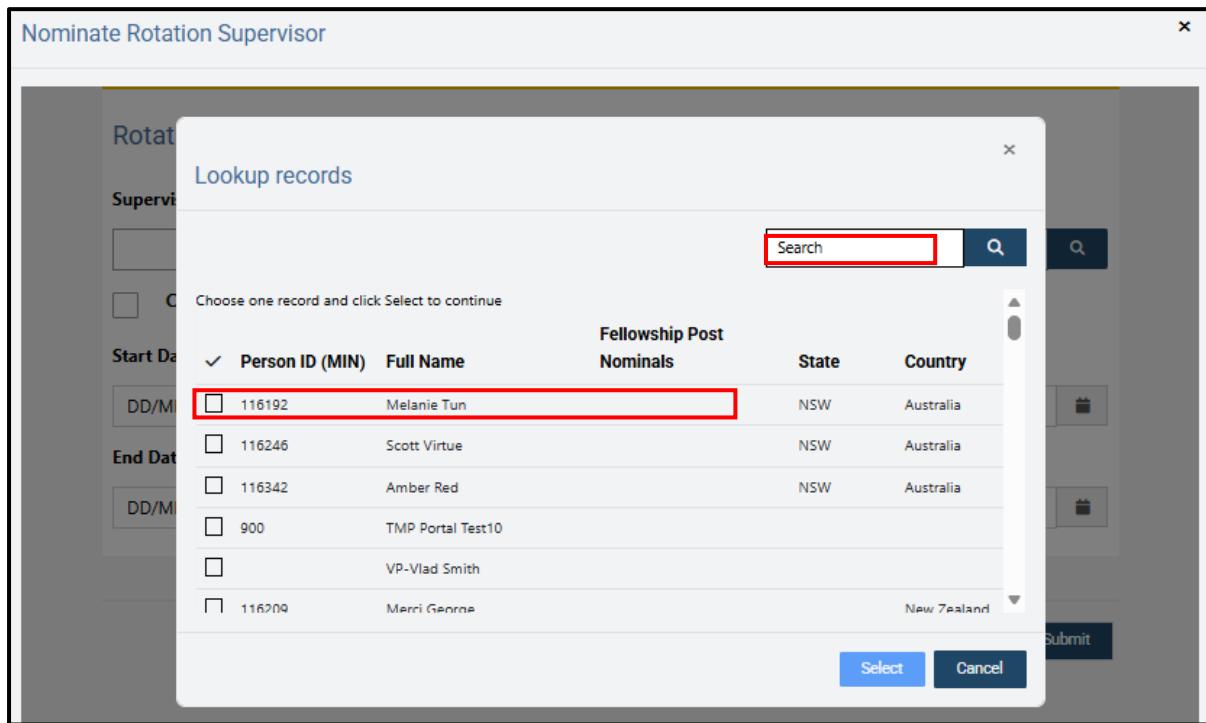
55. Click on **Add Rotation Supervisor**. Refer to **Figure 59**.



The screenshot shows a table with columns: Supervisor, State, Role, Start Date ↑, End Date, Assignment Status, and Actions. A red box highlights the 'Add' button in the top right corner of the table header. Below the table, a yellow box displays the message: '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**.



The screenshot shows a 'Lookup records' dialog box. It has a search bar with a red border and a 'Search' button. Below the search bar is a table with columns: Person ID (MIN), Full Name, Fellowship Post Nominals, State, and Country. The table contains several rows of data. The first row, '116192, Melanie Tun', is highlighted with a red border. At the bottom of the dialog are 'Select' and 'Cancel' buttons.

Figure 51

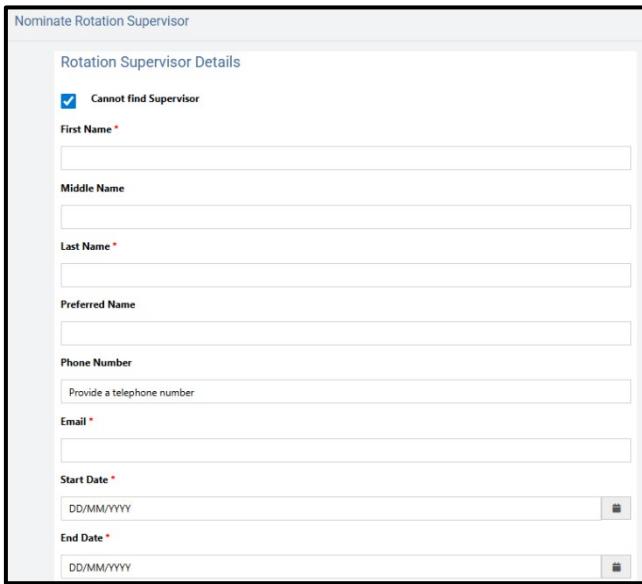
57. If you are unable to find your supervisor, click the **Cancel** button.

a. Select the checkbox 'Cannot find supervisor' and populate:

a. **First Name**

b. **Last Name**

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



Nominate Rotation Supervisor

Rotation Supervisor Details

Cannot find Supervisor

First Name *

Middle Name

Last Name *

Preferred Name

Phone Number Provide a telephone number

Email *

Start Date * DD/MM/YYYY

End Date * DD/MM/YYYY

Figure 52

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



Add New Supervisor

Aria

Phone Number Provide a phone number

Email Provide an email address

Start Date * 28/10/2024

End Date 27/01/2025

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.

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:



Figure 54

Section 5.3: Nominate an Education Supervisor (BT only)

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

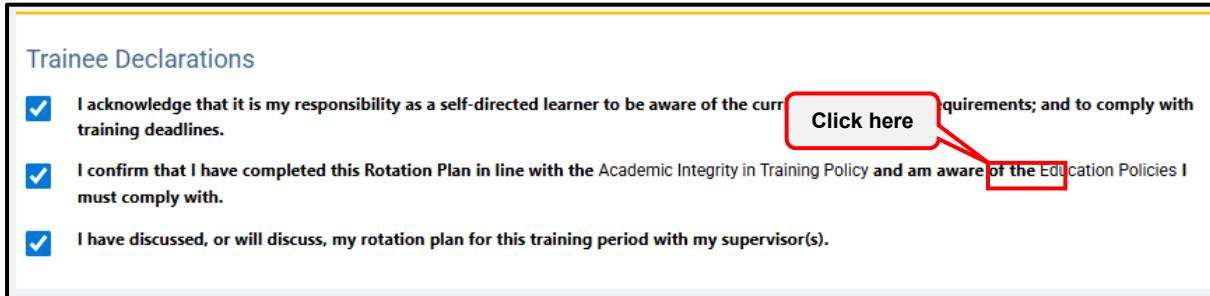
Section 5.4: Nominate a DPE Supervisor (BT only)

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

Samuel R - 196826

Exit

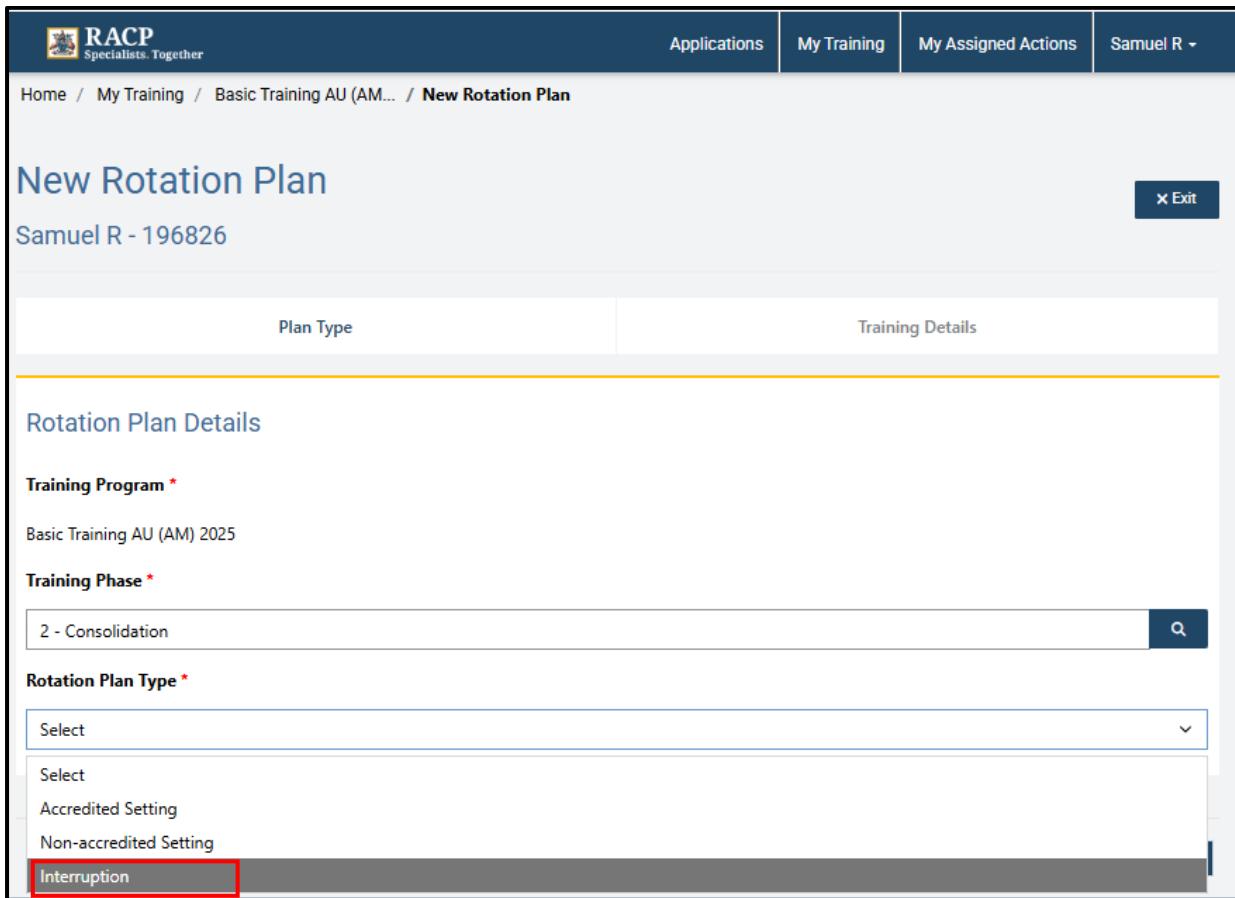
Completed Successfully

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](#).

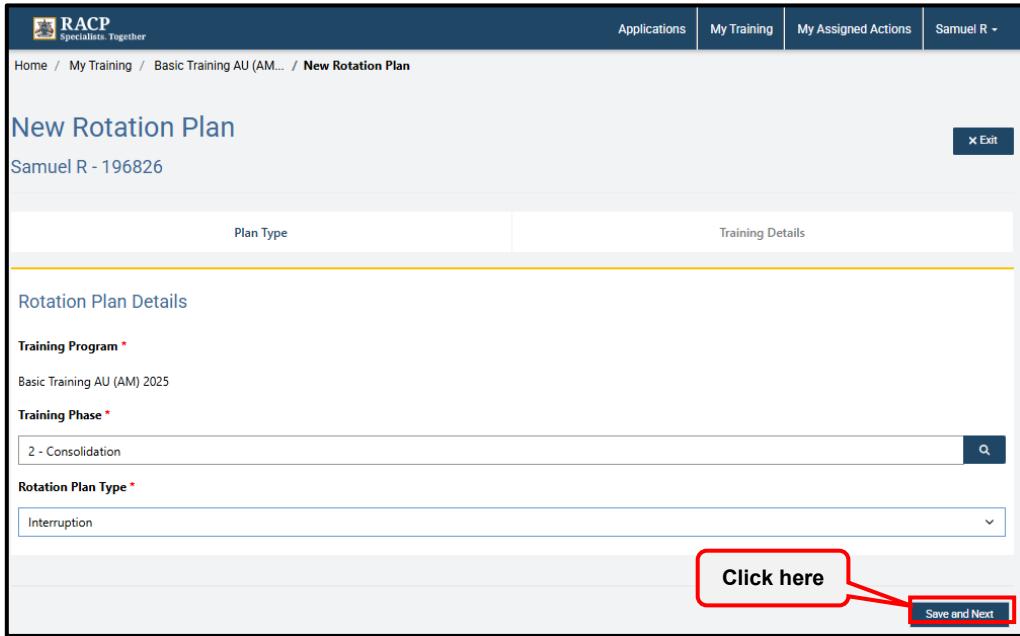
64. Select a **Rotation Plan Type** by clicking on the dropdown and choose **Interruption**. Refer to **Figure 78**.



The screenshot shows the 'New Rotation Plan' page. At the top, there is a navigation bar with the RACP logo, 'Applications', 'My Training', 'My Assigned Actions', and a user profile for 'Samuel R'. Below the navigation bar, the page title is 'New Rotation Plan' and the sub-page title is 'Samuel R - 196826'. There are two tabs: 'Plan Type' and 'Training Details', with 'Plan Type' selected. The 'Rotation Plan Details' section contains fields for 'Training Program' (set to 'Basic Training AU (AM) 2025') and 'Training Phase' (set to '2 - Consolidation'). The 'Rotation Plan Type' dropdown is open, showing options: 'Select', 'Accredited Setting', 'Non-accredited Setting', and 'Interruption'. The 'Interruption' option is highlighted with a red box.

Figure 58

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



Plan Type

Training Details

Rotation Plan Details

Training Program *

Basic Training AU (AM) 2025

Training Phase *

2 - Consolidation

Rotation Plan Type *

Interruption

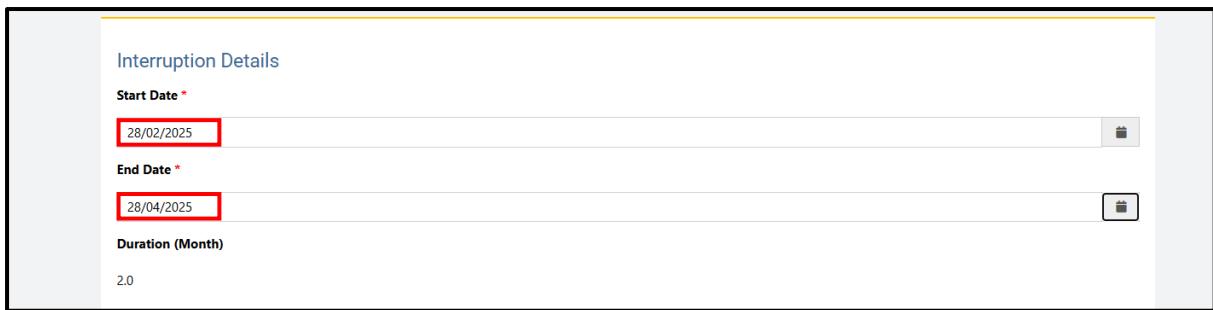
Click here

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 *

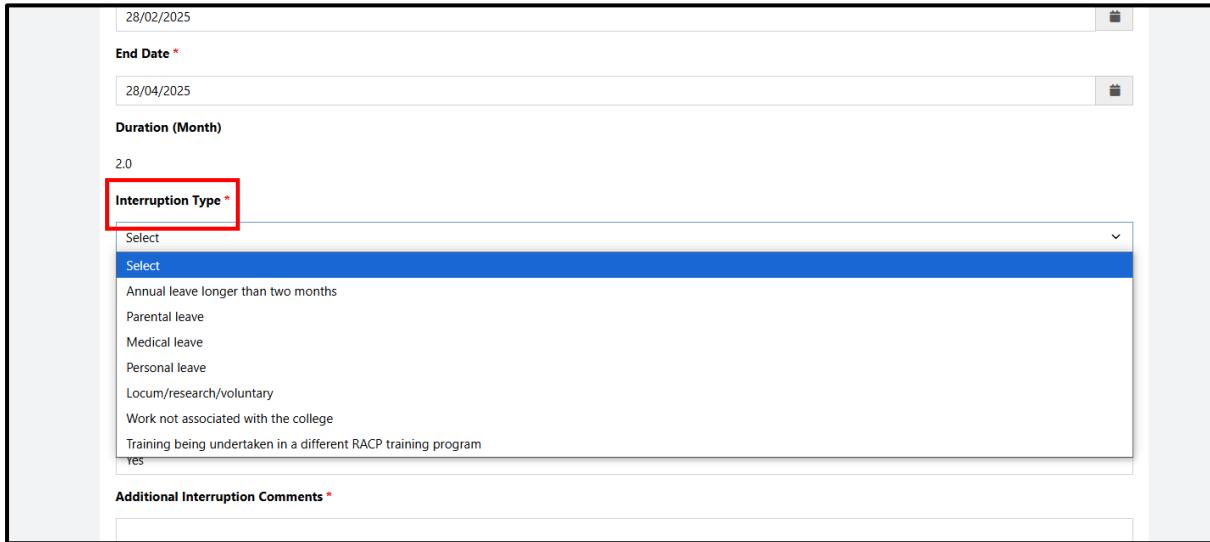
28/04/2025

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**.

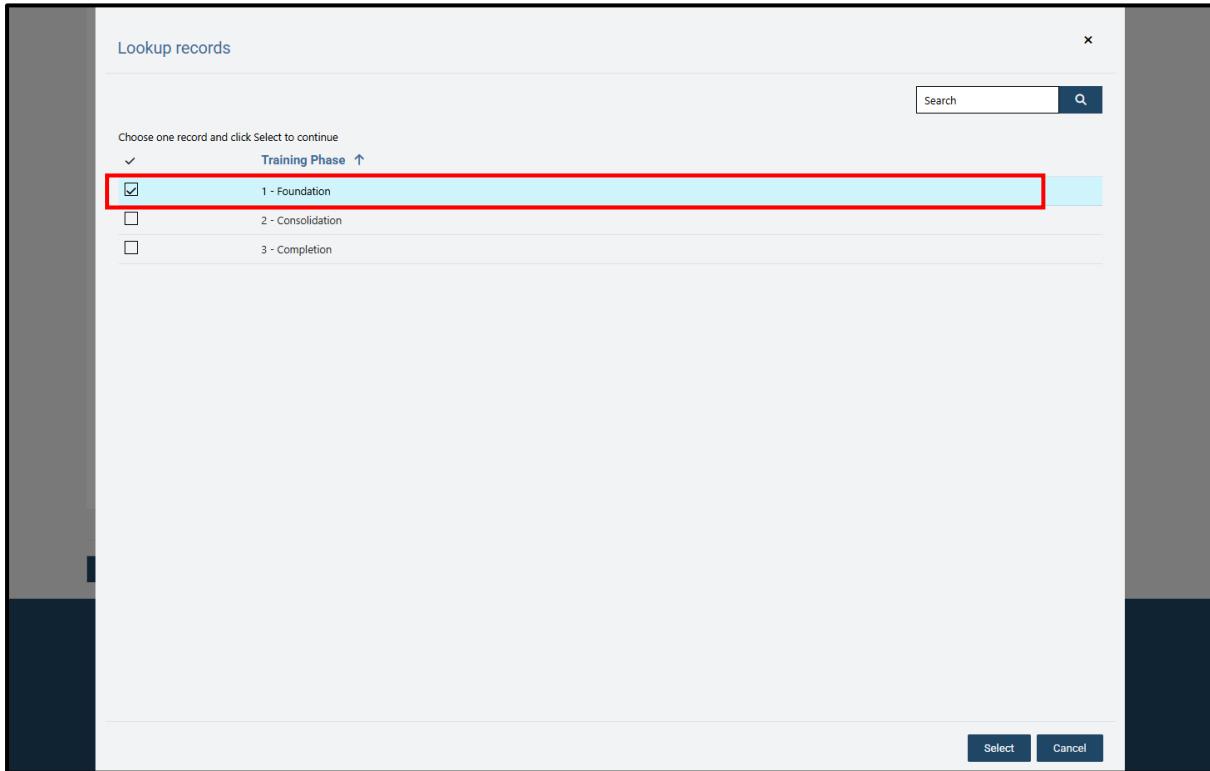


Figure 63

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'**



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.

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 65

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

Documents

Click here

Add files

There are no folders or files to display.

Figure 66

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

Trainee Declarations

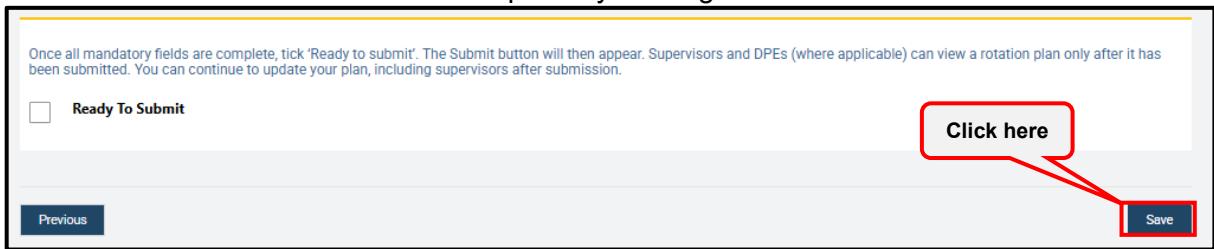
I acknowledge that it is my responsibility as a self-directed learner to be aware of the curricula and training requirements; and to comply with training deadlines. *

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 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.

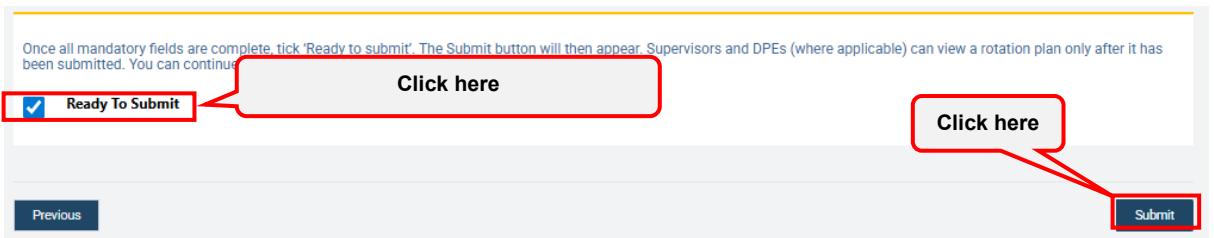
Ready To Submit

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

A red callout box points 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.



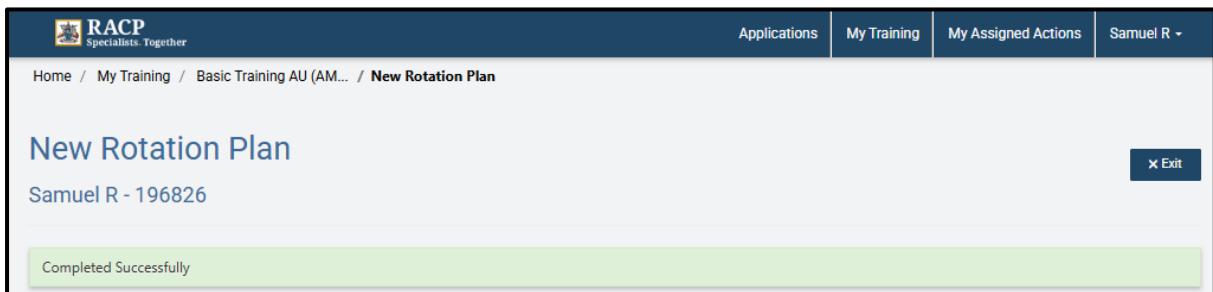
Once all mandatory fields are complete, tick 'Ready to submit'. The Submit button will then appear. Supervisors and DPEs (where applicable) can view a rotation plan only after it has been submitted. You can continue to update your plan, including supervisors after submission.

Ready To Submit

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

Two red callout boxes point to the 'Ready To Submit' checkbox and 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**.



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Applications My Training My Assigned Actions Samuel R ▾

Home / My Training / Basic Training AU (AM... / [New Rotation Plan](#)

New Rotation Plan

Samuel R - 196826

[x Exit](#)

Completed Successfully

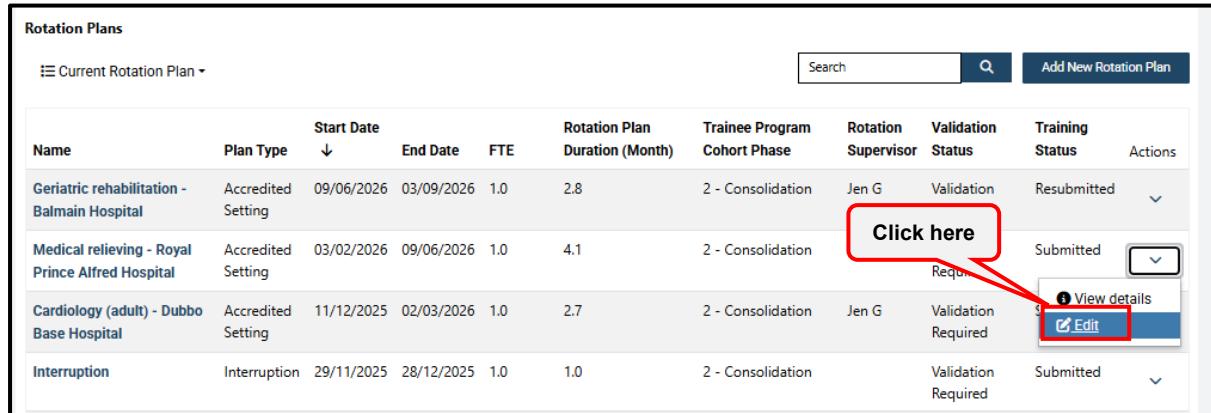
Figure 69

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](#)

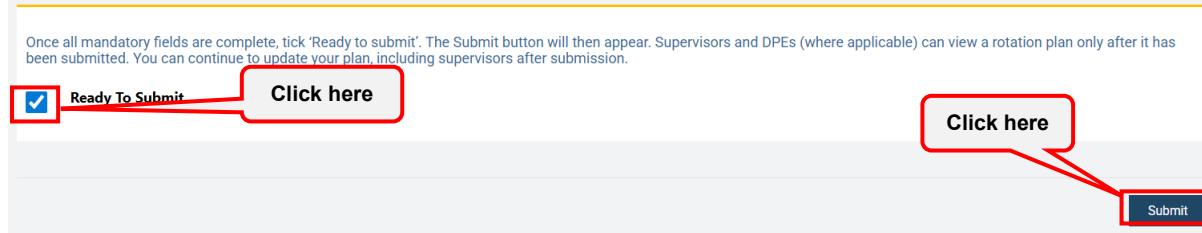
76. To make your changes, click on the downward facing arrow under **Actions** and select **Edit** on the rotation plan you want to edit. Refer to **Figure 92**.



Rotation Plans										
Current Rotation Plan ▾ Search <input type="text"/> <input type="button" value="Search"/> 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	<input type="button" value="▼"/>
Medical relieving - Royal Prince Alfred Hospital	Accredited Setting	03/02/2026	09/06/2026	1.0	4.1	2 - Consolidation		Submitted	<input type="button" value="▼"/>	Click here
Cardiology (adult) - Dubbo Base Hospital	Accredited Setting	11/12/2025	02/03/2026	1.0	2.7	2 - Consolidation	Jen G	Validation Required	<input type="button" value="Submit"/>	View details
Interruption	Interruption	29/11/2025	28/12/2025	1.0	1.0	2 - Consolidation		Validation Required	<input type="button" value="Submitted"/>	<input type="button" value="▼"/>

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