

# Rotation Plan

## Supervisor Guide – TMP Portal

### Purpose

This guide provides guidance for supervisors on accessing, verifying and reviewing Rotation Plans submitted by trainees within the TMP portal.

### Intended Audience

This document refers specifically to Rotation Supervisors. If you are a supervisor in the Advanced Training Program, you are labelled as a Rotation Supervisor in these instructions and in TMP.

This guide is designed to help Supervisors manage trainee Rotation Plans in TMP portal.

A Rotation Plan documents the details of a training rotation and how the trainee intends to cover their program learning goals over the rotation period.

### Context

The Rotation Plan can be completed by a trainee prior to them meeting with their supervisor to discuss the upcoming rotation.

If a trainee has not had the opportunity to discuss the rotation with their supervisor the Rotation Plan can still be submitted without information related to learning goals and learning opportunities.

The Rotation Plan can be edited by the trainee after submission.

### How to use this document:

The document is structured into 4 sections, representing 6 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.

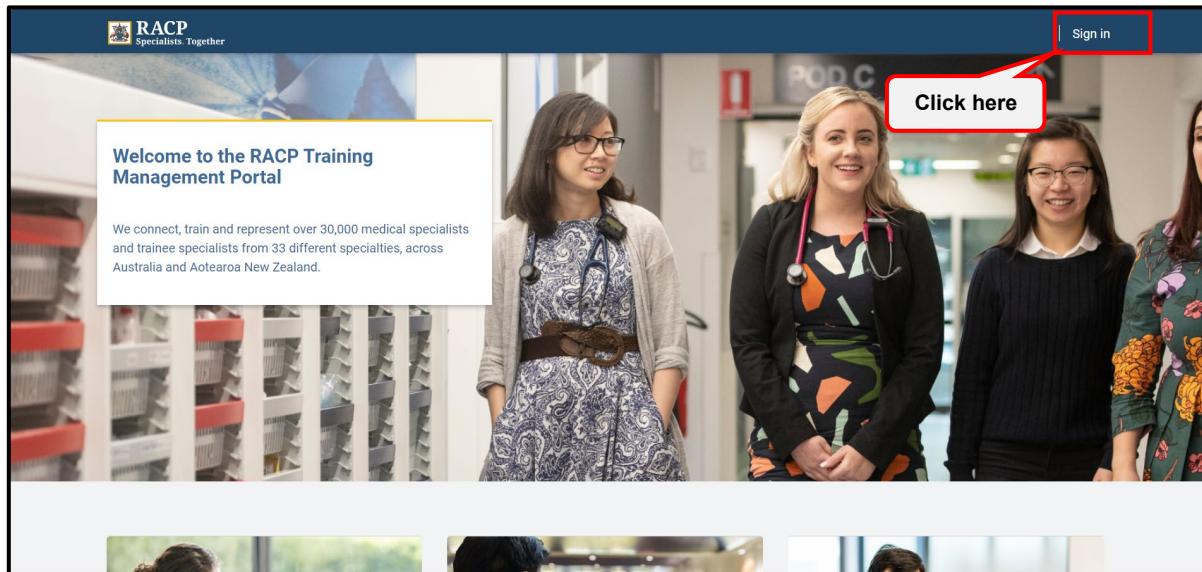
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## Section 1: Sign in to the Portal

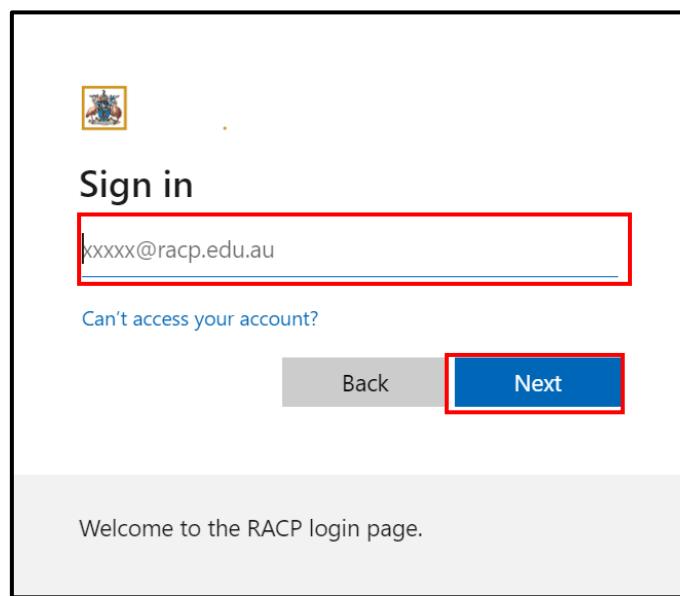
**Context:** Use these instructions to log into the Training Management Platform (TMP) Portal as a Supervisor.

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



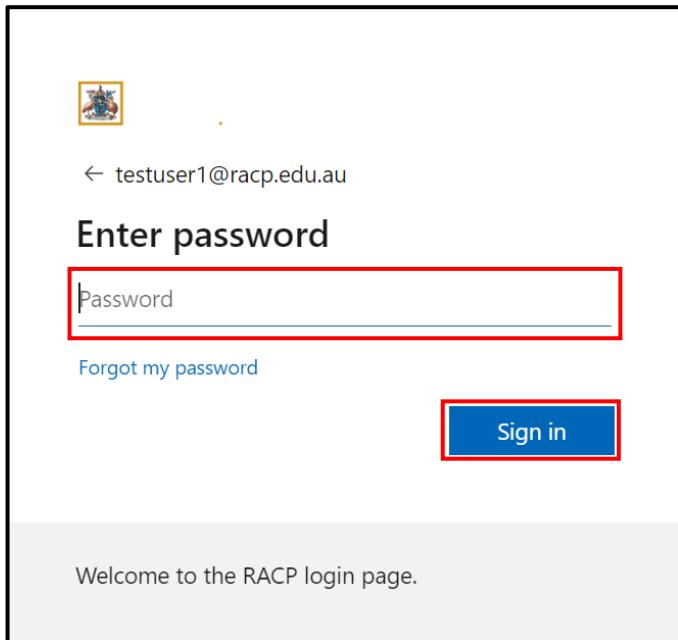
*Figure 1*

2. Enter your RACP user ID and 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 icon and the text '← testuser1@racp.edu.au'. The main area has a heading 'Enter password' and a red-bordered input field labeled 'Password'. Below the input field is a blue link 'Forgot my password'. At the bottom right is a red-bordered blue 'Sign in' button. A gray footer bar at the bottom of the page says 'Welcome to the RACP login page.'

*Figure 3*

## Section 2: Review a Trainee's Rotation Plan

### Section 2.1: Navigate to a Trainee's Rotation Plan

**Context:** Use these instructions to review a trainee's rotation plan, ensuring it meets all requirements before finalising it. If any adjustments are needed, return the plan to the trainee for amendments.

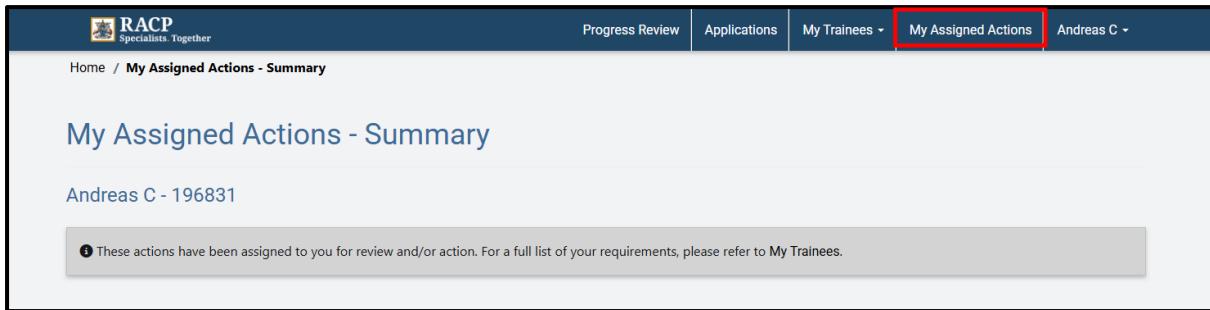
#### Pre-requisites

- A trainee has applied for an RACP training program and been approved by the DPE (Basic Training) or the RACP (Advanced Training)
- You have accepted your role as a supervisor
- Your trainee is aware of the learning and professional development opportunities available to them at the setting.

After a Trainee submits their Rotation Plan, you will receive communication via email requesting for you to review their Rotation Plan. You can review the Rotation Plan by clicking the hyperlink in the email and logging to the TMP Portal.

#### *Accessing Rotation Plans via My Assigned Actions*

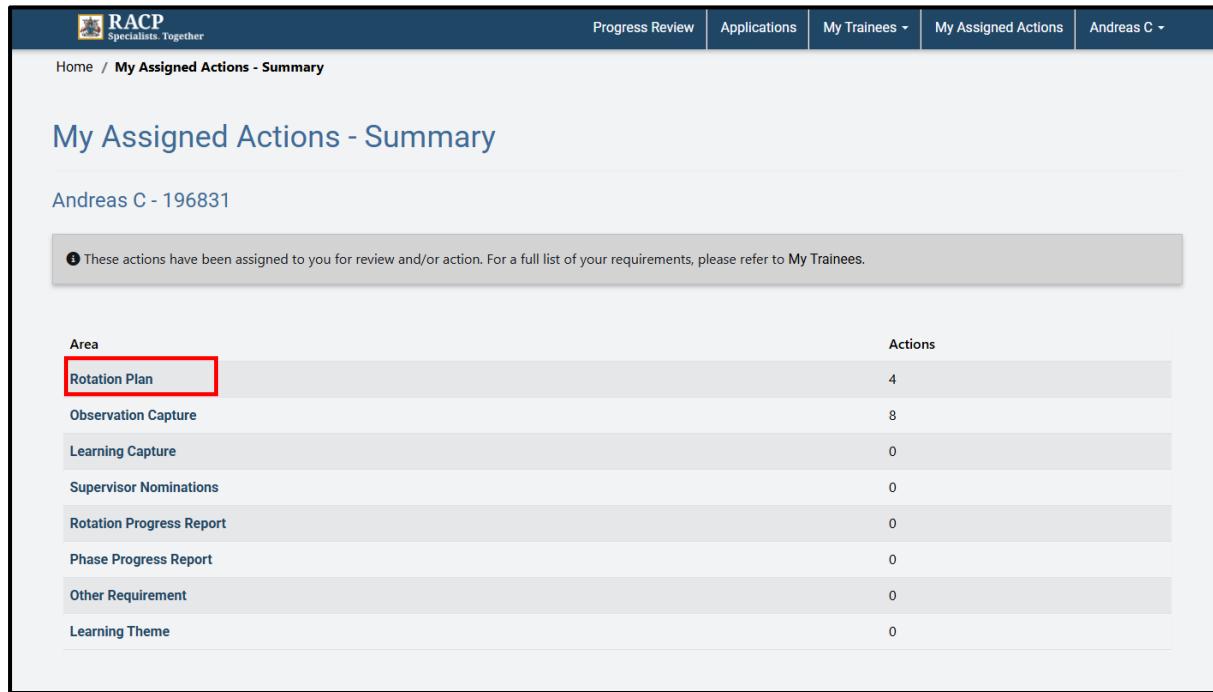
1. Once you have logged into the TMP, navigate to **My Assigned Actions** in the **navigation bar**. Refer to **Figure 7**.
  - Note: this can also be accessed via **My Trainees**.



The screenshot shows the TMP Portal's navigation bar with the RACP logo and the text 'Specialists. Together'. The navigation bar includes links for 'Progress Review', 'Applications', 'My Trainees', 'My Assigned Actions' (which is highlighted with a red box), and 'Andreas C'. Below the navigation bar, the page title is 'My Assigned Actions - Summary'. Underneath the title, it says 'Andreas C - 196831'. A message box contains the text: 'These actions have been assigned to you for review and/or action. For a full list of your requirements, please refer to My Trainees.'

**Figure 4**

2. Under Area, select the **Rotation Plan hyperlink** to view the Rotation Plans requiring your review. Refer to **Figure 8**.



My Assigned Actions - Summary

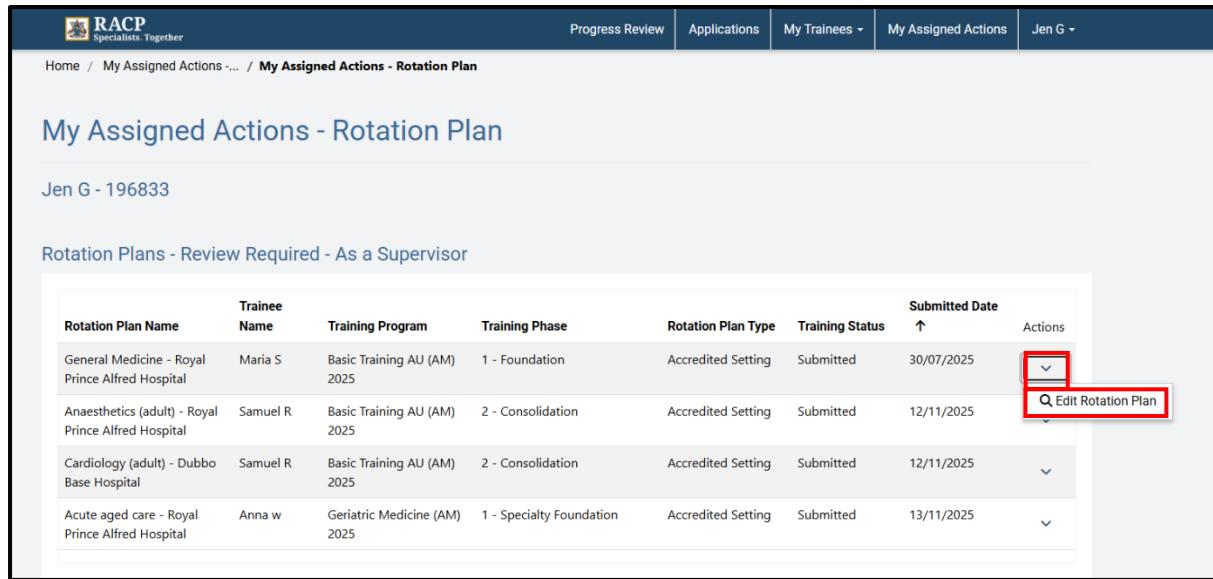
Andreas C - 196831

These actions have been assigned to you for review and/or action. For a full list of your requirements, please refer to My Trainees.

Area	Actions
Rotation Plan	4
Observation Capture	8
Learning Capture	0
Supervisor Nominations	0
Rotation Progress Report	0
Phase Progress Report	0
Other Requirement	0
Learning Theme	0

**Figure 5**

3. Select the **Rotation Plan tab** and click on the downward facing arrow under the Actions column. Select **Review Rotation Plan**. Refer to **Figure 9**.
  - **Note:** Only linked Rotation Supervisors will be able to review the Rotation Plan from within My Assigned Actions.



My Assigned Actions - Rotation Plan

Jen G - 196833

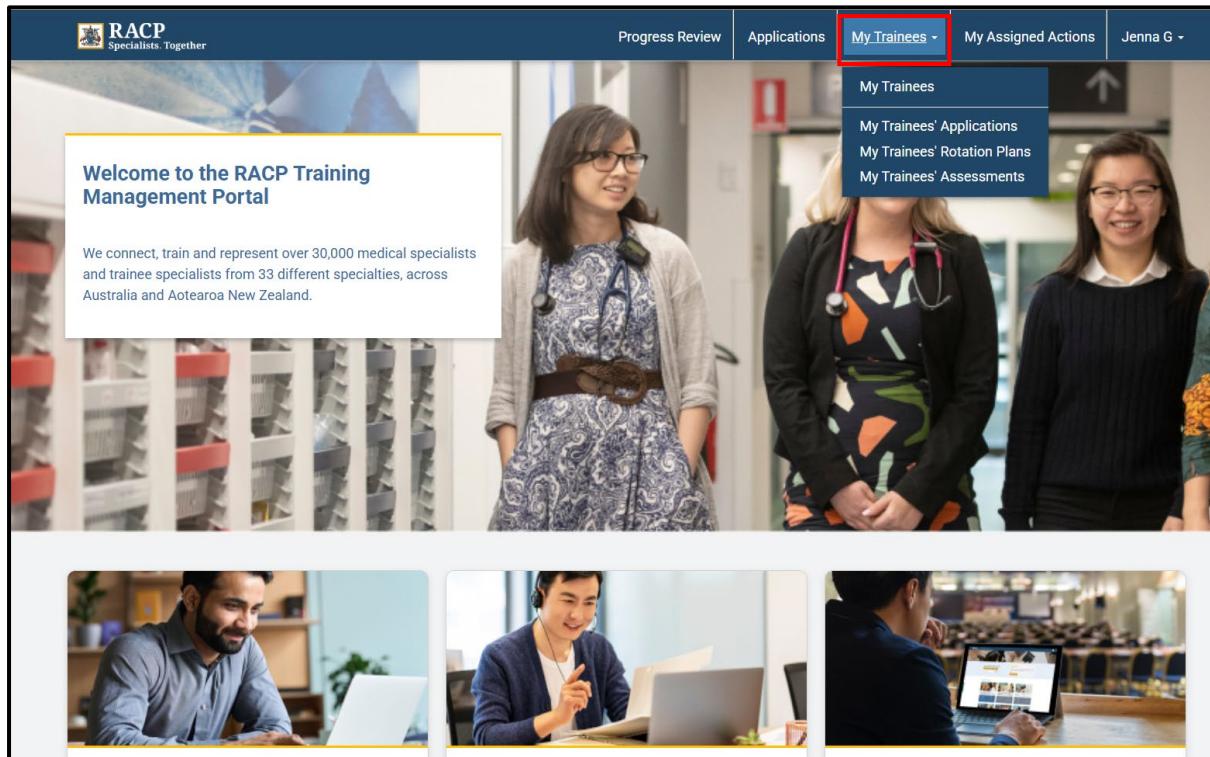
Rotation Plans - Review Required - As a Supervisor

Rotation Plan Name	Trainee Name	Training Program	Training Phase	Rotation Plan Type	Training Status	Submitted Date	Actions
General Medicine - Royal Prince Alfred Hospital	Maria S	Basic Training AU (AM) 2025	1 - Foundation	Accredited Setting	Submitted	30/07/2025	
Anaesthetics (adult) - Royal Prince Alfred Hospital	Samuel R	Basic Training AU (AM) 2025	2 - Consolidation	Accredited Setting	Submitted	12/11/2025	
Cardiology (adult) - Dubbo Base Hospital	Samuel R	Basic Training AU (AM) 2025	2 - Consolidation	Accredited Setting	Submitted	12/11/2025	
Acute aged care - Royal Prince Alfred Hospital	Anna w	Geriatric Medicine (AM) 2025	1 - Specialty Foundation	Accredited Setting	Submitted	13/11/2025	

**Figure 6**

#### Accessing Rotation Plans via My Trainees' Rotation Plan in the Navigation Bar

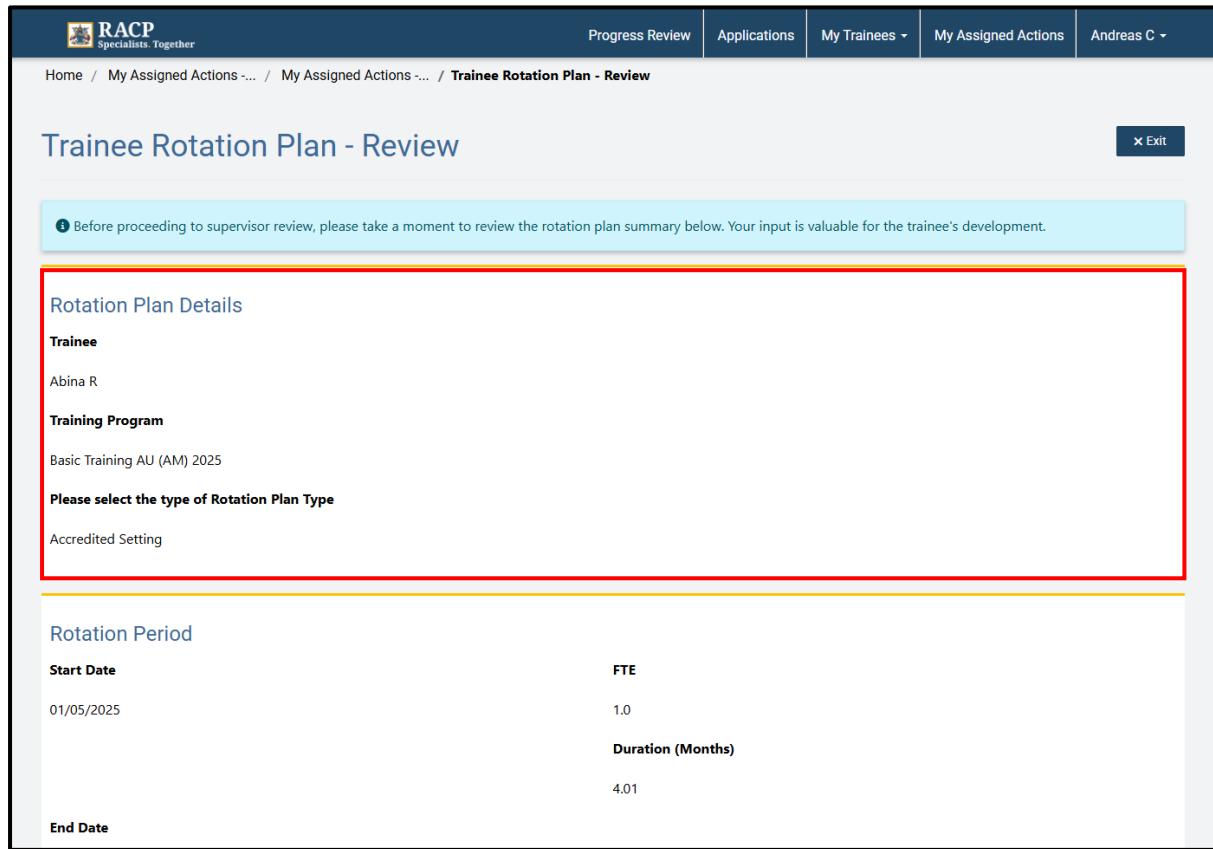
4. As a DPE, you can click **My Trainees** in the **navigation bar** to reveal a dropdown list. Refer to **Figure 10**.



*Figure 7*

### Section 3.2: Review a Trainee's Rotation Plan

5. Review the **Rotation Plan Details** fields and verify the information is entered by the trainee as required. Refer to **Figure 11**.



Before proceeding to supervisor review, please take a moment to review the rotation plan summary below. Your input is valuable for the trainee's development.

**Rotation Plan Details**

**Trainee**  
Abina R

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

**Please select the type of Rotation Plan Type**  
Accredited Setting

**Rotation Period**

Start Date	FTE
01/05/2025	1.0
Duration (Months)	
	4.01
End Date	

*Figure 8*

**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.**

Within the **Training Details** stage of the process, trainees will need to populate the mandatory fields in the **Rotation Period section** including the

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

6. Scroll down to the **Review Feedback section** where you will see your name and the status of your declaration. The status will read as 'incomplete' which means that you have not submitted your review of the trainees Rotation Plan. Refer to **Figure 12**.

Review Feedback						
Contact	Role	Review Completion Date ↑	Status	Outcome	Review Comments	Actions
Jen G	Rotation Supervisor		Incomplete			
Isabel G	Rotation Supervisor		Incomplete			

**Figure 9**

7. Click the downward facing arrow under the **Actions** column and select **Review**. Refer to **Figure 13**.

Review Feedback						
Contact	Role	Review Completion Date ↑	Status	Outcome	Review Comments	Actions
Jen G	Rotation Supervisor		Incomplete			
Isabel G	Rotation Supervisor		Incomplete			

**Figure 10**

8. Select **Yes** or **No** from the drop-down box against each of the following statements. Refer to **Figure 14**.

Note:

- There is an option to include **Supervisor Review Comments**. These comments might include other suggested learning opportunities or other important information the trainee might need to consider when planning their learning for a rotation.
- If you want to return the rotation plan back to the Trainee for amendments, change the Outcome dropdown field to '**Return to Trainee**'. The comment box is a mandatory field so you can explain your outcome to the trainee.

View/Edit

I confirm that this trainee is undertaking the training position, as outlined in this rotation plan \*

Yes

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

Yes

Outcome \*

Reviewed

Supervisor Review Comments

Click here

Save



**Figure 11**

Once you have completed your review, click on the **Save** button. The pop up box will now close, returning you back to the trainee's rotation plan. The outcome of your review will be updated in the Review Feedback section.

Review Feedback

This section displays any feedback on the rotation plan. Supervisors can record an outcome and leave feedback. If the plan is in 'Returned to trainee' status, the trainee should open the review to read the feedback, make the required changes and resubmit.

Add

Contact	Role	Review Completion Date	Status	Outcome	Review Comments	Actions
Jen G	Rotation Supervisor	28/11/2025	Completed	Reviewed		▼

**Figure 12a**

9. Scroll to the bottom of the page and click the **Submit** button to complete your review. The rotation plan will be sent back to the trainee as the completed version. The Rotation Plan can be edited throughout the rotation if there are updates to the planned learning opportunities. Refer to **Figure 15**. If you need to return the review to the Trainee, proceed to step 10.

Rotation Plan Update History					
Updated Date ↓	Updated By	Role	Updated	From	To
28/11/2025	Samuel R	Trainee	Supervisor nomination added with start date (UTC)	2025-09-02	
28/11/2025	Samuel R	Trainee	Supervisor nomination added with end date (UTC)	2025-12-09	
28/11/2025	Samuel R	Trainee	Rotation Type	(no name)	
12/11/2025	Isabel G	Related Supervisor	Supervisor nomination added with start date (UTC)	2025-12-09 UTC	
12/11/2025	Isabel G	Related Supervisor	Supervisor nomination added with start date (UTC)	2025-09-02 UTC	

Click here

Submit

**Figure 13**

10. You have now completed the rotation plan review for your trainee.



Progress Review | Applications | My Trainees | My Assigned Actions | Jen G ▾

Home / My Trainees / Trainee Program Cohor... / My Trainees - Rotation Plans - Supervisor - TMP

Cardiology (adult) - Dubbo Base Hospital

Samuel R - 196826

Submission completed successfully.

**Note:**

1. *It is important to review the Rotation Plan and move the plan to finalised status to support progression assessment activities, including time validation and certification.*
2. *Supervisors can navigate to rotation plans via My Assigned Actions or via My Trainees.*

## Section 4: Review a Trainee's resubmitted Rotation Plan

**Context:** Use these instructions to re-review a trainee's rotation plan from the email notification once the trainee has been resubmitted it or provided additional information. This can be accessed either via the email notification or by navigating to the TMP Portal directly.

When a Trainee resubmits a Rotation Plan where they have amended it or provided additional information, you as the Rotation Supervisor will receive communication of this and will be required to re-review it.



**Note** *On Reviewed rotation plans, only further changes by the trainee that involve any of the following fields:*

- *Rotation type*
- *Start Date or End Date*
- *FTE*
- *Primary or Training Setting*

*will trigger notifications/actions for the supervisors. Other changes are considered minor and do not need another review. To view the trainee's latest rotation plan, visit **My Trainees** and navigate to the trainee's **Rotation Plan** tab.*

Dear Dr Chambers

Dr Abina Ravindran has nominated you as a Supervisor for their rotation under the Basic Training AU (Adult Medicine). We kindly request that you review the Rotation Plan to confirm all the details, including your role, in the Supervisor Declarations section at your earliest convenience.

**Rotation Plan Details**

Trainee: Dr A  
Setting: Royal Prince Alfred Hospital  
Rotation Start Date: 01/05/2025  
Rotation End Date: 31/08/2025

**Actions required**

You can access the Rotation Plan in the [TMP Portal](#), where you are able to review and approve the Rotation Plan.

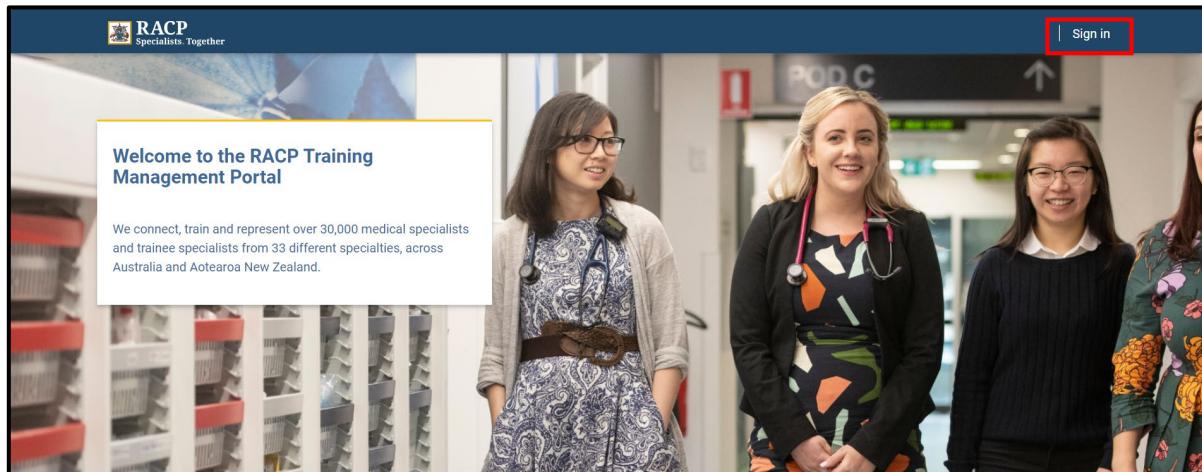
Once the Rotation Plan has been approved by all Supervisors, you will be able to view the Trainee's records in the TMP.

**Need help?**

If you have any questions, please [contact us](#). Please note that this is an automated email.

**Figure 14**

2. Click on the hyperlinked text in the email body, 'TMP Portal' to be taken to the Portal where you will be required to log in. Once logged in, the relevant Rotation Plan will automatically appear for your review. Alternatively you can navigate directly to the TMP Portal and sign in. Refer to **Figure 18**.



**Figure 15**

3. Navigate to '**My Assigned Actions**' and open the rotation plan for review. Refer to **Figure 19**.

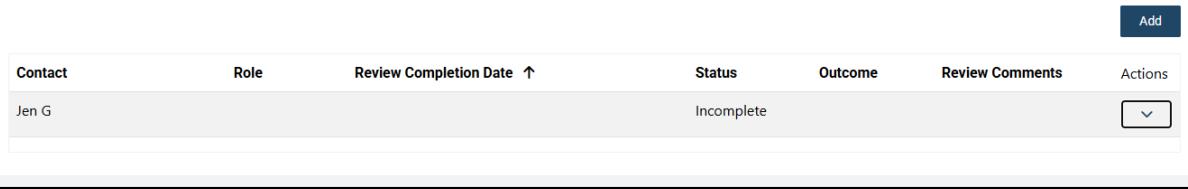
Area	Actions
Rotation Plan	4
Observation Capture	8
Learning Capture	0
Supervisor Nominations	0
Rotation Progress Report	0
Phase Progress Report	0
Other Requirement	0
Learning Theme	0

**Figure 16**

4. Follow steps 1-10 from the previous instructions on how to Review a Trainee's Rotation Plan. This includes:
  - reviewing the information provided by the trainee
  - providing your feedback in the Review Feedback section under your name including your decision on the Outcome and providing comments if required. Refer to **Figure 20**.

#### Review Feedback

This section displays any feedback on the rotation plan. Supervisors can record an outcome and leave feedback. If the plan is in 'Returned to trainee' status, the trainee should open the review to read the feedback, make the required changes and resubmit.



Contact	Role	Review Completion Date ↑	Status	Outcome	Review Comments	Actions
Jen G			Incomplete			

**Figure 20**

**Note:** *When reviewing a Trainee's resubmitted Rotation Plan from minor changes, you can only access this via the trainee's 'Rotation Plan' tab via My Trainees, and not via 'My Assigned Actions'.*

## Section 5: Summary of Outcomes

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

- Sign in to the Portal
- Access the rotation plans assigned for your review
- Review details of trainee's rotation plans
- Verify trainee's rotation plans
- Return the rotation plan to trainee if amendments are required
- Initiate a review via the email notification
- Re-review a rotation plan if a trainee has provided additional information or made amendments