

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.

Contents

Section 1: Rotation Plan general information	3
Section 2: Sign in to the Portal	5
Section 3: Review and Edit a Trainee’s Rotation Plan	7
Section 3.1: Navigate to a Trainee’s Rotation Plan	7
Section 3.2: Review and edit a Trainee’s Rotation Plan	9
Section 4: Review a Trainee’s resubmitted Rotation Plan	14
Section 5: Summary of Outcomes	17

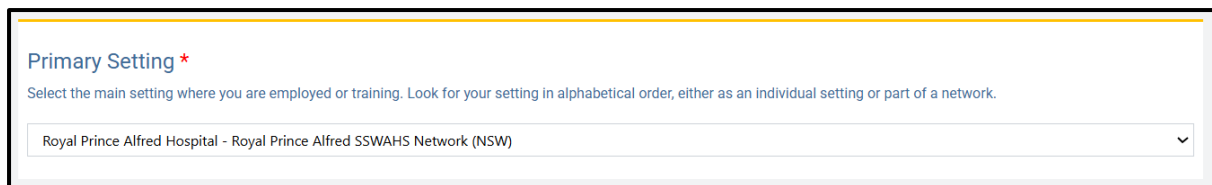
Version control

Update by	Date	Version	Note
TMP CIT	23/02/26	3.1	CE2 updates and additional edit steps
CR Team	28/11/25	3.0	CE1 updates – screenshots and instructions updated
TMP Project	20/01/25	2.0	Final version - Rotation Plan first rotation checkbox added
TMP Project	19/11/24	1.0	Initial version

Section 1: Rotation Plan general information

Setting information

Primary Setting: The Primary Setting is the trainee’s main setting and is typically the setting where the trainee is employed. This field is Mandatory and the Trainee will be required to choose their Primary Setting from a dropdown list, which populates based on whether the Trainee selected Accredited or Non-accredited Rotation Plan in the previous page of the Rotation Plan. In many cases, this could be the same as their Training Setting. This field is used to help determine which Progress Review Panel will make your progress decision if your specialty has secondary panels.



Primary Setting *

Select the main setting where you are employed or training. Look for your setting in alphabetical order, either as an individual setting or part of a network.

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

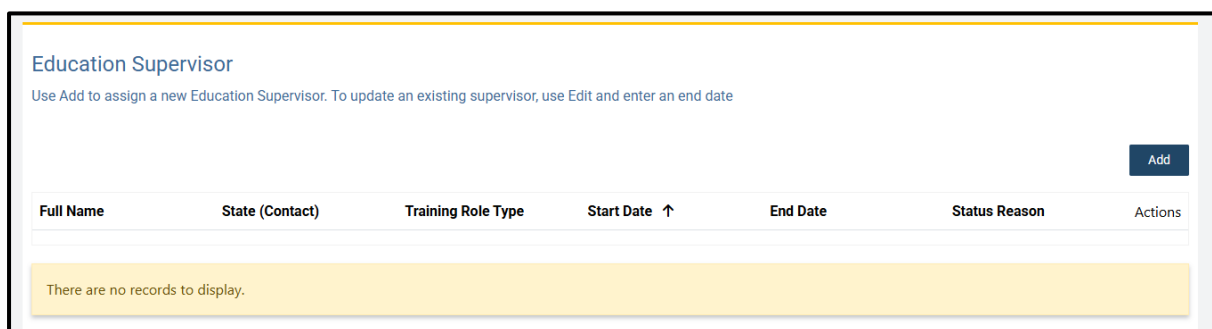
Figure 1

The difference between Primary Setting and Training Setting

The Primary Setting is the trainee’s main setting and is typically the setting where the trainee is employed. Trainees can be seconded to other sites to complete specific training, and this is the Training Setting. It is common for the Primary Setting and Training Setting to be the same hospital in the Rotation Plan. For Basic Training, the Primary Setting will dictate which DPEs are linked to the trainee.

Supervisor selection

Education Supervisor: 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 Education Supervisor Nominations grid under the General tab.



Education Supervisor

Use Add to assign a new Education Supervisor. To update an existing supervisor, use Edit and enter an end date

Add

Full Name	State (Contact)	Training Role Type	Start Date ↑	End Date	Status Reason	Actions
There are no records to display.						

Figure 2

DPE: 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. Instructions on how to nominate a primary DPE can be found in **Section 5.4: Nominate a DPE (BT only)**. Note, before choosing the primary DPE, Trainees will need to ensure that the setting under ‘Primary Hospital’ is their Primary Setting. This will then populate the ‘Contact’ dropdown with the DPEs linked to the Primary Setting.



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
There are no records to display.						

Figure 3

Section 2: 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**.

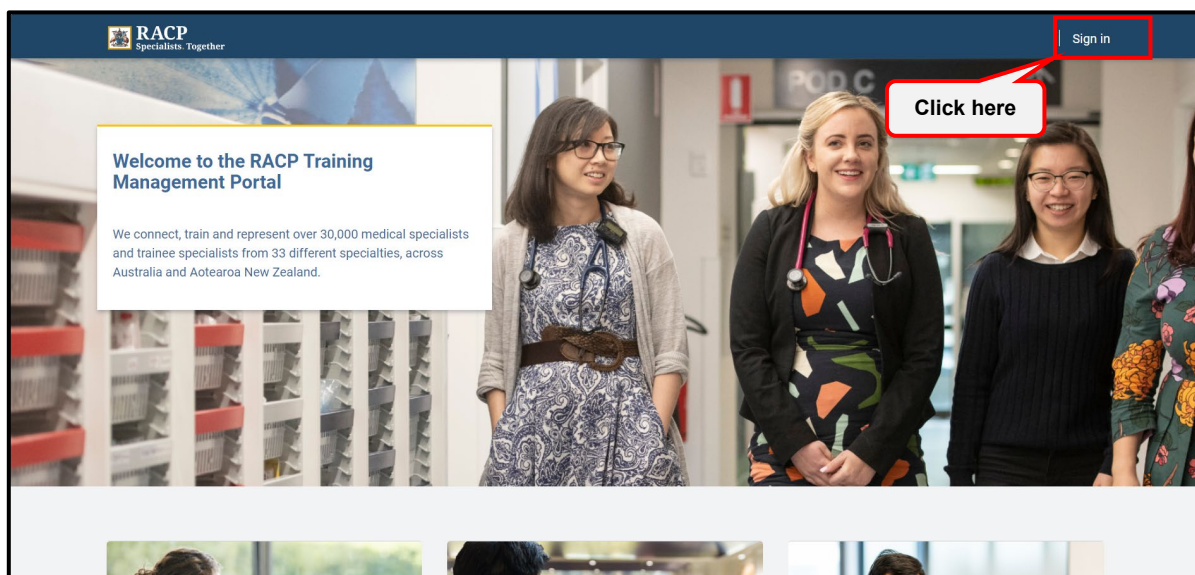
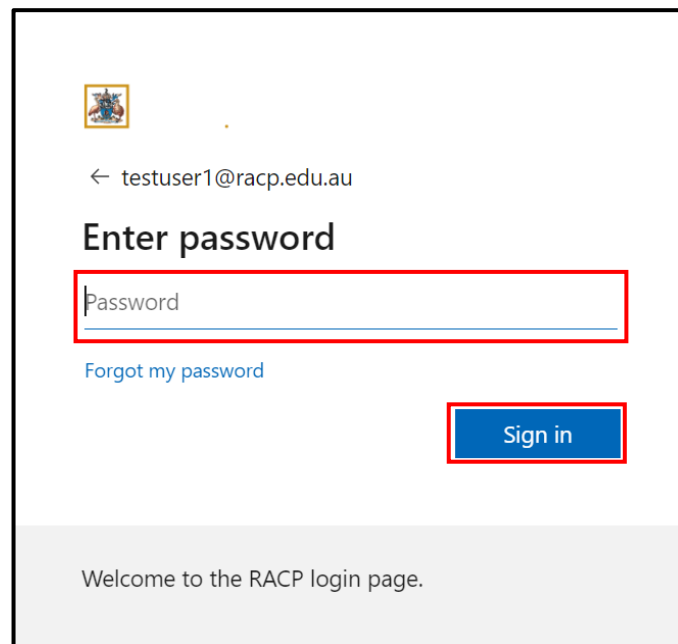


Figure 4

2. Enter your RACP user ID and click on **Next**. Refer to **Figure 5**.

Figure 5

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 is the email address 'testuser1@racp.edu.au' with a back arrow. The main heading is 'Enter password'. Below this is a text input field containing the word 'Password', which is highlighted with a red rectangular border. Underneath the input field is a blue link that says 'Forgot my password'. To the right of the input field is a blue button with the text 'Sign in', also highlighted with a red rectangular border. At the bottom of the page, there is a grey footer area with the text 'Welcome to the RACP login page.'

Figure 6

Section 3: Review and Edit a Trainee's Rotation Plan

Section 3.1: 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 Rotation 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**.

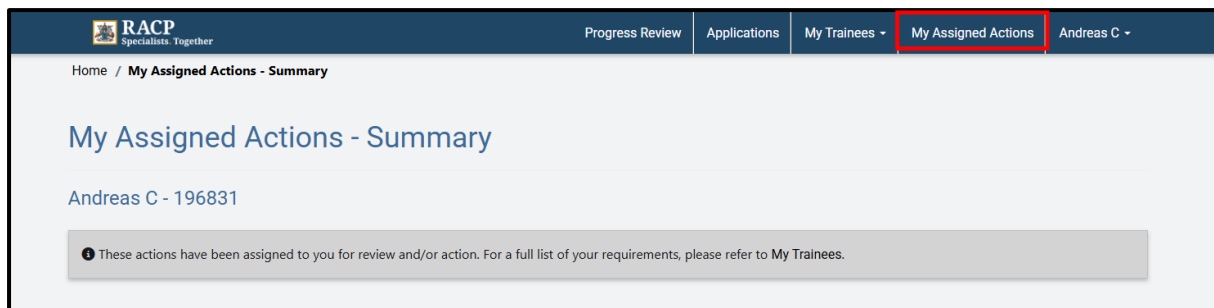
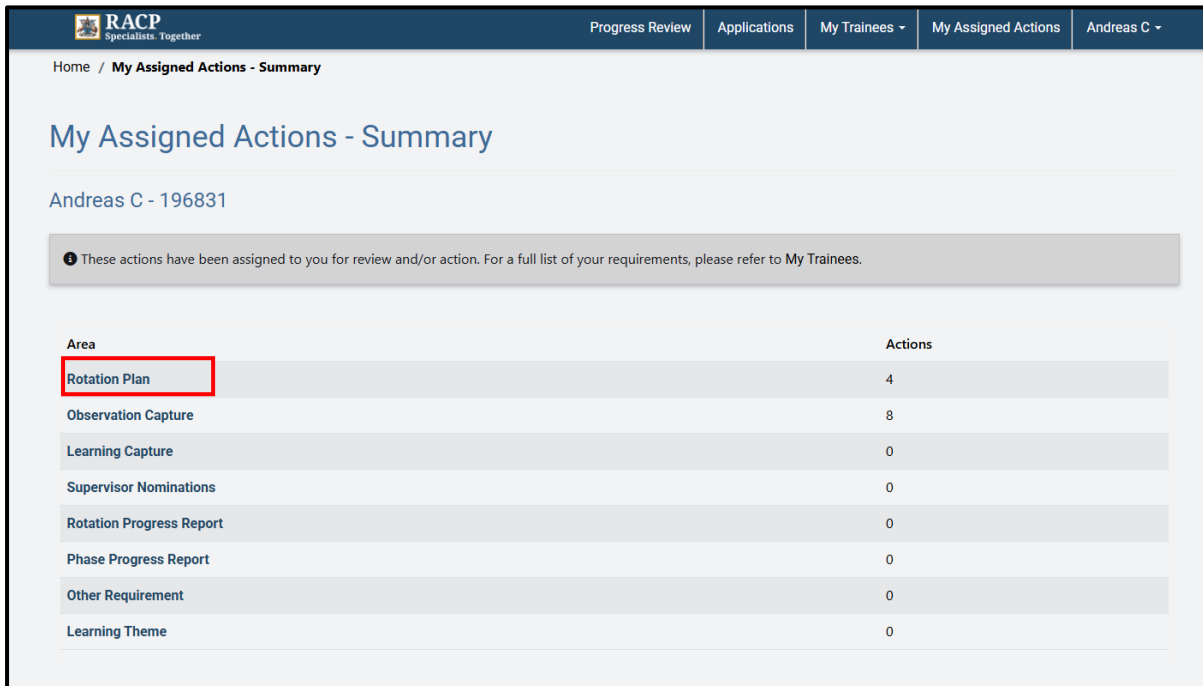


Figure 7

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



Home / My Assigned Actions - Summary

My Assigned Actions - Summary

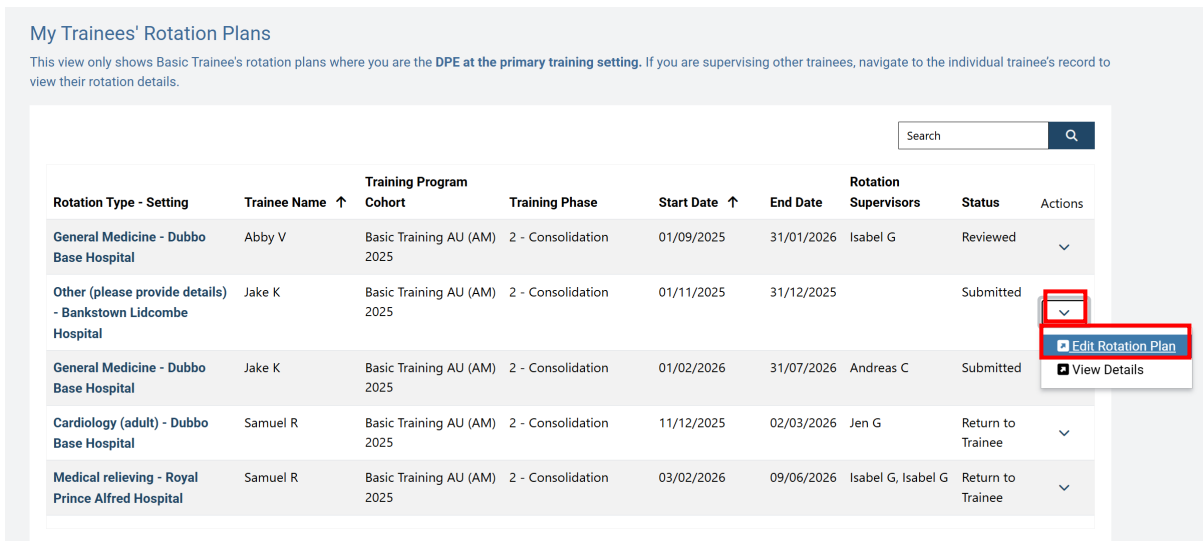
Andreas C - 196831

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 8

3. Select the **Rotation Plan** tab and click on the downward facing arrow under the Actions column. Select **Edit 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 Trainees' Rotation Plans

This view only shows Basic Trainee's rotation plans where you are the DPE at the primary training setting. If you are supervising other trainees, navigate to the individual trainee's record to view their rotation details.

Search

Rotation Type - Setting	Trainee Name ↑	Training Program Cohort	Training Phase	Start Date ↑	End Date	Rotation Supervisors	Status	Actions
General Medicine - Dubbo Base Hospital	Abby V	Basic Training AU (AM) 2025	2 - Consolidation	01/09/2025	31/01/2026	Isabel G	Reviewed	↓
Other (please provide details) - Bankstown Lidcombe Hospital	Jake K	Basic Training AU (AM) 2025	2 - Consolidation	01/11/2025	31/12/2025		Submitted	↓ Edit Rotation Plan View Details
General Medicine - Dubbo Base Hospital	Jake K	Basic Training AU (AM) 2025	2 - Consolidation	01/02/2026	31/07/2026	Andreas C	Submitted	
Cardiology (adult) - Dubbo Base Hospital	Samuel R	Basic Training AU (AM) 2025	2 - Consolidation	11/12/2025	02/03/2026	Jen G	Return to Trainee	↓
Medical relieving - Royal Prince Alfred Hospital	Samuel R	Basic Training AU (AM) 2025	2 - Consolidation	03/02/2026	09/06/2026	Isabel G, Isabel G	Return to Trainee	↓

Figure 9

Accessing Rotation Plans as a DPE

- As a DPE, you can click **My Trainees** and then **My Trainees' Rotation Plans** in the navigation bar access Trainee Rotation Plans. Refer to **Figure 10**.

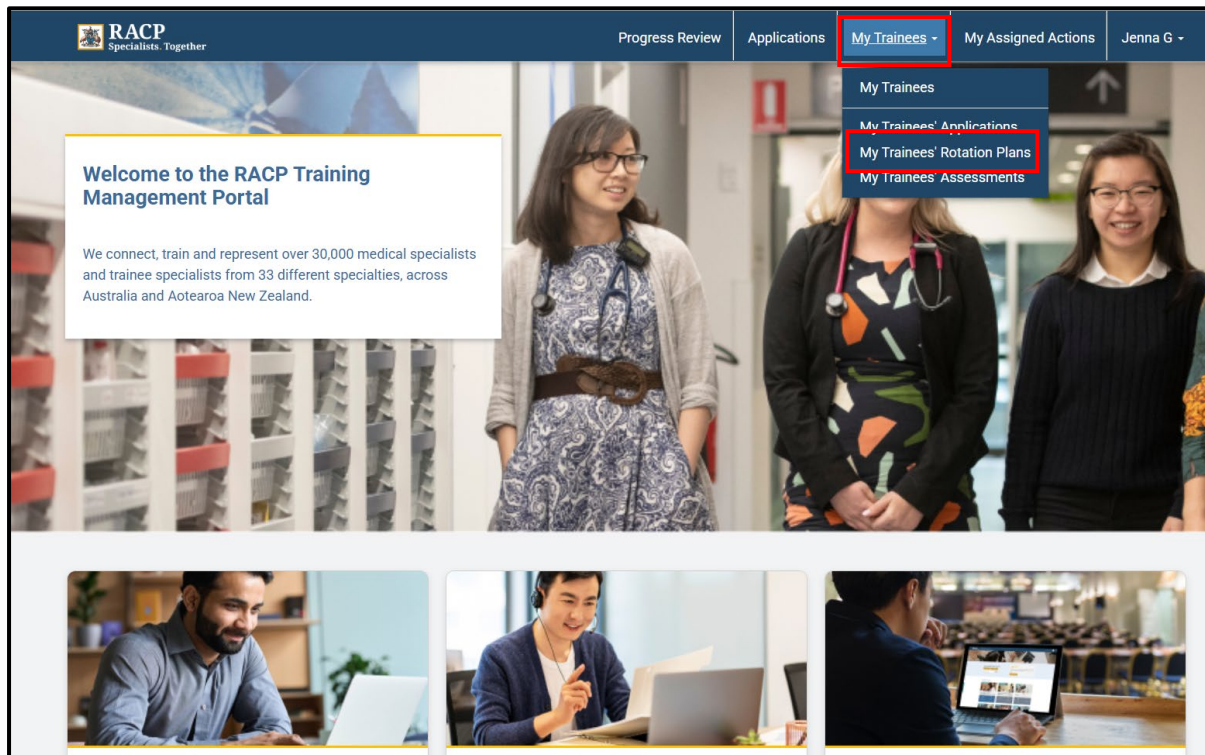


Figure 10

Select the Rotation Plan to **Edit**. If want wish to view only, select View (noneditable)

My Trainees' Rotation Plans

This view only shows Basic Trainee's rotation plans where you are the DPE at the primary training setting. If you are supervising other trainees, navigate to the individual trainee's record to view their rotation details.

Rotation Type - Setting	Trainee Name ↑	Training Program Cohort	Training Phase	Start Date ↑	End Date	Rotation Supervisors	Status	Actions
General Medicine - Dubbo Base Hospital	Abby V	Basic Training AU (AM) 2025	2 - Consolidation	01/09/2025	31/01/2026	Isabel G	Reviewed	⌵
Other (please provide details) - Bankstown Lidcombe Hospital	Jake K	Basic Training AU (AM) 2025	2 - Consolidation	01/11/2025	31/12/2025		Submitted	⌵
General Medicine - Dubbo Base Hospital	Jake K	Basic Training AU (AM) 2025	2 - Consolidation	01/02/2026	31/07/2026	Andreas C	Submitted	<input type="button" value="Edit Rotation Plan"/> <input type="button" value="View Details"/>
Cardiology (adult) - Dubbo Base Hospital	Samuel R	Basic Training AU (AM) 2025	2 - Consolidation	11/12/2025	02/03/2026	Jen G	Return to Trainee	⌵
Medical relieving - Royal Prince Alfred Hospital	Samuel R	Basic Training AU (AM) 2025	2 - Consolidation	03/02/2026	09/06/2026	Isabel G, Isabel G	Return to Trainee	⌵

Section 3.2: Review and edit a Trainee's Rotation Plan

- Once opened, review the **Rotation Plan Details** fields and verify the information is entered by the trainee as required. Refer to **Figure 11**.



Training Program Details

This section can't be edited once the rotation plan is submitted. To change the phase or plan type, contact us to cancel the plan and then submit a new one.

Training Program *
Basic Training AU (AM) 2025

Training Phase *
2 - Consolidation

Rotation Plan Type *
Accredited Setting

Rotation Period

Start Date *
01/02/2026

The Rotation start date is also the start date of my Training Program

End Date *
31/07/2026

FTE *
1.0

Rotation Duration (Month)
6.0

Figure 11

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

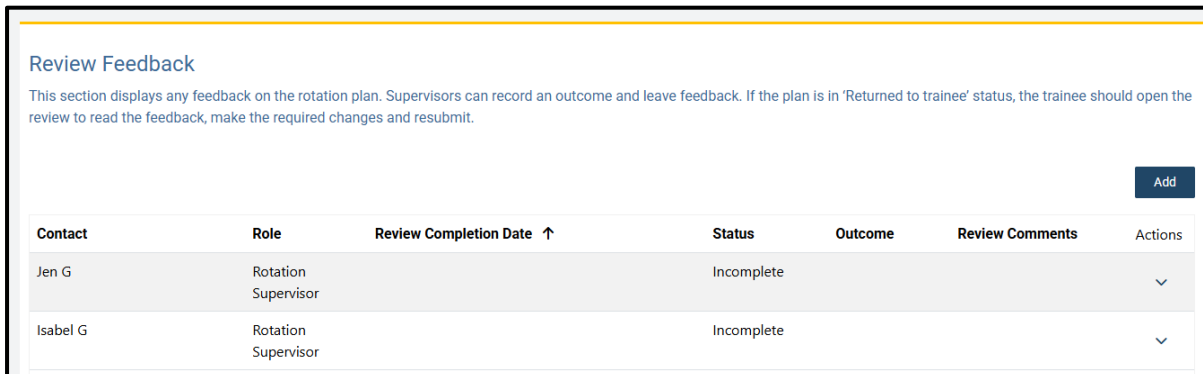
- **The Rotation start date is also the start date of my Training Program**
 - **Only one Rotation plan can be the “first rotation plan”**
 - **Setting this field will set the Training Start Date**

Note: A Supervisor or DPE can update these details.

6. Scroll down to the **Review Feedback section** where you will see your name if you are the Rotation supervisor 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.

7. DPE's can also add feedback and comments.

Refer to **Figure 12**.



Review Feedback

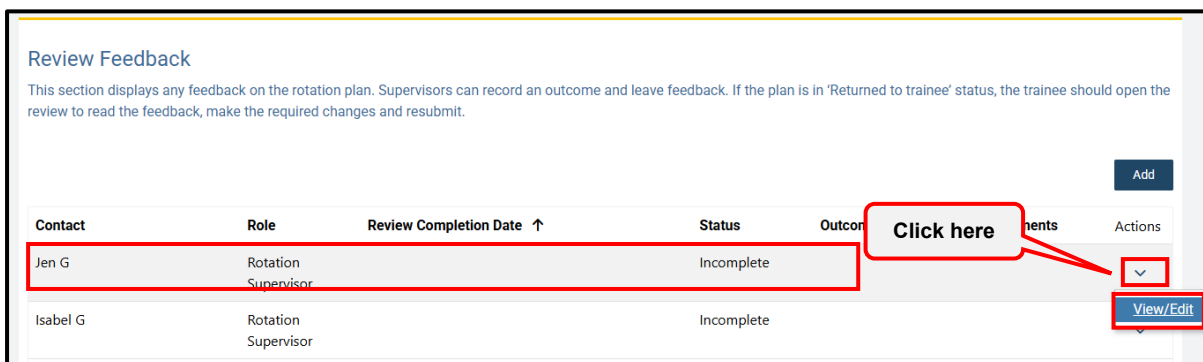
This section displays any feedback on the rotation plan. Supervisors can record an outcome and leave feedback. If the plan is in 'Returned to trainee' status, the trainee should open the review to read the feedback, make the required changes and resubmit.

[Add](#)

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

Figure 12

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



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		Incomplete			▼
Isabel G	Rotation Supervisor		Incomplete			View/Edit

Figure 13

9. 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 will now be compulsory 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 14

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 15a

10. 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

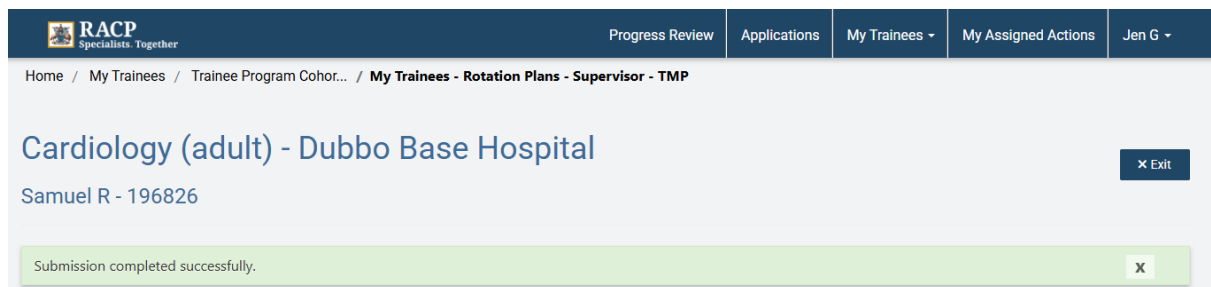
Updated Date ↓	Updated By	Role	Updated	From	To
28/11/2025	Samuel R	Trainee	Supervisor nomination added with start date (UTC)		2025-09-02
28/11/2025	Samuel R	Trainee	Supervisor nomination added with end date (UTC)		2025-12-09
28/11/2025	Samuel R	Trainee	Rotation Type		(no name)
12/11/2025	Isabel G	Related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

Submit

Click here

Figure 16

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



RACP Specialists. Together

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.

No

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 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.

To initiate your review via your received email:

1. Open the email you have received and read the email body. Refer to **Figure 17**.

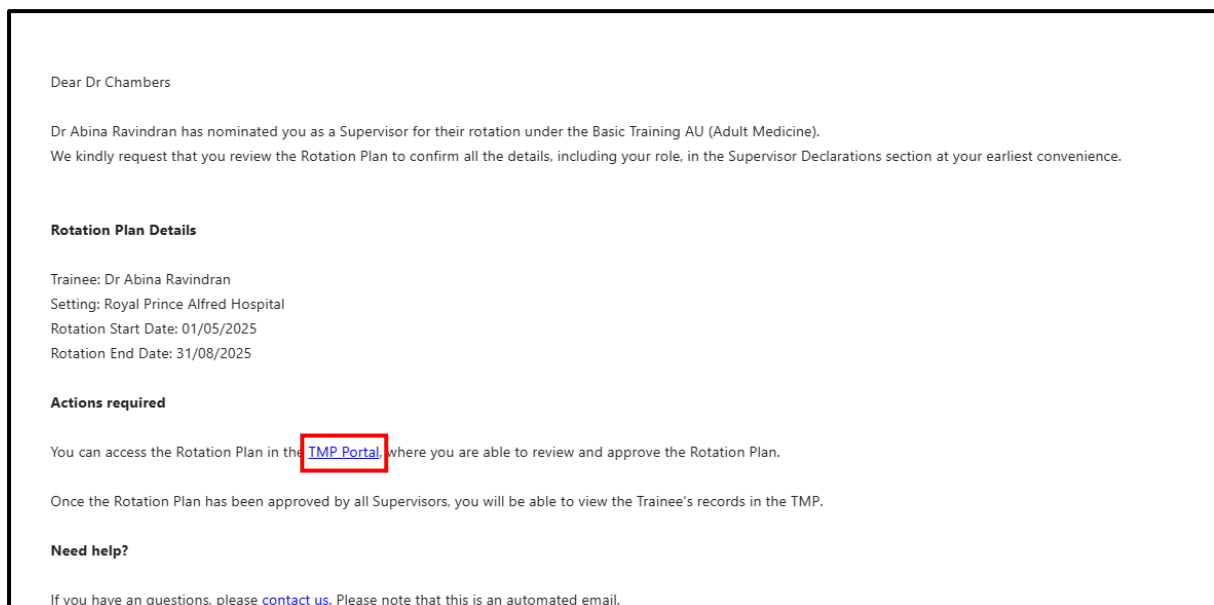


Figure 17

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**.

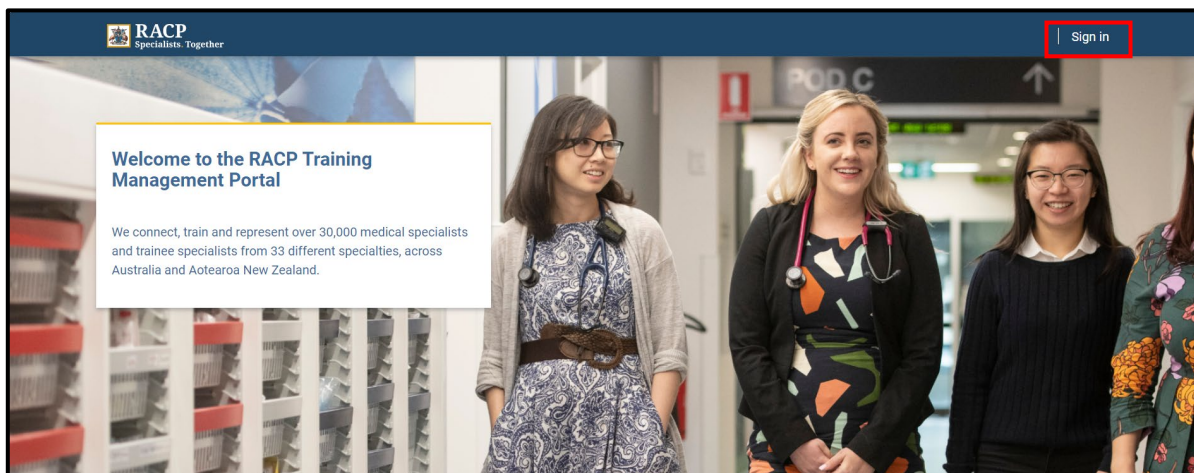


Figure 18

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

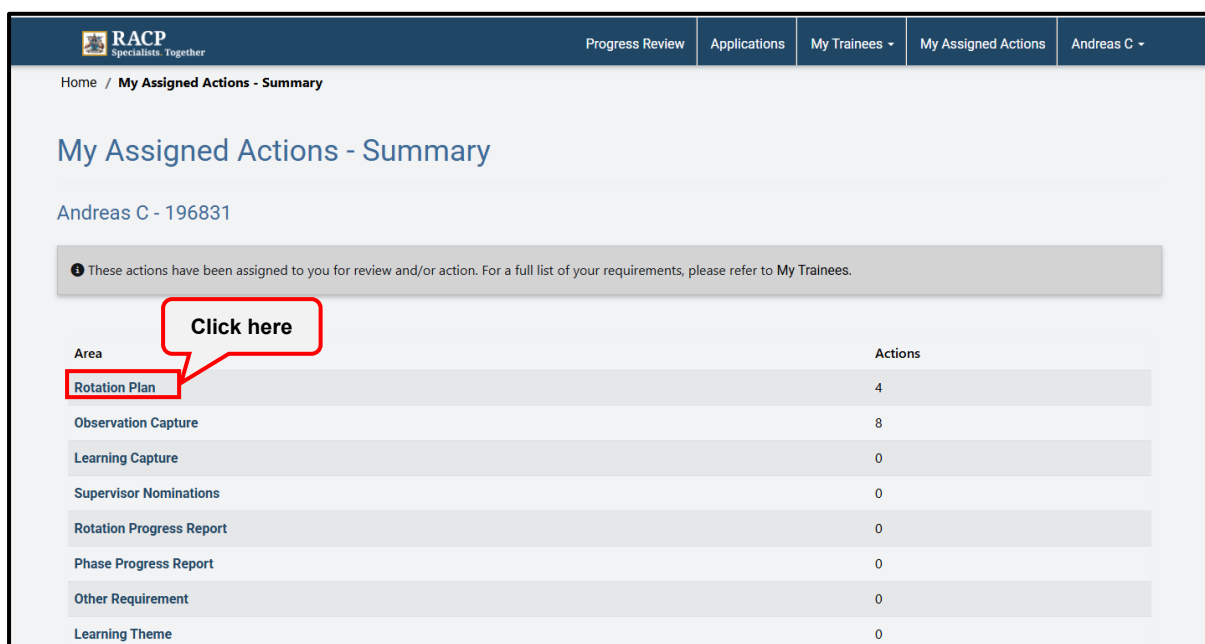


Figure 19

4. Follow steps 1-10 from the previous instructions on how to [Review a Trainee's Rotation Plan](#). This includes:
 - a. reviewing the information provided by the trainee
 - b. 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.

[Add](#)

Contact	Role	Review Completion Date ↑	Status	Outcome	Review Comments	Actions
Jen G			Incomplete			<input type="button" value="v"/>

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 and edit 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